

Willis, Texas  
August 6, 2019  
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  
Tom Luster, Mayor Pro-Tem  
Tamara Young-Hector, Council Member  
Barney Stone, Council Member  
Thomas Belinoski, Council Member  
William Brown, Council Member  
Robert Evans, City Manager  
Marissa Quintanilla, City Secretary  
Rick Valdez, Director of Finance  
Pat Riley, Director of Public Works  
Steven Hill, Director of Community Development  
James Nowak, Chief of Police

And the following members absent: none, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the special meeting.  
Mayor called the special 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.  
Councilman William Brown gave the invocation.
3. CITIZENS INQUIRY  
No citizen's inquiry
4. ORDINANCES  
First Reading
  - a. An ordinance adding Section 155.073 to Chapter 155, "Zoning Code" of the City Code of Ordinances; adopting electrical, mechanical, plumbing, and administration permit and inspection fee schedules for all residential and commercial buildings and structures.  
Mayor stated this was the first reading and no action would be taken. Steve Hill went over the ordinance with the Council. Mayor asked about the fees and how they were calculated. Mr. Hill stated he compared fees from several cities around the area. Mr. Hill stated that the fee he calculated was .53 cents a square foot for new construction. Mr. Hill stated that the other fees are flat fee comparable to our current fee schedule. Mr. Hill stated that the flat fee contains the permit fee and all inspections, unless it's an additional inspection or a reinspection. The Mayor asked about the garage sale and burn permits under the building permit. Mr. Hill stated that there are certain permits in our ordinances that are fee free. Mr. Hill stated that the burn permit is intended for a developer, not for a home owner to be able to burn in their yard. Mr. Hill stated it is a permit that has to have TCEQ permits, and air curtain incinerator all through TCEQ, no fee for a City permit. Mr. Hill stated that in addition to that the garage sale, canvasser, and the farmers market, the City has to do paperwork and keep track of the permits and no fees are attached and this is where the \$20.00 administrative fee comes in. Mr. Hill stated this administrative fee is not in the ordinance, but when you calculate the man hours, the supplies incurred by the city, this is where the \$20.00 administrative fee applies. The Mayor asked if it would cost more for the City to try to enforce

this rather than to let them have the permit free of cost. Mayor stated that if we are not enforcing it and one person pays the administrative fee and others don't, will we have to have someone work on the weekend to enforce this. Mayor stated that he believes this is why in the ordinance they left them as no cost permits. Mr. Hill stated he would make the changes to the ordinance. Mayor asked for any more questions. None were received. Mayor stated if Council had any other questions or comments to let Mr. Evans know so that they can be addressed before the second reading.

- b. An ordinance amending the manufactured home fee schedule in appendix "a" to Chapter 151 "Manufactured Homes" of the Willis City Code of Ordinances.  
Mayor reads the caption. Mayor asked for questions. None were received. Mayor stated this was the first reading no action was required. The Mayor asked about the annual license, if it was new. Mr. Hill stated it was not, the ordinance calls for an annual license, and inspection. Mr. Hill stated that there were minor changes to the ordinance. Mr. Hill stated that the \$15 fee for placement has been changed to \$145. Mayor asked for any other questions. None were received.
- c. An ordinance adding Section 154.49 to Chapter 154, "Subdivision Regulations" of the City Code of Ordinances; adopting City fees for subdivision plans and plat filings.  
Mayor read the caption. Mayor asked about the changes for the subdivision regulations were. Mr. Hill stated that there was some cost increase on the designated lot for residential purposes and tract designated for residential purposes. Mayor asked for any questions. None were received.

