

Willis, Texas
September 19, 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
Larry Foerster, City Attorney
Marisa Quintanilla, City Secretary
John Mangiameli, Director of Community Development
James Nowak, Police Chief
Pat Riley, Director of Public Works
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.
Larry Foerster said the invocation.
3. CITIZENS INQUIRY
John Mangiameli introduced new employee Ashley Brown, as the new Permit Technician. Mayor and Council welcomed Mrs. Brown.
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meeting: August 22, 2017.
 - b. Approval of accounts payable.
 - c. Approval of financial statements and tax collection report.
Mayor asked for questions or comments on the consent agenda. None were received. Mayor and council approved items 4a – 4c by unanimous consent.

5. ORDINANCE

First Reading

- a. Consider approval of an ordinance amending Chapter 53, “Sewer Use, of the City of Willis Code of Ordinances.

Pat Riley introduced Christine Cooper, the Pre-Treatment Coordinator for the City of Conroe. Mr. Riley stated that she helps the city by making sure businesses are not discarding incorrect substances down the sewers. Mr. Riley stated that currently the city mirrors the City of Conroe ordinance. Mr. Riley stated the Texas Commission of Environmental Quality (TCEQ) looked at the current ordinance and stated that changes needed to be made. Ms. Cooper stated that they were all mandatory changes. Mr. Forestier stated that this was the first reading no action would be taken. Mayor read the caption.

- b. Consider approval of an ordinance amending Section 51.02, “Water and Sewer Tap Connection Fees,” and Section 52.42, “Requirements for Taps,” of the City of Willis Code of Ordinances.

Mr. Riley stated that this ordinance was concerning the grease traps. Mr. Riley stated that it goes into specifics regarding the size of a grease trap. Mr. Riley stated that the size specified in the amended ordinance is 1000 gallons. Mayor asked if there were any food handling facilities that did not have a 1000 gallon grease trap. Mr. Mangiameli stated they were, and Mr. Foerster stated that according to the amendments proposed in the ordinance existing facilities would not be exempt. Mr. Riley stated that if facilities are not have problems with their existing grease tap then they would be ok, but if problems did occur then they would be required to install a 1000 gallon grease traps. Mr. Van Alstyne asked how often the grease traps were cleaned. Mr. Riley stated that it depended on the facility, if they have produced a lot of food byproducts it could be once a month, once every three months, once every six months. Mr. Riley stated that the second part deals with the sewer service lines for individuals. Mr. Riley stated that the current ordinance states that if the sewer line was there the city would make the tap, but does not give direction on maintenance of the service line. Mr. Riley stated that the city does not maintain private lines. Mr. Riley stated that in the proposed ordinance it stated that the city will not come onto private property and clean out private lines.

Mayor stated that this would mean that we would not “snake” the line up to the house. Mr. Riley stated that that would be correct. Mayor read the caption.

6. NEW BUSINESS

- a. Consider approval of a letter of no objection to Trinity Lakes Mud designating to be considered wholly with the City of Conroe’s ETJ.

Larry Foerster stated that after consulting with Pat Riley, and John Mangiameli, they suggested that since it would be difficult for the city to serve Trinity Lakes Mud District they had no objection letting the City of Conroe service them. Motion was made by Tamara Young-Hector to approve a letter of no objection to

Trinity Lakes Mud designating to be considered wholly with the City of Conroe's ETJ. Thomas Belinoski seconded the motion. Motion passed unanimously.

- b. Cast vote for 9-1-1 Board of Managers Appointment for October 1, 2017 – September 30, 2019.

Mr. Forestier stated this was for the reappointment of Paul Virgadamo, one of the two city representatives that sits on the 9-1-1 Board of Managers. Motion was made by Thomas Belinoski to cast vote for Paul Virgadamo for the 9-1-1 Board of Managers for October 1, 2017 – September 30, 2019. Barney Stone seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.

- c. Consider approval of the Christmas Parade Route.

