

NOTICE OF MEETING
FOR THE GOVERNING BODY OF THE
CITY OF WILLIS, TEXAS

Notice is hereby given that a regular meeting of the governing body of the above named City will be held on the 15th of October, 2013 at 6:30 p.m. in the City Hall at 200 N. Bell Street, Willis, Texas at which time the following subjects will be discussed, to-wit:

PUBLIC HEARING: Annexation of approximately 217.58 acres in between FM 1097 West and Old Montgomery Road, Interstate 45 North roadway and Highway 75 North roadway.

1. Call to order the regular meeting.
2. Roll call, Pledge of Allegiance, and Invocation
I Pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
Honor the Texas Flag. I pledge allegiance to thee Texas; one state under God, one and indivisible.
3. CITIZENS INQUIRY
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meeting; September 17, 2013.
 - b. Approval of accounts payable.
 - c. Approval of financial statements and tax collection report.
 - d. Consider approval of wage and salary guidelines for the 2013-2014 budget.
 - e. Consider approval of an amendment to Section 2.19 Incentive Pay for the personnel policy manual.
 - f. Consider approval of an addition of Assistant City Manager for Community & Economic Development and Permit Technician to the job description for the City.
5. NEW BUSINESS
 - a. Consider approval of the Willis Community Development Corporation board appointments for resigning members and vacancies.
 - b. Consider approval of the Planning and Zoning Commission board appointments for members with expiring terms.
 - c. Award the bid for the 2012-2008 HOME Program grant manufactured home project at 12869 E FM 1097 received on September 24, 2013.
 - d. Award the bid the for 2012-2008 HOME Program grant reconstruction project at 110 Reese, 504 W. Marlin, and 705 W. Marlin received on September 10, 2013.
 - e. Consider approval of a resolution declining approval of any and all changes in rates requested by Entergy Texas, Inc.
 - f. Consider approval of a request from Family Faith Church to close Thomason Street between Watson and Worsham Street on October 31st from 12:00 noon until 10:00 p.m. for its annual Halloween Extravaganza.
 - g. Consider approval of a request from Covenant Fellowship Church to close MLK Street between Highway 75 and Bell Street on October 26th from 12:00 noon until 10:00 p.m. for its annual Fall Festival.
 - h. Commission Mark M. Burton, PLLC to conduct a review of the audit for the fiscal year ending September 30, 2013.

6. Reports

Input from Council related to issues for possible inclusion on future agendas; related to issues such as (but not limited to) municipal projects, personnel, public property, development, and other city/public business.

- a. City Engineer's report
 - 1. Update on Catahoula wells
- b. City Manager's report and updates

7. Adjourn.

Dated this the 7th day of October, 2013.

Brenda Burns, City Secretary

I, the undersigned authority, do hereby certify that the above Notice of meeting of the governing body of the above named City Council is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin board, at the City Hall of said City in Willis, Texas a place convenient and readily accessible to the general public at all times, and said Notice was posted on October 7, 2013 at 2:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 7th day of October, 2013.

Brenda Burns, City Secretary

The City Council for the City of Willis reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney); 551.072 (Deliberation about Real Property); 551.073 (Deliberations about Gifts & Donations); 551.074 (Personnel Matters); 551.076 (Deliberation about Security Devices; and 551.086 (Economic Development).

It is the policy of the City of Willis to afford disabled persons maximum access to all public meetings. The City of Willis will make reasonable accommodations to address the needs of persons with vision or hearing impairments or other disabilities, including the provision of readers or sign language interpreters when requested reasonably in advance.

Willis, Texas
October 15, 2013
6:30 p.m.

