



**MINUTES OF THE REGUALR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 25, 2020 AT 6:30 P.M., AT MEADOWS PLACE COMMUNITY CENTER, 11975 DORRANCE, 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	City Secretary, Courtney Rutherford
Mayor Pro-Tem, Rick J. Staigle	Alderman, Steven H. Bezner
Alderman, Kurt Kopczynski	Alderman, Kelle K. Mills

Alderman, John F. Isbell were not present.

**1. Pledge of Allegiance and Invocation**

Pledge by: De'Renee' Lester, Boy Scout Troop 1117

Invocation by: Jimmy Fenwick, Pastor and Resident

**B. REPORTS**

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

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

Mayor Jessup thanked the officers in attendance.

Chief Stewart reported that none of the accidents reported were in the Kirkwood roundabouts. One citation was issued to an 18-wheeler car hauler delivering to VROOM for violating city ordinance.

He also reported that Meadows Place Police made an arrest of a suspect for theft of \$28,000 worth of jewelry and possession of controlled substance. He did try to escape, but Officers were able to retain him.

The Police Department is preparing for the annual Camp Day on March 7<sup>th</sup> and Living Water 5K on March 28<sup>th</sup>. This 5k is not a city function, but it will take place in the City.

Chief is still looking to fill the two full time officer positions and is currently working on background checks.

MPPD is hosting a Law Enforcement Will Day for Precinct 4 to help officers and spouses complete their wills.

On March 9<sup>th</sup>, at 10:00 a.m. Captain Ashton will be presenting IRS Scams to our Active Adults group at the Discovery Center.

Next Neighborhood Watch Meeting will be Thursday, March 19<sup>th</sup> and the topic will be Internet Scams.

Mayor Jessup asked Captain Ashton to put together a posting regarding the IRS scams presentation.

Alderman Staigle reminded residents to keep their vehicles locked and do not leave valuables in their vehicles. Please help our Police help you!

**a. Acceptance of Annual Contact Report**

Chief Stewart presented the Annual Contact Report which was filed with City Secretary.

**2. Parks & Recreation – Parks Director Colene Cabezas**

Parks & Recreation Director, Colene Cabeza, gave a brief recap of Parks & Recreation activity for the last quarter. Below is a brief recap of activities from December to February.

**Parks and Facilities:**

- **Trails-** New solar lights have been installed along bayou trail and benches will be coming soon. Additional trail to Kirkwood along bayou was completed in Dec and will also include lights and benches in the next fiscal year.
- **Discovery & Nature Center-**Shed was built to provide efficient and effective storage. Created a barn and enlarged the goat pen. Looking for a bridge and having discussions with county reps for support.
- **Community Center-** Installed landscaping and solar lights will continue with look along Amblerwood.
- **Inclusive Playground-** Installed 3 new pieces since the opening. Merry go round, generation swing and Birds nest, which is family swing or swing that a child can lay in. Helfman Monument sign has been put into place.
- **Fields –** Light Pole is being moved due to construction. Alderman Staigle stated that the school should be responsible for moving this light. Ms. Cabezas stated that the school contractor is moving it, but the City will be responsible for the replacement lights. Baseball is also aware that the light is being moved. Baseball will utilize back field closest to W Airport. This weekend will be a work weekend and Parks staff will be assisting.
- **Monarch Gateway –** CenterPoint moved in last Friday to start replacing the wood power poles with metal power poles. They are also taking down one of the tall towers and replacing it as well. They are working with us to try and maintain our Monarch Gateway path, therefore they are using the grave parking lot.

### **Events Completed:**

- Christmas Memories 1000K+ attended
- Shop n Drop
- Opus 4

### **Training:**

- Leigh Ylanan attended a WETS-Water Education Training which focuses on irrigation.
- Ms. Cabezas and Monica Renaud will be attending TRAPS conf in Galveston starting tomorrow.
- Working to get staffed trained NIMS

### **Volunteers total an approximate savings of \$6,224**

- 1 Experience Works staff provided 240 hours = \$5,048
- YAC – 4 activities=56 hours = \$1,176

### **Projects:**

- CenterPoint are due to come out March 20<sup>th</sup> to repair the lights in the Parks.
- Kirkwood Roundabout Landscaping coming as soon as the CenterPoint completes the lighting.
- Summer Hiring – Camp Counselors, Lifeguards, and Swim Instructors

### **Upcoming Events:**

- Meadows Elementary Art Display at City Hall starting March 2<sup>nd</sup>.
- Family Camp – March 7<sup>th</sup> until 10:00 p.m. The sleepover is optional, but staff will not be camping out.
- Living Water will host a 5k Fun Run on March 28<sup>th</sup>
- Concerts in the park will be April 3, 17 and 24<sup>th</sup>. April 24<sup>th</sup> will be a joint event with Meadows Elementary for Old Town Meadows.
- Beach Cleanup – April 18<sup>th</sup>

Mayor Jessup thanked Ms. Cabezas for getting involved in the beach clean-up event. He asked about the guard rails on the crosswalk on Kirkwood. Ms. Cabezas stated that Public Works is taking care of there.

