

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:

Leonard Reed, Mayor
Thomas Belinoski, Mayor Pro-Tem
John Lovelady, Council Member
Thomas Luster, Council Member
Tamara Young-Hector, Council Member
Bill Van Alstyne, Council Member
Hector Forestier, City Manager
Larry Foerster, City Attorney
Marissa Quintanilla, City Secretary
James Nowak, Police Chief
Pat Riley, Public Works Director
John Mangiameli, Director of Community Development
Rick Valdez, Director of Finance

And the following members absent: none, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.
The mayor called the meeting to order at 5:30 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 called roll.
Pledges were recited.
John Lovelady gave the invocation.
3. CITIZENS INQUIRY
Pat Riley recognizes Bobby Jarrells for passing the TCEQ exam for his B license in groundwater.
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meeting; January 17, 2017
 - b. Approval of accounts payable.
 - c. Approval of financial statements and tax collection report.
 - d. Approval of the 2016 Traffic Stop Data, Use of Force Data, and Police Pursuit Reports.
 - e. Approval of Willis Police Department Policy 4.6 – Off-Duty Employment.
 - f. Approval of Willis Police Department Policy 7.10 – Prisoner Restraints.
Mayor called for questions or comments on the consent agenda. None were received. Mayor and council approved items 4a – 4f by unanimous consent.
5. NEW BUSINESS
 - a. Consider approval of the audit for year-end September 30, 2016.
Mike Brooks of BrooksCardiel, CPA reviewed the audit with council. BrooksCardiel issued a clean, unmodified opinion. Mr. Books reviewed the fund balance and overall statement of the balances, revenues, and expenses. Mayor called for questions. Thomas Luster asked if BrooksCardiel would be working with the city on having a standard closing policy to ensure timely and complete account information. Mr. Brooks stated that they would work with finance next year in getting started earlier.

Motion was made by Tamara Young-Hector to approve the audit for year-end September 30, 2016. Bill Van Alstyne seconded the motion. Motion passed unanimously.

- b. Presentation from Bill Blich on funding procedures for infrastructure improvements, and sewer plant expansion.

Mr. Forestier stated that in the last couple of meetings upgrades to the sewer plant and the improvements on the infrastructure going north on Highway 75 were discussed. Bill Blich stated that he was asked to put together a financing plan for the \$8.45 million for the sewer modification and expansion. Mr. Blich stated that the local banks tried to limit it to a 15 year duration, because annual payments for that amount of debt would be too much he looked into possibility of setting this as a revenue bond, but it became to difficult to comply with the ordinance requirements. Mr. Blich stated that the only thing we could do is issue certificates of obligation and sell them to the open market with a formal bidding procedure. Mr. Blich stated this would entail coming to the next meeting and seeking a resolution instructing the city to advertise the intention to issue certificates of obligation and approve a preliminary official statement, finalizing it at the April meeting, and proceeds being be available as early as May. Mr. Blich stated that he'd talk with Mike Mathena about the analysis of what the cost would be to the consumer and agreed with his numbers. Mr. Mathena stated that with the existing debt, and the new debt, rehabbing the plant to a total outgoing capacity of 1.25 million gallons a day keeping the 200,000 gallons sent to Conroe in place, that's rehabbing the 800,000 plant and adding a quarter million gallon per day expansion. With the annual maintenance cost, annual debt service cost, and the cost to send the flow to Conroe we are looking at year one a cost of \$5.11per thousand gallons to treat the water, pay debt. Mr. Mathena stated because we are adding so much capacity and that cost is high and we are only flowing to the plant about 650,000 gallons that is why the cost per thousand is so high. Mr. Mathena stated that as we add flow the number would come down, because the number for debt service would not change. Mr. Mathena stated as we add another 50,000 gallons the cost per thousand would go down to \$4.72, adding another 50,000 gallons the cost would go down to \$4.25. Mr. Mathena stated these were the numbers we were looking at based on rehabbing the plant we have now, keeping Conroe in place at 200,000 gallons per day, adding the 250,000 gallons per day expansion and paying our debt service that we have existing, the proposed debt, and the operations and maintenance cost. Thomas Belinoski asked what the average sewer usage is per home. Mr. Mathena stated that a family of four, with normal usage an average would be about 5 to 6 thousand gallons per month. The Mayor asked what a bill would be for customer who uses 6,000 gallons of water. Mr. Mathena stated that on the sewer side year one would be \$30.66 year two would be \$28.32, the water side would be about \$38.00 not including the Lonestar Groundwater Conservation District, and the Willis Alternative Source of Water charge. The Mayor asked what a total bill would be with the inclusion of LSGD, WASW, and garbage. Mr. Mathena stated it would be about \$96.03. Mr. Forestier asked Mr. Mathena to work up the numbers for a 3,000 gallon bill and he would forward them to the Mayor and council, and discuss it at the next council meeting. Mr. Forestier stated he wanted to know if the council wanted to continue with the process, because we need to move forward with the process because he would like to have the certificates of obligation issued this fiscal year.

