

Willis, Texas  
August 22, 2017  
5:30 p.m.

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

Leonard Reed, Mayor  
Tamara Young-Hector, Mayor Pro-Tem  
Barney Stone, Council Member  
Thomas Belinoski, Council Member  
Thomas Luster, Council Member  
Bill Van Alstyne, Council Member  
Hector Forestier, City Manager  
Marissa Quintanilla, City Secretary  
John Mangiameli, Director of Community Development  
James Nowak, Police Chief  
Alton Nelson, Lieutenant  
Pat Riley, Public Works Director  
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 special meeting.

The Mayor called the special meeting to order at 5:30 p.m.

Billy Click, President of the Economic Development Corporation calls 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.

James Nowak said the invocation.

3. PUBLIC HEARING

a. Public Hearing on FY 2017-2018 Budget

Rick Valdez stated that several capital improvement projects were included in the decisions packages. Mr. Valdez stated that the budget was viewed line by line. Mr. Valdez stated that no services were cut and no man power was reduced. Mr. Valdez stated that included in the budget was a proposed cost of living allowance of 2%, 3%, or 4%. Mr. Valdez stated that there would be an increase in man power of one officer in the police department. Mr. Valdez also stated that there

was an increase in the TML Insurance rates for medical of 13%, no changes in the Vision and Dental. Mr. Valdez stated that we are proposing to adopt the effective tax rate provided by the tax assessors' office. Mr. Valdez stated that the 2018 budget is a well-balanced financial document. Mayor called for any comments or questions from the public. None were received. The public hearing closed at 5:40 p.m.

#### 4. CITIZENS INQUIRY

John Mangiameli introduced new employee Leah Medeiros as the new Animal Control Officer. Mr. Mangiameli stated that she's doing a great job and will be a valuable asset.

#### 5. CONSENT AGENDA

- a. Consider the minutes of the previous meeting: July 18, 2017.
- b. Approval of accounts payable.
- c. Approval of financial statements and tax collection report.
- d. Consider and accept excess tax collections for 2016-2017 debt service and certification for debt service collection rate for 2017-2018.
- e. Approval of Forfeiture Funds to be used to purchase equipment, supplies, and training.

Mayor called for questions or comments on the consent agenda. None were received.

Mayor and council approved items 5a – 5e by unanimous consent.

#### 6. NEW BUSINESS

- a. Consider approval of a resolution approving the Montgomery County Emergency Communication District Budget for Fiscal Year 2018.

Chip Vansteenburgh presented the Montgomery County Emergency Communication District Budget for Fiscal Year 2018 to the Council. Mr. Vansteenburgh stated that the district was created by the voters in 1985 and is one of 26 districts in the state. Mr. Vansteenburgh stated that the benefit of having a district is the ability to control the 911 services and 911 funds that come from telephone bill in the county. Mr. Vansteenburgh stated they support the law enforcement, fire department and the hospital district with emergency medical services in their efforts as they communicate with citizens via 911. Mr. Vansteenburgh stated there are four different call centers in the county and they provide technology funding, equipment support, they do all the addressing, mapping and maintain the GIS system for all the agencies. Mr. Vansteenburgh stated they had a total of 810,000 calls in 2016. Mr. Vansteenburgh stated the budget is required to be approved by a majority of cities in the county and the commissioner's court. Mr. Vansteenburgh stated the budget is under \$4.4 million dollars, an increase of 5.2%. Mr. Vansteenburgh stated that over half of that is for a new program that they will be instituting to help the 911 call centers stay at full staff. They will be recruiting, training, and hiring 911 call takers whom they will sponsor in a call center so that when a position opens up they can fill those position with someone who has gone through the recruitment process. Mr.

Vansteenburgh stated that the largest single expense category are two contracts with the Sheriff's Office, and Conroe Police Department. They provide funding for 18 employees at the Sheriff's Office and funding for 5 employees at the Conroe Police Department. Mr. Vansteenburgh continued to review the budget with council. Mayor asked for questions. Mr. Forestier asked if Mr. Vansteenburgh could speak on the 911 texting program. Mr. Vansteenburgh stated that they are implementing the ability to allow citizens to text to 911. Mr. Vansteenburgh stated this is primarily for the deaf and hard of hearing. Mr. Vansteenburgh stated this program will probably be in place by the end of September and official public announcement in early November. Mayor asked for a motion to approve a resolution approving the Montgomery County Emergency Communication District Budget for Fiscal Year 2018. Thomas Belinoski made the motion. Tamara Young-Hector seconded the motion. Motion passed unanimously.

