



Charles Jessup, IV, Mayor  
David Mertins, Alderman  
Kurt Kopczynski, Alderman  
Nick Haby, City Administrator

Tia Baker, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, 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 FEBRUARY 27, 2024, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., 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 6:30 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; Assistant Chief Jack Ashton; Public Works Director, Rod Hailey and Finance Director, Anna-Maria Weston.

1. Pledge of Allegiance – Cameron Miller, Resident and Communications Director
2. Invocation – Jimmy Fenwick, Resident

### B. REPORTS

#### 1. Police Department – Gary Stewart, Chief

- **Acceptance of Annual Contact Report**

Chief Stewart presented the Annual Contact Report performed by Del Carmen

Chief Stewart first presented the Annual Contact Report compiled by Dr. Del Carmen. A copy was filed with City Secretary.

He then gave a brief overview of the monthly statistics and activities report for February 2024, which was distributed to City Council and filed with the City Secretary.

He spoke on a few highlights from the month as follows:

- Calls for Service – 2701
- Accidents – 7
- Arrest – 11

- Traffic Citations Issued – 277
- Assault – 2
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 2
- Fraud – 2
- Robbery – 0
- City Ordinance – 15
- Theft – 3
- Property Checks – 2501
- Flock Safety Alerts – 67
  - Stolen Vehicles – 10
  - Sex Offender – 15
  - Stolen License Plates – 4
  - Gang/Suspected Terrorists – 15
  - Missing Person Alert – 0
  - Warrant – 15
  - Protection Order – 6
  - Other Agency Hot List – 6
  - Violent Person – 0

**Additional Notes:**

- Mesa: The tennis court project is being installed. Working through the remote connection.
- Grant Status: (remains the same):
  - Radio Recorder grant Approved (52k) *Recorder to be installed next week.*
  - Dispatch Console grant in review (197k) *Has been resubmitted.*
  - Portable Radio Grant Order (9) radios and accessories. No delivery date set.
  - We are currently seeking a \$250k grant for in-car cameras and body cameras (currently researching a secondary source).
- Legal Update training resumes in March, Team Teaching with our neighbors and DPS.
- Assistant Chief Ashton had a tragic event recently that has affected him and his family. Chief asked everyone to keep him and his family in their thoughts and prayers.
- Jimmy Fenwick is going through training to become the Department Chaplain.

Alderman Staigle asked about Airbnb citation process. City Administration, Nick Haby, explained that once two (2) citations are issued in a rolling 12-month period the property owner will go before Council for possible license revocation.

**2. Fire Department Monthly Report for January 2024 – Charles Jessup IV, Mayor**

Mayor Jessup presented the fire report for January 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 47 incidents in Meadows Place over the last month and 26 of those were assist EMS with medical incidents. There was one residential building fire.

### 3. City Administrator's Report – Nick Haby, City Administrator

- **WWTP Rehabilitation Construction Update**

Mr. Haby gave a brief presentation on the construction timelines for the Wastewater Treatment Plant Rehabilitation project. This project is over 500 days. The gates have been ordered and should be in May. We are looking at completion in March 2025.

Mr. Haby almost mentioned that there has been a change at USW. Byron, who has been running the plant is no longer with USW. Contractually USW is to continue operating the plant.

Mr. Haby stated that the parking spaces along Brighton Lane are complete. This project was funded by EDC.

Mr. Haby attended the Public Funds Investment Act training last week and this act helps limit risk for city funds. They suggest keeping funds in the city accounts low to reduce risk and Ms. Weston, the Finance Director, does a great job at managing the city funds in the investment accounts. He reminded staff and Council to watch out for fraudulent emails and double check with staff before acting on emails regarding money.

### C. MAYOR AND COUNCIL COMMENTS

#### 1. Mayor's Comments

- **Election/Voting**

Mayor Jessup reminded everyone that there is an election going right now and Meadows Place City Hall is a polling location. So far there have been a little over 700 people early vote at City Hall. Meadows Place has always been able to contact Commissioners and State Reps and get help, because they know that the residents of Meadows Place vote.

