

Willis, Texas  
September 18, 2018  
5:30 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:

Leonard Reed, Mayor  
Barney Stone, Mayor Pro-Tem  
Thomas Luster, Council Member  
Tamara Young-Hector, Council Member  
Thomas Belinoski, Council Member  
Bill Van Alstyne, Council Member  
Hector Forestier, City Manager  
Larry Foerster, City Attorney  
Brenda Burns, Acting City Secretary  
James Nowak, Chief of Police  
Rick Valdez, Fiance Director  
Pat Riley, Public Works Director  
Fernando Garcia, Director of Community Development  
Christina Dahse, Court Administrator

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.

Mayor Reed 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 Reed called roll, all members were present.

Pledges were recited.

Larry Foerster said the invocation.

3. PUBLIC HEARING

- a. Public Hearing on FY 2018-2019 Budget.

Mayor opened the public hearing on the budget. Mr. Forestier turned discussion over to Rick Valdez. Mr. Valdez stated the process began in April, each department submitted requests and the requests were reduced down to two items. Mr. Valdez called for any questions on the budget. Mr. Forestier stated it was a total budget of 7.4 million which was an 11% increase over last year and was recommending the budget be adopted. Mayor asked about two requests he had sent in. Mr. Forestier stated the items needed to be sent in in time to be worked in for a balanced budget. Mayor stated he had sent in a request for a 2% salary increase and a request for the \$100 increase toward health insurance. Mr. Valdez stated it would have increased the amount to be funded with adopting the effective tax rate, this was the same budget as presented in August. Mayor stated during the budget process from the beginning Council needs to be included in order to get their input included. Mayor called for any further questions. None were received. The Mayor closed the public hearing.

- b. Joint Public Hearing with Willis Planning and Zoning Commission on amending Zoning Regulations Chapter 155 rear setbacks requirements for General Commercial Zoning District lots.

Mayor recognized Planning and Zoning Commission members Kenneth Vornsand and Kaye Maglitto. Fernando Garcia stated he had recommended to the Planning and Zoning Commission that the requirement of the rear setback on General Commercial Districts be changed from 25' to 10'. The Planning and Zoning Commission unanimously voted to recommend to Council that this requirement to be changed and approved. Mr. Forestier stated Council had already completed the first reading of the ordinance and the second reading will be after the joint public hearing. Mayor called for any questions. None were received. Mayor closed the public hearing.

#### 4. CITIZENS INQUIRY

No citizen inquiries.

#### 5. CONSENT AGENDA

- a. Consider the minutes of the previous meeting: August 21, 2018.
- b. Approval of accounts payable.
- c. Approval of financial statements and tax collection report.
- d. Approval of Willis Police Department Policy 7.23 Foot Pursuits.

Mayor asked if any item from the consent agenda needed to be considered separately. Motion was made by Tamara Young-Hector to approve the consent agenda. Thomas Belinoski seconded the motion. Motion passed unanimously.

#### 6. ORDINANCES

##### Second Reading

- a. An Ordinance amending Chapter 155, "Zoning," of the City of Willis Code of Ordinances, by amending the rear setback requirements for General Commercial Zoning District Lots.

Mr. Forestier stated staff and Planning/Zoning Commission recommended approval. Motion was made by Thomas Belinoski that the following ordinance be approved, "AN ORDINANCE AMENDING CHAPTER 155, "ZONING," OF THE CITY OF WILLIS CODE OF ORDINANCES, BY AMENDING THE REAR SETBACK REQUIREMENT FOR GENERAL COMMERCIAL ZONING DISTRICT LOTS IN SECTION 155.155(B)(3) OF THE CODE FROM 25 FEET TO 10 FEET; PROVIDING A REPEALING CLAUSE AND A SAVINGS CLAUSE; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE AFTER PUBLICATION". Thomas Luster seconded the motion. Motion passed unanimously.

#### 7. NEW BUSINESS

- a. Consider approval of a resolution by City Council to withdraw plans for a park on Rogers Road. Mr. Forestier stated the County Commissioner Mike Meador deeded to the city 9.6 acres for a city park adjacent to the old landfill area. The Willis CDC had decided not to build a park. Mr. Forestier stated a pipeline company is requiring an easement to install a 36" gas line on the property and a clause in the deed requires the property to revert back to the County if not used for a park. This resolution will allow the County to proceed with the easement. Motion was made by Tamara Young-Hector to approve the resolution withdrawing plans for a park. Barney Stone seconded the motion. Mayor called for any discussion. None was received. Motion passed unanimously.
- b. Consider approval of a service agreement between the City of Willis and Entergy for installation of a 3" water line on Longstreet Road. Mayor Reed recused himself from discussion on the item.