The City Council of the City of Willis, Texas convened in regular session at the City Hall on the date and time aforesaid, with the following members present:

John Lovelady, Mayor Pro Tem
Anna Ross, Council Member
Tamara Young-Hector, Council Member
Bill Van Alstyne, Council Member
Thomas Belinoski, Council Member
Hector Forestier, City Manager
James Nowak, Police Chief
Larry Foerster, City Attorney
John Mangiameli, Community Development Director
Arthur Faiello, Public Works Director
Brenda Burns, City Secretary
Marissa Quintanilla, Human Resources Director

and the following members absent: Leonard Reed, Mayor, constituting a quorum at which time the following business was transacted to-wit:

PUBLIC HEARING: Annexation of approximately 217.58 acres in between FM 1097 West and Old Montgomery Road, Interstate 45 North roadway and Highway 75 North roadway.

Mayor Pro Tem Lovelady opened the public hearing at 6:30 p.m. John Mangiameli explained that the primary area being annexed was between FM 1097 West and Old Montgomery Road. The other areas are roadways.

Karan Crooks asked about the availability of water, sewer and garbage pickup. Ms. Crooks was informed that water, sewer and garbage was available and if she had a water and sewer system in place and it was working properly she could continue to use. Ms. Crooks asked about the taxes. Ms. Crooks was given the city tax rate and informed that the statement would be included on her statement from the County.

Billy Merrill was concerned with his property south of Old Montgomery Road and the zoning. Mr. Mangiameli informed Mr. Merrill that his property was proposed to be zoned Commercial.

Mayor Pro Tem Lovelady asked if there were any further comments. None were received. Mayor Pro Tem Lovelady closed the public hearing.

1. Call to order the regular meeting.

Mayor Pro Tem Lovelady opened the regular meeting at 5:40 p.m.

2. Roll call, Pledge of Allegiance, and Invocation

I Pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Honor the Texas Flag. I pledge allegiance to thee Texas; one state under God, one and indivisible.

Mayor Pro Tem called roll, Mayor Reed was absent.

Arthur Faiello, Public Works Director said the invocation.

3. CITIZENS INQUIRY

Mr. Forestier introduced Garrett Ripkowski. Mr. Ripkowski was working on his Eagle Scott Badge.

4. CONSENT AGENDA

- a. Consider the minutes of the previous meeting; September 17, 2013.
- b. Approval of accounts payable.
- c. Approval of financial statements and tax collection report.
- d. Consider approval of wage and salary guidelines for the 2013-2014 budget.
- e. Consider approval of an amendment to Section 2.19 Incentive Pay for the personnel policy manual.
- f. Consider approval of an addition of Assistant City Manager for Community & Economic Development and Permit Technician to the job description for the City.
Mayor Pro Tem Lovelady called for any questions or comments on the consent agenda. None were received. Mayor Pro Tem and Council approved items 4a – 4f by unanimous consent.

5. NEW BUSINESS

- a. Consider approval of the Willis Community Development Corporation board appointments for resigning members and vacancies.
Mr. Forestier stated Sheila Patrick and Sharon Luster had resigned from the board and Rod Broussard has been absent for the past year. Staff was recommending Bridgett Anderson, Mary Reed and Zach Davis for the positions. Motion was made by Thomas Belinoski to approve the recommendations. Anna Ross seconded the motion. Motion passed unanimously.
- b. Consider approval of the Planning and Zoning Commission board appointments for members with expiring terms.
Mr. Forestier stated Mary Williams, Bill Buller and Luther Powell terms were expiring and each one was interested in serving another term. Motion was made by Tamara Young-Hector to reappoint each board member for another term. Thomas Belinoski seconded the motion. Motion passed unanimously.
- c. Award the bid for the 2012-2008 HOME Program grant manufactured home project at 12869 E FM 1097 received on September 24, 2013.
Mr. Forestier stated the mobile home will be for Bernadine Franklin and staff was recommending MS Space in the amount of 77,734.11 for a 3 bedroom/2bath home. Mr. Forestier stated staff was working on donations of furniture for Ms. Franklin. Motion was made by Tamara Young-Hector to approve MS Space in the amount of \$77,734.11. Thomas Belinoski seconded the motion. Motion passed unanimously.
- d. Award the bid the for 2012-2008 HOME Program grant reconstruction project at 110 Reese, 504 W. Marlin, and 705 W. Marlin received on September 10, 2013.
Mr. Forestier stated staff was recommending the bid be awarded to Questar Homes which is the low bidder. Motion was made by Tamara Young-Hector to award the bid to Questar Homes in the amount of \$220,851.24. Anna Ross seconded the motion. Motion passed unanimously. Thomas Belinoski asked for the time frame on the manufactured home. Rick Valdez, Public Management stated approximately 30-days. Tamara Young-Hector asked for the time frame for the reconstruction. Mr. Valdez stated from 90-120 days.
- e. Consider approval of a resolution declining approval of any and all changes in rates requested by Entergy Texas, Inc.
Mr. Forestier stated the Resolution would be denying the rate change request by Entergy and the request would be forwarded to the Public Utility Commission for approval. Motion was made by Anna Ross to approve the Resolution declining rate changes from Entergy Texas, Inc. Bill Van Alstyne seconded the motion. Motion passed unanimously.

