

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  
Tom Luster, Mayor Pro-Tem  
Teresa Herod, Council Member  
Thomas Belinoski, Council Member  
Robert Evans, City Manager  
Larry Foerster, City Attorney  
Marissa Quintanilla, City Secretary  
James Nowak, Chief of Police  
Taylor Whichard, Director of Public Works  
Rachel Kulhavy, Director of Finance

And the following members absent: William Brown, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.  
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. William Brown was absent.  
Pledges were recited.  
Larry Foerster gave the invocation.
3. CITIZENS INQUIRY
  - a. Public Comments  
Randy Johnson of the Montgomery County Hospital District, give the Council an update on the COVID-19 Virus, and the precautions one needs to take to prevent infection.
4. CONSENT AGENDA
  - a. Consider the minutes of the previous meetings: February 18, 2020
  - b. Approval of accounts payable
  - c. Approval of financial statements and tax collection reports
  - d. Approval of Willis Police Department Policy 4.3 Promotions and Transfers
  - e. Approval of Willis Police Department Background Investigation Manual  
Mayor asked for questions or comments on the consent agenda, or if anything needed to be considered separately. No questions or comments were received. Mayor and Council approved the consent agenda by unanimous consent.
5. ORDINANCES
  - Second Reading
    - a. An ordinance adopting the amended City of Conroe Waste Water Treatment Plant technically based local limits as adopted by City of Conroe.

Taylor Whichard stated that the only changes were adding aluminum, cyanide, and are reducing the mercury and zinc levels to Conroe's recommended limits. Motion was made by Thomas Belinoski to approve an ordinance adopting the amended City of Conroe Waste Water Treatment Plant technically based local limits as adopted by City of Conroe. Barney Stone seconded the motion. Motion passed unanimously.

- b. An ordinance amending Title XV, Chapter 155, "Zoning," of the City Code of Ordinances by Classifying 1.803 Acres of Property on South Bend Court as High Density Residential "HD" Zoning District for use as Apartments.

Steven Hill stated that when the property was platted it was zoned for high density, but when the map was done it was zoned as residential. Mr. Hill stated this was basically making a correction to the zoning map. Mayor asked if the property was big enough for apartments. Mr. Hill stated it was. Mayor asked if the lift station would be able to handle the capacity. Jonny Green stated that the lift station and drainage was calibrated for apartments, but needed to test flow. Motion was made by Thomas Belinoski to approve and ordinance amending Title XV, Chapter 155, "Zoning," of the City Code of Ordinances by Classifying 1.803 Acres of Property on South Bend Court as High Density Residential "HD" Zoning District for use as apartments. Tom Luster seconded the motion. Motion passed unanimously.

## 6. NEW BUSINESS

- a. Presentation and discussion by Kamstrup Meters concerning smart meters for the City.  
Mickey Jordan and Jeff Scales give the Council a presentation of Kamstrup Smart Meters, and their capabilities and the benefits they could provide for the City.
- b. Consider approval of a final plat for South Meadows Subdivision.  
Mr. Hill stated that the Planning and Zoning Commission met last week and approved the final plat for the South Meadows Subdivision and recommended Council approval. Motion was made by Barney Stone to approve the final plat for South Meadows Subdivision. Thomas Belinoski seconded the motion. Motion passed unanimously.
- c. Consider award of bid for the CDBG 2016 Drainage Projects Culvert Lining.  
Derek Wind stated that the Worsham Street was completed, the second part to the project was the culvert lining. Mr. Wind stated that bids were received and the low bid was Lewis Concrete Restoration Corp in the amount of \$454,847. Mr. Wind stated that references were checked and all had good comments, and recommended approval. Motion was made by Thomas Belinoski to award the bid for the CDBG 2016 Drainage Project Culvert Lining to Lewis Concrete Restoration Corp in the amount of \$454,847. Barney Stone seconded the motion. Motion passed unanimously.
- d. Consider approval of Field Order No. 5 for install of the chlorine contact basin drain lines for the Wastewater Treatment Plant Expansion.  
Mr. Wind stated that this was for the drain lines for chlorine contact basin. Mr. Wind stated this will allow them to drain the basin more easily. Mr. Wind stated this would not change the amount of the contract, but is related to the cash allowance already in the contract price. Motion was made by Thomas Belinoski to approve Field Order No. 5 for install of the chlorine contact basin drain lines for the Wastewater Treatment Plant Expansion. Teresa Herod seconded the motion. Motion passed unanimously.
- e. Consider approval of Field Order No. 6 for the reroute of existing 3" digested sludge line for the Wastewater Treatment Plant Expansion.  
Mr. Wind stated that this was for the digested sludge line. Mr. Wind stated this one had a conflict with a chlorine line. This was to reroute it and put in a tee. Motion was made by Tom Luster to

