



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 23, 2024 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor Jessup at 6:33 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; Assistant Chief Jack Ashton; Parks & Recreation Director, Colene Cabezas; Public Works Director, Rod Hainey and Finance Director, Anna-Maria Weston.

**1. Pledge of Allegiance:** Kevin Barnett. resident

**2. Invocation:** Jimmy Fenwick, Resident

**B. RECOGNIZE STAFF**

**1. Recognize Chief Gary Stewart – 30 Years of Service**

Mayor Jessup recognized Chief Gary Stewart for his 30 years of dedicate service to the City of Meadows Place.

**C. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Stewart gave a brief overview of the monthly statistics and activities report for January 2024, which was distributed to City Council and filed with the City Secretary.

He spoke on a few highlights from the month as follows:

- Calls for Service – 2631
- Accidents – 9
- Arrest – 5
- Traffic Citations Issued – 240
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 4

- Criminal Mischief – 0
- Fraud – 1
- Robbery – 0
- City Ordinance – 0
- Theft – 4
- Property Checks – 2681
- Flock Safety Alerts – 67
  - Stolen Vehicles – 11
  - Sex Offender – 28
  - Stolen License Plates – 3
  - Gang/Suspected Terrorists – 14
  - Missing Person Alert – 0
  - Warrant – 1
  - Protection Order – 6
  - Other Agency Hot List – 4
  - Violent Person – 0

**Additional Notes:**

- Three fireworks calls for New Year’s Eve – 1 located in the city and the others were outside the city.
- Mesa – Tennis Court project delayed due to supply chain. Equipment expected in this week.
- Grant Status (remains the same)
  - Radio Recorder grant approved in the amount of \$52,000. Recorder has been ordered.
  - Dispatch Console grant in the amount of \$197,000 is in review.
  - Portable Radio grant for 10 portable radios has been placed. No delivery date.
  - PD is currently seeking a \$250,000 grant for in-car-cameras and body cameras.
- House fire at 12100 block of Brighton – Officer Duran saw smoke and began to investigate to locate the source. He called it in immediately and notified the residents. The fire was in the rear garage and not the living space. Officer Duran assisted the residents in gathering a few essential belongings and exiting the house to safety. Multiple agencies responded including MPPD Officers Duran, Chand and Rodriguez, Stafford Fire Department, Sugar Land Fire Department, Missouri City Fire Department, Northeast Community Fire, and FBC Fire Marshal’s office.

Mayor Jessup thanked Chief for his professional relationship with the Chief of Stafford Fire Department.

**2. Public Works – Rod Hainey, Director**

Mr. Hainey presented the quarterly report on Public Works which was distributed to City Council and filed with the City Secretary. This report covered activity for October, November, and December 2023. A few key points are listed below.

**Sidewalk repair and replacement program:** The sidewalk replacement program is funded

annually in the amount of \$70,000. A city-wide review of all sidewalks with more than a 2-inch trip hazard produced a list of 60 different locations that need to be repaired. We anticipate this work will be started mid to late February.

**Street Repairs /Road Fee funding:** The street panel replacement program is funded by the road use fee and the budget is \$185,000. Two sections in Meadow Valley have been completed, at a cost of approximately \$65k. Four other locations have been identified and quoted. No additional street panels have been replaced.

The EDC has funded the replacement of the parking lots associated with McGrath Park on Brighton street. Area 1 has been completed and Area 2- phase 1 started construction. Total expenditure for the project is approximately \$145K.

**Proposed Concrete Street repair criteria:** Inspection parameters will include damage to riding surface, drainage pipes, ponding water in curb, Volume of traffic on street and relative age of street.

- 1) Each panel will be appraised for damage based on the percentage of the riding surface that needs to be replaced. Score will be 0 to 40. Zero being no damage or recently replaced. And 40 being total replacement. (Max 40)
- 2) If there are drainage pipes under the damaged panel. Based on the percentage of damage directly associated with the drainage, the score will be 0 to 10. (Max 10)
- 3) Ponding water on the panel will be scored 0 to 25. The percentage being how much of the panel is covered with standing water. Score 0 to 25. (Max 25)
- 4) Each street panel will be assigned a score based on volume of traffic. (Max 15)  
Main thorough fair. i.e., Dorrance, Brighton near school, Monticeto – Score 15  
Collector street. i.e., Mulholland, Meadow Valley, Amblewood, Blair Meadow – Score 10  
All other street – Score 5
- 5) Each of the sections within Meadows Place was constructed at different times. The age of the section will be scored as follows. (Max 10)

Meadows Section 1	Score 10
Meadows Section 2	Score 9
Meadows Section 3	Score 8
Meadows Section 4	Score 7
Meadowglen Section 1	Score 5
Meadowglen Section 2	Score 4
Meadowglen Section 3	Score 3

**Total maximum score of 100.** The closer the panel scores to 100 increases the priority of the replacement of that panel.

