



**MINUTES: MARCH 21, 2023  
FOR THE GOVERNING BODY OF THE  
CITY OF WILLIS, TEXAS**

Leonard Reed, Mayor  
Tom Luster, Mayor Pro-Tem  
Ashley Nixon, Place 1  
Barney Stone, Place 2  
Thomas Belinoski, Place 3  
William Brown, Place 5

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

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  
Tom Luster, Mayor Pro-Tem  
Ashley Nixon, Council Member  
Barney Stone, Council Member  
Thomas Belinoski, Council Member  
Sheyi Ipaye, City Manager  
Marissa Quintanilla, City Secretary  
Jeff Cross, Director of Community Development  
Michael Ives, Public Works Director  
Brandal Jackson, Chief of Police

And the following members absent: William Brown, 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 of Allegiance to thee Texas; one state under God, one and indivisible.  
The City Secretary called roll. William Brown was absent. Pledges were recited. Mr. Ipaye gave the invocation.
3. PUBLIC HEARING
  - a. Public hearing to hear public comments on the replat of Caliber Collision Willis, a subdivision of 2.303 acres in the Benjamin F. Burke Survey, Abstract 192  
Mr. Cross stated this is a 2.3-acre plat located on Lincoln Ridge and Young Street. Mr. Cross stated this location is set up to be a paint and auto body shop. Mr. Cross stated they have a plan to build a 16,000 sq ft building. Mr. Cross stated all of it will be fenced. Mr. Cross stated they plan on having the building set up to have the doors closed that point to the residential areas to keep the sound down. Mr. Cross stated that city staff recommends approval. Mayor asked for any questions. None were received. Mayor closed the public hearing at 5:37 p.m.
4. CITIZENS INQUIRY
  - a. Public Comments  
Carlyon Smith spoke about the proposed In Time Truck Stop. Ms. Smith stated she has lived in Willis for 37 years and realizes that this area is growing, and changes must be made. Ms. Smith stated her concerns are not just for herself but for the community as well. Ms. Smith stated the truck stop means more trucks and cars on Highway 75, means pollution, noise, extra traffic for the existing businesses, also undesirable people that are attracted to truck stops. Ms. Smith stated this is the only exit north to New Waverly, causing a lot of congestion in the area. Ms. Smith stated these are only a few of the problems that she can see and would like Council to take these into consideration, but also vote in favor of if they believe it will be good for the community.

b. Oath of Office - Police Chief Jackson

Mr. Ipaye stated that Chief Jackson came from the City of Brookshire, where he worked for 12 years as Chief. Mr. Ipaye stated before that he worked for the City of San Felipe and has been in the police business for over 30 years. Mr. Ipaye stated that Chief Jackson will be good for Willis. Ms. Quintanilla administered the Oath of Office to Chief Jackson.

c. Introduction of Public Works Director Mike Ives

Mr. Ipaye introduced new Public Works Director Michael Ives. Mr. Ipaye stated Mr. Ives comes from the City of Mathis Texas and before that it was Kirby, Texas. Mr. Ipaye stated that Mr. Ives is from Michigan and moved to Corpus Christi in 1976 and has almost 30 years' experience in water distribution and holds a degree in electrical engineering and has a class A water operator's license and a class C in wastewater treatment operator's license. Mr. Ipaye stated that he has taken several classes at Texas A & M. Mr. Ives stated it was pleasure to be here to serve the Council as well as the citizens of Willis and hopes to have some tremendous successes while he is here.

5. CONSENT AGENDA

a. Consider the minutes of the previous meetings: February 21, 2023; February 28, 2023

b. Approval of Accounts Payable

c. Approval of Financial Statements and Tax Collection reports

Mayor asked for asked if any items needed to be removed from the consent agenda and discussed separately. No items were removed from the consent agenda. Mayor and Council approved the consent agenda by unanimous consent.

6. ORDINANCES

Second Reading

a. Discuss and consider approval of an ordinance of the City of Willis, Texas, amending the City Code of Ordinances at Chapter 52, "Discharges into Sanitary Sewers," by amending Section 52.05 "Interceptor Maintenance", amending Section 52.07, entitled "Transport Manifest", and amending Section 52.42 entitled "Requirements for Traps," and further amending Chapter 155, "Zoning Code" of the City Code of Ordinances by amending Section 155.073, entitled "Permit Fee Schedule"

