



Charles Jessup, IV, Mayor

David Mertins, Alderman

Rick Staigle, Alderman

Nick Haby, City Administrator

Kelle Mills, Mayor Pro Tem

Tia Baker, Alderman

Kurt Kopczynski, Alderman

Courtney Rutherford, City Secretary

MEADOWS PLACE CITY COUNCIL REGULAR MEETING AGENDA

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 22, 2022, AT 6:30 P.M., AT MEADOWS TRAINING CENTER, LOCATED AT 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

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
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; and Parks and Recreation Director, Colene Cabezas.

1. Pledge of Allegiance: Charlie Teague, Resident

Invocation: Kurt Kopczynski, Alderman

B. PRESENTATIONS

1. Service Recognition – Leigh Ylanan, Parks Superintendent, 5 Years of Service

Mayor Jessup recognized Leigh Ylanan for her five years of service and presented her with a Meadows Place five-year service pin.

2. Service Recognition – Lee Meyen, Police Dispatch, 5 Years of Service

Mayor Jessup also recognized Lee Meyen; however, she was not present at the meeting.

C. REPORTS

1. Police Department – Chief Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for February 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- MPPD Continues to follow the guidelines and policies set forth for COVID
- Full-Time Dispatch from 8:00 a.m. to midnight Monday through Friday.
- Reviewing applications for 30-hour dispatch position
- Live Scan Update: Waiting in line for our training session
- Flock cameras have been ordered; Locations sent and waiting on the On-Site visit
- ATV Ordered (approximately 250 days out).
- MPPD joined FBC agencies for the swearing in ceremony for Devarjaye "DJ" Daniel, a young boy battling cancer that to date has been sworn in to over 200 agencies. MPPD was proud to make him an Honorary Officer and provide him with a badge, challenge coin, Oath of Office, and some MPPD swag.
- Freeze mitigation with FEMA is still in progress
- Actively working to fill (3) open positions. PPO Bruno doing well Quickly approaching "Ghost" phase.
- Have entered a "New" training cycle. All officers are working to keep up with and stay ahead of the training curve as new mandates come out.

Mayor Jessup stated that the City Secretary issued the first ever Solicitor Licenses but encouraged residents to continue to call in when they solicitors in the city.

2. Parks & Recreation – Director Colene Cabezas

Ms. Cabezas gave a summary of Parks & Recreations activities for the last quarter which include December, January, and February. A copy of which was distributed to City Council and filed with the City Secretary. Below are a few key points from her presentation:

Parks and Facilities:

- **Staffing** – Hired 2 new staff members: Frank Burch, Recreation Coordinator and Jacey Bowers, Landscape Specialist
- **Lake** – Stocked the lake with 1200 trout / Encouraging catch and take catfish. Scheduled Double Oak Erosion company to provide a report about the issues with lake erosion and provide options.
- **Ball Field** – Tex Multi Chem is finishing the top dressing this week. Houston Fence Company is behind schedule. We are waiting on an update. Scoreboard will arrive late March.
- **Beautification** – Community Center -Painted, Installed 11 solar light poles along bayou trail towards Kirkwood, and Installed 9 Education signs around lake
- **Community Garden** - Met with community volunteers and a board member to discuss the future of the gardens. It was decided that the city to maintain the beds going forward and transition into butterfly gardens.

Recreation

- **Club 55** - Partnered with Dedicated Senior Wellness of Brays Oaksto provide free

services to our Seniors (Monthly birthday cake, What's up Doc visits, Medicare conversations, FREE Transportation to their facility to participate in fitness, crafts, and socials.)

- **Discovery & Nature Center** – Increase in visitors and school field trips.
- **Christmas Memories** - 1000+, Beautiful weather and large turnout. Meadows Elementary, Scouts, Baseball, and swim team all participated.

Upcoming Programs, Projects and Events:

- Hiring Camp Counselors and Lifeguards/ Training in April
- Dulles High School Recruitment Event
- Community Garden Beds
- Brighton Park Fence
- Paint shade structures throughout McGrath park
- Park revitalization (Meadow Glen & McDonald)
- Family Campout March 12
- Concerts in the Park April 1, 8, 22
- Kickoff to Summer May 27
- Pool Opens May 28

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

Mayor Jessup gave brief review of EMS and fire service activity for January 2022 from Stafford Fire Department. A copy of which has been filed with the City Secretary

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

Mr. Haby gave a brief update of last month's activities as well as some upcoming items. Below is a summary.

- Staff is working on a package to present to Council regarding the ARPA funding from the County and what projects to fund.
- Interval door security failed at City Hall and the Police Department. There is an item authorizing staff to move forward the repair as the cost will exceed staff's \$25,000 spending limit.
- Mr. Haby attended the required Public Funds Investment Training. He reminded Council and staff of the importance of cyber security and the threat of email scams. He also reminded Council that at this training they encourage cities a change in auditors for a fresh look at the city's finances.
- Dorrance Lane Phase 1 Reconstruction bid opening is on March 2nd at 2:00 p.m. at City Hall.
- Currently halfway through the current budget and staff is watching their budgets carefully, but there may be some budget amendments coming in the near future.

D. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, Council Members and 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. Investing in our City

Mayor Jessup stated that he has been reviewing permit numbers over the last week and there is a lot of construction going on. He believes Meadows Place residents are embracing the slogan "Don't move Improve." In the last year over 50 residents have pulled permits for renovations totaling over \$1,000,000.00. Helfman has pulled permits for improvements and O'Reilly will begin construction soon. This shows that Meadows Place residents and businesses trust in our future!

b. Elections

Mayor Jessup reminded the residents that Meadows Place City Hall is a polling location for the Primary Elections going on right now. He encouraged residents to go vote because voting gets the attention of the representatives and commissioners. Meadows Place tends to have a high turnout and the representative's notice.

