

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
William Brown, Mayor Pro-Tem
Ashley Nixon, Council Member
Tom Luster, Council Member
Tamara Young-Hector, Council Member
Robert Evans, City Manager
Marissa Quintanilla, City Secretary
James Nowak, Chief of Police
Jeff Cross, Director of Community Development
Taylor Whichard, Director of Public Works
Beth Rodriguez, Director of Finance
Melanie Robertson, Building Inspector
Christina Dahse, Court Administrator

And the following members absent: 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 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 role. Pledges were recited. Mayor Pro-Tem Brown gave the invocation.
3. CITIZENS INQUIRY
 - a. Public Comments
Robert Evans introduced Jeff Cross as the new Director of Community Development.
Mayor Reed presented Thomas Belinoski with a Key to the City for his service and all things he's done for the City. Mayor Reed stated he appreciated the years of dedicated service and for continuing to serve in any capacity that the City may need him to. Mr. Belinoski thank the Mayor and Council and stated he's enjoyed serving the City.
4. CONSENT AGENDA
 - a. Consider the minutes of the previous meetings: June 10, 2021; June 15, 2021
 - b. Approval of Accounts Payable
 - c. Approval of financial statements and tax collection reports
Mayor asked for any questions or comments on the consent agenda. Tamara Young-Hector asked if there was any way that if the report on accounts payable could list not just the name/company to be paid but what the check was for. Mr. Evans stated we could do that. Mayor asked for any other questions. None were received. Mayor asked for any objection to approving the consent agenda. None were received. Mayor and Council approved the consent agenda by unanimous consent.
5. ORDINANCES
First Reading

- a. Discuss an Ordinance regulating the sale and licensing of alcoholic beverages in the City of Willis. Mr. Evans stated this was an old ordinance and some updating needed to be done. Melanie Robertson stated it was really to update and clean up the ordinance. Ms. Robertson stated the current ordinance still has a drinking age limit of 18 and not 21, and also changing how the permitting is done to follow what the City is currently doing. Mayor asked for any questions. None were received. Mayor stated this was the first reading no action was to be taken.
- b. Discuss an Ordinance of the City Council of the City of Willis, Texas amending the City's Ordinance of January 19, 2021 establishing certain parameters for the sale of the City's General Obligation Refunding Bonds, Series 2021.
Duncan Morrow of Frost Bank stated that Moody's upgraded the City two notches from Baa2 to A3 and revised the outlook to positive from stable. Mr. Morrow stated that the offering document was complete, the only additional information needed is the audit for fiscal year 2020. Mr. Morrow stated that once they have that information, they will be able to lock in the savings. Mr. Morrow stated that the parameter that was approved in January was only good until July 31, 2021, and the refinancing is not finished, so we need an extension for another six months to January 2022. Mr. Morrow stated they also corrected a maturity date in the ordinance. Mayor asked for questions. None were received.

Second Reading

- c. Consider approval of 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.
This tract is to the Majestic Pines expansion RV Park. The City Manufactured Home District is the only district that the City has in our zoning that allows for anyone to reside in an RV even for temporary basis. Motion was made by William Brown to approve 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. Tamara Young-Hector seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- d. Consider approval of 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.
Mr. Evans stated this was property located in the Moran Ranch zoning R-1 for Single Family Residential District for the residential homes to be built. Motion was made by Tom Luster to approve 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. Ashley Nixon seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- e. Consider approval of an Ordinance of the City of Willis, Texas regulating the placement of signs in the City and its Extra-Territorial Jurisdiction.
Mr. Evans stated this ordinance was for the regulation of LED Billboard in the City and our ETJ. Motion was made by William Brown to approve an Ordinance of the City of Willis, Texas regulating the placement of signs in the City and its Extra-Territorial Jurisdiction. Tamara Young-Hector seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.