Mr. Cross stated this is our grease trap ordinance. Mr. Cross stated it is often referred to as FOG, because it addresses fats, oils, and greases that damage our wastewater system. Mr. Cross stated that what has been done is require maintenance for small grease interceptors at 15-day intervals. Mr. Cross stated that medium size interceptors from 50 gallons to 750 gallons every 30 days and large grease interceptors at 90 days. Mr. Cross stated that there are other traps that are also addressed. Mr. Cross stated that grit traps, and oil water separators also must be addressed in the same way. Mr. Cross stated that the next section addresses the fees. Mr. Cross stated that they took the total amount that it would cost the city and divided that by the users and per month so that one user will only be billed \$42 for the year. Mr. Cross stated this charge would only be for customers who have these traps. Mr. Cross stated that the third section in the ordinance requires the manifest go to a third-party company. Mr. Cross stated this is where the cost comes in. Mr. Cross stated the third-party company will maintain the records and will send out notices to customers. Mr. Cross stated they will also supply the city with a monthly report, and staff will be able to access the system if needed. Mr. Cross stated that these fees were included with the fee table in permits so if the cost changes staff would only need to bring the fee table to Council to change. Mayor asked for questions. Mayor asked if staff had identified customers with grease traps. Mr. Cross stated staff had. Staff had gone to all locations and verified who has them. Mr. Cross stated we have some places that have multiple traps. Mr. Cross stated the only ones that staff lacks actual sizing is the Schools. Mr. Cross stated that when they are pumped, and we get the manifest it will complete our data base. Councilman Belinoski asked if the food trucks in the City were in compliance. Mr. Cross stated that there was one that was going to the Pilot store, and investigation was done and notified the store that their system is not adequate. Mr. Cross stated that staff found that the way it was designed was misleading and they were dumping the stuff directly into our wastewater system. Mr. Cross stated that the store had been notified that they cannot dump any grease waste into that anymore and any food vendors coming in they are being told that they cannot dump there anymore and will have to find another location. Motion was made by

Councilman Belinoski to approve an ordinance of the City of Willis, Texas, amending the City Code of Ordinances at Chapter 52, “Discharges into Sanitary Sewers,” by amending Section 52.05 “Interceptor Maintenance”, amending Section 52.07, entitled “Transport Manifest”, and amending Section 52.42 entitled “Requirements for Traps,” and further amending Chapter 155, “Zoning Code” of the City Code of Ordinances by amending Section 155.073, entitled “Permit Fee Schedule”. Councilman Stone seconded the motion. Mayor asked for any further discussion or questions. None were received. Motion passed unanimously.

- b. Discuss and consider approval of an ordinance of the City of Willis, Texas authorizing participation with other Entergy Service Area Cities in matters concerning Entergy Texas, Inc. at the Public Utility Commission of Texas in 2023

Mr. Ipaye stated that the ordinance will allow for authorization and participation with other Entergy service area cities. Mr. Ipaye stated Entergy will be requesting a rate increase and this ordinance will allow those cities to have an attorney that will represent all cities. Motion was made by Councilman Luster to approve an ordinance of the City of Willis, Texas authorizing participation with other Entergy Service Area Cities in matters concerning Entergy Texas, Inc. at the Public Utility Commission of Texas in 2023. Councilwoman Nixon seconded the motion. Mayor asked for any further discussion. None was received. Motion passed unanimously.

## 7. NEW BUSINESS

- a. Discuss and take action on awarding the bid for the Catahoula Well Upsizing

Jonny Green, of Bleyl Engineering bids were opened the previous week. Mr. Green stated the Catahoula Wells were located water plant 1 by the police station and the other one located at water plant 3 in Pin Oaks. Mr. Green stated this is the City’s primary source of water. Mr. Green stated they are currently producing 15 to 16 hundred gallons per minute. Mr. Green stated that when they were originally designed and built about 10 years ago, it was always planned to upsize them and are at that point now. Mr. Green stated they plan to upsize them to 2400 GPM to address all the growth. Mr. Green stated bids were received. Two bids with a clear low bidder. Weisinger Incorporated is local, they do a lot of work in Montgomery County and built these wells originally and recommended award of bid to Weisinger Incorporated with the based bid with extra items in the amount of \$1,147,880. Mayor asked for any questions. None were received. Motion was made by Councilman Belinoski to award the bid to Weisinger Incorporated, base bid with extra items in the amount of \$1,147,880. Councilman Luster seconded the motion. Mayor asked for any further discussion. None was received. Motion passed unanimously.

