



MINUTES: MAY 17, 2022
FOR THE GOVERNING BODY OF THE
CITY OF WILLIS, TEXAS

Leonard Reed, Mayor
William Brown, Mayor Pro-Tem
Ashley Nixon, Place 1
Barney Stone, Place 2
Tamara Young-Hector, Place 3
Tom Luster, Place 4

Sheyi I. Ipaye, City Manager
Marissa Quintanilla, City Secretary
Larry Foerster, City Attorney

The Council of the City of Willis, Texas convened into regular session at city hall on the date and time aforesaid with the following members present:

Leonard Reed, Mayor
William Brown, Mayor Pro-Tem
Tom Luster, Council Member
Tamara Young-Hector, Council Member
Sheyi Ipaye, City Manager
Larry Foerster, City Attorney
Marissa Quintanilla, City Secretary
James Nowak, Chief of Police
Jeff Cross, Director of Community Development
Robert Byerly, Superintendent of Public Works

And the following members absent: Ashley Nixon, and Barney Stone, 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 of 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. Pledges were recited. Councilman Brown gave the invocation.
3. CITIZENS INQUIRY
 - a. Public Comments
Chief Nowak introduced Officer Chad Alonzo as the departments new Sergeant. Officer Alonzo's wife pinned his stripes.
Terry Woodson talked to Council about her upcoming retirement from Waste Management. Mrs. Woodson stated that she has been working with the City since 1998 and it has been an honor to represent Waste Management. Mrs. Woodson stated it has been great to watch how the City has grown and to be a little part of it. Mrs. Woodson stated that he was allowed to choose and train her replacement to ensure that they had the tools to be successful and take care of her customers. Mrs. Woodson stated that Tiana Smith was not able to attend but she has worked for Waste Management for seven years and will do a great job. Mayor Reed thanked Mrs. Woodson for taking care of the City all these years and stated she has been absolutely amazing to work with and will be missed.
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meeting: April 19, 2022
 - b. Approval of Accounts Payable
 - c. Approval of financial statements and tax collection reports

Mayor asked if anything from the consent agenda need to be pulled and considered separately. No items were pulled. Mayor asked for any objection to approving the consent agenda by unanimous consent. Hearing no objections Mayor and Council approved he consent agenda by unanimous consent.

5. ORDINANCE

First Reading

- a. An ordinance of the City of Willis, Texas amending Section 51.02 of the City Code of Ordinances that prescribes fees for Water taps and Sewer connections inside and outside the City of Willis, Texas
Mr. Ipaye stated this was brought forward by the Public Works Department and the reason being is that it was found that what the City charges for the water tap and sewer connections is below what it should be. Mr. Ipaye introduced Superintendent of Public Works Robert Byerly. Mr. Byerly stated that in several instances the cost of a meter alone is what we are charging a customer for a tap. Mr. Byerly the cost to cover the meter needed to go up so stop losing money. Mr. Ipaye stated this was no decision required this was just the first reading. Mr. Foerster stated this was brought to his attention last week and the proposed new ordinance included roughly a \$100 increase per charge, but after talking with Mr. Byerly, he was not sure this would be enough to cover our expenses. Mr. Foerster suggested revisiting the ordinance and looking at it more carefully. Mr. Foerster stated we may be coming back to Council in the following meeting with additional charges. Mr. Foerster stated the other thing that was brought to his attention is that it is hard getting meters right now. Mr. Byerly stated this was correct. Mr. Byerly stated he has some meters that have been on order for six weeks and they are telling him that it will probably be the end of May before he receives them. Mr. Byerly stated he had a meeting with the meter provider, and he stated that when they ship meters or meter parts, the factory does not ship until the last week of the month, so hopefully they will be here at the end of May. Councilman Brown asked how many meters are needing to be changed out. Mr. Byerly stated that the front billing office has not been in but has 88 registers on hand and have changed approximately 53 of those this week. Mr. Ipaye stated that every time the meter is not working properly, the City of Willis is losing money, because those meters are our cash registers. Mr. Ipaye stated that on Friday the plan is to order about 250 units. In March we ordered 96 for \$10,000. Mr. Ipaye stated that what he has been told by the water office is we have 160 to 180 meters that are not calibrating properly.
- b. An ordinance of the City of Willis, Texas amending Section 155.192(B) as found in Title XV, “Land Usage”, Chapter 155, “Zoning Code” of the City Code of Ordinances, relating to storm drainage and to storm drainpipes
Jonny Green with Bleyl stated that this issue came up with part of the Moran Ranch Development as it is ongoing. Mr. Green stated that our current ordinance allows only for a reinforced concrete pipe and HDPE pipe for storm sewer. Mr. Green stated they wanted to use what is called HP5 typically or PP5, it is a high-performance polypropylene pipe. Mr. Green stated it is a high-quality material, it has similar strength characteristics to RCP, it is plastic just like HDPE, but stronger, has better flow characteristics RCP, and is becoming more widespread in use and has been approved for use in Harris County, City of Houston, Montgomery County, and Walker County. Mr. Green stated it was good material, we are using it and seeing its use more and more frequently thought it would be appropriate to go ahead and it as an approved material in the ordinance. Mr. Green stated he know that Moran Ranch wants to use it in upcoming projects as well and did not want to have to go through variance request for each one of their projects. Mr. Ipaye stated that the key here is to cut down on having to come to Council for each variance approval and if the ordinance is passed, it will cut down on staff time, and cut down on time meeting with Council and it will help our development process go faster. Mr. Ipaye stated we would come back for the second reading and approval at the following meeting.