- b. Consider and take action on commissioning BrooksWaston & Co. to conduct the audit for the fiscal year ending September 30, 2017.

Mr. Forestier stated that this is done on a yearly basis. We receive a letter of engagement from the company who does the yearly audit. Mr. Forestier stated that Mike Brooks has been doing the audit for the last three years and doing a good job. Mr. Forestier stated the price of the audit was about the same as last year and staff recommends that Mr. Books and his company be awarded the contract. Mr. Brooks asked if anyone had any questions. None were received. Motion was made by Tamara Young-Hector to approve commissioning BrooksWatson & Co. to conduct the audit for the fiscal year ending September 30, 2017. Barney Stone seconded the motion. Motion passed unanimously.

- c. Consider and take action on a variance request to install a manufactured home at 214 Wooded Oak Ct, an area zoned for site built homes only.

John Mangiameli stated that the city received a variance request from Brenda Salazar to allow an install of a manufactured home at 214 Wooded Oak Ct. Mr. Mangiameli stated that when he drove out to the property he looked at the areas north and south of wooded oaks court and both are zoned for manufactured homes. Mr. Mangiameli stated that his recommendation for council would be send him back to the Planning and Zoning Board and have that rezoned into a manufactured zoning area, but in the interim he believes it would be appropriate to allow Ms. Salazar to place her mobile home. Mayor asked for questions. None were received. Motion was made by Thomas Luster to approve a variance request to Mrs. Salazar to install a manufactured home at 214 Wooded Oak Ct. an area zoned for site built homes only. Tamara Young-Hector seconded the motion. Motion passed unanimously.

- d. Consider and take action on the purchase of a crew truck for public works from Bleyl Engineering.

Pat Riley stated that the city had an opportunity to purchase a 2016 Chevrolet Silverado 2500 HD Truck. Mr. Riley stated the truck had 9,000 miles and the price is below what is offered for other trucks of the same make and model. Bleyl

Engineering is selling it for \$30,000 with payments of \$1,000 per month for 30 months. Mr. Riley stated that this item was not in the budget, that it had come up after the budget was put together. The Mayor stated he did not see an issue with it, the city needs the truck and it's a good price for it. Thomas Belinoski also agreed. Mr. Forestier stated that we would be paying \$1,000 a month for 30 months, and the truck would be going to the street department. Mr. Riley stated that if approved the city would take ownership in October 2017. Motion was made by Tamara Young-Hector to purchase a crew truck for public works from Bleyl Engineering. Thomas Luster seconded the motion. Mayor called for questions. None were received. Tamara Young-Hector, Thomas Luster, Barney Stone, and Thomas Belinoski voted for the motion. Bill Van Alstyne opposed the motion. Motion carries.

- e. Consider appointments to the Willis Planning and Zoning Commission for terms expiring August, 2017.  
Mr. Forestier stated that Kenneth Vornsand's term was expiring and is willing to serve another term. Motion was made by Thomas Belinoski to re appoint Kenneth Vornsand to the Willis Planning and Zoning Commission. Barney Stone seconded the motion. Mayor called for questions. None were received. Motion passed unanimously.
- f. Consider and approve the revised Willis Community Development Corporation budget for fiscal year 2017-2018.  
J. Rice of Public Management stated that a request was made to increase the Sam Houston Town Center reimbursement to a \$150,000 a year instead of \$135,000. The board approve this and now needs to be considered by the council. Motion was made by Thomas Belinoski to approve the revised Willis Community Development Corporation budget for fiscal year 2017-2018. Bill Van Alstyne seconded the motion. Mayor called for questions. None were received. Motion carried unanimously.
- g. Consider and approve the Willis Economic Development Corporation Goals and Objectives for fiscal year 2017-2018.  
Billy Click stated that the Willis EDC has pared down some of the expenses and have increase the payment to the Sam Houston Town Center. Mr. Click stated that Economic Summit was canceled because of the special legislative session. Mr. Click stated that the Willis EDC has also firmed up the Kongsberg contract and money has been paid out. Mr. Click stated they are extremely happy with what the Willis EDC has been able to do for them. Mr. Click stated there's plenty of funds for new projects, some will be used for the extension of the utility lines going north on Highway 75. Motion was made by Thomas Belinoski to approve the Willis Economic Development Corporation Goals and Objectives for fiscal year 2017-2018. Tamara Young-Hector seconded the motion. Motion passed unanimously.