6. NEW BUSINESS

- a. Consider approval of the appointment of the City Municipal Court Judge

Motion was made by Tamara Young-Hector to approve Gary Scott as City Municipal Court Judge. William Brown seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.

- b. Administer Oath of Office for City Municipal Court Judge
Mayor Reed administered the Oath of Office to Judge Gary Scott.
- c. Consider approval of a resolution approving the Montgomery County Emergency Communication District Budget for Fiscal Year 2022
Chip Vansteenburgh of the Montgomery County emergency Communications District presented the Districts Fiscal Year 2022 budget to Council. Motion was made by Tom Luster to approve a resolution approving the Montgomery County Emergency Communication District Budget for Fiscal Year 2022. Tamara Young-Hector seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- d. Consider approval for a variance request on sign height increase for property located at 12350 I-45 N., for the future HEB and multi-tenant strip center
Mike Clements with Moore Fabrication representing Fidelis Realty Partners, and HEB. Mr. Clements stated that if you travel southbound on 45 the freeway actually dips down and with the current ordinance the City has with the limit of 50 ft sign, it would not be able to be visible from far off. Mr. Clements stated they are asking for a 20 ft variance allowing for a 70 ft sign. Derek Wind stated this was more of an aesthetic consideration. Mr. Wind stated that when you have elevation on the highway, you are going to have visibility concerns. Motion was made by William Brown to approve a variance request on sign height increase for property located at 12350 I-45 N., for the future HEB and multi-tenant strip center. Tom Luster seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- e. Consider approval of a resolution relating to the Lone Star Groundwater Conservation District's proposed desired future conditions
Derek Wind stated that the GMA 14 has established desired future conditions for aquifers, and one of those is based on subsidence, which is a big issue down in Harris County and other areas where there is a lot more population and density of pumping of the aquifers. Mr. Wind stated that in Montgomery County they are just getting into the process of being able to measure that and able to come up with the science to backup any type of desired future condition. Mr. Wind stated that they are asking is for the City to agree with this resolution that until they have the science behind it on the subsidence requirements, that the subsidence requirement should not be applied to one of the desired future condition for Lone Star Groundwater Conservation District. Mayor stated that the resolution applies to the Jasper aquifer, and the City of Willis is 100% Catahoula. Mayor stated it affects the County as a whole, but we are in a partnership with San Jacinto River Authority on the Catahoula aquifer where we do not pay these fees to SJRA. Mayor stated that he had asked the City Attorney to talk to our partner and see what their take was. Mr. Evans stated that Mr. Foerster did not hear back from the SJRA and suggested tabling the item. Motion was made by Tom Luster to table item 6e: resolution relating to the Lone Star Groundwater Conservation District's proposed desired future conditions. Tamara Young-Hector seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- f. Consider approval of a resolution nominating a candidate for appointment to the Groundwater Reduction Plan Contract Review Committee.
Mr. Evans stated that Taylor Whichard has volunteered to be nominated for a candidate. Motion was made by Tamara Young-Hector to approve a resolution nominating Taylor Whichard for a candidate for appointment to the Groundwater Reduction Plan Contract Review Committee. Tom Luster seconded the motion. Mayor asked for discussion. None was received. Motion passed unanimously.