Council agreed with the proposed criteria, therefore Mr. Hainey will implement the new criteria effective immediately.

**USW Expenses:** October 2023 - \$76,912.86, November 2023 – \$77,650.40, and December 2023 - \$54,995.68

**Other repairs with USW and outside vendors:**

- 1) WWTP Generator installed but not connected. 500 KW – Diesel – The new transfer switch delivery date is March 7<sup>th</sup> and anticipate installation thereafter.
- 2) HDR, clarifier repair project has been awarded. Project is 540 consecutive day contract and is scheduled to be completed May 20, 2025.
- 3) Blowers at the Wastewater Plant:
  - Blower #1 – Motor and blower both inoperative.
  - Blower #2 – Operational (New)
  - Blower #3 – Not Operational. Being worked on by NTS.
  - Blower #4 - Operational
- 4) Fire Department garage doors were serviced. No major repairs required.
- 5) The pressure vessels at each plant have been inspected by Preventative Services. Plant #1 passed inspection, and only required a small epoxy repair inside. Plant 3 required repairs inside and outside at a cost of \$22,000. Plant 2 requires repair also at a cost of \$12,500. Work has been authorized, but not completed.
- 6) Lake pump update. The lake pump that utilizes recycled water for the irrigation system has been plagued with failures over the last few months. The main issue being the priming of the unit. Approximately six months ago a separate primer pump was installed, and this appeared to correct this issue. But now the sprinkler heads are being clogged and the pump will not continuously prime. The debris from the bottom of the lake is the root cause of the failure. As an alternative source to supply the irrigation system, a potable water connection has been made. Have contacted the original vendor, Pumps, Motors, and Controls. And we have finally received a quote for the new pump and filter system. After approval delivery and installation will be 12- 18 weeks.
- 7) WWTP lift station. Small jockey pump has failed again. The unit has not been repaired.
- 8) Arrowhead electric installed new LED lights on the top of the WWTP.

**Irrigation Systems review and update:** Texas Lawns has initiated the improved inspection time frame. They will review the sprinkler system 42 times per year. These inspections will coincide with the grass cutting frequency. Information only. The report is reviewed by staff and repairs are authorized.

Mayor Jessup thanked Rod for taking the time to explain the submersible system for him.

Council thanked Public Works for their work and for keeping these needed repairs in front of Council. They are aware that more funding is needed.

**3. Fire Department Monthly Report for December 2023 – Charles Jessup IV, Mayor**

Mayor Jessup presented the fire report for December 2023 which was distributed to City Council and filed with the City Secretary. There was a total of 60 incidents in Meadows Place over the last month and 30 of those were assist EMS with medical incidents.

**4. City Administrator’s Report – Nick Haby, City Administrator**

City Administrator, Nick Haby, gave brief report. In the last several weeks a lot has happened, including the freeze. He stated that there is a lot staff has to do in order to prepare for this events

and the city did not suffer any notable damage.

He stated that staff takes time to build the agenda and getting back up for each item. He stated that these agendas are a huge task to put together. He thanked staff for their work in putting together these packets.

Mayor stated that staff does a great job putting these agendas together.

#### **D. MAYOR AND COUNCIL COMMENTS**

##### **1. Mayor's Comments**

###### **a. City funded the Infrastructure Reconstruction Line Item**

Mayor Jessup stated that the residents will not see an item on the utility bill called Infrastructure Reconstruction Fee. This fee is \$10 a month and was well thought about Council and staff. Council wanted to make sure that the residents understand that this a designated fee water and sewer infrastructure maintenance and repairs.

##### **2. Council Comments**

###### **a. Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update – Alderman Rick Staigle**

Alderman Staigle reported that there is no additional information at this time. We are still waiting on CenterPoint, but there are a lot of projects going on at this time.

#### **E. REGULAR AGENDA**

- 1. Discussion and consideration regarding Ordinance No. 2024-01 ordering a General Municipal Election to be held on Saturday, May 4, 2024 for the purpose of electing city officials of the City of Meadows Place to Mayor and Alderman Places 1, 2, and 3; providing for early voting and for notice of said election; authorizing the Mayor and/or City Secretary to enter into a Joint Election Agreement with Fort Bend County to conduct the General Municipal Election on behalf of the City of Meadows Place.**

Alderman Kopczynski moved to approve Ordinance No. 2024-01 ordering a General Municipal Election to be held on Saturday, May 4, 2024 for the purpose of electing city officials of the City of Meadows Place to Mayor and Alderman Places 1, 2, and 3; providing for early voting and for notice of said election; authorizing the Mayor and/or City Secretary to enter into a Joint Election Agreement with Fort Bend County to conduct the General Municipal Election on behalf of the City of Meadows Place. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration of Ordinance No. 2024-02 amending Chapter 94, Parks and Recreation by adding Section 94.22, Provisions applicable to General Parks and Green Spaces, of the Code of Ordinances of the City of Meadows Place.**

Alderman Mills moved to approve Ordinance No. 2024-02 amending Chapter 94, Parks and Recreation by adding Section 94.22, Provisions applicable to General Parks and Green Spaces, of the Code of Ordinances of the City of Meadows Place. Alderman Mertins seconded the motion.

