

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
Barney Stone, Council Member
Thomas Belinoski, Council Member
William Brown, Council Member
Robert Evans, City Manager
Marissa Quintanilla, City Secretary
Lieutenant Alton Nelson, Willis Police Department
Steven Hill Director of Community Development
Rachel Kulhavy, Director of Finance
Jonny Green, Interim Director of Public Works

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

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.
Pledges were recited.
Councilman Brown gave the invocation.
3. PUBLIC HEARING
 - a. Hear comments from citizens on the proposed Subdivision Regulation Ordinance
Mayor asked for any question or comments from the public. None were received. Mayor closed the public hearing at 5:32 p.m.
4. CITIZENS INQUIRY
Steven Hill introduced Renee Hunt as the new Permit Clerk. Ms. Hunt thanked the Council for the opportunity to work for the City. Mayor and Council welcomed Ms. Hunt.
5. CONSENT AGENDA
 - a. Consider the minutes of the previous meetings: September 17, 2019
 - b. Approval of accounts payable
 - c. Approval of financial statements and tax collection reports
 - d. Approval of Willis Police Department Policy 12.1 Property and Evidence Management
 - e. Approval of intent to use forfeited funds
Mayor asked for any questions or comments on the consent agenda, none were received. Mayor and Council approved the consent agenda by unanimous consent.

6. ORDINANCES

Second Reading

- a. An ordinance by the City of Willis, Texas approving the Second Amended Project Plan and Reinvestment Zone Financing Plan for Reinvestment Zone Number One, City of Willis Texas.
Mr. Evans stated there were no changes since the first reading. Motion was made by Thomas Belinoski to approve an ordinance by the City of Willis, Texas approving the Second Amended Project Plan and Reinvestment Zone Financing Plan for Reinvestment Zone Number One, City of Willis, Texas. Barney Stone seconded the motion. Motion passed unanimously.
- b. An ordinance by the City of Willis, Texas repealing and replacing Chapter 154 “Subdivision Regulations”, of the City Code of Ordinances.
Jonny Green stated that the wording was fine-tuned, added the Planning and Zoning Commission’s role and the new fee schedules. Made changes to the street design to bring up to date with engineering practices, and minor changes to easements. Motion was made by Thomas Belinoski to approve an ordinance repealing and replacing Chapter 154 “Subdivision Regulations”, of the City Code of Ordinances. William Brown seconded the motion. Motion passed unanimously.
- c. An ordinance by the City of Willis, Texas, amending the “Drainage Regulations found in Chapter 155, “Zoning Code” of the City Code of Ordinances.
Motion was made by Barney Stone to approve an ordinance amending the “Drainage Regulations found in Chapter 155, “Zoning Code” of the City Code of Ordinances. Tom Luster seconded the motion. Motion passed unanimously.

7. NEW BUSINESS

- a. Consider and accept resignation form Tamara Young-Hector, Council Member Place No. 1
Motion was made by William Brown to accept the resignation form Tamara Young-Hector, Council Member Place No. 1. Thomas Belinoski seconded the motion. Motion passed unanimously.
- b. Discuss and take action by City Council to fill vacancy of Council Member Place No. 1
Mayor stated last time there was a resignation we posted on the City website, and newspaper for volunteers with and end date for applications to be submitted. Mayor stated that Council had 60 days to fill the vacancy. Motion was made by Barney Stone to advertise for volunteers for Council Member Place No. 1 in the newspaper, and website for two weeks. William Brown seconded the motion. Mayor asked for any questions. Tom Luster asked if this would be a temporary position. Mayor stated they would serve until the next election in 2021. Motion passed unanimously.
- c. Designation of Representative and Alternate for the Houston-Galveston Area Council 2020 General Assembly
Motion was by Thomas Belinoski to appoint Tom Luster as the representative and William Brown as the alternate for the Houston-Galveston Area Council 2020 General Assembly. Mayor asked for questions. None were received. Motion passed unanimously.
- d. Consider approval of a resolution designating the Conroe Courier as the official newspaper for the City of Willis.
Motion was made by Barney Stone to approve a resolution designating the Conroe Courier as the official newspaper for the City of Willis. William Brown seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.