- c. Consider approval of a variance on the masonry ordinance for housing on South Bend.

John Mangiameli stated that this development on South Bend are duplexes that are developer owned. Mr. Mangiameli stated that the developer on the south side has five remaining residential lots and he would like to build 5 more duplexes to match the ones he already has. Mr. Mangiameli stated that he does not want the duplexes to look like a different person built them, he wants them to look the same as the previous ones he's built and is asking for a variance. Mr. Mangiameli stated that the masonry ordinance does make provisions for variance request based on surrounding housing and development. Mr. Mangiameli stated that he has no objection to issue a variance for him to finish the five remaining lots. Bill Van Alstyne stated that he believes the intent was based on old construction. Mr. Van Alstyne stated this is a new subdivision and his thoughts are if we grant a variance every builder is going to come and request a variance to save that money, he didn't believe that was the intent of the ordinance, we have the ordinance, every time a builder comes in, they are going to want a variance, because we didn't it for others before. Mr. Mangiameli stated it was completely up to council he was not recommending either way, only stating that he has no objection. Mayor Reed stated he had no issue with the variance, and would prefer they all look the same. Motion was made by Thomas Belinoski to grant a variance on the masonry ordinance for housing on South Bend. Thomas Luster seconded the motion. Mayor called for

questions. None were received. Thomas Belinoski, Thomas Luster, John Lovelady, and Tamara Young-Hector voted for the Motion. Bill Van Alstyne voted against the motion. Motion carried.