Mr. Forestier stated that this was discussed at the previous council meeting. Mr. Forestier stated that TxDOT would likely be doing work on Highway 75 at the time of the parade. Mr. Forestier stated that the route being proposed is the same route for the homecoming parade. Mr. Nowak stated that he's spoken in the past about the safety and logistics issues having it on state highways. Mr. Nowak stated the route is slightly different than the homecoming parade. The route would go by the nursing home to allow them to see the parade. Mr. Nowak stated he spoke with the director of the nursing home and she stated that it would not be an issue if the city opted for the homecoming parade route. If residents of the nursing home wanted to see the parade they would be assisted out to view it. Mayor asked if the parade ended back at the school, and the festival is back at the park on Highway 75, how we would be assisting citizens back to the festival. Mr. Nowak stated that they would drive from the parade to the festival and we would assist in parking. The Mayor asked if we had a plan to assist them, because after the parade it would be hard to get around for the next hour. The Mayor stated he wanted to make sure there was a plan to assist people from the parade to the festival. Don Pope, parade director, spoke to council about including FM 1097 west in the parade. Motion was made by Thomas Belinoski to start the parade at Lynn Lucas, go down Hill Street, turn right on Danville, North Thomas, Stewart Street and back up North Campbell. Bill Van Alstyne seconded the motion. Thomas Belinoski, Bill Van Alstyne, Barney Stone, and Thomas Luster voted for the motion, Tamara Young-Hector voted against the motion. Motion carries.

- d. Consider approval of a resolution to reschedule the December, 2017 Council Meeting to December 12, 2017.

Mr. Forestier stated that rescheduling the December meeting to the 12th would allow for council and staff to better attend school holiday functions for family. Mayor asked for questions. None were received. Motion was made by Thomas Belinoski to approve a resolution to reschedule the December, 2017 Council Meeting to December 12, 2017. Thomas Luster seconded the motion. Motion passed unanimously.

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

Mr. Forestier stated that this was discussed in the August meeting. Mr. Forestier stated that the changes were made that were suggested by the council. Mr. Forestier stated that it's a balanced budget, providing the same services as in the past, provides some equipment for public works, and provides an additional detective for the police department. Mr. Forestier stated it was right under 7 million dollars, and recommended approval. Mayor asked for any questions. Motion was made by Thomas Belinoski to approve the City of Willis FY 2017-2018 Budget. Tamara Young-Hector seconded the motion. Motion passed unanimously.

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

Motion was made by Tamara Young-Hector to adopt, and set by resolution the 2017 Ad Valorem Tax Rate for Maintenance and Operation, \$0.6026/\$100. Barney Stone seconded the motion. Tamara Young-Hector, Barney Stone, Thomas Luster, and Bill Van Alstyne voted for the motion. Thomas Belinoski abstained. Motion carries.

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

Motion was made by Tamara Young-Hector to adopt and set by resolution the 2017 Ad Valorem Tax Rate for Debt Service, \$.0325/\$100. Thomas Luster seconded the motion. Tamara Young-Hector, Thomas Luster, Barney Stone, and Bill Van Alstyne voted for the motion. Thomas Belinoski abstained. Motion carries.

- h. Consider and award bid for the Old Danville Lift Station.

Derek Wind, of Bleyl Engineering stated that this project is for a lift station at Danville Road on the north side. Mr. Wind stated there is an existing lift station there but is too small for expected future growth as well as the Camillo Development. Mr. Wind stated that the project was designed in conjunction with Camillo who participating with some funds for the project. Mr. Wind stated that if bid was awarded, construction would begin in October and the lift station would be up and running by February. Mr. Wind stated that were 7 bids. Mr. Wind stated that the lowest bidder did not qualify or meet all the requirements based on the qualifications set forth in the bid documents, and for this reason the next to qualify would be B-5 Construction in the amount of \$657,681.50. Mr. Wind stated they recommended awarding the bid to B-5 Construction. Mayor asked if they had talked to Black Castle and if they were aware of why their bid was not recommended. Mr. Wind stated that they talked to them as far as getting their references that they submitted with their bid, and called their references. Mr. Wind stated that the main qualification they were looking for was relative experience in our area and they did not meet that qualification. Mr. Wind stated that they have not informed them of any decision by council to award bid to them

or not, but once council makes the decision, if council chooses to following the recommendation they would contact Black Castle and let them know the reasons why they were not awarded the contract. Motion was made by Thomas Belinoski to award the bid for the Old Danville Lift Station to B-5 Construction in the amount of \$657,681.50. Barney Stone seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.

