

Willis, Texas
July 17, 2018
5:30 p.m.

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
Barney Stone, Mayor Pro-Tem
Thomas Luster, Council Member
Thomas Belinoski, Council Member
Hector Forestier, City Manager
Larry Foerster, City Attorney
Brenda Burns, City Secretary
James Nowak, Chief of Police
Rick Valdez, Finance Director
Pat Riley, Public Works Director
Fernando Garcia, Director of Community Development
Christina Dahse, Court Administrator

And the following members absent: Tamara Young-Hector, Council Member and Bill Van Alstyne, Council Member, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.
Mayor Reed 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 Reed called roll, Tamara Young-Hector and Bill Van Alstyne were absent.
Mayor Reed stated Brenda Burns would be filling in for Marissa Quintanilla as City Secretary.
Pledges were recited.
Larry Foerster said the invocation.
3. CITIZENS INQUIRY
 - a. Introduce new personnel.
Chief Nowak introduced new patrol officer Jarold Williams from Beaumont. Pat Riley introduced Jake Bruce new laborer at the Waste Water Treatment Plant.
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meeting: June 19, 2018.
 - b. Approval of accounts payable.
 - c. Approval of financial statements and tax collection report.
 - d. Consider and accept excess collections for 2017 debt service and certification for debt service collection rate for 2018-2019.
Mayor called for questions or items that need to be considered separately on the consent agenda. Mayor had some questions on the accounts payable. Mayor questioned the Able Glass invoice. Pat Riley stated it was windshield repair for Unit #4. Mayor ask if the City of Conroe does this type of repair on the contract. Pat Riley stated Conroe would just contract it out. Mayor questioned Advanced Auto invoice. Mr. Riley stated it was for taillights, wiper blades, and oil that were items being replaced by city employees. Mayor would like to receive a detail report on

the corporate credit card payment. Rick Valdez stated he would provide. Mayor questioned the Willis Car Service invoice. Mr. Valdez stated it was maintenance of vehicles that were needed quickly. Pat Riley confirmed. Mayor would like to see the vehicles taken to the City of Conroe as per the contract. Mayor asked if there were any further questions. None were received. Mayor asked if there were any objections to approving the consent agenda by unanimous consent. No objections were received. The Mayor and Council approved the consent agenda by unanimous consent.

5. NEW BUSINESS

- a. Consider and approve the Montgomery County Emergency Communication District Operating Budget for Fiscal Year 2019.
Executive Director Chip VanSteenberg stated the entity was a separate entity for coordinating the 911 services for the County. The agency was funded by 911 fees on telephone bills. They also provide mapping and addressing for the County. Mr. VanSteenberg stated there was a 5.39% increase in revenues and a 1.1% decrease in expenditures. Mr. VanSteenberg called for any questions. Larry Foerster asked about the reserve fund. Mr. VanSteenberg stated any surplus funds each year are set aside for capital funds to avoid issuing debt. Motion was made by Thomas Belinoski to approve the Montgomery County Emergency Communication District Operating Budget for Fiscal year 2019. Thomas Luster seconded the motion. Mayor called for discussion. No discussion. Motion passed unanimously.
- b. Consider and approve nominations for the Montgomery County Emergency Communication District.
Executive Director Chip VanSteenberg stated the agency was receiving nominations for one vacancy. Vicki Rudy would be retiring. Mr. VanSteenberg stated this was a two-step process and this was the first step calling for nominations. Mr. VanSteenberg stated Jack Yates was previously nominated by other cities. Motion was made by Barney Stone to nominate Jack Yates, City Administrator for the City of Montgomery. Thomas Belinoski seconded the motion. Mayor called for discussion. No discussion. Motion passed unanimously.
- c. Consider and approve nominations for the TML Board of Trustee Election.
Mayor called for nominations for the TML Board of Trustee Election. None were received.
- d. Consider and approve Willis Community Development Corporation Goals and Objectives for fiscal year 2018-2019.
J. Rice, Director stated the goals and objectives and the budget are required by the bylaws to be approved by City Council each year. Mr. Rice reviewed each of the goals with City Council. Mayor called for any questions. Thomas Belinoski asked about a possible park on the south side. J. Rice stated the issue is with acquiring the property. Mr. Belinoski asked how much property would be needed. Mr. Rice state about an acre for a pocket park. Mayor called for a motion. Motion was made by Thomas Luster to approve the Willis CDC Goals and Objectives for 2018-2019. Thomas Belinoski seconded the motion. Mayor called for discussion. No discussion. Motion passed unanimously.
- e. Consider and approve the Willis Community Development Corporation budget for fiscal year 2018-2019.
J. Rice, Director stated the board was projecting \$500,000 in revenue and the expenses were generally the same. Mr. Rice stated the major expense was for a capital outlay park project in the amount of \$220,000. The total of expenses were \$751,000. Mayor called for any questions. Mayor asked if the board was contributing any payment towards the city's 380 agreement. Mr. Rice stated they were not but the board could consider. Mayor questioned the payment for the debt on the Rogers Road Park. Mr. Rice stated this was the title of the debt issue, but was also

the debt for the West Side Connector. Mayor asked if the two projects were separated out. Rick Valdez stated they were not. Mayor called for a motion. Motion was made by Thomas Belinoski to approve the Willis CDC Budget for 2018-2019. Thomas Luster seconded the motion. Motion passed unanimously.

