

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  
Barney Stone, Council Member  
Tom Luster, Council Member  
Tamara Young-Hector, Council Member  
William Brown, 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 Finance

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 Willis City Council, and the Planning and Zoning Commission 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 for the City Council and the Planning and Zoning Commission. Pledges were recited. Councilman Brown gave the invocation.
3. PUBLIC HEARINGS
  - a. JOINT PUBLIC HEARINGS WITH THE PLANNING AND ZONING COMMISSION:
    1. Hear public comments on the rezoning of the property located at 15213 HWY 75 tracts 18 and 19 in the Tong JB Survey currently zoned General Commercial and seeking to rezone to Manufactured Home District
    2. 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  
Mayor asked for comments for question on the Joint Public Hearing. Mr. Vornsand stated that the Planning and Zoning Commission recommended the approval of the rezoning of the above-mentioned properties. Mayor asked for any questions. None were received. Motion was made by the Planning and Zoning Commission to adjourn the Planning and Zoning Commission meeting. Motion passed unanimously.
  - b. Public hearing to hear public comments on a variance request and final replat of 38.02 Acres in the G.W. Lonis Survey, for Market at Willis  
No comments from the public were heard. Mayor closed the public hearings at 5:35 p.m.
4. CITIZENS INQUIRY
  - a. Public Comments  
No public comments
5. CONSENT AGENDA
  - a. Consider the minutes of the previous meetings: May 11, 2021; May 18, 2021

- b. Approval of Accounts Payable
- c. Approval of financial statements and tax collection reports
- d. Approval of Willis Police Department Policy 3.2 – Field Training
- e. Approval of Fire Hydrant Meter Policy

Mayor asked for questions or comments on the consent agenda, for if anything needed to be discussed separately. No questions or comments were received. Mayor and Council approved the consent agenda by unanimous consent.

## 6. ORDINANCES

### First Reading

- a. Discuss an Ordinance of the City of Willis, Texas amending Title XV, Chapter 155, “Zoning” of the City Code of Ordinances by reclassifying tracts 18, and 19 in the JB Tong Survey located at 15213 Highway 75 North from General Commercial to Manufactured Home District  
Mayor stated this was the first reading and asked for any questions. None were received.
- b. Discuss an Ordinance of the City of Willis, Texas amending Title XV, Chapter 155, “Zoning” of the City Code of Ordinances by Classifying 38.31 Acres of Land in the F.K. Henderson Survey as R-1 Single-Family Residential District  
Mayor stated this was the first reading and asked for any questions. None were received.
- c. Discuss an Ordinance of the City of Willis, Texas regulating the placement of signs in the City and its Extra-Territorial Jurisdiction  
Mayor stated this was the first reading and asked for any questions. None were received.

## 7. NEW BUSINESS

- a. Elect Mayor Pro-Tem  
Barney Stone nominated William Brown for Mayor Pro-Tem, and Tamara Young-Hector nominated Tom Luster for Mayor Pro-Tem. Councilman Brown received three votes and Councilman Luster received 2 votes. Councilman Brown is elected as the Mayor Pro-Tem.
- b. Discuss and take action on a park concept plan for Lindley Park Improvements  
J. Rice stated that for the past several months the Community Development Corporation (CDC) has been discussing their budget and projects that they have been wanting to improve the parks in the City. Mr. Rice stated that Bleyl Engineering developed a layout for the park, and the CDC has approved that as a budget expenditure for next year’s budget to make these improvements. Mr. Rice stated that what the CDC is doing redesigning the layout of the park. Mr. Rice stated that the improvements included making the half court basketball court into a full court with a covering, replacing and moving the playground equipment and installing bathrooms. Mr. Rice stated the parking would be improved also. Mr. Rice stated that if the design is approved by Council, then the CDC will move forward with the project in the 2021-22 budget. Motion was made by Tom Luster to approve a park concept plan for Lindley Park Improvements. William Brown seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- c. Discuss and take action on the Willis Community Development Corporation Plan for 2021-22 Fiscal Year  
Mr. Rice stated that each year by its bylaws the CDC Board is suppose to submit an annual report as well as a plan for the next year. Mr. Rice stated it was included in the packet for Council to review. Mr. Rice stated that the CDC Board has done the plan to some extent and also reported on the results. Mr. Rice stated there are six goals in the Corporation Plan for next year, a lot of them are the same, and a couple of them were taken out. Motion was made by William Brown to approve the Community Development Corporation plan for 2021-22. Barney Stone seconded the motion. Mayor asked for any other discussion. None was received. Motion passed unanimously.
- d. Discuss and take action on the Willis Community Development Corporation Fiscal Year 2021-22 Budget

Mr. Rice stated that each year the CDC Board brings the budget before Council for approval. Mr. Rice highlighted some of the things that are different than last year. iPads for the board have been budgeted, Engineering budget was also included because of the park improvements for next year which include more parking for MLK Park, redesign of Lindley Park, and proposed restrooms at Pine Circle Park. Mayor asked for questions. None were received. Motion was made by Barney Stone to approve the Willis Community Development Corporation fiscal year 2021-22 budget. Tom Luster seconded the motion. Motion passed unanimously.

