



MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 28, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

A. Call to Order

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Mayor Pro-Tem, Rick J. Staigle	Alderman, John F. Isbell
Alderman, Steven H. Bezner	Alderman, Kurt Kopczynski
Alderman, Kelle K. Mills	

Staff in attendance: Police Chief Gary Stewart and Captain Jack Aston of Meadows Place Police Department, and Erik Tschanz, Public Works Director.

1. Pledge of Allegiance and Invocation

Pledge by: Erik Tschanz, Public Works Director

Invocation by: Jimmy Fenwick, Pastor and Resident

B. PRESENTATIONS

1. Presentation of Audit Report for Fiscal Year 2018-2019

Jennifer Day of McCall Gibson Swedlund Barfoot PLLC presented the Audit Report for Fiscal Year 2018-2019.

She stated that the audit was given an Unmodified opinion, which is the best you can get. They did not find any issues.

Ms. Day reviewed revenues and expenditures and stated that City currently has a fund balance about 1 year of expenditures. She also stated that the final bond payment will be made this year and then the City will have no more outstanding debt.

C. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave an overview of the monthly statistics and activities report, for January 2020, which was distributed to City Council and filed with the City Secretary.

He reported that there were 9 accidents this month and none were in Kirkwood Road roundabouts.

He also reported that Burglary of Motor Vehicles were up this month and 8 of the 12 were unlocked vehicles. He reminded everybody to lock their vehicles and don't leave valuable items in sight. He also stated that the majority of the burglaries were cleared by arrest. Officers caught the suspects during a suspicious vehicle stop and found stolen items.

Meadows Place Police Department also arrested a suspect in a fraud case who hit multiple dealerships. This arrest involved multiple agencies.

Chief Stewart reminded everybody that the next Neighborhood Watch meeting will be February 20, 2020 at 7:00 p.m. and the topic will be tax scams and fraud.

Chief Stewart stated that his department is currently working a grant for license plate reader cameras, LPRs. They have asked for 5 LPR. These cameras are not monitored. It only takes a picture of the vehicle and license plate, however if that vehicle has been flagged in a crime it will alert the Police Department immediately.

Alderman Staigle asked about coding in commercial vehicles to help catch the car hauler trucks going down Dorrance. Chief Stewart stated that this is not possible with these cameras.

Alderman Isbell asked if the camera actually reads the number and Chief Stewart stated that it does read the plates including paper plates. He reminded Council that it only flags license plates that have been reported stolen or reported in a previous crime.

2. Public Works – Public Works Director Erik Tschanz

Public Works Director, Erik Tschanz, gave a brief recap of Public Works activity for the last quarter. Below is a brief recap:

November (2019):

- Water Pumped (All 3 wells) for month = 11,339,000 / Reclaimed = 545,000
- Road repairs made during month = \$ 13,465.00/1,085 SF (Brighton)
- Installed handicap signage/re-painted parking spaces adjacent to tennis courts prior to McDonald Park grand opening.
- STP - Traveling bridge(s) Issues
- Completed FY 2019-2020 Sidewalk Repair List – Thanked Council for increasing the budget for these repairs.

December (2019):

- Water Pumped (All 3 wells) = 11,189,000 / Reclaimed = 627,000
- Road repairs made during month = \$ 16,955.00/1,366 SF (Mulholland/Scottsdale)
- Took down fencing at Majors ballfield - Meadows Elementary school construction
- Repaired/Replaced barbed wire strands on hurricane fence at both water well #1 & 2
- Assisted with Christmas Memories special event
- Established the Christmas recycling tree area

- Repairs made to bay door @ fire station
- Repaired broken glass front door @ EMS building
- STP Plant Tour with Mayor Jessup and Aldermen Bezner and Kopczynski
- Drained effluent basin @ STP; Problem Found (Metal Valve Key, about 6 feet long, fell from top deck into drainage basin); Approximately \$15,000 in Savings to City

January (2020):

