



MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 15, 2022, AT 6:00 P.M., AT MEADOWS PLACE TRAINING CENTER, 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 6:00 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

Park & Recreation Director, Colene Cabezas, was also in attendance.

2. Discussion regarding City of Meadows Place communications, planning, staffing, and resources.

Mayor Jessup stated that this is an item that has been discussed off and on for about a year and Council needs to make a decision based on what is best for the city.

There was discussion regarding the need for this position as well as the duties and who would supervise. Council agreed that Mayor Jessup is currently handling several things that could be assigned to the position, but they want to make sure to keep the hometown feel that the Mayor brings. They would like for this person to work closely with the Mayor at first.

Some of the duties and ideas discussed for this position are listed below:

- Marketing
- Serve as Public Information Officer for Emergency Management
- Communication to the residents regarding items like infrastructure improvements, changes, construction, and events
- Newsletter
- Maintain Social Media
- Keep up with the trends
- Better marketing to the community
- Transition change in Elected Officials
- Advertise local business
- Maintain live stream of Council meetings
- Website Maintenance

Council discussed the duties, salary, and supervision of the position. They agreed on a salary range of \$60,000 to \$75,000 annually based on experience. They also agreed that the City Administrator should be the primary supervisor with the Mayor acting as a secondary.

Council agreed that the position would interview with a committee. Alderman David Mertins, Alderman Tia Baker, City Administrator, Nick Haby, and Parks & Recreation Director, Colene Cabezas will serve on the interview committee.

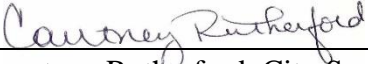
Council asked City Administrator, Nick Haby, to create a job description based on their discussion and bring back to Council for approval.

3. ADJOURN

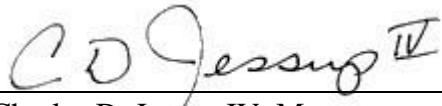
There being no further business to discuss the meeting adjourned at 7:50 p.m.

These minutes were approved by City Council on February 22, 2022.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

