

NOTICE OF MEETING
FOR THE GOVERNING BODY OF THE
CITY OF WILLIS, TEXAS

Notice is hereby given that a regular meeting of the governing body of the above named City will be held on the 21st of May, 2013 at 5:30 p.m. in the City Hall at 200 N. Bell Street, Willis, Texas at which time the following subjects will be discussed, to-wit:

1. Call to order the regular meeting.
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.
3. CITIZENS INQUIRY
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meeting; April 16, 2013.
 - b. Approval of accounts payable.
 - c. Approval of financial statements and tax collection report.
5. NEW BUSINESS
 - a. Consider approval of a sound permit for Chick Fil A for a concert to be held on May 21, 2013 at 6:00 p.m.
 - b. Consider adoption of a resolution tabling the issuance of City of Willis Certificates of Obligation, Series 2013 to a called meeting to be held on June 4, 2013, and taking certain action with regard to such certificates of obligation and a proposed City of Willis refunding bond issue.
 - c. Administer Oath of Office for Mayor and City Council for May, 2013 through May, 2015 term.
 - d. Consider and approve appointment of the City Municipal Court Judge.
 - e. Consider and approve appointment of Mayor Pro-tem.
 - f. Administer Oath of Office for City Municipal Judge.
 - g. Consider approval of Personnel Policy Amendment to Section 2.4.
 - h. Consider approval of Personnel Policy Amendment to Section 3.2.
 - i. Consider approval of Personnel Policy Section 3.9A.
 - j. Consider approval of a variance to the fireworks ordinance and grant a sound permit for the Independence Day Celebration to be held on June 29, 2013.
 - k. Consider approval of a variance to the fireworks ordinance for Gator Motorplex for an event to be held on Saturday, July 6, 2013.
 - l. Consider approval of a sound permit for Willie D. King at 411 Lindley for a family reunion on June 15, 2013.
 - m. Consider approval of resolution to deny the request to modify Entergy Texas, Inc. interruptible service rate schedule.
 - n. Consider approval of an interlocal agreement with Montgomery County for street construction, repair and maintenance.
 - o. Consider and approve Agreement with Bytes of Life Studios for a Summary Video of the City of Willis.

6. ORDINANCES

2nd Reading

- a. Consider an ordinance to establish no parking zones for the 100-300 Blocks of West Powell between Highway 75 and Campbell Streets.

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. City Engineer's report
 1. Provide an update on all city projects underway.
- b. City Manager's report
 1. ESD #1 invitation for June 19th ISO 2 Award
 2. Update on trip to the State Capitol

8. Adjourn.

Dated this 15th day of May, 2013.

Brenda Burns, City Secretary

I, the undersigned authority, do hereby certify that the above Notice of meeting of the governing body of the above named City Council is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin board, at the City Hall of said City in Willis, Texas a place convenient and readily accessible to the general public at all times, and said Notice was posted on May 15, 2013 at 10:00 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 15th day of May, 2013.

Brenda Burns, City Secretary

The City Council for the City of Willis reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney); 551.072 (Deliberation about Real Property); 551.073 (Deliberations about Gifts & Donations); 551.074 (Personnel Matters); 551.076 (Deliberation about Security Devices; and 551.086 (Economic Development).

It is the policy of the City of Willis to afford disabled persons maximum access to all public meetings. The City of Willis will make reasonable accommodations to address the needs of persons with vision or hearing impairments or other disabilities, including the provision of readers or sign language interpreters when requested reasonably in advance.

Willis, Texas
May 21, 2013
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
Anna Ross, Council Member
John Lovelady, Council Member
Tamara Young-Hector, Council Member
Thomas Belinoski, Council Member
Bill Van Alstyne, Council Member
Hector Forestier, City Manager
James Nowak, Police Chief
Larry Foerster, City Attorney
John Mangiameli, Community Development Director
Arthur Faiello, Public Works Director
Brenda Burns, City Secretary