- Water Pumped (All 3 wells) Thru 1/15/2020 = 5,006,000 / Reclaimed = 231,000
- Road repairs made so far = \$ 17,865.00/ (Brighton/Oak Meadow Dr.) current contractor is staying on schedule and doing a great job.
- (26 separate) Sidewalk Repairs (West of Bayou) = \$ 21,330.00/5,339 SF/(Additional requests placed on new list)
- Employee Resigned: Advertised on city website and TML and will be posted in the Fort Bend Star and Fort Bend Herald within the next week.
- Rail Track @ STP installed; (4) wheels were removed and at machine shop – (3) weeks out until reassembly and completion.
- Air Blower # 4 repaired/installed back on 1/23/2020
- Solidified water main valve stack list to be raised – (35) begin in March / completion by mid-April
- Jockey Pump @ Lift Station repaired and re-installed
- Took 52 Christmas trees to Surfside for dune restoration project
- Painted ADA ramp – installed signage – south end of City hall parking lot – aiding Court process
- BB Inlet Top Concerns – S. Kirkwood Project – a total of 4 have been hit by 18-wheeler trucks and cost about \$1,500 each to repair. Alderman Staigle stated that now that the road is open this should be happening less. This damage was during the construction and along the temporary asphalt. City is looking at options to help get compliance.
- USW – STP Project/gathering equipment information (End of February 2020-CIP Report)
- Today Huitt-Zollars came out to begin the facilities assessment review. They started today by checking the condition of each building.

Alderman Isbell thanked Erik for the sidewalk list and stated that it's not to see the progression in the City.

3. Fire Department Monthly Report for December 2019 – Mayor Charles Jessup IV

Mayor Jessup provided an overview of the Stafford Fire Department report for December 2019 which was filed with the City Secretary.

Mayor Jessup wanted to let everybody know that the facilities review does include the Fire station and the EMS building.

D. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Census Update

Mayor Jessup let everybody know that they will start seeing a lot of information on the Census and this is a big deal for the country, state and our city. He encouraged residents to complete their Census report. Last census report Meadows Place population was 4,660.

b. Meadows Place Pony Baseball League Baseball Field

James Fields, resident at 11706 Kangaroo Court, and President of Meadows Place Pony Baseball Board. The field has been removed due to the school construction and the league is working with the Parks Department to relocate the field. Thanked Council for working with them and providing an area for a temporary field. Mayor Jessup state that this league was started over 30 years ago and is important to the City.

c. City Administrator Update

Mayor Jessup stated the City received 42 applications that have been narrowed down to five candidates by the Hiring Committee. The Committee will start this weekend with Skype interviews and hope to narrow it down to 3 applicants. The Committee will then have a more extensive interview for those applicants. This Friday staff will attend a presentation regarding the transition to City Administrator.

Alderman Bezner asked if there will be follow up to address concerns. Mayor Jessup stated that if there are specific concerns there will follow up.

d. May 2, 2020 Election

Mayor Jessup stated that they City will have a General Election on May 2,2020 to elect Mayor, Alderman Place 1, Alderman Place 2, and Alderman Place 3. He encouraged all to get out and vote.

2. Council Comments

a. Kirkwood Construction Update – Alderman Rick Staigle

Alderman Staigle stated that the contractor has moved off the job. He is done until CenterPoint comes in and installs the lights. They were supposed to be in November then December and then this week, but with the rain postponed again. CenterPoint has put us 4 months behind on the project. There will be additional cost for the contractor to move back in, but the project is currently under contract cost.

There has been chatter about the speed limit and 30 MPH signs will be installed soon. If Council wants to go to 25 MPH it comes with a lot of reported that is required, every year. If you don't report it could void the speed limit.

Alderman Bezner asked if we have to post the speed limit and Alderman Staigle stated that yes, the signs are needed since this roadway is not considered residential.

Mayor Jessup asked about signs that say roundabout speed of 15 MPH is recommended. Alderman Staigle stated that you could remove the roundabout ahead sign with these, but he doesn't think they are needed.

