



Charles Jessup, IV, Mayor
Tia Baker, Alderman
Kurt Kopczynski, Alderman
Nick Haby, City Administrator

David Mertins, Mayor Pro Tem
Rick Staigle, Alderman
Kelle Mills, Alderman
Courtney Rutherford, City Secretary

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 24, 2023, AT 6:30 P.M., AT MEADOWS 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 6:31 p.m. with the following present.

Mayor, Charles D. Jessup, IV
Tia Baker, Alderman
Kurt Kopczynski, Alderman

David Mertins, Mayor Pro-Tem
Rick Staigle, Alderman
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following from the Planning and Zoning Commission were also present:

Sean Ulrey, Chairman
Mike Elmore, Commissioner
Sammy Skemp, Alternate
Anne Green, Alternate

Matt Oltremari, Commissioner
Meredith Smith, Commissioner

Commissioner Stuart Barrowman and Alternate Nathan Mahand were not present.

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

1. Pledge of Allegiance: Lucas Leal, Eagle Scout

Invocation: Jimmy Fenwick, Resident

B. JOINT PUBLIC HEARING

1. Conduct a Joint Public Hearing before the City of Meadows Place City Council and Planning & Zoning Commission regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Section 153.074, Special Off-Street Parking Regulations.

Mayor Jessup opened the Joint Public Hearing at 6:33 p.m. stated that a quorum was present for both City Council and the Planning and Zoning Commission. City Administrator, Nick Haby, then explained that the purpose of this hearing and Mayor call any interested parties present to speak.

Mayor explained some changes that City Council previously discussed.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:37p.m.

C. PROCLAMATION

1. National Human Trafficking Prevention Month

Mayor Jessup read a proclamation declaring January 2023 as National Trafficking Prevention Month in Meadows Place and acknowledged Meadows Place involvement in continuing to fight human trafficking and rescuing victims. He encouraged people to contact Meadows Place Police Department with any concerns regarding human trafficking.

D. REPORTS

1. Police Department – Assistant Chief Ashton

Assistant Chief Ashton gave a brief overview of the monthly statistics and activities report for January 2023, which was distributed to City Council and filed with the City Secretary.

Assistant Chief Ashton stated that this reporting period is shorter than normal due to the meeting date change. He spoke on a few highlights from the month as follows:

- Accidents – 8
- Flock Safety Alerts – 32
(Reached out to Flock to check system because numbers are down)
 - Stolen Vehicles
 - Stolen Plates
 - Gang/Suspected Terrorists
 - Protection Order
 - Other Agency Hot List
- Arrest – 9
- Assault – 1
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 2
- Robbery – 2
- City Ordinance – 11
- Theft – 11
- Property Checks – 1721
- Patrol successful in minimizing holiday crime activity.
- Working to fill four (4) full time positions and one (1) part time position.
- Closing our current TCOLE training cycle (August 2023)
- Mesa door Phase II moving forward.
- Grants
 - Ballistic Shield approved (6 shields for \$50,000).
 - Radio Recorder approved.

- Dispatch Console in review (Will provide console at PD and EOC).
- Portable Radio in review.

2. Public Works – Rod Hainey, Director

Ms. Hainey gave a brief overview of Public Works activities for the last quarter. Below are few highlights from October, November, and December.

Sidewalk repair and replacement program

The sidewalk replacement program is funded annually in the amount of \$70,000. This year we have already expended \$52,735.00 which is approximately 75% of the annual budget.

Street Repairs /Road Fee funding

The street panel replacement program is funded by the road use fee and the budget is \$185,000.00. There have been no expenditures this year. We are allowing the balance to build up to ensure that we maintain a \$100k in reserve.