- d. Consider approval of a preliminary subdivision plat for Camillo Properties/North Meadows. Mr. Mangiameli stated that Bob Devillier from Camillo Properties, and Matt Tucker from LJA Engineering were present. Mr. Mangiameli stated that the way the process works is you have a preliminary plat, where they are disclosing their concept, lot sizes, road, street layout, once the preliminary plat is approved, next they would move on to their construction drawings which would need to be approved by the city's engineering office. Once the construction drawings are approved, they can begin construction on the streets, water and sewer, once all the infrastructure is put in place or bonded, than they would submit the final plat which is the recorded plat at the County Clerk's office. Mr. Mangiameli stated that preliminary subdivision plat consisting of 45 acres of land being subdivided into 207 residential lots, and 7 reserves. The tract is located on the west side of Hwy. 75 just north of the Danville intersection. The plat contains a few variances from the subdivision regulations. Mr. Mangiameli stated that if the plat is approved, the variances contained within it will also be approved without additional action being needed. Mr. Mangiameli gives the council a brief overview of the variances which consist of reduced lots sizes, 20 foot front setback instead of 25 foot, 10 foot local street side setback instead of 15 foot, reduced minimum reserve frontage for reserves D and E, and reserve buffers in lieu of extra 10 foot lot depth for lots along Highway 75. Mayor Reed asked where the designated open spaces would be. Mr. Mangiameli stated that the largest open space area would likely be the lake area. Mr. Mangiameli stated there would be a lot of open space along the creek, and between Highway 75 and the lots which will front Highway 75. Mayor asked if there were any plans for a recreational area or park. Mr. Tucker stated there were none, it would just be open space. Larry Forestier asked if there would be a home owners association. Mr. Devillier stated there would be. Thomas Belinoski asked what the average square foot would be. Mr. Devillier stated the average would be about 1,600 to 1,700 square foot. Motion was made by Thomas Belinoski to approve a preliminary subdivision plat for Camillo Properties/North Meadows. John Mangiameli seconded the motion. Motion carried unanimously.
- e. Consider approval of additional stop signs at the intersection of North Shirley Lane and Paddock Street. Pat Riley stated that Paddock Street is almost completed. Mr. Riley stated that a sidewalk had been added to Paddock Street which has increased the pedestrian traffic. Mr. Riley stated that there was already speed humps that were built into the existing road and rebuilt on the north end. Mr. Riley stated the City Engineer recommended adding stop signs at the south end of Paddock at the North Shirley and Paddock intersection that would create a way for pedestrians to cross and would be a three way stop. John Lovelady asked if the morning and evening would back up into the intersection for school traffic. Mr. Riley stated he did not believe so. Mr. Mathena stated he did not believe it would, believes to allow the pedestrians to cross was the best solution. Tom Luster stated the side walk is on the same side of the street, the only place they need to cross is on North Shirley and there is already a stop sign there. Thomas Belinoski asked how far the stop sign would be before the FM 2432 intersection. Mr. Mathena stated it would be half way between the FM 2432 intersection and the last speed hump on Paddock Street. Motion was made by Thomas Belinoski to install additional stop signs at the intersection of North Shirley Lane and Paddock Street. John Lovelady seconded the motion. Mayor asked for questions. None were received. Thomas Belinoski, John Lovelady, Bill Van Alstyne voted for the motion. Thomas Luster voted against the motion. Motion carried.
- f. Discuss and take action if necessary on creating an ordinance for donation bins. John Mangiameli stated that he had Bonita DeRosa drive by and take pictures of the donation bins. Mr. Mangiameli stated that in while discussing this with Ms. DeRosa she informed him that she continually monitors these donation bins and when she notices rubbish outside the bins she contacts the bin owner and they typically remedy the problem within a day or two. Mr. Mangiameli stated there were a couple of options, if we want to completely eliminate the problem with people dumping then we could have an ordinance which prohibits the bins being outside. Mr. Mangiameli stated that we could continue working the problem through code enforcement. Mayor Reed asked if all the bins were on private property. Mr. Mangiameli stated they were except the ones at the schools. Mayor Reed stated he does not see why the city would be regulating donation bins on private property. Mr. Van Alstyne stated the problem is with society, we have so much junk to get rid of and our trash bins won't fit it all. Mr. Van Alstyne stated

maybe the city should provide a big dumpster, but they would fill up every week. Mr. Van Alstyne stated it's a problem everywhere, not just Willis. John Lovelady stated maybe the city should consider having more than one large bulk items pickup day a month. Mayor Reed stated that we should talk to the people who have them on their property and let them know the expectation is to keep them clean.

- g. Consider and approve a resolution appointing the Montgomery County Emergency Communication District as Addressing Authority for the City of Willis.

Mr. Forestier stated that this is a formality to recognize them as the addressing authority for the City. Mr. Forestier stated that Montgomery County Emergency Communication District receives funding and program objectives based on the resolution. Motion was made by Tamara Young-Hector to approve a resolution appointing the Montgomery County Emergency Communication District as addressing authority for the City of Willis. Thomas Luster seconded the motion. Mayor called for questions. None were received. Motion carried unanimously.

- h. Consider and approve a resolution approving creation of Trinity Lakes Municipal Utility District within the City's extraterritorial jurisdiction.