Alderman Kopczynski asked if all signs there are required. Alderman Staigle said the only sign not required are the street name signs, but they help to navigate.

b. Live Streaming of City Council Meetings Update – Alderman Kurt Kopczynski

Alderman Kopczynski gave a quick update on livestreaming. He has been doing research and met with several companies regarding cameras and streaming. He said that they are very expensive, about \$10,000 for equipment and \$7,000 a year for maintenance. Currently work with Wright Technologies and ProCam are a cheaper version. He is waiting on cost from Wright Technologies. He hopes to have a quote and proposal by next month.

Mayor Jessup thanked Alderman Kopczynski for taking on this project and would like a demonstration at the next Council meeting.

Alderman Isbell asked that the demo use the same camera that would be installed.

E. REGULAR AGENDA

1. Discussion and consideration to accept the Audit Report for Fiscal Year 2018-2019.

Mayor Jessup stated that this was the report presented at the beginning of the meeting.

Finance Director, Anna-Maria Weston, stated that she has reviewed the report and believes it is well prepared. She has one change on page 9, under pension liability, this is in disagreement with page 37. She asked that these numbers be checked. Ms. Day stated that number on page 37 is most likely the correct number \$2,520,959, but she will check to be sure.

Alderman Bezner had a question regarding the comment of "material weakness". Ms. Day stated this is due to the city having USW as an outside contractor doing work for the city and is based on the financial impact on the city.

Alderman Isbell moved to table this item until next month pending the correction of the Net Pension Liability on pages 9 and 37. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

2. Discussion and acceptance of the Quarterly & Annual Investment Report.

Alderman Staigle moved to accept the Quarterly & Annual Investment Report. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

3. Discussion and receive report from Planning and Zoning Commission regarding massage establishments.

Planning and Zoning Commissioner Chair Ever Ramirez presented P&Z's report to Council recommending that Council amend City of Meadows Place Ordinances Section 153.096 and recommend that the City Council consider amending Chapter 153 providing rules and regulations for massage establishments in C-3 Special Commercial District.

Mr. Ramirez stated that he believes the City is be proactive and wants to set guidelines for the businesses.

Alderman Staigle moved to accept the report from Planning and Zoning Commission regarding massage establishments. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

4. Discussion and consideration of Ordinance No. 2020-01 amending Section 153.096 of Chapter 153 of the Code of Ordinances regulating provisions applicable to the C-3 Special Commercial District; and adopting a new Chapter 117 to the City of Meadows Place Code of Ordinances, providing rules and regulations for massage establishments.

Alderman Staigle moved to approve Ordinance No. 2020-01 amending Section 153.096 of Chapter 153 of the Code of Ordinances regulating provisions applicable to the C-3 Special Commercial District; and adopting a new Chapter 117 to the City of Meadows Place Code of Ordinances, providing rules and regulations for massage establishments. Alderman Bezner seconded the motion.

Alderman Kopczynski stated that this item was brought to Council by a resident.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

5. Discussion and consideration of Resolution No. 2020-01 authorizing the adoption the ES&S EVS 6020 voting system.

Alderman Staigle moved to accept Resolution No. 2020-01 authorizing the adoption the ES&S EVS 6020 voting system. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

6. Discussion and consideration of Ordinance No. 2020-02 calling a general election to be held on Saturday, May 2, 2020 for the purpose of electing city officials of the City of Meadows Place to Mayor, Alderman Place 1, Alderman Place 2, and Alderman Place 3, providing for early voting and providing for notice of said election.

Alderman Bezner moved to accept Ordinance No. 2020-02 calling a general election to be held on Saturday, May 2, 2020 for the purpose of electing city officials of the City of Meadows Place to Mayor, Alderman Place 1, Alderman Place 2, and Alderman Place 3, providing for early voting and providing for notice of said election. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

7. Discussion and consideration of Resolution No. 2020-02 authorizing the Mayor and City Secretary to enter into an agreement with HDR Engineering Inc., for professional engineering services of the reclaimed water system storage evaluation.

Alderman Kopczynski moved to accept Resolution No. 2020-02 authorizing the Mayor and City Secretary to enter into an agreement with HDR Engineering Inc., for professional engineering services of the reclaimed water system storage evaluation not to exceed \$5,700.00. Alderman Isbell seconded the motion.