- b. Discuss and consider approval regarding the City of Willis Proposal for Professional Services on the East Steward Creek Lift Station – Force Main Upsizing and authorizing the City Manager to proceed

Derek Wind, of Bleyl Engineering, stated that at the previous meeting Council approved a development agreement with Hillside Resorts, and part of that agreement, they were agreeing to pay for upgrading the lift station to provide service. Mr. Wind stated that the current lift station and force main are undersized for ultimate development. Mr. Wind stated they want to have a vision of what the ultimate development will be so based on their calculations if we upsize the force main with the existing lift station if will give us enough capacity to add the Hillside Resort and will be the ultimate size force main, we will need in the future, when additional development happens. Mr. Wind stated this is work that is needed now to accommodate them, and something we will be able to keep in the future when we have our ultimate lift station online. Mr. Wind stated this proposal is for Bleyl to design the force main only and will be focusing on getting the force main upsized and later a project for any future expansions. Mayor asked what lift station this was. Mr. Wind stated this was East Stewart Creek Lift Station. Mayor asked stated that right now the lift station is big enough, we just need a bigger force main. Mr. Wind stated when you upsize the force main it is less restriction to the lift station which allows it to pump more flow, and this will give the extra capacity we need to handle the additional demand from Hillside resort. Mayor asked if it would give us any extra capacity to serve any future developments. Mr. Green stated there is extra capacity, it will depend on what develops next and how much demand they will have, but when the next development comes online this will be when additional improvement to the lift station will need to be made. Councilman Belinoski asked if the RV Park that is being put, will it handle this development. Mr. Wind stated it would. Mr. Wind stated the current lift station was put in there with Ameritex, and the additional RV park was looked at and the existing lift station has the capacity for that. Mr. Wind stated

that development had to put in a gravity sewer line to connect to the lift station. Lusk's participation will be upsizing the force main to increase the capacity to handle them. Councilman Luster asked if we upsize the force main now, and later upgrade the lift station, will we have to upsize the force main again. Mr. Wind stated no. Mr. Wind stated this was how it was calculated and if we upsize the force main now it serves what we need now and future development. Mayor stated that the reason he asked the question was because he saw something about the property on Cannon Drive. Mr. Wind stated that this is further west and will be a separate location for trying to serve this property and not go to this lift station. Mayor asked for any questions. None were received. Motion was made by Councilman Belinoski to approve the City of Willis Proposal for Professional Services on the East Stewart Creek Lift Station and authorizing the City Manager to proceed. Councilwoman Nixon seconded the motion. Mayor asked for any further discussion. None was received. Motion passed unanimously.

- c. Discuss and consider approval of a replat of Caliber Collision Willis, a subdivision of 2.303 acres in the Benjamin F. Burke Survey, Abstract 92 to create one commercial reserve  
Mr. Cross stated that this was discussed at the public hearing. Mr. Cross stated that there is two pieces of property then want to create a one commercial reserve. Mayor asked for questions. None were received. Motion was made by Councilman Stone to approve a replat of Caliber Collision Willis, a subdivision of 2.303 acres in the Benjamin F. Burke Survey, Abstract 92 to create one commercial reserve. Councilman Luster seconded the motion. Mayor asked for any further discussion. Motion passed unanimously.
- d. Discuss and consider approval of a replat of In Time Truck Strop, a subdivision of 6.837 acres in the John B. Tong Survey, Abstract 39 to create one commercial reserve  
Mr. Cross stated that this is the property that Ms. Smith spoke about during public comments. Mr. Cross stated this is an almost triangular piece of property that goes up on Highway 75 where the off ramp off I-45 goes on to Highway 75. Mr. Cross stated this property is designed to have use for several trucks at a time. Mr. Cross stated that this has been through the Planning and Zoning Commission. Mr. Cross stated the Planning and Zoning Commission were concerned about traffic and recommended approval if TxDOT approved a turning lane on Highway 75. Mr. Cross stated that TxDOT has not completed their study and are months away. Councilman Belinoski stated that a turning lane on Highway 75 would be an ideal situation because they have wrecks there at that exit all the time. Mr. Cross stated that the engineer was at the Planning and Zoning meeting, and he suspects that the State will not ask them to put in a right turn lane and no mention of a left turn lane during the discussion and is not expected. Joyce Owens with Owens Management the developer, was present for questions. Councilman Stone asked if there were no plans for turning lanes to come in and out of the truck stop. Ms. Owens stated that they are moving forward with TxDOT request for a left turn lane. Ms. Owens stated there are two driveway entrances on Highway 75 that are proposed. Mr. Cross stated that if no action is taken, then the plat would automatically be approved. Mr. Cross stated that the civil engineer was at the Planning and Zoning Commission meeting and all the plans have been turned in to TxDOT and it will be up to them to decide on the turn in lanes. Mayor asked for any other questions. None were received. Motion was made by Councilman Stone to approve the replat of In Time Truck Stop, a subdivision of 6.837 acres in the John B. Tong Survey, Abstract 39, to create one commercial reserve. Councilman Luster seconded the motion. Mayor asked for any further discussion. None was received. Motion passed unanimously.
- e. Discuss and consider approval of a Preliminary Plat for the Woodland Hills Section 28  
Mr. Cross stated that this is the beginning of the Woodland Hills sections. Mr. Cross stated this was a preliminary plat which gives the opportunity for Council to look at the design and how everything works and make sure that this is the direction we want to go. Mr. Cross stated this is the first section that will come off Crossland Drive and the utilities will come alongside and turn in to cross over I-45. Mr. Cross stated this location has 114 lots, 10 reserves and 5.177 acres which include drainage easements, parks, and walking areas. Mr. Cross stated these were added in there to accommodate the agreements with the Woodland Hills for the size of the lots and the design of the properties. Councilman Stone asked if the lot sizes follow all City requirements and zoning. Mr. Cross stated the lot sizes do not match our existing ordinance, the city has an agreement that was previously approved by Council which talked about the size of the lots and the setbacks. Mr. Cross stated they are slightly different but have accommodated a lot of that due to the way they have designed this to where people do not live in their front yards anymore, pushing them to where they live in the back. Mr. Cross stated that it is a master plan community. Mayor

