

The City Council of the City of Willis, Texas convened in regular session via teleconference on the date and time aforesaid with the following members present:

Thomas Belinoski, Mayor Pro-Tem  
Barney Stone, Council Member  
Tom Luster, Council Member  
William Brown, 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  
Steven Hill, Director of Community Development  
Derek Wind, Bleyl Engineering

And the following members absent: Leonard Reed, and Teresa Herod; constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.  
Mayor Pro-Tem 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.  
City Secretary called roll  
Pledges were recited.  
Councilman Brown gave the invocation
3. PUBLIC HEARING
  - a. JOINT PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION:  
Hear comments from citizens on the proposed re-plat of the Caliber Subdivision in the G.W. Lonis Survey.  
No comments from the public concerning the re-plat of the Caliber Subdivision in the G. W. Lonis Survey.  
Public hearing closed at 5:37 p.m.
4. CITIZENS INQUIRY
  - a. Public Comments  
No public comments.
5. CONSENT AGENDA
  - a. Consider the minutes of the previous meetings: June 4, 2020, June 16, 2020 and June 30, 2020
  - b. Approval of accounts payable
  - c. Approval of financial statements and tax collection reports
  - d. Consider and accept excess collections for 2019 Debt Service and Certification for Debt Service Collection rate for 2020/2021
  - e. Approval of Willis Police Department Policy 1.4 – Inspections and Audits
  - f. Approval of Willis Police Department Policy 2.1 – Rules of Conduct
  - g. Approval of Willis Police Department Policy 2.2 – Bias Based Policing
  - h. Approval of Willis Police Department Policy 2.4 – Internal Investigation Process
  - i. Approval of Willis Police Department Policy 6.1 – Use of Force
  - j. Approval of Willis Police Department Policy 7.5 – Search Warrants
  - k. Approval of Willis Police Department Policy 7.8 – Arrest of Transgender, Intersex, Gender Nonconforming (TIGN) Individuals
  - l. Approval of Willis Police Department Policy 7.9 – Citizen or Media Recording of Policy Activity

- m. Approval of Willis Police Department Policy 7.10 – Prisoner Restraints  
Mayor Pro-Tem asked for questions or comments on the consent agenda. None were received. Mayor Pro-Tem and Council approved the consent agenda by unanimous consent.

## 6. NEW BUSINESS

- a. Consider approval of a resolution approving the Montgomery County Emergency Communication District Budget for Fiscal Year 2021  
Chip Vansteenburgh presented the Council with the Montgomery County Emergency Communication District Budget for Fiscal Year 2021. Mr. Vansteenburgh stated that the proposed budget for expenses is \$4,770,580 which is 2.1% above the budget for FY 2020. Mr. Vansteenburgh stated the MCECD's budget is broken down into three major line expenditure categories. The first set of line items are known as cost of services, it is the largest category and accounts for 52% of all expenditures. The second category of operating expenditures is Personnel Cost, and the smallest category of operating expenditures is General & Administrative Cost. Motion was made by Barney Stone To approve a resolution approving the Montgomery County Emergency Communication District Budget for fiscal year 2021. Tom Luster seconded the motion. Motion passed unanimously.
- b. Consider approval of a re-plat of Caliber Subdivision in the G. W. Lonis Survey.  
Mr. Hill stated that there was an encroachment on one owner's property to another's and to resolve the problem the adjusted the rear property lines, basically a property swap. Motion was made by William Brown to approve a re-plat of the Caliber Subdivision in the G. W. Lonis Survey. Barney Stone seconded the motion. Motion passed unanimously. Motion passed unanimously.
- c. Consider approval of a resolution granting a voluntary petition for annexation of approximately 50.65 acres of land in the George W. Lonis Survey Abstract 313 and in the F. K. Henderson Survey, Abstract 248, approving an annexation service agreement, and setting a public hearing on proposed annexation for August 18, 2020 at 5:30 p.m.  
Mr. Foerster stated that Council should have a memo in their packet which summarizes the procedures for the annexation of the Moran Ranch Tract. Mr. Foerster stated that by way of recall the City has already approved three other agreements with Moran Ranch and with MUD 176, which is the municipal utility district that will be serving the Moran Ranch Tract. Mr. Foerster stated that they have submitted the first of several voluntary annexation petitions. Mr. Foerster stated before the City Council can annex an area into the City, Section 43.0672 of the Code requires that the City and MRSS Partners enter into a written agreement for the provision of city services in the area to be annexed. The agreement must include (1) a list of each service that the City will provide on the effective date of annexation and (2) a schedule that includes the period within which the City will provide any services are to be provided on the effective date of annexation. The City is not required to provide a service that is not included in the agreement. Mr. Foerster stated that Section 43.0673 requires that a city conduct one public hearing before it may adopt an ordinance annexing an area under Subchapter C-3. This public hearing provides persons interested in the annexation the opportunity to be heard. Mr. Foerster stated the resolution was to approve the voluntary annexation of 50.65 acres and set a public hearing on August 18, 2020, and approving an annexation service agreement. Motion was made by Barney Stone to approve a Resolution granting a voluntary petition for annexation of approximately 50.65 acres of land in the George W. Lonis Survey Abstract 313 and in the F.K. Henderson Survey, Abstract 248, approving an annexation service agreement, and setting a public hearing. Tom Luster seconded the motion. Motion passed unanimously.
- d. Consider approval of a resolution giving consent to the annexation of land into Montgomery County Municipal Utility District No. 176.  
Mr. Foerster stated that two years ago the City consented to the creation of MUD 176 that would be serving the Moran Ranch Tract. Mr. Foerster stated that what they have discovered is that recently there was a little piece of property, about 1/3 of an acre just off Mink street that was not included and are asking the City to consent to the MUD annexing the 1/3 acre into the MUD. Motion was made by William Brown to approve a resolution giving consent to the annexation of land into Montgomery County Municipal Utility District No. 176. Barney Stone seconded the motion. Motion passed unanimously.
- e. Consider approval of Change Order No. 2 for the Willis Utilities US 75 North.  
Mr. Wind stated that the Scada system has been order. Mr. Wind stated that all the work has been completed, and this change order takes all the overruns and underruns and from the line items from the contract and