- f. Consider approval of a request from Family Faith Church to close Thomason Street between Watson and Worsham Street on October 31st from 12:00 noon until 10:00 p.m. for its annual Halloween Extravaganza.
Mr. Forestier stated this was an annual event and recommended approval. Motion was made by Thomas Belinoski to approve the road closure for Family Faith Church. Tamara Young-Hector seconded the motion. Motion passed unanimously.
- g. Consider approval of a request from Covenant Fellowship Church to close MLK Street between Highway 75 and Bell Street on October 26th from 12:00 noon until 10:00 p.m. for its annual Fall Festival.
Mr. Forestier stated this also was an annual event and recommended approval. Motion was made by Thomas Belinoski to approve the event from 12 noon until 10 p.m. Anna Ross seconded the motion. Mayor Pro Tem John Lovelady stated the times were different in the letter. Thomas Belinoski rescinded his motion and made a motion to approve the event from 5 p.m. until 8 p.m. Anna Ross seconded the motion. Motion passed unanimously.
- h. Commission Mark M. Burton, PLLC to conduct a review of the audit for the fiscal year ending September 30, 2013.
Mr. Forestier stated this was an annual review. Motion was made by Tamara Young-Hector to approve the audit review contract with Mark M. Burton, PLLC. Thomas Belinoski seconded the motion. Motion passed unanimously.

6. Reports

Input from Council related to issues for possible inclusion on future agendas; related to issues such as (but not limited to) municipal projects, personnel, public property, development, and other city/public business.
Bill Van Alstyne was still concerned with the street lights on FM 1097 and Highway 75 not being bright enough.

a. City Engineer's report

1. Update on Catahoula wells

Mike Mathena, Bleyl & Associates stated the Catahoula wells were pumping and bacteria samples were being taken and they were expecting approval from the State within the next week. Mr. Forestier stated a letter would be drafted from the Mayor to go out to all citizens about the water changes.

Mike Mathena also gave an update on the City Hall renovations and the roadway projects coming up.

Arthur Faiello gave an update on the drainage and roadwork at Longstreet Road and Interstate 45.

Larry Foerster invited Council to the Community Center for all the elders of the community to share their stories of past history back to the 1930s.

b. City Manager's report and updates

Mr. Forestier stated the first reading of an ordinance regulating the drilling of private water wells in the city would be brought before Council next month.

Mr. Forestier reported on the TML Conference attended by some staff members last week and that the CDC meeting would meet next week on the Christmas tree John Lovelady and Mike Davis saw at the conference.

7. Adjourn.

Anna Ross made a motion to adjourn the meeting. Tamara Young-Hector seconded the motion. Motion carried unanimously. The meeting adjourned at 7:13 p.m.

John Lovelady, Mayor Pro-Tem

Brenda Burns, City Secretary