

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

Leonard Reed, Mayor
Ashley Nixon, Council Member
Tom Luster, Council Member
Tamara Young-Hector Council Member
Robert Evans, City Manager
Larry Foerster, City Attorney
Marissa Quintanilla, City Secretary
James Nowak, Chief of Police
Meliane Robertson, Building Inspector
Taylor Whichard, Director of Public Works
Beth Rodriguez, Director of Fiance

And the following members absent: Barney Stone, and William Brown, consituting a quorum at which time the following buisness 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.
City Secretary called roll; Barney Stone, and William Brown were absent. Pledges were recited. Chief Nowak gave the invocation.
3. CITIZENS INQUIRY
 - a. Public Comments
No public comments.
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meetings: April 20, 2021; April 30, 2021
 - b. Approval of Accounts Payable
 - c. Approval of financial statements and tax collection reports
Mayor asked for questions or comments, or if any item needed to be moved and addressed separately. No questions or comments were received. Mayor and Council approved the consent agenda by unanimous consent.
5. NEW BUSINESS
 - a. Discuss and take action on Change Order No. 3 for the Highway 75 Water Extension
Derek Wind, of Bleyl Engineering stated that this is the bond project for the utility extensions going up north on 75 and also cutting across to 45. Mr. Wind stated the project was 100% complete, all the final inspections are done and worked out the issues at the lift station. Mr. Wind stated this is what they typically call the closeout change order, where any items that were not used or any items that were added last minute are included into the change order to basically close out the project. Mr. Wind stated that the total contract had an increase of 4%, but that 4% was an agreement with the academy development people to the water line along Longstreet so they paid for that, as far as the City's portion is concerned with this change order the total project is under what the original contact amount was by about \$20,000, and are recommending approval to approve the change order and close out the contract. Mayor asked for questions. None were received. Motion was made by Tom Luster to approve

Change Order No. 3 for the Highway 75 Water Extension. Tamara Young-Hector seconded the motion. Motion passed unanimously.