Barney Stone, Mayor Pro-Tem residing. Mr. Riley stated the agreement is with Entergy to provide water services to the power plant on Longstreet Road which is located within the extra-territorial jurisdiction. Norman Grunde, Entergy Representative was present to answer any questions Council may have. Mr. Forestier recommended approval. Motion was made by Thomas Belinoski to approve the service agreement with Entergy. Bill Van Alstyne seconded the motion. Barney Stone called for any discussion. None was received. Motion passed unanimously.

- c. Select and approve contract for company to complete a wage survey.

Rick Valdez stated the city had received proposals at the request of Council to solicit a company to classify positions and review wages associated with the positions. The city had received five proposals; Management Advisory Group International, Inc.-\$16,500, Evergreen Solutions, LLC-\$16,500, Springsted Human Capital Advisors-\$19,600, MGT Consulting Group-\$30,800, and Public Sector Personnel Consultants-\$20,000. Mr. Valdez stated staff had evaluated all five companies and chose Management Advisory Group International, Inc. Company will provide software maintenance stored in the cloud to allow staff to update the information. Mayor asked what exactly was going to be the scope of the project and what would the City be getting. Mr. Valdez stated there would be two visits; one to interview employees and the second to present to Council. Mr. Valdez asked if there were any questions. Thomas Belinoski asked about a timeline. Mr. Valdez stated approximately three months. Tamara Young-Hector asked the location of the company. Mr. Valdez stated New Jersey. Mayor asked would benefits be included or was it just the wages. Mr. Valdez stated the company would look at classifications and salary guidelines. Mayor stated he thought benefits should be included. Mr. Forestier stated staff would clarify with the company and get approval at a later meeting. Motion was made by Thomas Belinoski to table the item until next meeting. Thomas Luster seconded the motion. Motion passed unanimously.

- d. Designation of representative and alternate for the Houston-Galveston Area Council 2019 General Assembly.

Mayor asked for volunteers to serve as representatives. Tamara Young-Hector volunteered to be the representative and Thomas Luster volunteered to be the alternate. Mayor called for any objectives to the appointment. None were received. Appointments were approved unanimously.

- e. Cast ballot for TML MultiState Intergovernmental Employee Benefits Pool Board of Trustees Region 14.

Mayor called for nominations. Tamara Young-Hector nominated Kyle Jung for TML MultiState Intergovernmental Employee Benefits Pool Board of Trustees Region 14. The following were nominated for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees; Tamara Young-Hector nominated Randy Criswell for Place #11, Barney Stone nominated Bert Lumbreras for Place #12, Tamara Young-Hector nominated Byron Black for Place #13, and Thomas Belinoski nominated David Rutledge for Place #14. Motion was made by Thomas Belinoski to approve all of the nominations, Thomas Luster seconded the motion. Mayor called for any discussion. None was received. The motion passed unanimously.

- f. Consider approval of an Interlocal Agreement for Animal Control Shelter Services.

Mr. Forestier stated the agreement was an increase from \$9,500 to \$100,000, but was less expensive than building and operating a facility. The agreement includes 240 animals. Mayor asked how many animals the City took in each year. Fernando Garcia stated in the last four years that amount was exceeded once. Mr. Garcia stated the count would be monitored closely because each animal over the limit would be \$1,000 per animal. Thomas Belinoski made a motion to approve the Interlocal Agreement for Animal Control Shelter Services with the City of Conroe. Bill Van Alstyne seconded the motion. Motion passed unanimously.

- g. Consider approval of Code Red services for 2018-2019.  
Mr. Forestier stated the Mayor had questioned whether there was a need for the Code Red services at the last meeting and the new contract came in after that. James Nowak stated the new contract was \$4,700. Mr. Nowak stated the City started the service in 2006 to get out information to the citizens. Mr. Nowak stated they had tried to use the County's service but were not able to get the correct credentials and this service provides instant communication with the citizens. The cost comes to \$12.50 a day and Mr. Nowak felt it was worth it. Mayor asked how many people were served. Mr. Nowak stated all of the citizens of Willis. Mayor called for a motion. Motion was made by Bill Van Alstyne to renew the contract. Thomas Luster seconded the motion. Mayor called for any further discussion. None was received. The motion passed unanimously.
- h. Consider and approve resolution approving the City of Willis FY 2018-2019 Budget.  
Mr. Forestier stated the process was started in April, the budget was balanced and was 7.4 million which was an 11% increase over last year and included the same service as the previous year. Mr. Forestier stated he and staff recommended approval. Mayor asked about his recommendations. Mr. Valdez stated a 3% COLA across the board and \$52,500 CDBG grant matching funds was included in the proposed budget. Mayor stated he recommended including a 2% COLA in order to be ready for the salary survey results. Mr. Forestier stated after survey is completed staff would work on adjustments in next year's budget. Mayor suggested that no one outside of range get a 3%. Thomas Luster asked if the 3% was included in the budget being presented. Mr. Valdez stated it was. Mayor asked when the Street Department was separated out why employees in supervisory rolls did not get equal pay. Mr. Forestier stated staff thought they would wait until the salary survey was complete. Mayor stated this was put off last year also. Thomas Belinoski stated he did not feel the wages were out of line for town of our size and a 3% would cover some of the insurance cost increase. Thomas Luster agreed with Mr. Belinoski. Mr. Belinoski stated after the salary survey staff will be able to work on discrepancies. Mayor asked what percentage would the \$100 health insurance increase cost based on the percentage of raise. Mr. Valdez stated the insurance increase would be equal to about a 2.5% raise. Tamara Young-Hector stated all employees need to be treated fairly. Thomas Luster asked after the survey was complete will the city back pay for adjustments Mr. Forestier stated they would. Motion was made by Thomas Belinoski to approve the 2018-2019 Budget as presented. Thomas Luster seconded the motion. Mayor called for further discussions. None was received. Thomas Luster, Barney Stone, Thomas Belinoski and Bill Van Alstyne voted for the motion. Tamara Young-Hector voted against the motion. Motion passed.