Mayor stated that Hope for Three is recording a video tomorrow at the Helfman Park.

### **3. Fire Department Monthly Report for January 2020 – Mayor Charles Jessup IV**

Mayor Jessup provided an overview of the Stafford Fire Department report for January 2020 which was filed with the City Secretary.

## **C. 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. City Administrator Selection Committee**

Mayor Jessup thanked Rick Staigle, Steve Bezner, Bob Graf, and Tia Baker for serving on the Selection Committee and reviewing the applicants and narrowing the candidate list. The committee started with 42 candidates which they narrowed to 19 and then finally down to 3 for Council to interview. Council did hold face to face interviews on February 22<sup>nd</sup> and hope to make a decision next week.

#### **b. Cats in the City**

Mayor Jessup stated that the City is getting more and more complaints about cats in the city. There is some uncertainty about who owns the cat. Per City Ordinance 90.06(A) it shall be unlawful for any person to keep, harbor, possess, maintain...more than four dogs or four cats or a combination of such animals.

Mayor Jessup explained that the key word in this ordinance is maintain. If you are feeding these cats you are maintaining them, therefore taking responsibility for them and could get a ticket for maintaining more than 4 cats and/or dogs.

#### **c. Meadows Place Home and Garden Home Tour Cancelled**

Meadows Place Home and Garden Home Tour was scheduled for April 25<sup>th</sup>, but cancelled due to homes dropping out due to prom.

#### **d. CenterPoint Construction**

This item was already covered by Parks departmental report.

**e. H-GAC Election Law Panel**

The Salt Grass Chapter of City Secretaries presented the Election Law Seminar hosted by H-GAC and our City Secretary, Courtney Rutherford, was one of four asked to be on the panel. Mayor Jessup congratulated her and thanked her for serving. He added that this is just another way to get Meadows Place noticed.

**2. Council Comments**

**a. Kirkwood Construction Update – Alderman Rick Staigle**

Alderman Staigle stated that the project is stalled due to landscaping submittals by the contractor and waiting on CenterPoint to complete the lighting. The light poles have been placed too close to the roadway, even though City staff staked the locations and met with CenterPoint to review the staked locations.

**D. REGULAR AGENDA**

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

Jennifer Day, presented the revised Audit Report.

For the most part it was a clerical error; the auditor just picked up a wrong number under the retirement line item. That number has been corrected and the revisions are as follows:

- 2019 City Position (pg. 5) is better than 2018. Net Change \$4,065,512. Mostly due to money received from County and EDC for Kirkwood project.
- Net Pension Liability increased over 2018 by \$833,512.
- Schedule of Revenues and Expenditures (pg. 56-57) agrees with City budget spreadsheet. Any difference in Expenditures by department is result of Capital Outlay.
- Capital Outlay for year was \$ 3,093,229 for the City, of which \$2,204,378 was spent by City and EDC on the Kirkwood project.

Finance Director, Anna-Maria Weston, stated that she is satisfied with the report presented tonight.

Alderman Staigle moved to accept the Audit Report for Fiscal Year 2018-2019. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**2. Discussion and consideration of Resolution No. 2020-10 authorizing the Mayor and City Secretary to enter into an agreement with Fort Bend County for City of Meadows Place May 2, 2020 General Election Services.**

Alderman Staigle moved to approve Resolution No. 2020-10 authorizing the Mayor and City Secretary to enter into an agreement with Fort Bend County for City of Meadows Place May 2, 2020 General Election Services. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**3. Discussion and consideration of Ordinance No. 2020-05 setting the 24<sup>th</sup> day of March 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing to receive public comment regarding proposed street and infrastructure maintenance and/or repair in the city limits.**

Alderman Bezner moved to approve Ordinance No. 2020-05 setting the 24<sup>th</sup> day of March 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing to receive public comment regarding proposed street and infrastructure maintenance and/or repair in the city limits. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**4. Discussion and consideration of Resolution No. 2020-11 appointing one (1) member to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2021.**

Alderman Kopczynski moved to approve Resolution No. 2020-11 appointing Amaya Labrador to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2021. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-12 appointing members to the Meadows Place Community Development Board for a term commencing immediately upon passage of this resolution and ending December 31, 2021.**

Alderman Kopczynski moved to approve Resolution No. 2020-12 appointing the following member to the Meadows Place Community Development Board for a term commencing immediately upon passage of this resolution and ending December 31, 2021.