Second Reading

- a. Discuss and consider approval of an ordinance of the City of Willis, Texas amending the City Official Zoning Map and Title XV, Chapter 155 “Zoning” by reclassifying two tracts of land composed of 9.9158 Acres in the B. F. Burke Survey Abstract No. 92, and Lots 2 through 6 in the Thomas Addition Section 2, Block 2, from “GC” General Commercial District Zoning Classification to “HD” Multi-Family High Density District Zoning Classification
Mr. Cross stated this location was discussed at the last meeting when the public hearing was held. Mr. Cross stated it is approximately 144 apartments that will be on Gerald Street. Mr. Cross stated this

location just needed rezoning to allow them to move forward until they are rezoned. Mr. Ipaye stated this would go from Commercial to High Density Multi-Family. Mr. Ipaye stated it was 142 units on 9.9 acres of land, and this kind of development is needed in Willis. Mr. Ipaye stated things are moving forward and we need to take the advantage and seize the opportunities that we have at this time. Motion was made by Councilwoman Young-Hector to approve the ordinance. Councilman Brown seconded the motion. Mayor read the following caption “AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WILLIS, TEXAS AMENDING THE CITY OFFICIAL ZONING MAP AND TITLE XV, CHAPTER 155, “ZONING,” OF THE CITY CODE OF ORDINANCES BY RECLASSIFYING TWO TRACTS OF LAND COMPOSED OF 9.9158 ACRES IN THE B. F. BURKE SURVEY, ABSTRACT NO. 92, AND LOTS 2 THROUGH 6 IN THE THOMASON ADDITION, SECTION 2, BLOCK 2, FROM A “GC” GENERAL COMMERCIAL DISTRICT ZONING CLASSIFICATION TO A “HD” MULTI-FAMILY HIGH DENSITY DISTRICT ZONING CLASSIFICATION; AMENDING THE WILLIS OFFICIAL ZONING MAP TO PROVIDE FOR THIS NEW CLASSIFICATION; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON ITS PUBLICATION.” Mayor asked for any questions or comments. None were received. Motion passed unanimously.

6. NEW BUSINESS

- a. Discuss and Review Section 3 Policy Updates and Information for the City’s TXCDBG Contract #7220510

John Reed of Public Management. Mr. Reed stated he was the City’s grant administrator for this project and was going to present a section 3 policy update presentation regarding the City’s TDA project. Mr. Reed stated this was the water plant 3 rehabilitation project and is nearing substantial completion, we are just waiting on one more electrical component and are on track to be complete in the next few months. Mr. Reed stated that to complete this project and punch completion report he must read word for word verbatim, the presentation as required by TDA. Mr. Reed read the following: “The City of Willis recently received the grant contract number 7220510 for the amounts of \$350,000 funded through the Community Development Block Grant, via the U.S. Department of Housing and Urban Development and Texas Department of Agriculture, for the purpose of elevated water storage tank rehabilitation. As a condition of funding, the City of Willis must comply with Section 3 of the Housing and Urban Development Act of 1968. To the greatest extent feasible, Grant Recipients must direct economic opportunities generated by CDBG funds to low-and very low-income persons. In part, this means ensuring that section 3 Businesses have information to submit a bid or proposal for the project and Section 3 Workers have information about any job opportunities related to the project. The purpose of this presentation is to discuss the Section 3 goals of the CDBG program and facilitate employment opportunities for Section 3 workers. The awarded construction contractor may have job opportunities for local residents. If they do need to make new hires for this job, they will post job listings on WorkInTexas.com. A company may qualify as a Section 3 Business if it is owned by low-income person; it is owned by Section 8-Assisted housing residents; or 75% of all labor hours for the business in a 3-month period are performed by Section 3 Works. Register at: HUD’s Section 3 website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness> at any Local/Regional registry for disadvantaged businesses [if applicable]. This project is expected to include the following contracting opportunities: Grant Administration Services (previous selected); Engineering Services (previously selected); Prime Contractor for Street and Drainage Improvements (previously selected) and subcontractors for Street and Drainage Improvements (previously selected). You may qualify as a Section 3 Worker if: Annual income is below the LMI county threshold for a family size of 1; is currently or recent (within 5 years) Youth build participant. Register your information and search for opportunities at: WorkInTexas.gov; HUD’s Section 3 Opportunity Portal <https://hudapps.hud.gov/OpportunityPortal/>. Mr. Reed stated pending any questions this concluded the Section 3 Presentation. Mayor asked for any questions. None were received.

