

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:

Leonard Reed, Mayor  
Thomas Belinoski, Mayor Pro-Tem  
Teresa Herod, Council Member  
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  
Christina Dahse, Court Administrator  
Derek Wind, Bleyl Engineering

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 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.  
City Secretary called roll. The pledges were recited. Councilman Brown gave the invocation.
3. PUBLIC HEARING
  - a. Public hearing on the annexation of 50.65-Acre tract of land situated in the G.W. Lonis Survey, and the F.K. Henderson Survey.  
Mayor asked for any questions or comments. Mayor commented he still did not understand why it was being annexed this way. Mr. Wind stated that the reason is because of the flood plain requirements with FEMA, and they are not ready to annex the full property because they do not have all the zoning figured out for their land plan, but they need to submit to FEMA rather than later, because it's a long lead item for their project. Mr. Wind stated they know this will be flood plain in the final plans and will give them the opportunity to go ahead and get the City to review their flood study and agree to what they are proposing so that they can get that to FEMA.
  - b. Public hearing on FY 2020-2021 Budget  
Mayor asked for comments or questions none were received. Mayor closed the public hearing at 5:38 p.m.
4. CITIZENS INQUIRY
  - a. Public Comments  
No public comments.
5. CONSENT AGENDA
  - a. Consider the minutes of the previous meetings: August 13, 2020, August 21, 2020, and August 26, 2020
  - b. Approval of Accounts Payable and Financial Statements – July 2020

- c. Approval of tax collection reports August 2020
  - d. Approval of Willis Police Department Policy 2.1 – Rules of Conduct
  - e. Approval of Willis Police Department Policy 4.13 Take Home Cars and Use
  - f. Approval of Willis Police Department Policy 4.14 – Light Duty Assignment
  - g. Approval of Willis Police Department Policy 7.42 Eyewitness Identification
  - h. Approval of Willis Police Department Standard Operating Procedures
- Mayor asked for questions or comments on the consent agenda, or if anything needed to be considered separately. No comments or questions were received. Mayor and Council approved the consent agenda by unanimous consent.

## 6. ORDINANCES

### Second Reading

Discuss approval of an ordinance extending the boundaries of the City of Willis, Texas, by the Annexation by Voluntary Petition of approximately 50.65 acres.

Mayor stated this item was what discussed during the public hearing and asked for any questions. No questions were received.

## 7. NEW BUSINESS

- a. Take action on ordinance extending the boundaries of the City of Willis, Texas, by the Annexation by Voluntary Petition of approximately 50.65 acres.  
Motion was made by Thomas Belinoski to approve an ordinance extending the boundaries of the City of Willis, Texas, by annexation by voluntary petition of approximately 50.65 acres. Tom Luster seconded the motion. Motion passed unanimously.
- b. Discuss and take action a re-plat of 1.133-acre tract of land situated in the Benjamin F. Burke Survey.  
Mr. Hill stated this was for the property located at Maple Ridge and I-45 on the south side for development of a Smiley's Convenience Store, and staff recommended approval. Mayor asked if this had gone through the Planning and Zoning Commission. Mr. Hill stated that due to time constraints this was not presented to the Planning and Zoning Commission and was considered automatically approved by the commission. Mayor asked if the Planning and Zoning Commission had been notified of this. Mr. Hill stated that he had informed Mr. Vornsand the chairman of the commission. Mr. Belinoski asked is this would create a flooding problem. Mr. Hill stated that it would not, the plans have been reviewed several times by staff and Bleyl Engineering. Mayor asked for any further comments or questions. None were received. Motion was made by Barney Stone to approve a re-plat of 1.133-acre tract of land situated in the Benjamin F. Burke Survey. Thomas Belinoski seconded the motion. Motion passed unanimously.
- c. Discuss and authorize the expenditure of \$40,000 for the purposes of repaving streets including Maple Ridge and Aspen Way.  
Mr. Evans stated that at the last meeting the Maple Ridge project was discussed, and recommended award for this project, and found out that part of the project would not be able to be completed because of funds. Mr. Evans stated funds were available in another part of the budget and can complete the entire project if Council authorizes the transfer. Mayor asked for questions. None were received. Motion was made by William Brown to authorize the expenditure of \$40,000 for the purposes of repaving streets including Maple Ridge and Aspen Way. Barney Stone seconded the motion. Motion passed unanimously.
- d. Discuss and take action on awarding the bid for the Maple Ridge Full Depth Reclamation Paving.  
Mr. Wind stated this came to Council last month. Mr. Wind stated this was for the roadway project in the Pin Oaks Subdivision. Mr. Wind stated that Aspen Way has been included in the project. Mr. Wind stated they were recommending including Aspen Way into the bid for a total of \$139,663.15. Mr. Wind stated the only thing to note was they did have a bid item for Geo Technical Testing that they were going to make part of their contract. Mr. Wind stated that the low bidder had a high number on that so they took it out of the contract and if any testing needs to be done, they will do that by a geo technical firm. Mayor asked for questions. None were received. Motion was made by Thomas