- b. Discuss and take action on the Definitions and Chapter 1 of the Employee Personnel Policy Manual
Mr. Evans stated that a committee was formed with a couple of Council members. Mr. Evans stated that the suggested changes were sent to the committee and received back from them and this is the final result. Mr. Evans stated he was recommending that this be accepted as the final version for the definitions and Chapter 1 for the Employee Personnel Policy Manual. Mayor asked what changes were made. Mr. Evans stated there were a couple of misspelling and a couple of grammar mistakes. Tamara Young-Hector asked if the items that were highlighted were the only changes. Mr. Evans stated that those items were considered for removal, but was not removed. Mayor asked for any more questions. None were received. Motion was made by Tamara Young-Hector to approve the definitions and chapter 1 of the Employee Personnel Policy Manual as submitted. Tom Luster seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- c. Discuss and take action on a request for additional funds for street paving projects on Felder and South Wood Streets
Taylor Whichard stated this was part of the paving project that funds were approved this fiscal year. Mr. Whichard stated it was requested that staff look at Felder Street and South Wood Street. Mr. Whichard state that Bleyl Engineering did their opinion off probable cost to get both these streets done, and it came in at roughly \$243,000 which is \$43,000 above what was originally budgeted. Mr. Whichard stated that this was just an opinion of probable cost, this project would go out for bids, and the bids could come in lower. Mr. Whichard stated this is just to inform Council that we may need to request a budget amendment to get both streets paved, or just pave until we run out of funds that has already been allotted. Mayor asked if staff was requesting funds now, or informing Council that staff might need to. Mr. Evans stated that we might need them. Mr. Evans stated that we have the funds available in the general fund, but we will need an amendment to move those funds and are asking Council to consider allowing staff to move them. Mr. Evans stated that if the funds were not needed then they would go back to the general fund. Mr. Foerster if staff was just seeking approval to move forward with the project, and not amending the budget tonight, and if the project is over the fund limit than would staff be coming back before Council for a budget amendment. Mr. Evans stated this was correct. Mayor asked for a motion. Motion was made by Tamara Young-Hector to move forward with the Felder and South Wood Street project. Tom Luster seconded the motion. Mayor asked about Wood Street and if the paving project was for Wood Street from end to end. Mr. Whichard stated no it was from FM 1097 West going South. Mayor stated the proposal for this project was to do all of Wood Street. Mr. Whichard state unfortunately, this year we weren't able to get the entire road done, and do Felder at the same time. Mr. Whichard stated that him and the City Engineer looked at the road, and South Wood is in much worse condition, the North Wood. Mayor asked how much was the projected cost of doing Felder Street. Mr. Wind stated that the cost was combined together. Mr. Evans stated staff could come back with a revised estimate. Tom Luster stated we could do one street and then come back and do the other. Mr. Wind stated that the idea was doing South Wood and Felder, it would match the budget better, but if the Council is open to the idea of doing all of Wood Street and going higher on the budget, they could look into that. Mayor stated he would like to do all of Wood Street, and not separate. Mr. Wind stated he would bring the Council a revised estimate that includes all of Wood Street, so that Council has an understanding of what that cost will be. Mayor asked for any other discussion. None was received. Motion passed unanimously.
- d. Discuss and take action on setting a joint public hearing with the Planning and Zoning Commission on June 15, 2021 at 5:30 p.m. to hear public comments on the rezoning of the property located at 15213 HWY 75 tract 18, 19 in the Tong JB Survey currently zoned General Commercial and seeking to rezone to Manufactured Home District
Mr. Evans stated that the requirement for the public hearing has gone through the Planning and Zoning Commission, and they have agreed to a joint public hearing as is the requirement. Motion was made by Tamara Young-Hector to set a joint public hearing with the Planning and Zoning Commission on June 15, 2021 at 5:30 p.m. to hear public comments on the rezoning of the property located at 15213 HWY 75 tract 18, 19 in the Tong JB Survey currently zoned General Commercial and seeking to

rezone to manufactured Home District. Ashley Nixon seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.

- e. Discuss and take action on setting a joint public hearing with the Planning and Zoning Commission on June 15, 2021 at 5:30 p.m. to hear public comments on the zoning of 38.31 acres of land situated in the F.K. Henderson Survey to R-1 Single-Family Designation

Mr. Evans stated this was for MRRS development that was recently annexed. Mayor asked for any questions. None were received. Motion was made by Tamara Young-Hector to set a joint public hearing with the Planning and Zoning Commission on June 15, 2021 at 5:30 p.m. to hear public comments on the zoning of 38.31 acres of land situated in the F.K. Henderson Survey to R-1 Single-Family Designation. Tom Luster seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.

- f. Discuss and take action on setting a public hearing for June 15, 2021 to consider public comments on variance request and a final replat of 38.02 Acres in the G.W. Lonis Survey, for Market at Willis

Melanie Robertson state this is the replat for Moran Ranch for Market at Willis. Ms. Robertson stated it was already approved by the Planning and Zoning Commission and approved for joint public hearing by the commission as well. Mayor asked what type of variance they were requesting. Ms. Robertson stated that they were asking for zero lot line. Motion was made by Tamara Young-Hector to set a joint public hearing for June 15, 2021 at 5:30 p.m. to consider public comments on a variance request and a final replat of 38.02 acres in the G.W. Lonis Survey, for Market at Willis. Tom Luster seconded the motion. Motion passed unanimously.