- f. Consider and approve the Willis Economic Development Corporation Goals and Objectives for fiscal year 2018-2019.

Ray Laughter, Director stated the goals and objectives were similar to last year and reviewed each of the goals with Council. Mr. Laughter stated the board appreciated the support of Council and Staff. Mayor called for questions. Mayor asked if someone was tracking the training program. Mr. Laughter stated they were not tracking. Mayor called for a motion. Motion was made by Barney Stone to approve the Willis EDC Goals and Objectives for 2018-2019. Thomas Luster seconded the motion. Motion passed unanimously.

- g. Consider and approve the Willis Economic Development Corporation budget for fiscal year 2018-2019.

Ray Laughter, Director stated there was a slight increase in revenue of about 5% and the expenses were in line with last year. The total budget was in the red of about 4%. Mr. Laughter stated the major expense was debt service and the 380 agreement payment, the marketing and job partnership budgets were reducing, and the façade grant program was increasing. Mr. Laughter called for any questions. The Mayor questioned why the façade program was under other item. Rick Valdez stated he could create an account for it separately. Mayor stated he would like for it to be named as a separate line item. Mayor called for a motion. Motion was made by Thomas Belinoski to approve the Willis EDC Budget for 2018-2019. Barney Stone seconded the motion. Motion passed unanimously.

- h. Consider approval of a Resolution approving the Mutual Aid Law Enforcement Agreement with Conroe ISD.

Chief Nowak stated the City was currently in an agreement with the County and municipalities and this agreement would include the school districts. Larry Foerster stated that Willis ISD was not on the list. Chief Nowak stated the County Constable office was their law enforcement agency. Mr. Foerster stated the agreement was for five years but with a 30-day notice agencies can withdraw from the agreement. Mayor called for a motion. Motion was made Thomas Belinoski to approve the Mutual Aid Law Enforcement Agreement with Conroe ISD. Thomas Luster seconded the motion. Mayor called for discussion. No discussion. Motion passed unanimously.

- i. Consider a request from Camillo Properties Ltd for the City to accept a Subdivision Performance Bond for the final plat approval of North Meadows Subdivision to guarantee construction and maintenance of certain improvement in the North Meadows Subdivision as provided by the ordinances and regulations of the City of Willis.

Hector Forestier stated the development was for the construction of 200 homes at Danville and Highway 75 North. Larry Foerster stated the developer approached last month to approve the final plat of the project with the acceptance of a \$650,250 bond for the balance of the infrastructure completion. Since he submitted the request the project is now approximately 95% complete so the bond would more than cover the remaining infrastructure. Mr. Foerster stated if the project is not completed the City would call on the bonding company for completion. Mr. Foerster stated the form of bond as written in fine and Council will not approve final plat unless Council approve the performance bond. The \$650,250 includes the french drain which has been completed and approved. Mayor asked if the Council was approving the french drain. Larry Foerster stated it will not be maintained by the City until it has been accepted by the City, the plat does not make the City responsible. Thomas Belinoski asked was the bond ample to cover

the remaining cost. Jennifer Steen, Bleyl Engineering stated it was. Louie Trapolino with Camillo Properties stated the approval would enable them to get houses on the ground. Thomas Belinoski made a motion to approve the bond. Barney Stone seconded the motion. Mayor called for discussion. No discussion. Motion passed unanimously.

- j. Consider approval of a subdivision of 44.547 acres out of the James Elkins Survey, Abstract 198 titled North Meadows.

Larry Foerster stated the bond is approved and developer is close to finishing once finished then the city will assume responsibility. Thomas Belinoski asked if a turning lane will be installed on Highway 75. Louie Trapolino stated Steven Perez with the State is requesting one be installed. Mr. Belinoski asked if there were one or two entrances into the subdivision. Mr. Trapolino stated one. Mayor called for a motion. Motion was made by Thomas Belinoski to approve the final plat for 44.547 acres known as North Meadows. Thomas Luster seconded the motion. Motion passed unanimously.

- k. Award bid for the Water Plant No. 1 Ground Storage Tank.