There was brief discussion regarding how this water will be used; this water will be used for City irrigation.

Terry Henley, resident and EDC Member, at 12203 Alston Drive, stated that the EDC has allotted \$15,000 for this study and this will help determine how much reclaimed water is needed and will save the city money in the long run.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

8. Discussion and consideration of Resolution No. 2020-03 authorizing the Mayor and Police Chief to submit a grant application for Car Camera Acquisition – City of Meadows Place – Grant Number 3815801.

Alderman Staigle moved to accept Resolution No. 2020-03 authorizing the Mayor and Police Chief to submit a grant application for Car Camera Acquisition – City of Meadows Place – Grant Number 3815801. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

9. Discussion and consideration of Resolution No. 2020-04 authorizing the Mayor and Police Chief to submit a grant application for Interoperable Radio – City of Meadows Place – Grant Number 3917301.

Alderman Isbell moved to accept Resolution No. 2020-04 authorizing the Mayor and Police Chief to submit a grant application for Interoperable Radio – City of Meadows Place – Grant Number 3917301. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

10. Discussion and consideration of the revised Emergency Water Interconnect Agreement with Fort Bend County Water Control and Improvement District No. 2 (WCID2) previously approved December 18, 2019 by Resolution NO. 2019-35.

There was brief discussion regarding the removal to the indemnification. The city would only use this if all of its water wells went down.

Alderman Isbell moved to accept the revised Emergency Water Interconnect Agreement with Fort Bend County Water Control and Improvement District No. 2 (WCID2) previously approved December 18, 2019 by Resolution No. 2019-35 with City Attorney review and approval. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

11. Discussion and consideration of Resolution No. 2020-05 authorizing the Mayor and City Secretary to enter into an agreement with Cypress Creek Mosquito Control, Inc. for Mosquito Control Spraying in the City for the year 2020.

Alderman Isbell moved to accept the revised Emergency Water Interconnect Agreement with Fort Bend County Water Control and Improvement District No. 2 (WCID2) previously approved December 18, 2019 by Resolution No. 2019-35 with City Attorney review and approval. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

12. Discussion and consideration regarding the revised first amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto.

Mayor Jessup stated that the agreement has been approved and signed by both parties. The changes agreed to in the agreement are as follows:

Sec. 3.04

- Developer agrees to make the following improvements or repairs by April 30, 2020 (within 120 days of the effective date of the amendment):
- Re-landscape the dog park, remove all existing water features, install a French drain (or
- similar drainage system), and install a water fountain to accommodate dogs
- Developer will install signage that states that the Dog park is maintained by Texas Direct Auto, and includes an email address for questions or concerns; and take corrective action within 10 business days for complaints received regarding items in need of repair
- Developer also agrees to allow the police department to install a camera in the dog park

Sec. 3.10

- Developer agrees to use reasonable efforts to keep the alleyway clear of obstructions
- including parked vehicles
- Developer will paint the alleyway curbs red, install and maintain fire lane striping and signage indicating that the alleyway is a fire lane
- Developer will pay the City \$10,000 on the 1st of each month during the term of the Agreement. If a retail tenant occupies the retail space and generates sales tax revenue, the City shall rebate the City's share of the sales tax revenue received for that retail space in an amount up to \$10,000 per month.

Sec. 5.02

- The Agreement shall bind the parties through December 31, 2024

Sec. 6.01

- The address for written notices to the developer was updated

The request for the January and February payments has been processed and they City hopes to have the funds by the end of this week.

Alderman Staigle moved to approve the revised first amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried

13. Discussion and consideration of Ordinance No. 2020-03 appointing Bret S. Kisluk as Presiding Judge to serve in the Municipal Court of Record for the City of Meadows Place, Texas.

Alderman Bezner moved to approve Ordinance No. 2020-03 appointing Bret S. Kisluk as Presiding Judge to serve in the Municipal Court of Record for the City of Meadows Place, Texas. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

14. Discussion and consideration of Ordinance No. 2020-04 accepting the resignation of Beverly McMinn and appointing a new Associate Judge to serve in the Municipal Court of Record for the City of Meadows Place, Texas.