Alderman Staigle questioned the fine amount. Alderman Mertins stated that this penalty provision already existed in Chapter 94. Mr. Haby confirmed that this penalty is already in place.

Council discussed a tiered penalty system same as the code enforcement penalty.

Staff will need to review the chapter in its entirety before changing the penalty.

Alderman Mills rescinded her motion and Council agreed to table until next month in order to review the ordinance.

**3. Discussion and consideration of Resolution No. 2024-01 authorizing the Mayor and Police Chief to submit a grant application for a recorder for the dispatch console to the Office of the Governor – grant number 4522701.**

Alderman Kopczynski moved to approve Resolution No. 2024-01 authorizing the Mayor and Police Chief to submit a grant application for a recorder for the dispatch console to the Office of the Governor – grant number 4522701. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2024-02 authorizing the Mayor and Police Chief to submit a grant application for portable radios to the Office of the Governor – grant number 4800101.**

Alderman Staigle moved to approve Resolution No. 2024-02 authorizing the Mayor and Police Chief to submit a grant application for portable radios to the Office of the Governor – grant number 4800101. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 5. Discussion and consideration of Resolution No. 2024-03 authorizing the Mayor to execute Change Order No. 4 with HDR Engineering Inc., authorizing final payment of \$45,372.04 to Statewide and sign the Certificate of Acceptance for Dorrance Lane Reconstruction Project Phase 1.**

Alderman Baker moved to approved Resolution No. 2024-03 authorizing the Mayor to execute Change Order No. 4 with HDR Engineering Inc., authorizing final payment of \$45,372.04 to Statewide and sign the Certificate of Acceptance for Dorrance Lane Reconstruction Project Phase 1. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 6. Discussion and consideration Resolution No. 2024-04 authorizing the Mayor to execute an amendment to the agreement with HDR Engineering Inc. for construction services for Dorrance Lane Reconstruction Project Phase 1.**

Alderman Staigle moved to approve Resolution No. 2024-04 authorizing the Mayor to execute an amendment to the agreement with HDR Engineering Inc. for construction services for Dorrance Lane Reconstruction Project Phase 1. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 7. Discussion and consideration regarding Resolution No. 2024-05 authorizing the Mayor to execute an agreement with Pumps, Motors, & Controls Inc. to replace the Submersible Pump at the lake in the amount not to exceed \$39,500.**

Alderman Staigle moved to approve Resolution No. 2024-05 authorizing the Mayor to execute an agreement with Pumps, Motors, & Controls Inc. to replace the Submersible Pump at the lake in the amount not to exceed \$39,500. Alderman Baker seconded the motion.

Alderman Kopczynski stated that he questioned this purchase and staff informed him that the city gets a credit from WCID for using the reclaimed water and last quarter the credit was \$5,000.

The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration regarding Ordinance No. 2024-03 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-580000, Public Works Capital Outlay, \$39,500 from the general fund balance for the replacement of the Submersible Pump at the lake in the amount not to exceed \$39,500.**

Alderman Mertins moved to approve Ordinance No. 2024-03 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-580000, Public Works Capital Outlay, \$39,500 from the general fund balance for the replacement of the Submersible Pump at the lake in the amount not to exceed \$39,500. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration regarding funding for Dog Park maintenance.**

City Council and staff briefly discussed the current condition of the dog park located on Dorrance Lane. Mayor Jessup stated that Council recommended \$25,000 for maintenance of the dog park. This cost would only cover mowing, weekly scooping, and sanitation. Ms. Cabezas recently visited the park and composed a list of needed repairs to be reviewed by Council.

Alderman Kopczynski stated that after reading the assessment of the property he is not in favor of taking over this dog park. He would like more feed back from the residents before moving forward with a dog park.

Alderman Baker stated that she is in favor a dog park, but this dog park at this time. She would prefer to put money into amenities on city property. She also stated that the city has other needs at this time that need to be addressed.

Alderman Mertins stated that he was for the dog park last month, but not this current dog park due to the lack of maintenance. He stated that he also is not in favor of spending city funds on someone else's property. He is in favor of investing in a dog park on city property.

Ms. Cabezas stated the biggest expense would be the fence for the property. She also suggested a survey for the residents, funding options, and location in the city.