He then asked the City Secretary, Courtney Ruthford, to give an update on the City's May 7, 2022, General Election. Ms. Ruthford stated that the deadline to file for a place on the ballot was Friday, February 18th at 5:00 p.m. and all incumbents filed with no opponents. Mayor, Charles Jessup, Alderman David Mertins, Alderman Tia Baker, and Alderman Rick Staigle will all be declared elected at the March 22nd Council meeting and there will be an item to cancel the election. They will all take their oath of office for their new term at the May meeting after the official canvass period.

c. Code Enforcement

Mayor Jessup stated that Code Enforcement has been very busy, and you can see her report in the monthly newsletter. A few items she has followed up on are a garage being rebuilt and a lifting pool is being demolished. He also stated that Jennifer Cabello completed her training and received her official Code Enforcement License.

d. Starbucks

Mayor Jessup thanked Bob Graf for his hard work getting Starbucks in the city. He got to visit with the Manager, and he stated that they are happy to be a part of Meadows Place and are already hitting sales above their projections.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle stated that Mr. Haby already gave the latest update in his report.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. He stated that trail is being designed and they plan to walk the entire path on March 4th at 10:00 a.m. with the consultants to see exactly what the city wants. They will start at the Fountain Lake parking lot and end near the Treatment plant.

c. Post Office Update – Alderman David Mertins

Alderman Mertins gave a brief update. He stated that the mailbox has been installed at City Hall in the parking lot. He also stated that after this process the city has a great working relationship with the Stafford Post Office and Postmaster Ana Ruiz.

He also thanked Congressman Troy Nehls for helping to get the mailbox installed. He also let everyone know that Congressman Nehls will be at the Community Center on March 22nd from 3:00 p.m. to 6:00 p.m. for his “Mobile Office Hours” to meet with residents.

E. REGULAR AGENDA

1. Discussion and consideration regarding emergency repairs to internal door security system at City Hall and the Police Department.

Mr. Haby stated the internal door security system at City Hall and the Police Department has failed and needs to be repaired as soon as possible. The repair is anticipated to be over \$25,00 and staff is required to get Council approval before spending over \$25,000, therefore he is asking permission now so that staff can move forward with the repair. He also reminded Council that anything over \$50,000 will require staff to go out for bid.

Alderman Staigle made motion authorizing staff to spend up to \$50,000 on emergency repairs to the internal door security system at City Hall and the Police Department. 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 regarding the creation of a Communication Director position.

Mayor Jessup stated that this position was discussed at the Workshop on February 15, 2022, and the City Administrator created a job description per that discussion.

Alderman Baker stated that this position is needed to communicate with residents. There are several projects coming up that need to be communicated the community. This position will also handle the website and social media.

Mayor Jessup stated that there is s desire to get more information out there. He currently posts on the website and social media. He also works once a week with a part time communications company to get information out to the public.

Alderman Mertins stated that it was a unanimous vote of Council to create this position. This will help prepare the City for the future, more transparency, and help current staff.

Mayor Jessup stated that staff will bring a budget amendment in the future to fund the position.

Alderman Mertins moved to approve the creation of a Communication Director position and the job description as presented. 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. 2022-03 adopting a revised Organizational Chart.

Mr. Haby stated that the revised Organization Chart adds the Communication Director under the City Administrator. Chief Stewart also added the Assistant Police Chief position, and Parks Department added the Landscape Specialist and moved pool staff.

Alderman Staigle moved to approve Resolution No. 2022-03 adopting the revised Organizational Chart. Alderman Mills 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. 2022-04 appointing one (1) alternate member to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2023.

Alderman Kopczynski moved to approve Resolution No. 2022-04 appointing Nathan Mahand as an alternate member to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2023. The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion related to garage requirements in the City of Meadows Place.

Mr. Haby gave a brief presentation of the city's current ordinance regarding garages and other cities' ordinances. There was discussion among Council regarding possible changes to the city's current ordinance and the current requirement that all homes must have a garage.

Alderman Staigle suggested a public hearing to receive comments from the residents regarding the current garage requirements. Council agreed to hold a public hearing on March 22, 2022, at 6:00 p.m. before the Regular City Council meeting.

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 approval of the Minutes held as follows:

January 25, 2022 – Joint Public Hearing

January 25, 2022 – Regular Meeting

February 15, 2022 – Workshop Meeting

Alderman Mills made motion to accept the consent agenda. Alderman Mertins 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)

This provides an opportunity to comment on non-agenda items. Comments shall be limited to **three (3) minutes** per person. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information, existing policy, or proposal to place the subject on the agenda for a future meeting. **Please identify yourself with name and address.**

John Rittman, resident at 11934 Brighton Ln, spoke about his current violations from Code Enforcement and stated that he is trying to come into compliance. Mayor Jessup asked to meet with him on Wednesday, February 23rd at 11:00 a.m. to discuss the issues. Mr. Rittman agreed to meet.


Charlie Teague, resident at 11611 Dorrance, spoke on behalf of Mr. Rittman and stated that he would like to help him so that the City does not take his property. Mayor Jessup informed him that the city is not out to take property.


H. ADJOURN

Alderman Mills moved to adjourn. Alderman Kopczynski seconded the motion. There being no further business to discuss the meeting adjourned at 8:40 p.m.

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

ATTEST:


Courtney Rutherford, City Secretary


Charles D. Jessup IV, Mayor