Mr. Forestier stated that the developer requested the creation of a Municipal Utility District. Mr. Forestier stated this MUD would be between Conroe and Willis's ETJ on FM 2432. Mr. Forestier stated it was about 90 acres and the city's portion is roughly nine acres. Larry Forestier stated there was a petition for consent of the legislation for the creation of Trinity Lakes MUD. Mr. Forestier stated the legislation provided that anything within the City's ETJ would be subject to certain subdivision rules. Mr. Forestier stated this process is designed to allow them to move forward with the special legislation in this legislative session that would create the MUD. Mr. Forestier stated because it is both Conroe, and Willis's ETJ they have to request this from Conroe as well. Mr. Foerster stated that currently the city cannot serve them with water or sewer and would be better served by Conroe. Mr. Foerster stated that if the city consented to this, and Conroe consents, legislation would most likely pass, at this point the MUD Board could make an option to have all the District in one City's ETJ or the other. Mr. Foerster stated that if the city did not approve the resolution than it would not pass legislation. Motion was made by John Lovelady to approve a resolution approving the creation of Trinity Lakes Municipal Utility District within the City's extraterritorial jurisdiction. Tamara Young-Hector seconded the motion. Mayor called for questions. None were received. Motion carried unanimously.

- i. Consider and award bid for the property at Lot 9, Block 3 Bates Addition.

Mr. Forestier stated that one person submitted bid for the lot. Wes Wiebe for \$6,000. Motion was made by Tamara Young-Hector to award the bid for the property at Lot 9, Block 3 Bates Addition to Wes Wiebe in the amount of \$6,000. Bill Van Alstyne seconded the motion. Mayor called for questions. None were received. Motion carried unanimously.

- j. Consider and approve deduct change order No.1 for the City of Willis West Side Loop.

Mike Mathena stated that the project is done and the contract needs to be closed out. Motion was made by Thomas Luster to approve deduct change order No. 1 for the City of Willis West Side Loop. John Lovelady seconded the motion. Mayor called for questions. None were received. Motion passed unanimously.

- k. Consider and approve deduct change order No. 1 for the City of Willis 2015 Utility Improvements.

Mike Mathena stated this is a contract the city has with VACA Underground and was for the water lines on Paddock, Rogers and South Campbell. Motion was made by Tamara Young-Hector to approve deduct change order No. 1 for the City of Willis 2015 Utility Improvements. Thomas Belinoski seconded the motion. Mayor called for questions. None were received. Motion passed unanimously.

- l. Consider and approve deduct change order No. 2 for the City of Willis FM 1097 East Utility Extension.

Mike Mathena stated this was another contract with VACA Underground and needs to be closed out. Motion was made by Thomas Belinoski to approve deduct change order No. 2 for the City of Willis FM 1097 East Utility Extension. Tamara Young-Hector seconded the motion. Mayor called for questions. John Lovelady if this is contract where we will have to have someone else and finish up what VACA did not. Mr. Mathena stated it was. Motion was carried 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.

a. Engineer's report

i. West Side Connector – TX Dot update

Mike Mathena stated that still working with Tx-DOT to have the feeder road restriped to go south bound. TXDOT has some of the stop light work done, some underground foundation in. Once TXDOT gets everything done and restriped to where it is one way, than go back to TXDOT and have them do a traffic count at the West Side Loop and FM 1097.

ii. Paving Projects

Mr. Mathena stated as a whole they are wrapping those up, asphalt is down, striping is down and some cleanup needs to be done. Mr. Mathena stated the hand rail is up on Young Street and some cleanup work needs to be done on the swale.

b. City Manager's report

James Nowak introduces new Officer Justin Reeves. Officer Reeves thanks the council for the opportunity to serve the City as an officer and hope to serve for many years.

i. Trash-Off March 25, 2017

Mr. Forestier reminded council of the upcoming trash-off on March 25, 2017.

ii. City of Willis Purchasing Policy

Mr. Forestier stated that the City did not have a Purchasing Policy. Mr. Forestier stated Rick Valdez and staff worked on establishing a policy and would like for the council to review and if any questions to let staff know.

7. ADJOURN

Motion was made by Thomas Luster to adjourn. John Lovelady seconded the motion. Meeting adjourned at 7:01 p.m.

Leonard Reed, Mayor

Marissa Quintanilla, City Secretary