- e. Discuss and take action on a Digital Billboard Development Agreement with Clear Channel Outdoor, LLC

Mr. Vela with Clear Channel Outdoor, LLC stated that Clear Channel Outdoor is a multinational company is looking to expand their visual coverage to very county. Mr. Vela stated that the proposed unit is on I-45 and will be converted and will be part of a network that will be throughout the eastern Gulf Coast area and Willis would join cities such as Conroe, Hemstead, Baytown, Jacinto City, Pasadena, Humble, Santa Fe, Rosenberg and Stafford. Mr. Vela stated that as they grow the network, it is important to know that it is a part of the emergency communications network for the area. Mr. Vela stated they are currently working with the Homeland Security offices in Montgomery, Harris, and Galveston counties. Mr. Vela stated that when and after a situation like hurricane Harvey, these boards will be used to get vital information instantly on the streets to residents in these areas. Mr. Vela stated that it can also be used for any emergency messages that the City may have. Mr. Vela stated that in addition to emergency message they are proposing to give the City five two-week periods throughout the year to promote any events, to recruit for employees, etc. Mayor asked if the agreement was for one billboard. Mr. Vela stated that it was one billboard with two faces. Mr. Vela stated it was for an existing billboard it will just be converted to this technology. Mr. Foerster stated that he has reviewed the agreement and believes it is fine. Mayor asked for questions. None were received. Motion was made by Barney Stone to approve a digital billboard development agreement with Clear Channel Outdoor, LLC. Ashley Nixon seconded the motion. Motion passed unanimously.

- f. Discuss and take action on a variance request and a final replat of 38.02 Acres in the G.W. Lonis Survey, for Market at Willis

Mr. Foerster stated it is for a 10-foot setback line with buildings. Mr. Foerster stated that what they want to do is get a variance so that they can put their retail buildings together so they are asking for zero lot lines. Mayor asked for questions. None were received. Motion was made by Tamara Young-Hector to approve a variance request and 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 on parking spaces and lane sizes from Market at Willis

Derek Wind stated this was for the HEB Project. Mr. Wind stated that in review of the plans, they found that the standard ATP dimensions for the angled parking were slightly different that what the City's ordinances allow as far as measurements and such. Mr. Wind stated that they asked for more information on other HEB's in the area as well as the corporate standards. Mr. Wind stated that differences are minor and after review they felt it was appropriate to allow and are asking for a variance from the City. Mayor asked for any questions. None were received. Motion was made by Tamara Young-Hector to approve a variance request on parking spaces and lane sizes from Market at Willis. Barney Stone seconded the motion. Motion passed unanimously.

- h. Discuss and take action on a final replat of 74.321 Acres in the G.W. Lonis Survey, for Willis ISD

Mr. Wind stated that this is over by the Lynn Lucas School. Mr. Wind stated they are adding a pre-k building as part of the project, and cleaning up the different properties. Mr. Evans stated they were consolidation all property as one property. Motion was made by William Brown to approve a final replat of 74.321 Acres in the G.W. Lonis Survey, for Willis ISD. Tom Luster seconded the motion. Mayor asked for questions. None were received. Motion passed unanimously.

- i. Discuss and take action on North Wood, South Wood, and Felder Street paving project

Mr. Whichard stated that at last month meeting it was present to the Council to pave South Wood and Felder for a cost of \$243,000 as per Bleyl's estimate. Mr. Whichard that Council had requested that

staff look into paving North Wood also. Mr. Whichard stated that the estimate for paving South Wood, North Wood and Felder street would be \$408,000 which would require a \$208,000 budget amendment, whereas if we pay South Wood and Felder Street it would require a \$43,000 budget amendment. Mr. Whichard stated his recommendation would be to move forward with South Wood and Felder Street and next fiscal year get North Wood completed. Mayor asked Mr. Wind if the drainage project include Felder Street. Mr. Wind stated that on Felder we are lining the existing storm drain that goes along Felder Street. Mr. Wind stated that we are keeping the same pipes, but laying the same type of material like at MLK Park to prolong the life. Mayor asked why there is an open ditch and a pipe. Mr. Wind stated it was due to the drainage from Willis ISD. Motion was made by William Brown to approve paving South Wood and Felder Street. Tom Luster seconded the motion. Mayor asked for discussion. None was received. Motion passed unanimously.

j. Budget Workshop

Mr. Evans stated that in the Council's packet is the decision packages that have been submitted. Mr. Evan stated that staff associated certain levels of priority. Mr. Evans stated that the handout that he passed out is the framework. Mr. Evans stated that we have to approve all budget request, and still do not have all the necessary information from the County. Mr. Evans stated that what was needed from Council is any input on any of the decision packages or request as we well. Mr. Evans stated that there are some tentative budget workshops scheduled, depending on whether or not we get our information from County. Mayor stated that if Council had any input or wanted to see something put in the budget to please let the City Manager know.

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. Councilman Luster stated he appreciated the City's willingness to start paving streets every year as opposed to waiting.

a. Engineer's Report

1. CDBG Storm Sewer Replacement Project

Mr. Wind stated that all the work at MLK is done, they are starting at Holland Street. Mr. Wind stated that things are progressing well. Mayor asked if on MLK would we be going up all the way to Woodson. Mr. Wind stated that we are.

b. City Manager's Report

1. Juneteenth Celebration

Mr. Evans reminded Council about the Juneteenth Celebration scheduled for this coming weekend.

9. ADJOURN

Motion was made by Tom Luster to adjourn. Barney Stone seconded the motion. Motion passed unanimously. The meeting adjourned at 6:24 p.m.

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Leonard Reed, Mayor

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Marissa Quintanilla, City Secretary