USW Expenses (October, November and December 2022)

October 2022 - \$42,797.19

November 2022 – \$69,199.46

December 2022 - \$93,467.10

Annual Water Department Maintenance- Budget, \$463,000 – Year to Date, Expenditure 36%

Annual Sewer Department Maintenance- Budget \$334,000 – Year to Date, Expenditure 17%

Other repairs with USW and outside vendors

C&C repairs on Well number 2

Work Completed to Date:

Phase 1 – \$7,400 (Pull pump and Televiser)

Phase 2 – \$19,300 (Mobilize equipment, Airlift remove debris from lap, Re-televiser, Fish (retrieve suction pipe) and Re-televiser)

Phase 3 - \$9,500 (Airlift remove fill material at 695' and Re-televiser)

Total Cost to date \$36,200.00

Option 1 – Recommended – 10” Surface Liner - Submersible Pump Unit

Furnish equipment and labor to run both sizes in well -\$12,000.00.

Furnish and install 611' of 10” surface casing, approximately 370' of 6” blank/screen liner, gravel pack complete in place -\$159,138.00.

Furnish equipment and labor to insert and agitate new gravel pack and final survey - \$9,400.00.

Furnish and install 125hp submersible motor, 800gpm pump end, 410' of submersible pump cable, 410' of 6” column pipe, 410' of stainless-steel airline, disinfect and sample. \$99,100.00

Option 2 – 12” x 10” x 6” Interior Liner - Vertical Turbine Unit (NOT SELECTED)

Total Costs for Completion of Rehabilitation Option

Option 1 – Submersible Unit and Cost to Date - \$315,838.00

Status of the repair work Water Well #2, liner has been installed. Only outstanding issue is the Final TV Survey.

WPI has ordered the three generators for the EOC, Water Plant #3, and WWTP. None have been delivered.

Swanson started quarterly service of all HVAC units in the city. Note, Fire Department HVAC unit replaced with 5-ton unit, work is substantially completed.

TCEQ Permit approved.

HDR, bidding of the rehabilitation of the Clarifier bridge assembly. Project on hold until funding available.

Irrigation Systems review and update.

On a monthly basis we receive a report on all the sprinklers within the city. Mr. Hailey distributed a six (6) page report for December 2022 for information only. The report was reviewed by staff and repairs were authorized.

Mr. Hailey also reported that repairs are needed on ballfield irrigation, and he is waiting on a quote.

Alderman Kopczynski asked about the timeline to complete the work on well #2. Mr. Hailey stated that a 3-day production rest has been done and they need to test again and hope to be back online in about 2 weeks.

Alderman Staigle asked about an inspection of well #1. Mr. Hailey stated that he will get a quote.

Mayor stated that he has seen the Public Works crew working hard to clean up the city. The crew was cleaning gutters and chasing trashcans in the storm today.

3. Fire Department Monthly Report for December 2022 – Charles Jessup IV, Mayor

Mayor Jessup presented the monthly fire report for December 2022. A copy was filed with the City Secretary. Mayor Jessup reported that two inspections were performed by the Fire Marshal on commercial properties this month and this is to assure our city is protected. Both facilities had need repairs and will be reinspected.

4. City Administrator's Report – Nick Haby, City Administrator

Mr. Haby stated that the Fire Marshal came out and did some unscheduled inspections at the request of staff and will be coming out for another issue this week at the request of staff. He remind Council and residents that even though we don't have full-time Fire Marshal

we do have a Fire Marshal on hand that's here to serve the community. He encouraged staff and residents that any time they see something that might be unsafe to report these issues to city hall.

He also gave brief over of permits for October 1st through December 31st and stated that 132 building permits were pulled. Of those 132 permits nineteen (19) were foundation repairs, eleven (11) were electrical, twenty (20) were plumbing, five (5) were mechanical, and seven (7) were roofs.

He reminded Council that the City Attorney will be at the meeting next to begin reviewing the city's sign ordinance.

Mayor thanked Nick for permit numbers. He believes these numbers show that people are investing in their homes and working to improve.

E. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report.