closes the contract out. Motion was made by Barney Stone to approve Change Order No. 2 for the Willis Utilities US 75 North. William Brown seconded the motion. Motion passed unanimously.

- f. Consider approval of Field Order 9 for the Waste Water Treatment Plant Expansion and Rehabilitation.  
Mr. Wind stated that on item on this is for a drain line tying into an existing drain line was a different size than the drawings so this change order accounted for the cost of the fittings to make the connection. Mr. Wind stated the second item was removing the hand rail and adding the grate. Motion was made by Barney Stone to approve Field Order 9 for the Waste Water Treatment Plant Expansion and Rehabilitation. Tom Luster seconded the motion. Motion passed unanimously.
- g. Consider approval of a topographic survey needed to design additional improvements on the 2016 CDBG Drainage Project and utilize the remaining funds in the grant.  
Mr. Winds stated this was the culvert replacement and storm lining project with the CDBG grant funds. Mr. Wind stated that the bids came in really well, and there are some additional funds remaining. Mr. Wind stated that based on history of drainage of the area and being in close proximity to the storm lining project, they have identified several projects that will add storm lines and inlets to better collect flow, take it underground to prevent erosion and roadway flooding in that area. Mr. Wind stated that they are asking Council for approval of the cost of the surveying outside the original scope of work. Mr. Wind stated the cost of the survey was \$4,860. Motion was made by Barney Stone to approve a topographic survey needed to design additional improvements on the 2016 CDBG Drainage Project and utilize the remaining funds in the grant in the amount of \$4,860. Tom Luster seconded the motion. Motion passed unanimously.
- h. Discuss and take action on decision to renew or rebid solid waste contract.  
Mr. Evans stated that our current contract ends this year and the contract has the option to renew at for another year without going through a rebid process or go through the whole process of going out and getting bids. Motion was made by Barney Stone to renew the solid waste contract. Tom Luster seconded the motion. Motion passed unanimously.
- i. Budget Workshop  
Mr. Evans stated that the County tax numbers are due to the City by the July 25, 2020. Mr. Evans stated that we do not have all the numbers we need to decide which decision packages we will need to put in our budget. Mr. Evans stated that by the August 7, the City has to have some decision made that will affect our budget. Mr. Evans stated that Council would probably have to have another meeting before August 7, so that we can make the posting date. Mayor Pro-Tem asked for questions. Tom Luster asked what was planned for an old generator if it was replaced. Mr. Whichard stated it would be utilized. Mr. Belinoski stated that maybe the line item for street and paving materials be increased.

## 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  
Derek stated that the headworks and driveway are complete, Construction is ongoing. Power was turned on to the site on July 01. Mr. Wind stated they are also rerouting the force main from NOV from the old headworks to the new headworks.
  - 2. Utility Extension on SH 75 North  
Mr. Wind stated this project was mostly complete except for the SCADA. Mr. Wind stated the final walkthrough is scheduled for July 23.
  - 3. 2016 CDBG Drainage Culvert Lining  
Mr. Wind stated that contractors asked until the end of this week to finish the project. Are slightly behind schedule, and have submitted a request for additional days, which will need to consider once the work is completed.
  - 4. Martin Luther King Park  
Final walkthrough has been completed. The Contractor has completed all punch list items from the initial final walkthrough.
- b. City Manager's report
  - 1. Search for Finance Director  
Mr. Evans stated that we have had a couple of responses for the Finance Director position.

2. Anti-Camping Ordinance

Mr. Evans stated this was mention a few meeting back, about the homeless situation. No ordinance has been officially been accepted, and wanted to let Council know that an ordinance will be presented at the next meeting for Council.

8. ADJOURN

Motion was made by Barney Stone to adjourn. William Brown seconded the motion. Motion passed unanimously. The meeting ended at 6:34 p.m.

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Thomas Belinoski, Mayor Pro-Tem

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Marissa Quintanilla, City Secretary