Belinoski to award the bid to Pavecon LTD in the amount of \$139, 663.15. Barney Stone seconded the motion. Motion passed unanimously.

- e. Discuss and take action on Change Order No. 2 for the 2016 CDBG Drainage Project Culvert Lining Project

Mr. Wind stated this project was complete, the purpose of this change order is to finalize the contract. Mr. Wind stated there were a few items related to keeping the area dry, and certain parts of the process of lining the culvert that were not needed, so the amount on the change order is a deduct to take that out of the contract and finalize the contract. Mayor asked for questions. None were received. Motion was made by William Brown to approve Change Order No. 2 for the 2016 CDBG Drainage Project Culvert Lining Project. Thomas Belinoski seconded the motion. Motion passed unanimously.

- f. Discuss and take action on approving the Certificate of Construction Completion for the 2016 CDBG Drainage Project Culvert Lining Project.

Mr. Wind stated that this was the same project, this was part of the paperwork required by the GLO. Mr. Wind stated that the contractor was late on the project compared to the number of days that were allotted to complete the project so there was \$4,200 of liquidated damages that was assessed and is noted on the certificate for their records. Mayor asked for questions. None were received. Motion was made by Thomas Belinoski to approve the Certificate of Construction Completion for the 2016 CDBG Drainage Project Culvert Lining Project. Barney Stone seconded the motion. Motion passed unanimously.

- g. Discuss and take action on a resolution approving the City of Willis FY 2020-2021 Budget.

Mr. Evans stated that after several budget workshop, it was determined that if the City would approve the voter approval rate the City would have about \$299,000 to work with additional to what last year's budget would have been. Mr. Evans stated staff prioritized all of the decision packages request. Mr. Evans stated he broke them up into critical, important, and needed. Mr. Evans stated important meaning in between the two. Mr. Evans stated that the ones that are categorized as critical, are considered things that we don't do will show continued loss of revenue, continued lowered efficiency. Mr. Evans stated that personnel was the first on the priority list, after that public works needs a lot of equipment that needs to be replaced. Police Department would need some services. Mr. Evans stated first was personnel, than safety, and then equipment. Mayor asked about the fixed based meter reading system and where that falls in with changing out the ones that are being minimum billed. Mr. Whichard stated the fixed based system was more or less utilizing what we have in the ground and installing antennas around the City, and installing software at City Hall that will read the meters already in the ground, then each year after that we can replace registers that are going bad. Mr. Whichard stated this will allow us to use our current system we already have and bring it into a fixed based system. Mayor asked where we are addressing the meters that we are minimum billing in the budget. Mr. Whichard stated we are at about 30 replacements a month, and is budgeted in this fiscal year's budget. Mr. Evans stated there would be about \$40,000 available to go ahead and get the rest of the meters. Mr. Belinoski stated he thought that Council had already approved this. Mr. Evans stated that we had and that purchased 75 meters but did not get the total 230 meters. Mr. Evans stated the rest we could get from the proposed budget and Council could approve at the next meeting. Mayor asked what the \$40,000 would buy us. Mr. Evans stated we would be able to purchase the remaining 150 meters that are zero billing. Mayor asked if it would be worth it to consider dedicating personnel to replace those registers even if it's contracted out. Mr. Evans stated that even if we have to contract out we could use the \$40,000 to do most of them. Mayor asked for questions on the budget. Mr. Belinoski stated the budget looked good, if we could get some more personnel on board and get things corrected and start generating more revenue. Mr. Brown agreed. Motion was made by Teresa Herod to approve a resolution approving the City of Willis FY 2020-2021 Budget. William Brown seconded the motion. Motion passed unanimously.