Items of community interest include: Expressions of thanks, congratulations, or condolence; Information regarding holiday schedules; An honorary or salutary recognition of a public official, public employee, or other citizen; A reminder about an upcoming event organized or sponsored by the governing body; Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

1. Mayor's Comments

a. Flag Retirement Box, Eagle Scout Project for Lucas Leal

Mayor Jessup announced the installation of the Flag Retirement Box at City Hall by Eagle Scout Lucas Leal. Mayor Jessup stated that the box is very impressive, and he was surprised to see that the installation took five (5) hours. Mayor Jessup thanked Lucas for his gift to the City and invited Lucas to explain why he chose this project.

Lucas Leal he wanted a place in our community to retire worn American flags and he has never seen one at City Hall. He included a QR code to show how the flags are disposed. He asked Mayor Jessup to attend a flag retirement. His troop has currently collected 55-60 flags. The box will be checked every two weeks. He or his troop will be checking the box and provide a key to the city.

Alderman Baker thanked him for the box, and it stated that it was much needed.

Alderman Mertins thanked him for the box and his leadership in the project.

b. Plants and Freeze Recovering

Mayor Jessup stated that more cold weather is expected and a couple weeks ago there was a significant freeze that killed several plants in the city. In 2021 we had the same issue and received complains about the timeliness of violation notices. Council agreed that the city needs to wait until March or April. Staff are currently working to trim and remove the city's dead plants and landscaping. Council is also aware that plants are hard to get.

c. State Legislative Session

Mayor Jessup stated that state legislature is in session, and they can do just about anything they want. In the last few years, they have been hard on cities. At his most recent FBCMCA lunch they discussed how to interact with the legislature. They discussed catalytic converter thefts and have asked legislature to consider legislation to make it difficult to sale catalytic converters.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update. He stated that the City continues to push the contractor to finish and it is moving slower that predicted. Just as the contractor ore out the intersection at Oxford the rain started and this has impacted progress. The contractor continues to ask for more time and the city has asked for proof as to why they need more time and so far they have not provided that proof. As of now we looking at \$500 per day liquidated damages starting on January 17th, so we will get some off of the contractor, but this does not help our citizens. Finally, he stated that he hopes they will be done in early March.

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

Alderman Staigle gave a brief update. He stated that this project continues to be held up by CenterPoint. They have not cleared the boars to date therefore the design phase remains at 90% complete for about two (2) months now. The design cannot be complete until soil reports are verified. We hope to get an answer from CenterPoint soon.

F. REGULAR AGENDA

- 1. Discussion and consideration regarding Ordinance No. 2023-01 ordering a general election to be held on Saturday, May 6, 2023 for the purpose of electing city officials of the City of Meadows Place to Alderman Place 4 and Alderman Place 5; providing for early voting and providing 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 moved to approve Ordinance No. 2023-01 ordering a general election to be held on Saturday, May 6, 2023 for the purpose of electing city officials of the City of Meadows Place to Alderman Place 4 and Alderman Place 5; providing for early voting and providing 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 Baker 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. 2023-02 amending Chapter 112: Sales, of the Code of Ordinances of the City of Meadows Place by modifying Sections 112.02 related to Estate Sale duration.

Alderman Mertins moved to approve Ordinance No. 2023-02 amending Chapter 112: Sales, of the Code of Ordinances of the City of Meadows Place by modifying Sections 112.02, Estate Sale duration for five (5) consecutive days. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

3. Discussion and consideration of Resolution No. 2023-01 authorizing the Mayor to execute Change Order No. 3 with HDR Engineering Inc., for an additional 50 calendar days for Dorrance Lane Reconstruction Projection Phase 1.

Alderman Staigle moved to approve Resolution No. 2023-01 authorizing the Mayor to execute Change Order No. 3 for Dorrance Lane Reconstruction Projection Phase 1 allowing Statewide Services, Inc. an additional 50 calendar days. Alderman Kopczynski seconded the motion. Alderman Staigle this extension is for delay in materials and Council request to not work during the holidays.