Thomas Belinoski recused himself from Items 7i and 7j to due a conflict of interest.

- i. Consider, adopt, and set by resolution the 2018 Ad Valorem Tax Rate for Maintenance and Operation, \$0.6389/\$100  
Rick Valdez stated .6389 per \$100 valuation would be the maintenance and operation rate for 2018. Mayor called for questions. None were received. Motion was made by Thomas Luster to accept the .6389 per \$100 valuation 2018 tax rate for maintenance and operations. Barney Stone seconded the motion. Motion passed unanimously.
- j. Consider, adopt, and set by resolution the 2018 Ad Valorem Tax Rate for Debt Service, \$0.0308/\$100.  
Rick Valdez stated .0308 per \$100 valuation would be the debt service rate for 2018. Mayor called for questions. None were received. Motion was made by Tamara Young-Hector to accept the .0308 per \$100 valuation 2018 tax rate for debt service. Thomas Luster seconded the motion. Motion passed unanimously.

## 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.

Thomas Luster stated he appreciated the City working with Entergy on maintaining the street lights.

### a. City Engineer's Report

#### I. Paddock Street Warranty Letter

Derek Wind stated the contract was for several streets not just Paddock Street. The streets warranty inspection report was completed and sent to the contractor. Contractor felt it was excessive and the city was being nitpicky. Mr. Wind stated he asked for the contractor to submit his follow up in writing, but they did not receive anything. Mr. Wind stated they would now have the city attorney send a formal letter and get in touch with the bonding company.

Mayor asked would houses be built under the power lines in North Meadows. Pat Riley stated the power lines would be installed underground.

### b. City Manager's report

#### 1. Comprehensive Plan Update and Overview

Mr. Forestier stated the updates are included.

#### 2. Charter Review

Mr. Forestier stated the Charter was sent out to Council for review. One item will be to reduce the number of Planning & Zoning members.

#### 3. Grease Trap Refresher

Pat Riley stated the manifest needs to be sent in from all food service industries and they need to have a 1,000 gallon grease trap. Mayor asked why there would need to be a 1,000 gallon tank installed for churches or businesses that only prepare food once a week. Mr. Riley stated the size of the tank was established by the City. The Council extensively discussed whether or not a business would need to have a grease trap and the size requirements. Mayor would like to have the City look at the requirement establishing the size of grease trap.

#### 4. Memo to Car Riders on Blocking Driveways

Chief Nowak stated each year complaints are received. Chief stated they have passed out notices and will post signs that it is illegal to block driveways.

#### 5. Gateway Sign Message

Mr. Forestier stated the information was included in the packet.

#### 6. Budget Message-Percentage of Increase and Services to Community

Mr. Forestier stated the information was included in the packet.

Chrissy Dahse announced the Christmas Party will be on December 13<sup>th</sup> at the Montgomery County Community Center and catered by the Lovelady's.

## 9. EXECUTIVE SESSION

### a. Convene into closed Executive Session under Section 551.071 (Legal Matters) of the Texas Open Meetings Act.

#### 1. Kizzee Notice of Claim & Demand

Mayor closed the regular meeting at 7:12 p.m. and recused himself from executive session due to a conflict of interest.

Council went into executive session at 7:12 p.m.

### b. Reconvene into open session and take action deemed necessary on matters discussed in closed executive session.

Council returned from executive session at 7:35 p.m.

Mayor called for any action from executive session. No action was taken.

## 10. ADJOURN

Motion was made by Tamara Young-Hector to adjourn the meeting. Thomas Luster seconded the motion.

Motion passed unanimously. The meeting adjourned at 7:36 p.m.

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Leonard Reed, Mayor

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Marissa Quintanilla, City Secretary