asked what the standard lot sizes were. Mr. Cross stated the City's standard lot sizes are 60ft X 100ft over all need to have 7,000 sq ft. Mr. Cross stated with green space we have a table that will allow you to shrink that according to how much green space you have. Mayor asked how large a standard lot in the Woodland Hills is. Mr. Cross stated most will be 40ft and 50ft by 120ft. Mr. Ipaye stated that this is plan development and this allows them to be able to not keep to the normal 6,000 sq ft. Some are larger and some are smaller. Mayor asked what do the sizes of lots have to be in town. Mr. Cross stated most of the original lots are 60 ft X 120 ft and the ones in Woodland Hills are running between 40 and 50 wide. Mr. Cross stated some are a little wider and some in other sections are narrower, but they are designing the houses to where they still have the same distances between them. Mr. Cross stated the setbacks pushed up to 17ft instead of 25ft. Motion was made by Councilman Belinoski to approve a preliminary plat for the Woodland Hills Section 28. Councilman Stone seconded the motion. Mayor asked for any further discussion. None was received. Motion passed unanimously.

- f. Consider approval of a Resolution requesting street construction, repair, and Maintenance by Montgomery County, Texas

Mr. Ipaye stated that we want to do is start addressing some of the repair work that will be needed that is needed on some of the City streets. Mr. Ipaye stated the green space next to city hall, people are parking on it. Mr. Ipaye stated there should not really be any parking there, because we tell people they have to have asphalt, or concrete. Mr. Ipaye stated that he spoke with the County Commissioner, and they sent the resolution on what type of repairs were needed. Mr. Ipaye stated that we will ask the County to help with the parking lot by sending equipment and laborer to blade the green space and then we will come back with base material which will be compacted and then asphalt put down and then stripped. Mr. Ipaye stated that the City would not pay for the equipment or manpower, just the materials and supplies. Mr. Ipaye stated that he would like to use the county equipment one day per month to help with the streets. Mr. Ipaye stated that last year the City did not repair any streets, and this was not acceptable. Mayor asked for questions. None were received. Motion was made by Councilman Luster to approve a resolution requesting street construction, repair, and maintenance by Montgomery County, Texas. Councilwoman Nixon seconded the motion. Councilman Belinoski recused himself due to conflict of interest. Mayor asked for any further discussion. None was received. Councilman Luster, Councilman Stone, and Councilwoman Nixon voted for the motion. Councilman Belinoski abstained. Motion carried.

## 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.

- a. Engineer's Report

1. ARPA Lift Station Projects

Mr. Wind stated that the survey is complete. Mr. Wind stated they will be getting with city staff in the next month as far as details on plans to get into final design.

- b. City Manager's Report

1. Report on RFPs for Willis Veteran Memorial Park

Mr. Ipaye stated that we are in the process of writing the request for proposals but was told that it should be a request for qualifications, that an engineering firm must be selected. Mr. Ipaye stated he wanted to get some clarification on this from the City Attorney. Mr. Ipaye stated he would come back to Council once he spoke with City Attorney.

2. Report on Ongoing Development Projects

Mr. Ipaye went over the ongoing development projects list going on in the City, so that Mayor and Council are kept up to date.

## 9. EXECUTIVE SESSION

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

1. Real Estate Lease

Mayor closed open session at 6:34 p.m. and stated Council would convene into closed executive session in the upstairs conference room at 6:40 p.m.

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

Mayor and Council reconvened in open session at 6:52 p.m. No action was taken coming out of executive session.

10. ADJOURN

Motion was made by Councilman Belinoski to adjourn. Councilman Luster seconded the motion. Motion passed unanimously. The meeting adjourned at 6:52 p.m.

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Leonard Reed, Mayor

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Marissa Quintanilla, City Secretary