- e. Consider authorizing the execution of a Quitclaim Deed from the City to Peterson Heirs, LLC of an abandoned asphalt driveway, sometimes known as “South Trice Street” in the City of Willis. Mr. Evans stated that this is noting official, the City has never owned it, it has never been maintained by the City. Mr. Evans stated the heirs are asking for something to show that the City has no claim to the property. Mr. Evans asked why it had to be a quitclaim, and why it could not be a letter written stated that the City has no claim to the property. Mr. Evans stated he did not believe it was a good idea for the City to state that it ever owned the abandoned driveway. Mayor stated that he would prefer submitting a letter stated that the City has never owned, or has an interest in the driveway. Motion was made by William Brown to authorize the Peterson Heirs, LLC to draft a letter and submit to the City Manager and Mayor to sign. Barney Stone seconded the motion. Motion passed unanimously.
- f. Consider approval of a revised development agreement with Willis RV Resort, LLC. Mr. Hill stated that the changes made were the removal of the language of 45-year requirement for the sale, and requirement where the City approves the contractor. The approval of the contractor would be for the work being done on the City easement and right of way. Motion was made by Thomas Belinoski to approve the revised development agreement with Willis RV Resort, LLC. Tom Luster seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.
- g. Consider approval of a short form plat on Rogers Road requested by Bubba Elmore. Mr. Hill stated this was platted as a single partial back in January. Mr. Hill stated that in order for the owner/developer to divide the property it was determined that they would need to replat the property to show the division lines instead of metes and bounds. Mr. Hill stated that he recommended approval. Mayor asked if all necessary paperwork has been done. Mr. Hill stated that they had. Motion was made by Thomas Belinoski to approve a short form plat on Roger Road requested by Bubba Elmore. Barney Stone seconded the motion. Mayor asked for any questions. None were received. Motion passed unanimously.
- h. Consider approval of a variance request on building setbacks for 750 and 780 North Danville. Mr. Hill stated that there is 3 parcels of land and the developer has decided to develop each in phases and is asking for a variance on the building setbacks. Mr. Hill stated that on building A the front corner of the building is 5 ft off the property line and the City’s side setbacks are 10 ft. Mr. Hill stated that the encroachments will run along the buildings for approximately 20 ft. having less of an encroachment the further away from the corner you get. Mr. Hill stated that the City has no utilities between the property lines the encroachments do not pose a fire or safety issue with building codes. Mr. Hill stated that these encroachments will not adversely affect the property or community. Thomas Belinoski asked if this would interfere with our lift station. Mr. Hill stated that it would not. William Brown asked what the plans are for the property. Mr. Hill stated they would be commercial office space. Mayor stated he had no objection to helping developers, but where do we draw a line, the City has an ordinance in place, if everyone gets a variance, we should just do away with the ordinance. Mayor asked for questions. None were received. Mayor stated that he was not opposed to granting a variance, but wanted to make the statement. Motion was made by Tom Luster to approve a variance request on building setbacks for 750 and 780 North Danville. Thomas Belinoski seconded the motion. Motion passed unanimously.
- i. Discuss and consider awarding the bid for Mill Street drainage and take action if necessary. Derek Wind stated that Mill Street has been closed for over a year due to the water undermining the road, basically going around the culverts and eroding away the subbase of the road, and the road eventually collapsed. Mr. Wind stated that several options were looked at to fund the

project, and about three or four months ago Council approved the use of the street maintenance and repair tax to fund the project. Mr. Wind stated that four bids were received with the low bid being JSC Services, LLC, Mr. Wind stated that they are familiar with the company and have worked with them before, and are recommending award of the bid to them. Motion was made by Barney Stone to award the bid for Mill Street drainage to JSC Services, LLC in the amount of \$49,995. William Brown seconded the Motion. Mayor asked for questions. None were received. Motion passed unanimously.

- j. Discuss and consider awarding the bid for Martin Luther King Park Improvements and take action if necessary.