- g. Consider appointment to the Willis Community Development Corporation Board to fill a vacancy
Motion was made by Tamara Young-Hector to approve the appointment of Anthony Williams to the Willis Community Development Corporation Board to fill a vacancy. Williams Brown seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- h. Consider appointment to the Willis Planning and Zoning Commission to fill a vacancy
Motion was made by William Brown to approve the appointment of Thomas Belinoski to fill the Willis Planning and Zoning Commission to fill a vacancy. Tom Luster seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- i. Discuss and take action on Chapter 2 of the Employee Personnel Manual.
Mr. Evans stated chapter two was sent to sent out to the committee with the recommended changes from staff. Mr. Evans stated that chapter two was complete with the exception of section 2.19 the educational benefits. Mr. Evans stated staff is asking for additional guidance on what Council needs staff to include so that chapter two can be approved. William Brown asked what other cities were paying for education incentives. Mr. Evans stated it varies, but about half of what we pay. Mayor asked how many cities were doing it. Mr. Evans stated that not all cities pay education incentives. Mayor recommended to Council to table item 6i until further information could be collected and provided to Council. Motion was made by Tamara Young-Hector to table item 6i. William Brown seconded the motion. Mayor asked for any discussion. None was received. Motion passed unanimously.
- j. Budget Workshop
Mr. Evans stated that we have not received the chief appraiser's numbers yet, so we don't have the no new revenue or voter approval tax rate to estimate how much money would be available for any of the decision packages. Mayor what day staff had in mind for approving the budget. Mr. Evans stated that according to the calendar he passed out previously, the last day to approve the budget would be September 27, 2021. Mr. Evans stated that the decision packages were prioritize by critical, significant, moderate, minor, and low. Mayor Reed question whether the two desk top computers carried the same weight as the city-wide desktop. Mayor asked for staff to prioritize decision packages as one, two, three and so forth. Taylor Whichard spoke to Council about the decision packages for the Public Works Department. Mr. Whichard stated there were several items listed, some of the critical items were ½ Ton Truck, connection Generator at Water Plant 3 to Well 6, line existing ground storage tank at water plant 1, new vac truck, develop sewer model, new dump truck, and matching funds for the TDA grant, and two new employees for the street department and water department to help with park and help with the strain placed on current workload. Beth Rodriguez stated that there were several decision packages for administration, but the main one was the software for the City. Ms. Rodriguez stated the cost was about \$400,000, but planned on spreading that out between three to five years. Ms. Rodriguez stated the system is going to allow us t get the entire city on one system so that everything talks to each other and allows the system to be more efficient. Ms. Rodriguez also stated that three computers for utility billing and finance were also on the critical list, as well as an AC System for city hall to replace a 20-year-old unit. Chief Nowak stated that a critical decision package was a Coban Focus X2 body worn camera package with 21 cameras. Chief Nowak also stated that also in the decision packages was automated license plate reader cameras, two new police patrol vehicles, four new computer systems and engineering services for modifications to police building. Mayor stated that a few things he would like to see and would like it sent is the salary survey from HGAC, the numbers for the education incentives and looking at the personnel policy manual on how it is supposed to be paid and would like to see the decision packages ranked in number order according to most important, and would like to also see a total for each department.

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. CDBG Storm Sewer Replacement Project

Derek Wind stated this is the third phase which is the storm along MLK and Holland. Mr. Wind stated that most of the fiber is in the ground, but they still have some clean up to do. Mr. Wind stated that they still have the lining project on Felder and have agreed to put the inlets in the pipes into the system and have to tie into the main line to rehabilitate. Mr. Wind stated that they did get delayed a bit by the rain, the end date is August 15. Mr. Wind stated that the grant schedule was extended by two months to make sure that there are no concerns as far as getting the work done.

2. South Wood and Felder Street Roadway Rehabilitation

Mr. Wind stated that this project was advertise with the goal of getting bids before the next Council meeting to be able to award the contract.

b. City Manager's Report

1. Guidance on Employee Benefits

Mr. Evans stated that Council had already given guidance on this during discussion of item 6i

8. EXECUTIVE SESSION

a. Convene into closed executive session as provided by the Texas Open Meetings Act under Section 551.074 (Personnel Matters) of the Texas Government Code.

1. City Managers Contract

Mayor closed open session and stated that closed executive session would convene upstairs.

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 8:03 p.m. Mayor asked for any action coming out of executive session. No action was taken.

9. ADJOURN

Motion was made by William Brown to adjourn. Tamara Young-Hector seconded the motion. Motion passed unanimously. The meeting adjourned at 8:04 p.m.

Leonard Reed, Mayor

Marissa Quintanilla, City Secretary