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 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. All members were present.
Pledges were recited.
Marc Woodward, First United Methodist Church said the invocation.
3. CITIZENS INQUIRY
No comments.
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meeting; April 16, 2013.
 - b. Approval of accounts payable.
 - c. Approval of financial statements and tax collection report.
Mayor Reed called for any questions or comments on the consent agenda. None were received.
Mayor and Council approved items 4a – 4c by unanimous consent.
5. NEW BUSINESS
 - a. Consider approval of a sound permit for Chick Fil A for a concert to be held on May 21, 2013 at 6:00 p.m.
Mr. Forestier stated Chick Fil A had made a late request to hold a concert at 6:00 p.m.; therefore we posted the meeting to start at 5:30 p.m. in order to get approval prior to the start. Motion was made by Tamara Young-Hector to approve the sound permit. Thomas Belinoski seconded the motion. Motion passed unanimously.

- b. Consider adoption of a resolution tabling the issuance of City of Willis Certificates of Obligation, Series 2013 to a called meeting to be held on June 4, 2013, and taking certain action with regard to such certificates of obligation and a proposed City of Willis refunding bond issue. Bill Blitch, Financial Advisor stated the intent was to issue today, but will be asking Council to table until a special meeting on June 4, 2013. Mr. Blitch stated there was a sound offer on the refunding which will save 225K to 250K, but will be delayed to get a bond rating from Moody's. SAMCO Capital Markets will be the underwriter. Motion was made by Thomas Belinoski to approve the resolution tabling the issuance of City of Willis Certificates of Obligation, Series 2013 to be held on June 4, 2103. Bill Van Alstyne seconded the motion. Motion passed unanimously. Mr. Forestier announced that the issuance of the Certificates will be tabled until a called meeting on June 4, 2013 at 5:30 pm at City Hall.
- c. Administer Oath of Office for Mayor and City Council for May, 2013 through May, 2015 term. Gary Scott, Willis Municipal Court Judge issued the Oath of Office to Mayor Leonard Reed, Council Member Tamara Young-Hector, Council Member John F. Lovelady, Council Member Thomas Belinoski, Council Member Anna F. Ross, and Council Member Bill Van Alstyne.
- d. Consider and approve appointment of the City Municipal Court Judge. Tamara Young-Hector made a motion to appoint Gary Scott as the Municipal Court Judge. Anna Ross seconded the motion. Motion passed unanimously.
- e. Consider and approve appointment of Mayor Pro-tem. Tamara Young-Hector made a motion to appoint John Lovelady as Mayor Pro-tem. Thomas Belinoski seconded the nomination. Mayor asked for any other nominations. None were received. Mayor hearing no objections unanimously appointed John Lovelady as Mayor Pro-tem.
- f. Administer Oath of Office for City Municipal Judge. Mayor Reed administered the Oath of Office to newly appointed Municipal Court Judge Gary Scott.
- g. Consider approval of Personnel Policy Amendment to Section 2.4. Marissa Quintanilla stated the policy would be centralizing the recruitment process. Mr. Forestier stated as the city grows by putting the policy in place this would assure that nothing gets lost in the shuffle. Larry Foerster stated that everything would be processed through Human Resources but the City Manager would have the final say in the hiring. Tamara Young-Hector made a motion to approve Section 2.4 of the Personnel Policy on Recruitment. John Lovelady seconded the motion. Motion passed unanimously.
- h. Consider approval of Personnel Policy Amendment to Section 3.2. Marissa Quintanilla stated that this is the policy on vehicles and it would change Item #6 adding that city vehicles cannot be assigned outside of the County or beyond 20 miles. Tamara Young-Hector made a motion to approve the amendment to Section 3.2 policy on vehicles. Thomas Belinoski seconded the motion. Motion passed unanimously.
- i. Consider approval of Personnel Policy Section 3.9A. Marissa Quintanilla stated this is the IT Policy which will be added and will create policy for emails, old computers, create security measures, add sign in logs, and policy for identity theft. Thomas Belinoski made a motion to approve Section 3.9A on IT Policy. Bill Van Alstyne seconded the motion. Motion passed unanimously.
- j. Consider approval of a variance to the fireworks ordinance and grant a sound permit for the Independence Day Celebration to be held on June 29, 2013.

Mr. Forestier stated fireworks show will be weather permitting. John Lovelady made a motion to approve the sound permit and fireworks variance for the Independence Day Celebration. Tamara Young-Hector seconded the motion. Motion passed unanimously.