approve Field Order No. 6 for the reroute of existing 3” digested sludge line for the Wastewater Treatment Plant Expansion. Barney Stone seconded the motion. Motion passed unanimously.

f. Consider approval of a Change Order for SH 75 Utility Project.

Mr. Wind stated that they are still receiving information from the contractor, the pipe line company and other individuals, and are not comfortable recommending any type of change order at this time until all information is received, and are proposing to table this item. Motion was made by Thomas Belinoski to table item 6f. Barney Stone seconded the motion. 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.

a. Engineer’s report

1. WWTP rehabilitation and expansion

Mr. Wind stated that they have finished up the clarifier, building conduit and drain lines.

2. Utility Extension on SH 75 North

Mr. Winds stated that all utilities are in except the section with Valero. Mr. Wind stated that the pumps for the lift station are not scheduled to be in until May.

3. Worsham Street Culvert Replacement

Mr. Wind stated that the Worsham Street culvert replacement was complete, they had a walk through are there are some items on the punch list that need to be worked on, but overall

4. Martin Luther King Park Improvements

Mr. Wind stated that construction is complete on the parking lot, sidewalk, and storm sewer. Restroom is set up, but is not operational. Splash pad is installed, but not operational, and playground equipment should arrive on March 20<sup>th</sup>.

b. City Manager’s report

1. Smart Meter Need

Mr. Evans stated that with smart meters we would be able to save about \$100,000 a year.

2. Council submission/input on Chapter 1 of the City Personnel Policy Manual

Mr. Evans stated that he did a few submissions on the City Personnel Policy Manual, if anymore input from Council, please email.

3. Need for Cooperation with railroad and effect with current budget

Mr. Evans stated that he heard of the possibility of the railroad expanding, and if this is the case, we would have to relocate the Public Works warehouse, just a heads up.

4. City’s expansion and growth leading to increased workload. More manpower request included in future planning.

Mr. Evans stated that with all the growth he would be requesting more manpower in the next budget year.

## 8. EXECUTIVE SESSION

a. Convene into closed Executive Session under the Texas Open Meetings Act to confer with city attorney on confidential matters (Texas Government Code Section 551.071) and to deliberate on economic development negotiations (Texas Government Code Section 551.087)

b. Reconvene into open session and take action if necessary, on the following matters:

1. Consider further action on condemnation lawsuit, or other action if necessary, to acquire a public utility easement on the Valero Store property at 25 Calvary Road.

2. Consider any economic development proposal by MRSS Partners, Ltd.

3. Consider any economic development proposal by Fidelis Realty Partner

4. Consider an agreement with the City of Conroe regarding the Sewer Service Agreement between Willis and Conroe  
No executive session.

9. ADJOURN

Motion was made by Thomas Belinoski to adjourn. Tom Luster seconded the motion. Motion passed unanimously. The meeting adjourned at 7:02 p.m.

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Leonard Reed, Mayor

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Marissa Quintanilla, City Secretary