- h. Consider and approve the Willis Economic Development Corporation budget for fiscal year 2017-2018.

Motion was made by Thomas Belinoski to approve the Willis Economic Development Corporation budget for fiscal year 2017-2018. Bill Van Alstyne seconded the motion. Motion passed unanimously.

- i. Consider and approve a resolution approving the City of Willis FY 2017-2018 Budget.

Mr. Forestier stated that staff started the process in April and looked at budget line by line and made some cuts. Mr. Forestier stated that what is being presented to council is a minimum that the city can survive with, without cutting any services, and providing the same level of services that we've had in the past. Mr. Forestier stated that the only addition of man power would be one full time officer at the Police Department, and the second officer at the last quarter of this fiscal year. Mr. Forestier stated that the budget is balanced, the only item that the staff needs final guidance from the council on is regarding the cost of living allowance, and would have the final budget approved in September. The Mayor stated that tying raises to the cost of living is what we've traditionally done, but would like to see them tie in closer to what the actual cost of living is. Mayor stated that this year the cost of living is 1.7% and are proposing a 2%, 3%, or 4% increase. The Mayor stated that he thinks that the 2% is appropriate rather than a 3% or 4%. The Mayor stated that would be a 3.3% increase over two years, and the cost of living is 1.7% over two years. Thomas Belinoski agreed. Mr. Valdez stated that if council decided on a 2% cost of living allowance, that was already included in the budget as a decision package. Thomas Luster asked about the tax rate and how much it increased. Mr. Valdez informed Mayor and Council that the proposed tax rate is \$0.6351. The rates discussed were Maintenance and Operation of \$.6026/\$100 and Interest and Sinking of \$0.0325/\$100, which would be a 6% increase from the previous tax effective rate. The City would not go beyond the proposed tax effective rate provided by the Tax Assessor's Office. Motion was made by Tamara Young-Hector to approve a 2% cost of living allowance. Thomas Belinoski seconded the motion. Motion passed unanimously. Mr. Forestier asked council if there was any other changes council wanted to discuss regarding the budget. The Mayor stated that he still had questions on budgeting \$20,000 from the Hotel/Motel Tax for a Welcome to Willis Sign. The Mayor stated he did not feel that it would pass the two part test for the use of the Hotel/Motel Tax. Thomas Belinoski stated that he believes that the sign that is there could be fixed and serve the City's purpose. Motion was made by Thomas Belinoski to table the approval of the budget till the September meeting. Tamara Young-Hector seconded the motion. Motion passed unanimously.

- j. Consider, adopt, and set by resolution the 2017 Ad Valorem Tax Rate for Maintenance and Operation, \$0.6026/\$100.

Motion was made by Thomas Belinoski to table the resolution adopting the 2017 Ad Valorem Tax Rate for Maintenance and Operation till the September meeting. Tamara Young Hector seconded the motion. Motion passed unanimously.

- k. Consider, adopt, and set by resolution the 2017 Ad Valorem Tax Rate for Debt Service, \$0.0325/\$100.

Motion was made by Thomas Belinoski to table the resolution adopting the 2017 Ad Valorem Tax Rate for Debt Service till the September meeting. Tamara Young-Hector seconded the motion. Motion passed unanimously.

## 7. ORDINANCES

### Second Reading

- a. Consider amendments to the towing ordinance.