Derek Wind, Bleyl Engineering stated the project was from a CDC Block Grant. Mr. Wind stated eight bids were received. The bids were as follows: N&S Construction Co., LP-Base \$377,934 and Alternate Bid \$342,934, B-5 Construction Co., Inc.-Base \$377,535 and Alternate Bid \$348,034, Gilleland Smith Construction, Inc.-Base \$389,515 and Alternate Bid \$364,515, Principal Plant Services, LLC-Base \$398,800 and Alternate Bid \$365,800, Gemini Contracting Services-Base \$408,100 and Alternate Bid \$380,100, W.W. Payton Corp.-Base \$450,000 and Alternate Bid \$420,000, J&K Utility Services, LLC-Base \$539,632 and Alternate Bid-\$500,598, C3 Constructors-Base \$598,924 and Alternate Bid \$573,424. Mr. Wind stated the bids were \$20,000 over grant funds and the City already has matching funds of \$50,000 so therefore the city would need to match with \$70,000. Mr. Wind stated the bid was a unit price bid so they would make sure the city was getting the best price possible. Mr. Wind recommended approval of the bid received from N&S Construction Co., LP including the alternate in the amount of \$342,934. Motion was made by Thomas Belinoski to award the bid to N&S Construction Co., LP including the alternate in the amount of \$342,934. Barney Stone seconded the motion. Mayor called for discussion. No discussion. Motion passed unanimously.

- l. Consider approval on the hiring of personnel in the Utility Billing Department related to an employee in the Public Works Department of the City of Willis.

Hector Forestier stated the personnel policy required the item be brought to Council when a new hire will be related to an existing employee. Vivian Ramirez, new hire will be related to Eleazar (Charlie) Alaniz who works in the water and sewer department. Mr. Forestier stated Ms. Ramirez is bilingual and knows sign language. Mr. Forestier recommended approval of the hire. Motion was made by Thomas Belinoski to approve the hiring of Vivian Ramirez. Barney Stone seconded the motion. Motion passed unanimously.

- m. Budget Workshop.

Rick Valdez reviewed with Council the revenue accounts, debt service and expenditures. Mr. Valdez stated in administration there will be a city manager hired to replace Mr. Forestier who will be retiring, Community Development will have a large increase in the animal control fees due to an increase from the shelter. Mr. Valdez stated each department head would be presented their decision packages. Pat Riley stated he had decision packages that would probable not be funded but he wanted to keep them on the list. Mr. Riley stated he had \$230,000 for Well #5 replacement and Well #6 generator connection, \$52,500 matching funds for the CDBG Grant for maintenance at Well #3 or a tank, \$137,500 to install a water line on Gerald Street to Old Danville Road, \$130,000 to purchase land for a new public works yard, \$2,000 for a computer

and \$5,000 to split the cost with Willis CDC for a lawnmower for the street department. Chief Nowak presented the following packages, \$54,500 for a patrol vehicle with equipment from the red light camera funds, \$5,225 to update the video system and extra cameras, \$22,870 for electronic ticket writers, and \$3,000 for a fitness incentive program. Rick Valdez presented \$52,500 for matching funds for a CDBG Grant. Mr. Valdez stated the CPI was 2.5% so he presented the cost for employees to receive a 2% or a 3% raise. Mr. Valdez also stated the health insurance for employees would be increasing 5%, so he would like to propose that Council increase the incentive given to employees for their cost from \$600 to \$700.

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 complimented the Willis CDC for the fireworks show.

a. City Engineer's Report

I. Water Rate Comparison

Derek Wind, Bleyl Engineering presented Council with a comparison water rates for cities within Montgomery County based on 5,000 and 10,000 gallons of consumption. Mayor stated he was wanting to see the comparison of Willis and Conroe and just for their base rates.

b. City Manager's report

I. Open Enrollment August 1, 2018

Mr. Forestier stated City Hall would be closed that morning for open enrollment.

II. Ten Ninety Seven Newspaper

Mr. Forestier stated the newspaper would be closing.

III. 904 North Danville Update

Mr. Forestier stated the homeowners were located in North Carolina and have recently started cleanup. Mayor asked about the mobile home at the corner of Rogers and Campbell Street and for the mobile home on Paddock Street. Mr. Forestier stated those cases are set to be heard in the Municipal Court. Thomas Belinoski asked about the continuous garage sale across from the school on Danville.

IV. TML Region 14 Meeting August 10-11, 2018

Mr. Forestier reminded Council.

V. TML Annual Conference October 10-12, 2018

Mr. Forestier reminded Council.

7. EXECUTIVE SESSION

a. Convene into closed Executive Session under Section 551.072 (Personnel Matters) of the Texas Open Meetings Act.

I. Personnel Matters

Mayor and Council went into executive session at 8:09 p.m.

b. Reconvene into open session and take action deemed necessary on matters discussed in closed executive session.

Mayor and Council reconvened into open session at 8:51 p.m. Mayor called for any action or a motion from executive session. Thomas Belinoski made a motion to authorize City Manager to hire a firm to conduct a review of the salaries and job descriptions for all city employees. Thomas Luster seconded the motion. Motion passed unanimously.

8. ADJOURN

Mayor adjourned the meeting at 8:57 p.m. by unanimous consent.

Leonard Reed, Mayor

Marissa Quintanilla, City Secretary