7. 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 commended the city on the streets and the drainage during Hurricane Harvey.

a. Engineer's report

1. Update on the Cooling Towers

Derek Wind stated the contract ends at the beginning of October. Mr. Wind stated that there had been an issue with the panels during delivery. Mr. Wind stated that the panels were being repaired and should have the cooling towers functional by the end of the month.

b. City Manager's report

1. Hurricane Harvey Update

Mr. Forestier thanked public works, police department, and the city staff on working together to avoid any major issues with Hurricane Harvey. Mr. Forestier stated the only major issue was on Longstreet on the west side, where the street was washing out. The street was closed for about 2 to 3 days. Mr. Forestier stated that Commissioner Meador and his staff were able to fix it. Mr. Riley stated that some of minor issues that we had were with the sewer system. Mr. Riley stated that there were 4 sanitary sewer overflows, because of the infiltration going into the system. Mr. Riley stated that these were reported to TCEQ as required. Mr. Riley stated that the Waste Water Treatment Plant did not go down or flood, but did have a lot of flow. Mr. Riley stated that a few roads were under water. I-45 at Lincoln Ridge, Rogers Road at the ball park, FM 1097 East, but did drain off.

2. Montgomery County Library Entrance

Mr. Forestier stated that we contacted the County regarding the asphalt drive way and stated that they are satisfied with the entrance.

3. Tax Exemptions for Churches

Mr. Foerster stated that regarding the tax exemptions for properties if the track of land is contiguous the limit is six years if contiguous to current tract and three years if not contiguous.

4. Update on City Grants

Pat Riley stated that the 2015 Flood Grant deadline is November 30, 2017. Mr. Riley stated that what they are looking to fund with this grant is generators for the water plants. Mr. Riley stated there are existing generators but are not big enough to run the extra equipment like the cooling towers, and booster pumps. Mr. Riley stated they are only designed to run maybe one well and equipment that goes with that well, but are not designed to one 2 wells at one time. Mr. Riley stated that the second grant is 2016 Flood Application. Mr. Riley stated that they have not released the official FEMA forms yet, but have been approved. Mr. Valdez stated the modification of distribution allocated 1.3 million dollars to the city and we do not have to compete for this. Mr. Valdez stated we just need to wait for the application to be released and then submit the application to GLO. Mr. Riley stated that some of the projects the city is looking at for the 2016 Flood Grant is drainage. Mr. Riley stated for the CDBG grant there had been a site visit with Kristin Lambert from Texas Department of Agriculture and a conference call would be held on September 27, 2017 with the stated to walk us through the next step. Chief Nowak stated that the Public Assistance Grant for Hurricane Harvey is already in process, and have submitted a disaster summary outline of a little over \$9,000. Chief Nowak stated the next step would be a meeting the FEMA. The Mayor asked about the Home Program Grants. Mr. Valdez stated that he contacted Public Management and talked with Kenneth Coignet in San Antonio, and he stated there is no funding being release right now by Texas Department of Community affairs. Mr. Valdez stated that Mr. Coignet is waiting to see if there will be any money release this fiscal year. Mayor stated that if the City has a consultant on retainer for grant applications why the City is working on grant application by staff members who have other primary jobs. Mr. Forestier stated that the staff works with this on a weekly business and personally feels comfortable with the staff working on them and have not been able to see any results from the consultants regarding the housing program. Mayor stated that if we needed to reevaluate the consultant firm we need to do that and have council vote on it.

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

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

8. 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 6:45 p.m.
- b. Take action deemed necessary from executive session.

Mayor and council reconvened into open session at 6:49 p.m. Motion was made by Thomas Belinoski to extend the City Manager's contract for 2 years with a 2% cost of living allowance. Tamara Young-Hector seconded the motion. Motion passed unanimously.

9. ADJOURN

Motion was made by Tamara Young-Hector to adjourn. Thomas Luster seconded the motion. Motion passed unanimously. The meeting adjourned at 6:51 p.m.

Leonard Reed, Mayor

Marissa Quintanilla, City Secretary