

Willis, Texas  
July 19, 2016  
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:

Thomas Belinoski, Mayor Pro-Tem  
John Lovelady, Council Member  
Thomas Luster, Council Member  
Tamara Young-Hector, Council Member  
Hector Forestier, City Manager  
Larry Foerster, City Attorney  
Marissa Quintanilla, City Secretary  
James Nowak, Police Chief  
Pat Riley, Public Works Director  
John Mangiameli, Director of Community Development  
Rick Valdez, Director of Finance  
Christina Dahse, Court Administrator

And the following members absent: Leonard Reed, Mayor and Bill Van Alstyne, Council Member, constituting a quorum at which time the following business was transacted to-wit:

1. Call to order the regular meeting.

Mayor Pro Tem Belinoski 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 Pro Tem called roll, Mayor Reed, and Council Member Bill Van Alstyne were absent.

Pledges were recited.

John Lovelady said the invocation.

3. CITIZENS INQUIRY

Mr. Forestier introduced Chip VanSteenburg, with Montgomery County 911. Mr. VanSteenburg stated that Montgomery County 911 has introduced three services in partnership with the company Raid Mobile Safety. Smart 911 allows you to create a safety profile online, and that profile becomes available during a 911 call. Mr. VanSteenburg stated that for businesses they have Smart 911 Facilities. Businesses can go in and put information about utility shut off, key holders, contact information in case of emergency. Mr. VanSteenburg stated the final service is the emergency notifications. Mr. VanSteenburg stated that they will be using Smart 911 instead of CODE RED.

Mr. Forestier introduced Patrick Mahoney, Attorney for Holiday World. Mr. Forestier stated that they have been working with city staff on the drainage issue at Holiday World. Mr. Mahoney stated that they have been working on trying to find out what the elevations are and what is causing the problem. Mr. Mahoney asked if the staff could come out and see what they thought was the issue. Mr. Mahoney thanked the City for working with them on this matter.

- a. Presentation of City Logo.

John Mangiameli stated that Steve Novosad owned a company called 71 Metal Works, which is located a quarter mile past the new west side connector road. Mr. Mangiameli stated that Mr. Novosad specializes in plasma cutting, which started out as a hobby, but turned into full time

job. Mr. Mangiameli stated that Mr. Novosad was able to enter the specifications of the City logo into his program and cut the metal logo out using a plasma cutter. Mr. Mangiameli stated that Mr. Novosad wanted to present the logo to the Council but was unable to attend the meeting due to a family emergency.

#### 4. CONSENT AGENDA

- a. Consider the minutes of the previous meeting; June 21, 2016.
- b. Approval of accounts payable.
- c. Approval of Financial statements and tax collection report.
- d. Approval of Willis Police Department Policy 7.40 Investigations.

Mayor Pro Tem called for question or comments on the consent agenda. None were received. Mayor Pro Tem and council approved items 4a – 4d by unanimous consent.

#### 5. ORDINANCES

##### First Reading

- a. Consider and approve an ordinance to approve the Application for Consent to the Creation of Montgomery County Municipal Utility District No. 100.  
Larry Foerster stated that items (a) and (b) related to Municipality District 100 and 101. Mr. Foerster stated that a few year ago the City had approved these two districts and there was a glitch in some of the work done by the attorney at that time, so both, request for Utility District No. 100 and No. 101 had to be redone. Mr. Foerster stated that part of each district falls in the ETJ of the City of Willis and the ETJ of the City of Conroe. Mr. Foerster stated that both approvals were being requested from the City of Willis and from the City of Conroe. This would allow them to do some work with prospective developers to develop that area further for residential and commercial use. Mayor Pro Tem read the caption of the ordinance.
- b. Consider and approve an ordinance to approve the Application for Consent to the Creation of Montgomery County Municipal Utility District No. 101.  
Mayor Pro Tem reads the caption of the ordinance. Mr. Forestier stated that these were first readings, the second and final reading would be at the next council meeting.

#### 6. NEW BUSINESS

- a. Consider approval of a resolution approving the Montgomery County Emergency Communication District Budget for Fiscal Year 2017.  
Chip VanSteenburg, of Montgomery County 911 goes over the operating budget for the Montgomery County Emergency Communication District Budget for Fiscal Year 2017. Mayor Pro Tem asked for questions. None were received. Motion was made by John Lovelady to approve a resolution approving the Montgomery County Emergency Communication District Budget for Fiscal Year 2017. Thomas Luster seconded the motion. Motion passed unanimously.
- b. Consider and take action on commissioning BrooksCardiel, PLLC to conduct the audit for the fiscal year ending September 30, 2016.  
Mr. Forestier stated this was an annual requirement. Mr. Forestier stated this would be the third year they would be doing the audit at a cost of \$22,000. Mayor Pro Tem ask for questions. None were received. Motion was made by Tamara Young-Hector to commission BrooksCardiel, PLLC to conduct the audit for the fiscal year ending September 30, 2016. John Lovelady seconded the motion. Motion passed unanimously.
- c. Consider approval of a subdivision of 1.94 acres of land in the G.W. Lonis Survey, Abstract 313, titled Caney Creek Development.  
John Mangiameli stated that these duplexes or townhomes that have been proposed on Danville Street had been on his monthly reports for the past few months. Mr. Mangiameli stated it has taken them a while to get their engineering plans approved and have been working on the subdivision plat for quite a while. Mr. Mangiameli stated that it was the area just south of the City's Hill Street Lift Station. Mr. Mangiameli stated there would be one commercial reserve and