Mr. Forestier stated that this would be the final reading and are recommending approval. The Mayor called for questions on the towing ordinance. None were received. The Mayor read the following caption. "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLIS, TEXAS, AMENDING CHAPTER 91 OF THE CITY CODE OF ORDINANCES REGULATING TOW TRUCKS AND PROVIDING REQUIREMENTS FOR NON-CONSENT TOWING; PROVIDING A FINE OF UP TO \$500.00 A DAY FOR VIOLATIONS OF THE ORDINANCE; REPEALING ORDINANCE NO. 06-0418A, DATED APRIL 2006 AND ORDINANCES THAT ARE INCONSISTENT HEREWITH; PROVIDING A SEVERANCE CLAUSE AND TEXAS OPEN MEETINGS ACT CLAUSE; REQUIRING PUBLICATION OF THE ORDINANCE; AND PROVIDING FOR THE EFFECTIVE DATE AFTER PUBLICATION." Motion was made by Thomas Belinoski to approve amendments to the towing ordinance. Bill Van Alstyne seconded the motion. Motion passed unanimously.

- b. Approval of an ordinance to adopt a water and sewer rate increase.

Mr. Forestier stated that this is the final reading. Mr. Forestier stated that the city has issued debt to expand waste water treatment plant and to expand water and sewer lines going north on Highway 75. Mr. Forestier stated that the increase on the minimum usage is \$2.80 for water and \$2.80 for sewer. The Mayor called for questions. None were received. Motion was made by Thomas Belinoski to approve an ordinance to adopt a water and sewer rate increase. Barney Stone seconded the motion. Motion passed unanimously.

- c. Approval of an ordinance for a Design Manual for installation of wireless network nodes and network support poles in city rights-of way and Pole Service Agreement with wireless network providers.

John Mangiameli stated that both items c, and d, are in response to the state essentially stripping cities of the rights to regulate the wireless network nodes in the right-of-ways. Mr. Mangiameli stated that there were some provision in the law that will be effective September 1, 2017, that stated if cities have a right-of-way ordinance and a design manual regulating the design of these nodes than they can still be regulated to a certain extent. The Mayor read the following caption. "AN ORDINANCE BY THE CITY OF WILLIS, TEXAS, APPROVING A DESIGN MANUAL FOR THE INSTALLATION OF NETWORK NODES AND NODE SUPPORT POLES; AND APPROVING A POLE ATTACHMENT AGREEMENT REGULATING THE INSTALLATION OF NETWORK NODES ON CITY SERVICE POLES AND UTILITY POLES; DECLARING GOVERNING LAW; PROVIDING REPEALING AND SAVINGS CLAUSES;

PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE OF SEPTEMBER 1, 2017.” Motion was made by Tamara Young-Hector to approve an ordinance for a Design Manual for installation of wireless network nodes and network support poles in city rights-of-way and Pole Service Agreement with wireless network providers. Barney Stone seconded the motion. Tamara Young-Hector, Barney Stone, and Bill Van Alstyne voted for the motion. Thomas Belinoski opposed the motion, and Thomas Luster abstained. Motion carries.

d. Approval of a Right-of-Way Maintenance Ordinance regulating wireless network providers

John Mangiameli stated this was in conjunction with item c. The State states that if a city has a design manual that regulates the poles and have a right-of-way maintenance ordinance than there are certain things the city will still able to regulate. The Mayor reads the following caption “A RIGHT-OF-WAY MANAGEMENT ORDINANCE BY THE CITY OF WILLIS, TEXAS, SUPPLEMENTING CHAPTER 95 OF THE CITY CODE OF ORDINANCES; REGULATING THE PHYSICAL USE, OCCUPANCY AND MAINTENANCE OF CITY RIGHTS-OF-WAY BY WIRELESS NETWORK PROVIDERS; DESCRIBING THE PURPOSE; PROVIDING DEFINITIONS; REQUIRING COMPLIANCE WITH THE CITY DESIGN MANUAL AND APPLICABLE CODES FOR THE INSTALLATION OF NETWORK NODES AND NODE SUPPORT POLES PURSUANT TO CHAPTER 284 OF THE TEXAS LOCAL GOVERNMENT CODE; PROVIDING CITY PROCEDURES FOR APPLICATIONS FOR PERMITS; ESTABLISHING TIME PERIODS FOR APPROVAL OF PERMIT APPLICATIONS; PROVIDING APPLICATION FEES AND ANNUAL PUBLIC RIGHT-OF-WAY RENTAL RATES; PROVIDING RESTRICTIONS ON PLACEMENT OF NETWORK NODES AND NODE SUPPORT POLES IN MUNICIPAL PARKS, RESIDENTIAL AREAS, HISTORIC DISTRICTS AND DESIGN DISTRICTS; PROVIDING INDEMNITY FOR THE CITY; PROVIDING REPEALING AND SAVINGS CLAUSES; PROVING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE OF SEPTEMBER 1, 2017.” Motion was made by Tamara Young-Hector to approve a Right-of-Way Maintenance Ordinance regulating wireless network providers. Tamara Young-Hector, Barney Stone, and Bill Van Alstyne voted for the motion. Thomas Belinoski voted against the motion. Thomas Luster abstained. Motion carries.