- g. Discuss and take action on a variance request from property owners at 15103 HWY 75 N, to increase the height and size of a digital LED sign

Mr. Evans stated this went before the Planning and Zoning Commission, Mr. Hill gave the commission the dimensions and improvements to the sign and it will not decrease safety. Mr. Evans stated that it the Planning and Zoning recommended approval. Ms. Robertson stated that they are requesting the height of the sign go from 50 ft. to 60 ft. and the face of the sign go from 75 sq. ft. to 300 sq. ft. Mayor asked what our height was now. Mr. Robertson stated it was 50 ft. Mayor asked for questions. None were received. Motion was made by Tom Luster to approve a variance request from property owners at 15103 HWY 75 N to increase the height and size of a digital LED sign. Tamara Young-Hector seconded the motion. Mayor asked for any discussion. Mayor asked if staff was looking at the sign ordinance. Ms. Robertson stated staff was in the process of making changes. Mayor asked for any other discussion. None was received. Motion passed unanimously.

- h. Discuss and take action on a variance request from property owners at 12801 I-45 S, to increase the height and size of a digital LED sign

Ms. Robertson stated this was the new business at 12801 I-45 S, they are requesting a variance to the sign ordinance to increase from 40 ft. to 60 ft. and sign face from 75 sq. ft. to 200 sq. ft. Mayor asked for questions. Tom Luster asked if Planning and Zoning was recommending approval. Ms. Robertson stated they were. Motion was made by Tamara Young-Hector to approve a variance request from property owners at 12801 I-45 S, to increase the height and size of a digital LED sign. Tom Luster seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.

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.

- a. Engineer's Report

- 1. CDBG Storm Sewer Replacement Project

Mr. Wind updated the Council on the CDBG storm sewer replacement project. Mr. Wind stated the proceed date was the beginning of May. Mr. Wind stated they've submitted their submittals, materials, things like that and are mobilizing at the end of this week. Mr. Wind stated that rain is expected this week, so they probably won't be starting work until the rain

has subsided. Mr. Wind stated that one of the requests is to make sure that there is no interference with the Juneteenth celebration. Mr. Wind stated that he was asked at a previous meeting if there's any work being done at MLK Park, he was incorrect, there are two inlets that are being installed inside the park. Mr. Wind stated he has spoken to Mr. Whichard about it just before the meeting and will be instructing the contractor to not do any of that work till after the Juneteenth celebration. Mayor stated that the contractors had already dug the park up and were installing the culverts. Mayor stated that the contractors have all the culverts and equipment park in front of the park and is not barricaded off at all. Mayor stated that kids can climb on the culvert and the machines. Mr. Whichard stated he requested that they use the additional parking area and that they keep it safe. Mr. Whichard stated he would contact the contractor and have them move all their equipment to the additional parking area and make sure it is fenced off. Mr. Wind stated that as far as the digging, they can have the work done before the Juneteenth celebration and does not believe it will interfere with the celebration. Mayor stated someone need to go to and see how they left the Park.

b. City Manager's Report

1. Update on the American Rescue Plan Act

Mr. Evans stated we did receive the interim guidance for the American Rescue Plan Act, and should received the funds by June 10th. Mr. Evans stated there would be further guidance for smaller cities like us. Mr. Evans stated that if Council wanted to have a special meeting to discuss priorities on projects that are authorized, we could schedule one, or have it at our regular meeting in June.

7. EXECUTIVE SESSION

a. Convene into closed executive session as provided by the Texas Open Meetings Act under Section 551.086 (Deliberations on Economic Development); and Section 551.074 (Personnel Matters) under the Texas Government Code.

Mayor closed open session at 5:59 p.m. Mayor stated executive session would convene in the upstairs conference room at 6:05 p.m.

1. Deliberations on proposed economic development in the City's extraterritorial jurisdiction
2. City Manager Contract

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 7:03 p.m. Mayor asked if there is any action coming out of executive session. No action was taken.

8. ADJOURN

Motion was made by Tom Luster to adjourn. Tamara Young-Hector seconded the motion. Motion passed unanimously. The meeting adjourned at 7:04 p.m.

Leonard Reed, Mayor

Marissa Quintanilla, City Secretary