one unrestricted reserve, and three lots that would be townhomes. Mr. Mangiameli stated that staff has reviewed the plat and recommends approval. Mayor Pro Tem asked for questions. None were received. Motion was made by John Lovelady to approve subdivision of 1.94 acres of land in the G.W., Lonis Survey, Abstract 313, titled Caney Creek Development. Motion was seconded by Thomas Luster. Motion passed unanimously.

d. Budget Workshop.

Mr. Forestier stated that the department heads would be presenting their decision packages.

Pat Riley stated that there was ten items he'd like to go over with council. Mr. Riley stated the first item was to clean the inside of the ground water storage tanks and the elevated storage tanks. The second item is to replace chlorine gas to liquid chlorine. Mr. Riley stated that the City will be installing cooling towers at water plant 1, and those cooling towers will require extra chlorine, Mr. Riley stated that we have it in the budget to already have liquid chlorine for those cooling towers, and currently feed the plant with chlorine gas, and this would be a good time to convert the other system over when the cooling towers are installed. The third item is to repair water well number 5, and place back in operation. Mr. Riley stated that well was tested and brass and metal shavings were found in the water. Mr. Riley stated that the well was pulled and examined, it was determined that the well would need to be replaced. Mr. Riley stated to replace that would be \$140,000 which we don't have. Mr. Riley stated that he's talked with TCEQ and would be able to place the well on emergency status for the time being, until the money is available to replace the well. Mr. Riley stated that item four would be to tie well number 6 to the generator. Mr. Riley stated that the generator is only tied to well number 5, since that well is not operational we need to tie well number 6 to generator. Mr. Riley stated item number 5 is for a new sludge transfer pumps at the wastewater treatment plant. The pumps have been repaired to the limit and at least one pump has to be replaced. Item 6 is a new aerator, Mr. Riley stated that some of the aerators in the plant have also been repaired to the limit and a new one is needed. Item 7, Mr. Riley stated was to install chlorine detectors inside the chlorine room at the wastewater sewer plant, in case there is a leak it would warn and protect employees. Item 8 would be to install emergency plugs at various lift stations for generator operation. Mr. Riley stated that the City is required by TCEQ to install plugs so a portable generator can be hooked up in an emergency situation. Mr. Riley stated that the \$13,500 is the total cost to install the plugs at 6 of the lift stations. Item 9 is a small steel wheel roller. Mr. Riley stated that the price of \$17,000 is for a used roller. Mr. Riley stated that the roller helps compact the asphalt after we do patching. Item 10 is for a skid steer. Mr. Riley stated a skid steer is a very versatile piece of equipment. Street and Public Works Department could use a skid steer for everyday projects as well as debris clean up. Mr. Riley stated that we'd like to do what we did with our trackhoe. Mr. Riley stated that we purchased our trackhoe from Bobcat, which we paid in full up front and every year after that we have the choice of getting a new one, as long as we don't have over 500 hours we can get a new one as long as we pay the difference.

James Nowak stated that five decision packages were submitted for the Police Department, and two of them were in combination with Public Works. Item 1 and 2 for the traffic control and warning devices, and enclosed trailer. Mr. Nowak stated that previous storms that occurred in April and May knocked out power to traffic signals, and we had to get barricades put out to block roads, took some time to get trucks there and get those loaded and get them out. If we had a trailer already loaded, it would go smoothly, and the city ran out of barricades. Item 3 Generator Connection. Mr. Nowak stated that we acquired a generator from the military surplus program as a backup, and needs to be connected to the building in conjunction with the existing generator in case it goes down, it can switch to the military generator. Item 4 replacing four computer systems that are aging, and item 5 is a new Tahoe with equipment. Mr. Nowak stated that since fuel cost has been below \$2.00 a gallon, and have not used as much fuel as anticipated. Mr. Nowak stated he anticipates having \$38,889 left in the patrol fuel budget, so the generator connection, four computers, enclosed trailer, and traffic control and warning devices total \$33,127 and could buy that with the current budget, leaving only the Tahoe as a decision package.

Rick Valdez stated item 1 was brought to Council in March for review and approval. Council approved and committed to upgrade the software at a reduced price. Item 2 is for a multi-function copy, fax and scan machine. The one currently being used is almost 20 years old and is harder to maintain. Item 3 Cost of Living Adjustment. Mr. Forestier stated in the past the Council has been provided a matrix that shows what a 3%, 4% and 5% COLA would do to the bottom line on the budget. Mr. Forestier stated that most cities were looking at a 2 ½% to 3 ½ % COLA. Mr. Forestier stated that staff is in the process of putting the budget together and is hoping to have a draft budget for Council at the next meeting for final approval in August or September.