Selection Committee  
Evaluation Committee

Alderman Mills seconded the motion.

Alderman Bezner asked if these individuals have been contacted and the Mayor stated that he has talked to each person. Alderman Bezner confirmed that they City has not purchased a home to date. Mayor Jessup stated that he is correct; the City has not purchased any homes to date. Staff has received a couple applications, but the home owners did not follow through with the process.

The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**6. Discussion and consideration of Resolution No. 2020-13 authorizing the Mayor and City Secretary to enter an agreement with TIER Technologies LLC.**

Mayor Jessup stated that the current phone system agreement has expired and the phones are at end of life. Staff has worked with Wright Technologies to review different options.

Alderman Bezner moved to approve Resolution No. 2020-13 authorizing the Mayor and City Secretary to enter an agreement with TIER Technologies LLC. Alderman Kopczynski seconded the motion.

Alderman Bezner asked if this item is in the budget and Mayor stated that this is a budgeted item.

The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**7. Discussion and consideration of Ordinance No. 2020-06 establishing a City Administrator position.**

Alderman Staigle moved to approve Ordinance No. 2020-06 establishing a City Administrator position. Alderman Kopczynski seconded the motion.

Alderman Staigle stated that all 3 candidates indicated that they want a contract. If we approve as is they may not accept. Alderman Bezner stated that we can always amend the ordinance if needed when Council is closer to making an offer.

The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

Mayor Jessup stated that this is big step for the City moving forward in the future.

**8. Discussion and consideration of Ordinance No. 2020-07 amending the budget for the scanning of building plans stored at City Hall.**

Mayor Jessup stated that we will need an office space for the City Administrator and the current map room could serve as office.

There was discussion regarding paper plans versus electronic plan submittal.

Alderman Staigle moved to approve Ordinance No. 2020-07 amending the budget for the scanning of building plans stored at City Hall. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**9. Discussion and consideration of Ordinance No. 2020-08 amending the budget to create a new revenue line item 100-415100, Sales Tax Offset.**



Alderman Bezner moved to approve Ordinance No. 2020-08 amending the budget to create a new revenue line item 100-415100, Sales Tax Offset. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**10. Discussion and consideration of Resolution No. 2020-14 amending the City's Employee Policy Manual adding a new Section VII(C) Firearms.**

Alderman Kopczynski moved to approve Resolution No. 2020-14 amending the City's Employee Policy Manual adding a new Section VII(C) Firearms. Motion died for lack of second.

**11. Discussion and consideration of Ordinance No. 2020-09 amending Chapter 153 Planning and Zoning and subchapter regarding signs.**

This is been discussed for over a year and thoroughly reviewed by legal counsel.

Mayor Jessup stated that Under Chapter 153, Political Signs, will remain only 30 days prior to the election date.

Alderman Staigle moved to approve Ordinance No. 2020-09 as amended in Section 153.197, Signs; Residential (d)(1) to read (1) Political signs may be posted at any time so long as it is within 30 days of the first day of early voting for the election to which the signs pertain; and amending Chapter 153 Planning and Zoning and subchapter regarding signs. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**12. Discussion and consideration of EOC parking lot budget changes.**

Mayor Jessup wanted to bring this Council's attention. Our intention was to aske Stafford for variance for gravel parking lot and black top it at it alter date, but Stafford said no. Alderman Staigle suggested that the City try to purchase the land and Stafford again said no. Mayor Jessup met with Grady Prestige to see if the County will help pay for the blacktop. If the county approves this the city will be responsible for the supplies and the

county will supply the labor. It will cost the city an additional \$35,000 over the \$85,000 provided by EDC to black top the parking lot.

Additional parking is needed to better utilize the facility. Mayor Jessup just wanted Council to be aware and this may be item up for discussion in the future.

**13. Discussion and consideration of Senate Bill 944 effective September 1, 2019 regarding use of personal devices and personal accounts.**

Alderman Staigle requested this item. He stated that the County has been training employees on this bill. Basically anything on your personal device is discoverable per the Open Records Act. We can classify based on our Records Retention schedule what and how long information has to be kept. If a public information request is received and the information exists you must submit it. This mainly applies to text and instant messenger. This does apply to emails, because the emails are stored on the City server. If you do have a text the best way to retain that text is to screen shot it and send to your city email.