Alderman Bezner moved to approve Ordinance No. 2020-04 accepting the resignation of Beverly McMinn and appointing Jeffrey Newport as Associate Judge to serve in the Municipal Court of Record for the City of Meadows Place, Texas. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

15. Discussion and consideration of Resolution No. 2020-06 appointing three (3) members to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2021.

Alderman Isbell moved to approve Resolution No. 2020-06 appointing Kurt Kopczynski, Tia Baker, and Richard Ramirez to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2021. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

16. Discussion and consideration of Resolution No. 2020-07 appointing two (2) members to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2021.

Alderman Isbell moved to approve Resolution No. 2020-07 appointing Sean Ulrey and Mike Elmore to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2021. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

17. Discussion and consideration of Resolution No. 2019-08 appointing five (5) members to the Board of Adjustment for a term commencing immediately upon passage of this resolution and ending December 31, 2021.

Alderman Kopczynski moved to approve Resolution No. 2019-08 appointing R. Nelson Goolsby, David Piwonka, Chris Gawlik, Terry Henley, and Nadya Shelton to the Board of Adjustment for a term commencing immediately upon passage of this resolution and ending December 31, 2021. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

18. Discussion and consideration of Resolution No. 2020-09 designating Linda Harnist as the City' Representative to the Fort Bend County Subsidence District.

Mayor Jessup stated that there has been a lot of discussion at FBCMCA and Ms. Harnist has been doing a lot for small cities.

Alderman Staigle moved to approve Resolution No. 2020-09 designating Linda Harnist as the City' Representative to the Fort Bend County Subsidence District. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

F. CONSENT AGENDA

Consent Agenda items are considered routine in nature by the City Council 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 approval of the Minutes held as follows:

December 17, 2019 – Special Meeting

2. Ratification of Bills

24/6 Technical Services (Receive L/P#3 from repair shop and install)	\$25,300.00
Mar-Con Services, LLC (Kirkwood Pay Estimate #11)	\$160,693.90
Randle Law Office LTD., L.L.P. (EDC)	\$175.50
Randle Law Office LTD., L.L.P. (General Legal Counsel)	\$4,212.00
Randle Law Office LTD., L.L.P. (TDA SUP)	\$624.00
HDR, Inc. (Kirkwood Engineering for December 2019)	\$24,703.62
Joe L. Salvide (Concrete Repair Pender, Brighton, & Oak Meadow – Deposit)	\$8,935.00
Joe L. Salvide (Concrete Repair Pender, Brighton, & Oak Meadow – Final Pay)	\$8,930.00
Joe L. Salvide (Sidewalk Replacement Phase 1 - Deposit)	\$21,330.00

Living Earth – The LETCO Group, LLC (Granite for Parks) Total	\$14,708.55
for Multiple Invoices Listed Below	
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$868.05
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<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$1,290.00
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$1,290.00
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$1,290.00
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$1,290.00

Alderman Bezner moved to approve the consent agenda. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

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

Wayne Johnson, resident at 11718 Solano Ct, stated that he has been a resident before we were a city. He thanked Mayor Jessup for his kindness. Mr. Johnson had a problem with 911 late last year and failure to dispatch. Alderman Bezner stopped to check in and he thanked him for his concern. He’s had an issue with solicitors and 911.

Alderman Staigle stated that the city is aware of the issue and they are not sure how to address it at this time. Alderman Staigle told him to be sure that he states that he is in Meadows Place in Fort Bend County. He can also request that an officer call him back.

H. ADJOURN

There being no further business on the agenda Alderman Bezner moved to adjourn the meeting. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

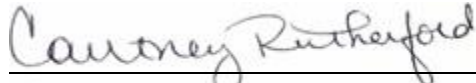
Nays: None

The motion carried.

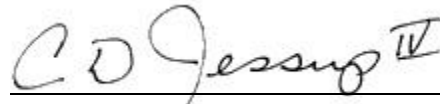
The meeting was adjourned at 8:36 p.m.

These minutes were approved by City Council on Tuesday, February 25, 2020.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