Jennifer Steen of Bleyl Engineering stated that this is a project that the Willis Community Development Corporation has been overseeing and had originally planned to have a meeting with the board prior to the Council meeting, but was rescheduled for later in the week. Ms. Steen stated that the project includes the installation of a splash pad, and installing new playground equipment, and additional parking at MLK Park. Ms. Steen stated that they would be presenting the bids to the board at the meeting on Thursday. Ms. Steen stated there were two bids received with the low bid being from Excel Construction. Ms. Steen stated that all references have been positive. Ms. Steen stated they are recommending award of the bid to Excel Construction in the amount of \$903,486.15, which is the base bid with extra items. Ms. Steen stated that if Council choose to award the based on who the Community Development Corporation decides to award the bid to on Thursday, the contractors can get started. Ms. Steen stated that they would like the splash pad installed before spring break, and would not like to change the construction schedule which is having the project awarded in October, Ms. Steen stated if Council was not comfortable with this, we could have a special meeting or award in November. Ms. Steen stated if awarded in November it could potentially not have the splash pad installed by spring break. Mayor asked if there was a drawing of the plan. Ms. Steen stated that the drawing was not included because the CDC board had not been presented with yet. Mayor stated he did not want Council to approve this and then go before the CDC board and they change something and then have to come before Council again. Mayor stated he was not opposed to having a special meeting after the CDC board meets. Council suggested having a special meeting on October 28, 2019 at 5:30 p.m. Motion was made by Thomas Belinoski to table item 7j. Barney Stone seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.

- k. Consider appointments to the Willis Planning and Zoning Commission for terms expired
Mr. Evans stated all expired members agreed to serve another term. Motion was made by Thomas Belinoski to approve appointments of Bill Buller, Luther Powell, and Mary Williams to the Planning and Zoning Commission for another term. Ton Luster seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.

- l. Consider approving the addition of signatures on all Willis bank accounts
Marissa Quintanilla stated this was to add Rachel Kulhavy, the Director of Finance to all City of Willis financial and bank accounts. Motion was made by Barney Stone to approve adding the Director of Finance, Rachel Kulhavy to all City of Willis financial and bank accounts. William Brown seconded the motion. Mayor asked for questions. None were received. 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 Belinoski stated he enjoyed the TML annual conference.

a. Engineer's report

1. WWTP rehabilitation and expansion

Mr. Wind stated that the contractors are installing the rebar for the clarifier walls. Mr. Wind stated the project is going well, there are no major issues and the project is on schedule.

2. Utility Extension on SH 75 North

Mr. Wind stated that the site has been cleared and filled and are working on the line going north along 75 that will go towards the RV Park. Thomas Belinoski asked where the electricity was coming from. Ms. Steen stated that Entergy was going to down the City utility easement from Calvary Road north to the lift station.

Mayor asked if the situation with Mr. Freels and the tree cutting had been worked out. Mr. Wind stated the contractor would boar that area to not impact the trees in that area. Mayor asked if this would affect our cost. Mr. Wind stated it would not. Mayor asked what lines they would are putting behind Mr. Freels property. Mr. Wind stated that it was a sewer line to Mr. Freels property. Mayor stated he thought they we were going all the way down 75 with water and sewer lines. Mr. Wind stated in the future going further down 75 for the sewer we would have to have another lift station. Mayor asked about Denmax. Mr. Wind stated that they have an approved plan for dirt work and drainage.

b. City Manager's report and updates

1. TML Annual Meeting

Mr. Evans stated that when leaving meetings to be careful when in the parking lot talking in groups of three or more, even if not talking about City business, it's viewed as a violation of the open meetings act. Mr. Evans stated this was just a reminder.

Mr. Evans stated that in future meetings he'd like to have the Council sit with Mayor and have the City Attorney, City Manager and City Secretary sit at the end so as not to disturb the meeting if he needs to talk with staff.

9. ADJOURN

Motion was made by Tom Luster to adjourn. William Brown seconded the motion. Motion passed unanimously. The meeting adjourned at 6:40 p.m.

Leonard Reed, Mayor

Marissa Quintanilla, City Secretary