There was brief discussion regarding email retention and who is responsible for maintain the email.

**14. Discussion and consideration regarding the construction schedule of Meadows Elementary.**

This was brought up due to complaints regarding the concrete trucks lining up as early as 1:00 a.m. Staff spoke with the contractor today and most of the concrete work is done. They have one more major pour tomorrow and it will start at 8:00 a.m.

**15. Discussion and consideration regarding live streaming of City Council meetings.**

Alderman Kopczynski has been reviewing options to live stream City Council meetings and presented tow options to Council. He stated that he has been working on this for a few months.

The first bid he received was from Swagit. The original quote was about \$20,000 for equipment and \$10,000 annual fee. This includes working with IT and archiving. They will start the recording, end it, stream it, and archive it.

The second quote was from Video Solutions, which was recommended by Chris Gawlik. This quote is more budget friendly and not a standard service for this company. The cost for installation is approximately \$5,210. The start, end, posting and archiving would fall on City staff.

About three years Council decided to keep the PEG fee. This is for public communications. We have a current balance of approximately \$93,000 and this would cover the cost of the equipment. We need to check with Swagit to see about changing this to a 72 month agreement and pay up front.

Alderman Bezner asked if they can monitor how many people are actually watching the live videos to see if it is worth the cost. At an extra cost they would have somebody monitoring while recording and switching camera views.

Alderman Staigle asks for a cost if the City goes over 15 meetings.

Alderman Staigle stated that he likes the idea of somebody running the camera and posting the videos. He suggested asking the other company to give a quote for full service.

Alderman Kopczynski will review the agreement with Swagit and ask Video Solutions to quote full service and then bring back to Council at the March 24<sup>th</sup> Council meeting.

## **E. 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 28, 2020 – Regular Meeting

February 11, 2020 – Special Meeting

### **2. Ratification of Bills**

<b>24/6 Technical Services</b> (Repair of Blower #4 at Sewer Treatment Plant)	<b>\$18,950.00</b>
<b>Mar-Con Services, LLC</b> (Pay Est. No. 12 for Kirkwood Construction)	<b>\$149,294.07</b>
<b>Joe L. Salvide</b> (Sidewalk Replacement – Phase 1 Completion)	<b>\$21,330.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Blair Meadow – Move in Payment)	<b>\$5,655.00</b>
<b>Joe L. Salvide</b> (Sidewalk Replacement Phase 2 - Deposit)	<b>\$14,240.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Blair Meadow – Completion)	<b>\$5,650.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Blair Meadow – Completion)	<b>\$5,650.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Brighton & Monticeto – Deposit)	<b>\$6,445.00</b>
<b>Joe L. Salvide</b> (Sidewalk Repair – Phase 2 – Completion)	<b>\$14,240.00</b>
<b>HDR, Inc.</b> (Engineering for Kirkwood Rd Reconstruction)	<b>\$11,699.31</b>

Alderman Staigle moved to approve the consent agenda item 1. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

Alderman Bezner moved to approved consent agenda item #2 removing the invoice for Joe Salvide. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

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

**DeRenne Lester, Boy Scout from Troop 1117**, stated that he would like the City to address the cars parked on the street. Alderman Staigle stated that cars would travel faster on the streets if there were not cars on the street.

**Jayden Washburn, Boy Scout from Troop 1117**, is there a plan for street repairs and a schedule for the school. Mayor Jessup stated that they are scheduled to move back in January 2021. He also stated that the City has a road use fee of \$10.00 per month for repairs to the internal streets. The plan of street repairs can be found on the City website. Alderman Staigle stated the City will have a public hearing to discuss a more permanent repair or replace streets.

Is there anything that younger residents can do to aid in the process. Alderman Staigle suggested she have her parents attend the public hearing. Mayor Jessup suggested she join YAC.

**Kelsey Warren, troop 1117**, asked about the roundabout landscaping. Alderman Staigle stated the city is still waiting for all of the landscaping submittals. As soon as CenterPoint finishes the installation of lights the landscaping will be completed. He suggested that she reach out the Parks Department to get involved.

**G. ADJOURN**

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

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

The meeting was adjourned at 8:31 p.m.

**These minutes were approved by City Council on Tuesday, March 24, 2020.**

ATTEST:

Courtney Rutherford  
Courtney Rutherford, City Secretary

CD Jessup IV  
Charles D. Jessup IV, Mayor