- b. Discuss and consider approval of a Development Agreement between the City of Willis and Majestic Land Holdings, LLC

Mr. Cross stated this development agreement is affecting the property where the tiny homes are back behind that there are some sections between the African Hill and 75. The intent of this property is they want to zone as a R2 and open it up as an RV Park. The RV Park is intended to meet the definition of a Park Model RV. Mr. Cross stated all their spaces will typically be parking the park model RVs in this

situation. They have agreed in this development agreement to follow the requirements of our regulations for RV Parks. Mr. Cross stated there is a limit of 16 spaces per acre and that is all covered in the development agreement, they have also agreed to run the water, continue past to the far corner of their property on African Hill, this will allow continued development. Mr. Cross stated this property has not been annexed yet, but it is their intent that it will be annexed in, and all the improvements are covered by the developer and the cost of the waterline extension will be covered under a different ordinance which allows future construction to pay for their pro rata share. Mr. Cross stated that when it is paid for, they would all share the cost, and the City would not have to pay for the extension. Mr. Cross stated that once annexed they would be charged inside rates. Mr. Cross stated that their goal is to purchase the existing RV park and combine them all together as one, so the existing structures will serve the whole community. Mr. Foerster stated he was very impressed with the Work that Mr. Cross has done and wanted to thank him. Mr. Foerster stated that at the last meeting Council passed the amended RV park regulations, which provided a lot more teeth in them than we had before and clarify that what some people might call tiny homes are in fact, park model RVs. Mr. Foerster stated that they have had conversations with the developers, and they are prepared to accept those changes and prepared to pay for an eight-inch waterline. Mr. Foerster stated that to comply with this and the only thing they asked for was that the city would be willing to annex them and that the city would agree to the R-2 residential zoning. Mr. Foerster stated the development agreement provides for both the R-2 multi family residential and also proves for annexation, which is at the Council's discretion. Mr. Foerster stated he thought this would be good for the City and wanted to make sure coming out of this meeting, if Council passes this development agreement that the City Council is comfortable with this being proposed and is comfortable with the annexation process. Mr. Cross stated that when Mr. Foerster was referencing R-2 multi family residential, it is manufactured home and not multi family. Motion was made by Councilman Brown to approve a Development Agreement between the City of Willis and Majestic Land Holdings, LLC. Councilwoman Young-Hector seconded the motion. Mayor asked for any discussion. Mr. Foerster asked if anybody on Council that is opposed to this being annexed into the City or to be an RV park development. Mr. Foerster stated this was part of the contract. Mayor Reed stated it is not part of this motion. Mr. Foerster stated he wanted to make sure people understood what they would be approving. Motion carried unanimously.