8. 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.

Tamara Young-Hector thanked everyone who attended the TML Region 14 meeting in Galveston.

Barney Stone stated that he enjoyed learning at the meeting.

Bill Van Alstyne stated that he's happy about FM 1097 being finished and would like to see concrete curbing on both sides of the street, especially at the County Library. Would like for staff to look into getting this done if possible.

a. Engineer's report

1. Update on the Cooling Towers

Derek Wind stated that the piping is about 95% complete. Mr. Wind stated that the electrical panels arrived earlier this month but were damaged in transit. Contractor will be replacing the panels. Mr. Wind stated that they are still on schedule to finish by early October.

2. Update on Sewer Plant Expansion

Mr. Wind stated that the survey was completed on the sewer plant expansion, and preliminary engineering is underway.

3. Update on Water/Sewer Expansion

Mr. Wind stated that Danville Lift Station is currently bidding, and should be able to present those bids at the next council meeting. Mr. Wind stated that they have started the survey for the North Highway 75 utilities. Mr. Wind stated that they have spoken with the potential developers along 75 as far as being participants in the project. Mr. Wind stated that the RV Park and the potential development of the race track by D.R Horton have both stated that they are not interested in participating.

b. City Manager's report

1. Course G-191 ICS/EOC Interface

James Nowak stated that the G-191 Course is required for senior level administrators, supervisors, and council. Mr. Nowak stated that there will be a class offered in Dallas on September 27, 2017 and also Victoria. Mr. Nowak stated that the class goes over the distinction of incident command and Emergency Operation Center. Mr. Nowak asked council to contact him or Marissa Quintanilla to sign up for the class.

2. Tax Exemptions for Churches

Mr. Forestier stated that this was brought up in last month's meeting, and has included Larry Foerster response on this.

3. TxDOT Report on Left Turn Signals

Jennifer Steen stated that they asked TxDOT to evaluate all the left turn signals in Willis. Ms. Steen stated that TxDOT reported due to different reasons, high volume, the type of signal, or site distance they did not feel comfortable flashing yellow or a caution left turn.

4. TxDOT message regarding upcoming work on Highway 75 affecting parade route

Mr. Forestier stated that he and the Chief met with Adam Galland regarding the parade route. Mr. Forestier stated that TxDOT has not finished doing work on State Highway 75. Mr. Forestier stated that there are some drainage issues between F 1097 and highway 75 and will be making improvements at the same time as the Christmas Parade. Mr. Forestier stated that TxDOT encouraged the use of a parade route that does

not involve closing Highway 75 because we do not have secondary roads going north and south. Mr. Forestier stated this was just for information purposes as of right now.

5. Christmas Party December 13, 2017 at 11:30 a.m.

Mr. Forestier reminded the council of the Christmas Party on December 13, 2017.

Mr. Forestier also acknowledge that this would be the last council meeting that Zach Goodlander would be attending. Mr. Goodlander has been hired by the City of Venus to be their Economic Development Director.

9. EXECUTIVE SESSION

a. Convene into closed executive session in accordance to the Texas Open Meetings Act, Section 551.074 (Personnel Matters)

1. Personnel Matters

Council went into executive session at 6:48 p.m.

b. Take action deemed necessary from executive session.

Mayor and council reconvened into open session at 7:26 p.m. No action was taken.

10. ADJOURN

Motion was made by Tamara Young-Hector to adjourn. Thomas Belinoski seconded the motion. Motion passed unanimously.

---

Leonard Reed, Mayor

---

Marissa Quintanilla, City Secretary