## 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.

Tamara Young-Hector stated that at last month's meeting she's asked if any employee had reached the salary cap, and she had received the paperwork and two employees were over the maximum. Mr. Forestier stated that he would have to get with her and take a look at them.

John Lovelady thanked public works street department for doing a great job cleaning up the city, and have the park looking nice. Mr. Forestier asked John Mangiameli when the house would be moved on Philpot Drive. Mr. Mangiameli stated that it should be this week. Thomas Belinoski stated that the street department had been doing a lot of patching, and ditch work and doing a great job.

### a. Engineer's report

#### 1. Project Updates

Mike Mathena stated that the north bound lane on Campbell the base has been put down. Young Street the curb is down, driveways on the east side are down, and are working on the west side driveways. Calhoun Street is complete, a few repair items needed to be done. VACA Construction on FM 1097 East water line has been tested, sanitary sewer line will be tested towards the end of the week. Mr. Mathena stated that one of the things that came up at the last council meeting was some drainage issues on Young Street. Mr. Mathena stated that the house on stilts on the east side of Young Street, the City owns two lots south of that. One of the lots is a low area. Mr. Mathena stated that they are creating a swale going through there to pick up flow from the school, coming north and south of Young Street and route it into the new drainage facilities on out to I-45. Mr. Mathena stated that in the contract now is for a grass swale to be cut in between Young Street and the school property, and the cost of that is roughly about \$15,000. Mr. Mathena stated that other options included concrete line. Instead of grass, they would pour 4" slope concrete on it. Mr. Mathena stated that the concrete would help prevent the erosion, but they will still have some dirt that will accumulate and need to be cleaned out, but will be less maintenance. Mr. Mathena stated the cost for a concrete swale is about \$28,000 to \$30,000. Mr. Mathena stated that a third option would be to line it with riprap. Mr. Mathena stated that this would be riprap between 12 and 16 inches in diameter, and be big enough and heavy enough that kids can't come through and pick up and throw. Mr. Mathena stated that there would still be some weed growth in there and would have to spray with weed killer periodically, and still have grass on the side to mow. Mr. Mathena stated that for the riprap option it would be about \$87,000. Mr. Mathena stated that the option would be to put underground pipe to extend our pipes to Young Street over to the school property. Mr. Mathena stated that water is coming from north and south and flowing into that swale and going out west towards I-45, if we were to put pipe in there we would have to put three inlets, one near Young Street, one towards the middle, and one towards the school property. Mr. Mathena stated that the cost for that would be about \$65,000. Mr. Mathena stated that if council wants to do something his recommendation would be the concrete line swale. Thomas Belinoski asked what shape it would be. Mr. Mathena stated it would be trapezoidal shaped. Thomas Belinoski was concerned about the neighborhood kids playing in it. Mr. Mathena stated that these type of things attracted kids.

John Lovelady suggested fencing it in. Mr. Mathena stated that next month he would have the final cost of the fence and concrete lined swale.

b. City Manager's report and updates

1. Economic Summit

Mr. Forestier reminded the Council of the Economic Summit on August 25, 2016 at 6:00 p.m. at the North Montgomery County Community Center.

2. Update on the Willis Shuttle Service

Mr. Forestier stated that the shuttle has ran for three days and no one has used the service as of yet.

3. Attorney General's opinion on requirements for a municipality's posting of notice regarding the carrying of handguns.

Larry Foerster updated the council on the Attorney General's opinion stating that a notice of guns prohibited in an open meeting applies only to the room or rooms where the meeting is being held, and not to the entire public building or city hall, and the signs must be taken down when the room is not being used for an open meeting.

4. UCR briefing

James Nowak stated that the program Crime Reports maps our offenses, and that is what is under the UCR report. Each Map shows different offenses and their location; burglaries, robberies, vehicle theft, assaults and aggravated assaults, thefts and thefts from vehicles, drug cases, and other. Council agreed that they would like to have this added to their monthly report.

5. TX-DOT approval of traffic light at Rogers Road and HWY 75

Mr. Forestier stated that a traffic light had been approved for Rogers Road and HWY 75.

6. December Council Meeting date and Christmas party date

Mr. Forestier stated that the meeting in December would fall on the 20<sup>th</sup>, and would like to move it up a week, and the Christmas party date would be on the 17<sup>th</sup> of December with a venue still being decided. John Mangiameli stated that Aldi's had put a stop to the store that they were building on FM 1097 West until 2019, they will proceed with some of the underground utilities.

8. ADJOURN

Motion was made by Tamara Young-Hector to adjourn. Thomas Luster seconded the motion. Motion passed unanimously. The meeting adjourned at 6:44 p.m.

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Thomas Belinoski, Mayor Pro-Tem

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Marissa Quintanilla, City Secretary