- c. Discuss and consider authorizing the Planning and Zoning Commission to consider the R-2 zoning request for the proposed RV Park owned by Majestic Land Holdings, LLC
Mr. Foerster stated that usually we have the P & Z Commission involved in a lot of zoning changes. Mr. Foerster stated that the development agreement calls for an R-2 zoned area, but if Council wanted the P & Z to review this and come back with their recommendation, they could, he just did not want Council to forego the P & Z if that was what Council prefer to do. Councilman Brown asked if it should not have gone to P & Z before it came to Council. Mr. Foerster stated that in the interest of getting this development agreement as presented, that is the way it was presented with the understanding that it would be an R-2 Zoning. Mayor stated that everything goes to the Planning and Zoning Commission before it is zoned so this is really and unnecessary action and must go to Planning and Zoning before it come to Council. No action was taken.
- d. Discuss and consider approval of reappointing the City of Willis Tax Increment Reinvestment Zone Board
Mayor stated the members of the board were himself, Dewanna Redeo, Jason Oliphant and Mr. Chuck Frank and the Lone Star representative was a vacant seat. Ms. Quintanilla stated that she has contact the board members. Ms. Quintanilla stated that Mayor Reed had agreed to serve another term. Ms. Redeo had not contacted her back and Chuck Frank and Jason Oliphant wanted to discuss this with there respective supervisors before committing to serve another term. Ms. Quintanilla stated that she recommended this be tabled until she was able to confirm with the members. Motion was made by Councilman Brown to table item 6D. Councilwoman Young-Hector seconded the motion. Motion passed unanimously.
- e. Discuss and consider approval of Change Order No. 1 for the Water Plant 3 Elevated Tank Recoating and Electrical Upgrades
Mr. Green stated this was a change order for the project that is continuing at Water Plant 3. It has been on hold for quite a while, while the contractor weights for electrical equipment that has been delayed due to supply chain issues. Mr. Green stated a change order was brought to Council in March for the same reason to extend the contract date, which is currently April 7th, but the product was further delayed. Mr. Green

stated that the latest estimate said that the product will be shipped in May and have not received confirmation that the part has been shipped. Mr. Green stated this change order will extend the contract through July 31, with the hope that this will be enough time to get the part and get it installed. Mr. Green stated this was for extra time only no extra cost. Mayor asked for any questions. None were received. Motion was made by Councilman Brown to approve Change Order No. 1 for the Water Plant 3 Elevated Tank Recoating and Electrical Upgrades. Councilman Luster seconded the motion. Motion passed unanimously.

- f. Discuss and consider approval of a resolution regarding nominating candidate for appointment to Groundwater Reduction Plan Contract review committee

Mr. Ipaye the request is to have a resolution for an individual to represent the City of Willis on this committee. Mr. Ipaye stated the former Public Works Director was sitting on this seat. Mr. Ipaye stated he wanted Council to consider Robert Byerly to represent the City of Willis at this committee. Mr. Ipaye stated this was just a nomination and that ballots would be sent out at a later date. Motion was made by Councilman Luster to approve a resolution nominating Robert Byerly as candidate for appointment to Groundwater Reduction Plan Contract review committee. Councilwoman Young-Hector seconded the motion. Mayor asked for questions or further discussion. None was received. Motion passed unanimously.

- g. Discuss and consider approval of security upgrades to Public Works, City Hall, and Police Department

Chief Nowak that they were tasked with looking at upgrades to security of locks and then it went to looking at the video systems and burglar alarm systems that are aged. Chief Nowak stated Lt. Nelson did the research. Chief Nowak stated that one company that was contacted was Simple Access out of Florida and they have a product that is installed by local craftsmen. Chief Nowak stated they just do locks, and it would be magnetic keycard but with a key override. Their cost is \$6371 initial cost and then \$720 annual recurring cost for the cloud-based system used for remote access. ADT, for the building access, the surveillance cameras, and a burglar alarm improvement the initial cost is \$27,020 and almost \$5,000 annual cost for monitoring and cloud-based service. Chief Nowak stated if we did just the access control, it would be \$18,010 with \$2,000 a year recurring. Chief Nowak stated that Datalink based in Conroe, for everything was \$20,598 with over \$1,000 annual recurring calls. Chief Nowak stated if we did just the building access with key cards it would be \$10,685 but no recurring cost. Chief Nowak stated if we chose to dan any on of these, we would still need a card printer. Chief Nowak stated they found information on a company called Alpha Card for \$1,400. Mayor asked for questions. Councilman Luster had concerns about choosing a company out of Florida for support issue rather than someone that is close by. Councilman Luster asked about the video and cameras and keeping what we have. Chief Nowak stated that we could keep what we have and just do the locks but reminded Council that the cameras are almost 10 years old and are analog cameras. The ones being quoted are digital cameras, four to five megapixels. Councilman Luster asked what Lt. Nelson's recommendation was. Chief Nowak stated that his recommendation was Datalink because of cost. The City has a relationship with datalink over several years of service. Their products are here and that is one of the reasons for their lower cost, their cables are already here. Mayor stated his question had to do with the procurement process that we have and the way we purchase things that are over \$3,000. Mayor asked if we requested proposals to see what the best price was, we could get. Chief Nowak stated it was not a formal procurement process or request for proposal, it was all done by telephone and email. Chief Nowak stated if that is an issue we could go back and start over. Mayor Reed stated that he would prefer that we go through the normal process, and we draw up what we need and want done and see who puts in a bid and make a choice on that. Motion was made by Councilman Brown to table item 6g for the next meeting. Councilwoman Young-Hector 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.