- k. Consider approval of a variance to the fireworks ordinance for Gator Motorplex for an event to be held on Saturday, July 6, 2013.

Thomas Belinoski made a motion to grant the fireworks variance to Gator Motorplex. John Lovelady seconded the motion. Motion passed unanimously.

- l. Consider approval of a sound permit for Willie D. King at 411 Lindley for a family reunion on June 15, 2013.

Mr. Forestier stated he was recommending the permit be granted until 10:00 p.m. Tamara Young-Hector made a motion to approve the sound permit from 10:00 a.m. until 10:00 p.m. on June 15, 2013. John Lovelady seconded the motion. Motion passed unanimously. Mr. Forestier stated the sound permit will be placed on a future agenda to have these permits approved and administered by the staff.

- m. Consider approval of resolution to deny the request to modify Entergy Texas, Inc. interruptible service rate schedule.

Mayor Reed recused himself due to a conflict of interest.

John Lovelady, Mayor Pro-tem presided over item 5m. Renee Powers stated Entergy only had six customers that would be affected by this interruptible rate. Entergy is recommending cities deny the rate change and let the Public Utility Commission handle the issue. Motion was made by Thomas Belinoski to approve the resolution denying the request from Entergy Texas, Inc. to modify the interruptible service rate schedule. Tamara Young-Hector seconded the motion. Motion passed unanimously.

Mayor returned to preside over the meeting.

- n. Consider approval of an interlocal agreement with Montgomery County for street construction, repair and maintenance.

Mr. Forestier stated he had met with Commissioner Mike Meador on paving Paddock and Rogers Road and Mr. Meador has agreed to furnish the labor for the overlay. Mr. Forestier recommended the City approve the agreement. Bill Van Alstyne made a motion to enter into an agreement with Montgomery County to construct, repair and maintain streets within the City. John Lovelady seconded the motion. Motion passed unanimously.

- o. Consider and approve Agreement with Bytes of Life Studios for a Summary Video of the City of Willis.

Mr. Forestier stated the city had requested RFPs for a video of the City and we only received one from Bytes of Life Studios. The cost would be \$11,700 and would be funded by CDC, EDC, and Hotel Tax Funds. Motion was made by Thomas Belinoski to approve the agreement with Bytes of Life Studios in the amount of \$11,700. Tamara Young-Hector seconded the motion. Motion passed unanimously.

6. ORDINANCES

2nd Reading

- a. Consider an ordinance to establish no parking zones for the 100-300 Blocks of West Powell between Highway 75 and Campbell Streets.

Mr. Forestier stated the city had received complaints of parking on West Powell. 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 VII, CHAPTER 74, "PARKING SCHEDULES," SCHEDULE I (B), BY DESIGNATING BOTH SIDES OF THE 100 TO 300 BLOCKS OF WEST POWELL STREET BETWEEN HIGHWAY 75 AND CAMPBELL STREET AS "NO PARKING" ZONES AND PROVIDING A FINE OF NOT LESS THAN \$1 NOR MORE THAN \$200 FOR VIOLATING SAME; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON PUBLICATION." Mayor called for a motion. Motion was made by John Lovelady to approve the ordinance establishing no parking designations on West Powell in the 100 to 300 blocks. Thomas Belinoski seconded the motion. Motion passed unanimously.

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.

Bill Van Alstyne reported that street signs need to be worked on. The signs are faded and need to be replaced.

a. City Engineer's report

1. Provide an update on all city projects underway.

Mike Mathena, Bleyl & Associates gave a report on all city projects underway.

John Mangiameli gave an update on the community development activity.

b. City Manager's report

1. ESD #1 invitation for June 19th ISO 2 Award

Mr. Forestier reminded everyone of the event.

2. Update on trip to the State Capitol

Mr. Forestier gave an update on the sales tax issue and the legislation presented.

8. Adjourn.

Anna Ross made a motion to adjourn the meeting. John Lovelady seconded the motion. Motion carried unanimously. The meeting adjourned at 6:36 p.m.

Leonard Reed, Mayor

Brenda Burns, City Secretary