



**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JANUARY 11, 2022, AT 5:30 P.M., AT MEADOWS PLACE TRAINING CENTER, LOCATED AT 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**1. Call to order and announce a quorum is present.**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 5:50 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton; Public Works Director, Rod Hainey; and Finance Director, Anna-Maria Weston.

Ngoc Le was also in attendance representing HDR Engineering.

**2. Discussion and consideration regarding funding for the Dorrance Lane reconstruction.**

Mr. Haby introduced this item and gave council a brief overview of the city’s current financial standings. He briefly reviewed the fund balances as follows:

General Fund – Approximately \$6,500,000  
Utility Fund – Approximately \$2,400,000  
EDC Budget – Approximately \$787,000

He then explained that each of these accounts have restricted funds, which means those funds are accounted for in the current budget. He then gave a brief review of the current restricted funds as follows:

General Fund – Approximately \$1,500,000  
Utility Fund – Approximately \$92,000  
EDC Budget – Approximately \$187,500

He also explained that EDC previously dedicated \$150,000 for the Dorrance reconstruction project.

He then explained the unrestricted balances as follows:

General Fund – Approximately a 10-month reserve

Utility Fund – Approximately a 16-month reserve  
EDC Budget – Approximately an 11-month reserve

Mr. Haby explained to Council that they can pull money from these reserves to fund the Dorrance Lane project. He stated that the current estimate for this project is approximately \$1,017,300 per HDR Engineering. He also reminded Council that this is for Phase 1 only which is Dorrance Lane from Kirkwood through the intersection at Oxford. Phase 2 will be funded at a later date, and it will go from Oxford to just past the dog park.

Ms. Le stated that construction should take about 5 months once construction starts. She stated that they are currently working with CenterPoint on streetlights and AT&T to relocate their lines.

Alderman Staigle stated that the County is looking at a 2023 Mobility Bond Project and the city may be able to get some funding from that for Phase 2. He also explained that if new funding sources become available the city can look into those as well.

There was brief discussion to raise property taxes to help fund future infrastructure repairs and replacement.

Alderman Staigle made a motion to transfer \$1,500,000 from the city’s general fund reserve and \$500,000 from the city’s utility fund reserve to line item 100-070-584060, Infrastructure, to fund Phase 1 of the Dorrance Lane reconstruction. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

Council stated that they would like for HDR to host a Town Hall Meeting before construction begins. Ms. Le stated that HDR would be willing to host a Town Hall Meeting.

Alderman Baker thanked staff for their presentation regarding funding for the project.

**3. Discussion and consideration authorizing HDR Engineering, Inc. to competitively bid the construction of “Phase 1” of Dorrance Lane construction.**

Alderman Mertins made a motion authorizing HDR Engineering, Inc. to competitively bid the construction of “Phase 1” of Dorrance Lane construction. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

There was brief discussion as to when to go out for bid. Ms. Le stated that HDR would most likely wait until the Spring to go out for bid. In the meantime, they will work with CenterPoint on the streetlights and get AT&T to relocate their lines at no cost to the city. She stated that they will also submit to TDLR for ADA compliance.

At this time, they plan to advertise in March and open bids in April. Alderman Staigle asked that add language giving a 30-day grace period to get supplies.

- 4. Discussion and consideration of Ordinance No. 2022-01 amending the General Fund Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the total amount of \$75,000 with \$50,000 to line item 100-415000, 1% Sales Tax, and \$25,000 to line item 100-414100, ½% Ad Valorem Sales tax due to increased Sales Tax received.**

Alderman Staigle moved to approve Ordinance No. 2022-01 amending the General Fund Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the total amount of \$75,000 with \$50,000 to line item 100-415000, 1% Sales Tax, and \$25,000 to line item 100-414100, ½% Ad Valorem Sales tax due to increased Sales Tax received. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

- 5. Discussion and consideration of Ordinance No. 2022-02 amending the Economic Development Corporation Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$25,000 to line item 400-415000, ½% Sales Tax, due to increased Sales Tax received.**

Alderman Mertins made a motion to approve Ordinance No. 2022-02 amending the Economic Development Corporation Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$25,000 to line item 400-415000, ½% Sales Tax, due to increased Sales Tax received. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

- 6. Discussion and consideration of Ordinance No. 2022-03 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the total amount not to exceed \$64,934 from the City's General Fund Balance to the Police Department Budget, for the creation of new full-time Dispatcher position.**

Alderman Staigle moved to approve Ordinance No. 2022-03 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the total amount not to exceed \$64,934 from the City's General Fund Balance to the Police Department Budget, for the creation of new full-time Dispatcher position. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

Chief Stewart thanked Council for the new position and stated that the new shifts will be Monday through Friday 8:00 a.m. to 4:00 p.m. and 4:00 p.m. to 12:00 a.m. midnight. He will continue to use part time dispatchers to help fill the gaps in coverage.

**7. Discussion and consideration of Ordinance No. 2022-04 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$7,500 from the City's General Fund Balance to line item 100-050-533010, Police Security Cameras, for three additional Flock Cameras.**

Alderman Mertins moved to approve Ordinance No. 2022-04 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$7,500 from the City's General Fund Balance to line item 100-050-533010, Police Security Cameras, for three additional Flock Cameras. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

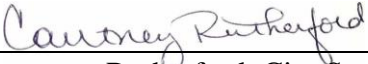
The motion carried.


**8. ADJOURN**

Alderman Baker made a motioned to adjourn. Alderman Mills seconded the motion. There being no further business to discuss the meeting adjourned at 6:38 p.m.

**These minutes were approved by City Council on January 25, 2022.**

**ATTEST:**

  
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Courtney Rutherford, City Secretary

  
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Charles D. Jessup IV, Mayor