- a. Engineer's Report

1. Lindley Park Improvements

Mr. Wind stated the project for the park is substantially complete. They are going through the process of doing final inspections and making any punch list items that they will have to finish

before they fully release the park to the City and remove all the fencing. Mr. Wind stated it will still be a few more weeks before the fencing is removed, and the park is fully open.

2. MLK and Pine Circle Park Improvements

Mr. Wind stated that they plan to present the preliminary plans and cost estimates to the CDC at their meeting next Tuesday. Mr. Wind stated that the survey is already underway for what they need to do over at Pine Circle Park. Mr. Wind stated in the next few weeks should see some geotechnical testing happening out there for the foundations and things are moving forward on that.

b. City Manager's Report

1. Report regarding mapping of the Index Crimes in 2021 for the City of Willis

Mr. Ipaye had Chief Nowak to discuss the Index Crime in 2021 for the City. Chief Nowak stated that our mapping program is not operational, so he had to ask the County to do this. Chief Nowak stated that they used the nature codes for these offenses. Chief Nowak stated the offenses are aggravated assault, burglary, burglary vehicle, robbery, sexual assault. Chief Nowak stated that there were 270 offenses in those nature codes for 2021. Chief asked for questions. Mayor stated that about 10 to 15 years ago a map was provided that stated for instance 15 burglaries and this is where it happened on the map. Mayor stated that the dots on the map do not coincide with the 2021 data they are receiving. Mayor stated he was not sure if Montgomery County just put on the map the ones that they dispatch after hours or did they capture the ones they get in their packet every month. Chief Nowak stated that the 270 that were offenses in the nature code. Chief stated there was a lot of stuff that not on the report. Chief Nowak stated so far this year there has been 455 reports taken, including accidents and warrants and weapons, DWI and PI and things like that, that are not included, in addition to that, so far this year there has been 2039 dispatches that officers have responded to. Chief Nowak stated the report requested was for index crimes which only includes the ones that are most likely to be reported as the ones that are set up in the UCR System. Chief Nowak stated if Council want a map of the offenses, then they could break it down into particular ones. Mayor stated that was what he had wanted. Chief Nowak stated he could do that.

2. Report regarding audit financial recommendations

Mr. Ipaye stated that we have hired a CPA to assist us with our audit process. Mr. Ipaye stated Ms. Virdagamo is the one who is leading that process and she has compiled a short list of information in your packet. Mr. Ipaye stated that one of the things she was alluding to, is to create and maintain an accounting procedure manual. This manual will include an overview of the operation, filing deadlines, some key performance indicators, weekly, monthly, and quarterly, how we handle our banking process, all these things she is noticing and needs to be sharpened. Mr. Ipaye stated that one of the things that has affected the finance area is the individuals we had before did not have City Municipal experience. Mr. Ipaye stated we are looking for a Finance Director and this job has been posted for two months and we have only received two applications. Councilman Brown asked about the assistant that was hired when the previous Finance Director was here. Mr. Ipaye stated this was correct it was for an administrative assistant. Mr. Ipaye stated this was Mr. Scott Fong's position. Councilman Brown asked if he was helping out with finance. Mr. Ipaye stated that he was and was doing very well in the position, but it takes time to be able to get what is needed. Mr. Ipaye stated that he has also brought in Brenda Burns part time and has been a tremendous help in the finance office.

3. Report regarding budget timeline calendar for fiscal year 2022-2023

Mr. Ipaye stated that Council received the budget timeline in their packet and outlines when things are going to happen between now and at the end of September.

4. Report regarding City of Willis FY 2022-2023 Budget Priority List

Mr. Ipaye stated the priority list was handed to Council and asked for Council to fill out. The City Secretary, and finance office is helping to compile the information.

8. EXECUTIVE SESSION

- a. Convene into closed executive session as provided by the Texas Open Meetings Act under Section 551.072 (Deliberation about Real Property) of the Texas Government Code.

1. Real Estate

Mayor closed opens session at 6:42 p.m. and convened in executive session in the upstairs conference room.

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

Mayor and Council reconvened into open session at 7:40 p.m. Mayor asked for any action coming out of executive session. No action was taken.

9. ADJOURN

Motion was made by Councilwoman Young-Hector to adjourn. Councilman Luster seconded he motion. Motion passed unanimously. The meeting adjourned at 7:43 p.m.

Leonard Reed, Mayor

Marissa Quintanilla, City Secretary