The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration of Resolution No. 2023-02 authorizing an addendum to the Swagit agreement adding Social Media eXstream Facebook Live.

Alderman Kopczynski moved to approve Resolution No. 2023-02 authorizing an addendum to the Swagit agreement adding Social Media eXstream Facebook Live. Alderman Mertins seconded the motion.

Alderman Baker asked about cost for the livestreams and Facebook live. The City Secretary., Ms. Rutherford stated that Facebook like will be \$1,500 a year and current live stream is \$495 per month.

The vote follows:

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

Nays: None

The motion passed unanimously.

5. Accept the report from the Planning and Zoning Commission regarding an amendment to Chapter 153, Section 153.074, Special Off-Street Parking Regulations.

Chairman Sean Ulrey presented the report from the Planning and Zoning Report and recommendation. He stated that the Commission reviewed the proposed amendments and unanimously voted to amend Chapter 153

Alderman Staigle moved to accept the report from the Planning and Zoning Commission to amendment to Chapter 153, Section 153.074, Special Off-Street Parking Regulations. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. Discussion and consideration regarding Ordinance No. 2023-03 amending Chapter 153, Section 153.074, Special Off-Street Parking Regulations.

Mayor Jessup listed the proposed changes as follows:

- Remove verbiage stating no truck exceeding one-ton capacity.
- Remove 153.074 (B) stating In all districts, no vehicle other than a passenger car or a vehicle not exceeding one ton capacity shall be stored in any manner upon any property in residential use where the same is visible from any public street.
- Added a new 153.074(B) stating Exceptions to 153.074(A) can be granted with written approval from the Chief of Police, the Traffic Engineer, or the Mayor.

- Removed truck for section 153.074(C)

Alderman Mertins stated that Council wanted an ordinance that could be enforceable and still protecting the integrity of the city.

Alderman Kopczynski moved to approve Ordinance No. 2023-03 amending Chapter 153, Section 153.074, Special Off-Street Parking Regulations. Alderman Mertins 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 Ordinance No. 2023-04 amending Chapter 71 Parking Regulations, Section 71.01(F), General Regulations.

Alderman Staigle moved to approve Ordinance No. 2023-04 amending Chapter 71 Parking Regulations, Section 71.01(F), General Regulations. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

8. Discussion and consideration of Ordinance No. 2023-05 amending the schedule of fees updating fees for surface water rate from \$2.25 to \$2.50, the credit processing fee to 3.50%, and the Return Check Fee to \$30.00 due to vendor rate increases effective immediately.

Mayor Jessup stated that all of the fee increases are to match vendor increases. Alderman Staigle stated that there are several MUDs charging over \$5.00.

Alderman Staigle moved to approve Ordinance No. 2023-05 amending the schedule of fees updating fees for surface water rate from \$2.25 per 1,000 gallons to \$2.50 per 1,000 gallons, the credit processing fee to 3.50%, and the Return Check Fee to \$30.00 due to vendor rate increases effective immediately. Alderman Baker 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 Resolution No. 2023-03 setting policy for minimum fund balances within City Accounts.

Alderman Mertins moved to approve Resolution No. 2023-03 setting policy for minimum fund balance for the city's general fund at seven (7) months and ten (10) months for the utility fund. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

G. 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 20, 2022 – City Council Special Meeting

January 10, 2023 – City Council Special Meeting

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

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

Nays: None

The motion passed unanimously.

H. AUDIENCE COMMENTS (for matters NOT on the agenda)

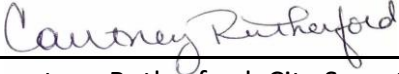
Alderman Mertins thanked the Finance Director, Anna-Maria Weston, and City Administrator, Nick Haby, for the budget reports and stated that he is impressed with city's investments.

I. ADJOURN

There being no further business to discuss the meeting adjourned at 7:54 p.m.

These minutes were approved by City Council on February 28, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