#### Second Reading

- a. An ordinance amending Title XV, Chapter 155, "Zoning," of the Willis City Code of Ordinances by reclassifying the property at 310 East Powell from Single Family Residential to General Commercial.  
Mayor read the following caption: "AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WILLIS, TEXAS AMENDING THE CITY CODE OF ORDINANCES BY AMENDING TITLE XV, CHAPTER 155, "ZONING," BY RECLASSIFYING THE PROPERTY AT 310 EAST POWELL STREET FROM "R1," SINGLE FAMILY RESIDENTIAL DISTRICT ZONING CLASSIFICATION TO "GC," GENERAL COMMERCIAL DISTRICT ZONING CLASSIFICATION AS FOUND ON THE CITY'S OFFICIAL ZONING MAP; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON PUBLICATION." Motion was made by Thomas Belinoski to approve an ordinance amending Title XV, "Zoning," of the Willis City Code or Ordinance by reclassifying the property at 310 East Powell from Single Family Residential to General Commercial. William Brown seconded the motion. Motion passed unanimously.
- b. An ordinance amending Section 150.25 of Title XV "Land Usage" of the Willis City Code of Ordinances by adopting the 2018 editions of the International Code Council Building Codes and National Electric Code.  
Mayor read the following caption: "AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WILLIS, TEXAS, TO AMEND CITY ORDINANCE NO. 09-0217A, DATED FEBRUARY 17, 2009, BY AMENDING SECTION 150.25 OF TITLE XV, "LAND USAGE," BY ADOPTING 2018 EDITIONS OF THE CITY INTERNATIONAL CODE COUNCIL BUILDING CODES AND NATIONAL ELECTRIC CODE; PROVIDING FOR THE AUTOMATIC ADOPTION OF ALL NEW BUILDING CODE EDITIONS AS PUBLISHED; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; PROVIDING A SAVINGS CLAUSE; PROVIDING A TEXAS OPEN MEETINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE ON SEPTEMBER 1, 2019 AFTER PUBLICATION." Motion was made by Thomas Belinoski to adopt the 2018 building codes. Barney Stone seconded the motion. Motion passed unanimously.

#### 5. NEW BUSINESS

- a. Discuss and take action if necessary, on proposed tax rate.  
Rick Valdez stated that the budget is conservative. Mr. Valdez stated that revenues proposed were estimated on what the effective tax rate would be. Mr. Valdez stated that the tax rate proposed by the tax accessor is close to what he estimated it would be. Mr. Valdez stated the maintenance and operation rate is

\$0.5622/\$100, and the interest and sinking rate for debt service is \$0.0247 for an effective tax rate of \$0.5869/\$100. Mr. Valdez stated this was just a presentation of the tax rate to Council so as to make a decision as to increase the tax rate or leave the same. Mayor stated that he's not for raising taxes, but is concerned about the 3 ½ % cap without an election going forward. Mayor stated he believes that a lot of cities are looking at this is the last year we could go with the 8%. Mayor asked for questions. None were received.

#### 6. 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 Belinoski asked about what the procedure is if anyone wanted to put in a Tiny Home on a private lot. Mr. Hill stated that he has been looking into this and is working on HB852 is going to affect the regulation of tiny home being placed.

Thomas Belinoski stated he had concerned about the homeless situation. Officer Martinez stated that they are trying to patrol more, and have picked some up and taking to homeless resources in Conroe, but is still an ongoing problem.

Robert Evans stated that staff has talked to someone to come in for finance and bridge the gap until a replacement can be found.

#### 7. EXECUTIVE SESSION

- a. Convene into closed executive session under section 551.074 of the Texas Government Code to discuss personnel matters.

Mayor and Council convened into executive session at 6:25 p.m.

- b. Reconvene into open session and take action if necessary, on matters deliberated upon in closed executive session.

Mayor and Council reconvened into open session at 6:43 p.m.

Motion was made by Tamara Young-Hector to accept a temporary employment agreement with Hector Forestier through August 30, 2019. Tom Luster seconded the motion. Motion passed unanimously.

#### 8. ADJOURN

Motion was made by Tamara Young-Hector to adjourn. Thomas Belinoski seconded the meeting. The meeting adjourned at 6:45 p.m.

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Leonard Reed, Mayor

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Marissa Quintanilla, City Secretary