- h. Consider, adopt, and set by resolution the 2020 Ad Valorem Tax rate for Maintenance and Operation, \$.4944/\$100.

Mr. Evans stated that tax rates have to be accepted to support the budget that gets passed. Mr. Evans stated that these are the rates that are broken down from the voter approval rate, and we need each one

of these to be passed in order to support the budget that was just passed. Mayor asked for questions. None were received. Motion was made by Thomas Belinoski to adopt, and set by resolution the 2020 Ad Valorem Tax rate for Maintenance and Operation, \$.4944/\$100. Barney Stone seconded the motion. Motion passed unanimously.

- i. Consider, adopt, and set by resolution the 2020 Ad Valorem Tax Rate for Debt Service, \$0.1351/\$100. Mr. Evans stated this was the tax rate that is required to pay for the debt the City owes. Motion was made by William Brown to adopt and set by resolution the 2020 Ad Valorem Tax Rate for Debt Service, \$0.1351/\$100. Teresa Herod 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.

Mr. Williams stated that there were a lot of loose dogs on Martin Luther King and onto Highway 75, and the sidewalks on Martin Luther King leading onto Campbell Street, there are trees overlapping on the sidewalks. Mayor asked about the people doing the boring on the City easement. Mr. Whichard stated the company was Lonestar Underground. Mr. Whichard stated they had been issued a citation for an illicit discharge and they were sent an invoice today to pay for the City employee's time and equipment. Mr. Whichard also stated that they are working on creating a permitting process to help alleviate these type of issues. Mayor asked if anybody could just come in and install in the City's right-of-way. The Mayor stated that he know there was a gas company that wanted to use the City right-of-way to install a gas pipe and they had to get Council approval for that and figure out how the City was being compensated for the use of the right-of-way. Mr. Foerster stated that he would get with Mr. Evans on this because they should be paying a franchise fee like any other company using the City's right-of-way. Mr. Foerster stated they would look into.

### a. Engineer's Report

#### 1. WWTP rehabilitation and expansion

Mr. Wind stated all the components are under construction. Mr. Wind stated the new aeration basins and clarifiers are in use. The existing clarifier is being converted to the new chlorine basin, and demolition of the new racetrack is ongoing. Mr. Wind stated they are scheduled to be complete by the end of October.

#### 2. Utility Extension on SH 75 North

Mr. Wind stated the same update as last month, other than there had been a question the trees that had been damaged. Mr. Wind stated they contacted the contractors and they have remove those trees. Mr. Wind stated they are waiting on the SCADA.

#### 3. 2016 CDBG Drainage Culvert Lining

Mr. Wind stated that this project was complete, but also mentioned that the survey has been completed for the additional work that is being done with the grant funds. Mr. Wind stated they have those plans under design and should have the project bid in November and should have it ready for the November Council meeting for the Council to award.

### b. City Manager's Report

#### 1. Update on Finance Director position

Mr. Evans stated that two interviews are set up for the Finance Director position. Mr. Evans stated that this was a very important position and it's very difficult to get the right type of qualified people.

## 9. ADJOURN

Motion was made by Barney Stone to adjourn. Tom Luster seconded the motion. Motion passed unanimously. The meeting adjourned at 6:32 p.m.

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Leonard Reed, Mayor