Council discussed a parks master plan and vision for the city. Alderman Staigle asked staff in the are up to do this in house or does the city need to hire a third party. Mr. Haby stated that he has not seen this kind of project done in-house. Alderman Staigle stated that a third party would be a neutral party so residents don't feel that Council or staff is pushing their own initiative.



Mayor Jessup would like to discuss doing the study in-house since this mainly to discuss parks.

Council directed staff to advertise a committee and accept resumes from residents for the committee.

**Mike Bezner, resident at 11842 Mulholland**, asked if the owner signed the agreement that Council proposed last month. Council stated that the lease was submitted to the owner and the did not meet the deadline to sign the agreement and it still has not been signed by wither party. He would like the City to take over the current dog park on Dorrance Lane. He asked Council to address the current violations at the park.

**10. Discussion and consideration of Resolution No. 2024-06 authorizing the Mayor to execute a lease agreement for the dog park located on Dorrance Lane for one year.**

No action since the owner did not return the signed agreement prior to the meeting.

**11. Discussion and consideration regarding the donation of Batting Cages from Meadows Place Pony League.**

Mayor Jessup stated the Meadows Place Pony Baseball proposed donating a batting cage for the baseball field. Mayor Jessup stated that the City did receive a no objection letter from FBISD. James Fields from Meadows Place Pony Baseball gave a brief presentation on the proposed batting cage. It would have a concrete slab with poles that would hold netting around the perimeter that could be removed during the off season. The approximate slab would be 70 feet by 14 feet. Mr. Fields stated that they are requesting approval by City Council and then they will look at funding the project. He stated that ideally the cage would come down at the end of the season after the All-Star teams are done.

Alderman Mills asked where they plan to store it in the off season. Mr. Fields stated that they will find a place to store it.

Alderman Baker asked if it will be open to the public. Ms. Cabezas stated that Legal Counsel advised staff that it has to be accessible to the public. She also stated that baseball will be responsible for taking it down and storing it. She also stated that over time the maintenance of this could fall on the city. There will be a no fee permit for the install plus an agreement for the use and maintenance.

Alderman Staigle moved to approve the donation of batting cage at proposed location subject to Meadows Place Baseball securing the funding necessary. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration regarding a Memorial Tree or Bench Dedication Program in the City of Meadows Place.**

Alderman Mertins moved to approve a Memorial Tree or Bench Dedication Program in the City of Meadows Place. Alderman Mills seconded the motion.

Council and staff discussed the 4-year renewal fee. Ms. Cabezas stated that the initial purchase is maintenance for 8 years. The 4-year renewal would mainly be for the plaques. They usually begin to fade and wear around 8 years. Ms. Cabezas stated that this is modeled after other cities including the cost. She did state that plaques will not be placed at the trees due to maintenance issues, but the dedication of the tree will be adding the city website with a photo.

The vote follows:

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

Nays: None

The motion passed unanimously.

**13. Discussion and consideration of Ordinance No. 2024-04 amending the Schedule of Fees for the Community Center half-day rentals and Memorial Dedication Program.**

Discussion regarding building permit fees.

Alderman Staigle moved to approve Ordinance No. 2024-04 amending the Schedule of Fees for the Community Center half-day rentals and Memorial Dedication Program. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**F. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

- 1. Consider acceptance of the Quarterly Investment Report.**
- 2. Consider acceptance of the Quarterly Budget and Financial Report.**
- 3. Consider approval of the Minutes held as follows:**

**December 19, 2023 – City Council Special Meeting**

Mr. Haby gave brief description of the Investment Report.

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**G. AUDIENCE COMMENTS (for matters NOT on the agenda)**

**Chris Gawlik, resident at 11419 Scottsdale**, brought up issues at Meadows Senior Village. Just recently they had to cancel an event due to the building being too cold inside. He stated that residents received a very threatening letter from the management company. He asked Council to step in and hold the management company accountable.

Mayor Jessup stated that he would visit with Nick, the Police Chief, and the Fire Marshal to see how to move forward with the issues at this location. He will also contact the city's legal counsel.

**Terry Henley, resident at 12203 Alston Drive**, stated that he and the Mayor have met with the owner several times and it is time to meet again. He is willing to help out with the situation.

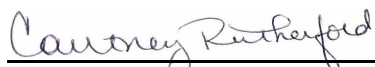
**Kelle Mills, resident at 1213 Scottsdale**, stated that she was one of the residents that contacted the Police Department regarding the cold temperatures in the building. She stated that the residents are afraid to speak up.

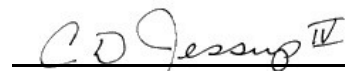
**H. ADJOURN**

There being no further business to discuss Mayor Jessup adjourned the meeting at 8:37 p.m.

**These minutes were approved by City Council on February 27, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Charles D. Jessup IV, Mayor