- **Future of Meadows Place**

Mayor Jessup stated that there is an item on the agenda to discuss visioning. He stated that he feels the city is in the best condition it's been that he's ever seen. The city is in good hands and a really good financial state. He added that our parks have been full and that is because people feel safe in Meadows Place due to the Meadows Place Police Department. He thanked Council and staff for all they do.

#### 2. Council Comments

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

Alderman Staigle reported that the engineer did meet with CenterPoint a few weeks ago and CenterPoint provided some comments that will require some changes. It will most likely result in a contract change and a small change in funding from each city and the county.

- Alderman Mertins thanked Jim Fields and Meadows Place Pony Baseball for the opening day event. Their participation is up 30% from last year with 193 children registered. He thanked him for leadership and providing a great opportunity for Meadows Place to shine.

#### **D. REGULAR AGENDA**

- 1. Discussion and consideration regarding Resolution No. 2024-05 authorizing the Mayor and City Secretary to enter into a joint election agreement and contract with Fort Bend County for City of Meadows Place May 4, 2024, general election services.**

Alderman Kopczynski made a motion to approving Resolution No. 2024-05 authorizing the Mayor and City Secretary to enter into a joint election agreement and contract with Fort Bend County for City of Meadows Place May 4, 2024, general election services. 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 Resolution No. 2024-06 authorizing the Mayor and City Secretary to enter into a Professional Collection Services agreement with Linebarger Goggan Blair & Sampson, LLP, as being fully qualified as special counsel to perform all legal services necessary to collect delinquent fees, fines and court costs as provided in Article 103.0031 of the Texas Code of Criminal Procedure.**

Alderman Staigle made a motion approving Resolution No. 2024-06 authorizing the Mayor and City Secretary to enter into a Professional Collection Services agreement with Linebarger Goggan Blair & Sampson, LLP, as being fully qualified as special counsel to perform all legal services necessary to collect delinquent fees, fines and court costs as provided in Article 103.0031 of the Texas Code of Criminal Procedure. Alderman Mertins 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. 2024-07 regarding Linebarger Goggan Blair & Sampson, LLP as being fully qualified as Special Council to perform all legal services pursuant to Sec. 2254.1036 of The Texas Government Code for collection of unpaid fines, fees and court costs.**

Alderman Staigle made a motion approving Resolution No. 2024-07 regarding Linebarger Goggan Blair & Sampson, LLP as being fully qualified as Special Council to perform all legal services pursuant to Sec. 2254.1036 of The Texas Government Code for collection of unpaid

finer, fees and court costs. Alderman Kopczynski 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. 2024-08 regarding VROOM's request to Terminate Development Agreement with the City.**

Alderman Mertins made a motion approving Resolution No. 2024-08 regarding VROOM's request to Terminate Development Agreement with the City with a settlement of \$50,000. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration in relation to preparing to go out for bid on the Lift Station project.**

Mayor Jessup stated this is a crucial part of the water and wastewater system. He recommends going out to bid.

City Administrator, Nick Haby, gave a brief presentation on funding for the project. In late 2022 Council authorized HDR to design repairs and improvements to the Lift Station. The design is complete and HDR is ready to go out for bid. The cost was originally estimated at approximately \$400,000, but we have no idea what the cost will be now.

He reviewed the fund balances. The current utility fund balance is \$1,094,647 and the restricted fund reserve balance is \$1,596,958 which is approximately \$500,000 below the 10-month reserve balance. The general fund balance is \$4,433,244 and the fund reserve balance is \$3,875,556 which is approximately \$550,000 over the 7-month reserve.

Efrain from HDR stated that they are seeing project coming about 50% higher than the projected costs so that is a prediction of a bid of approximately \$600,000.

Alderman Staigle stated that he would like to wait a couple months to see what happens with the County and the Mobility Bond Project funding for Dorrance Lane Phase 2.

Mayor Jessup asked Mr. Hainey how he feels about waiting 2 more months before going to bid. Mr. Hainey explained that he worries about the pump. He is currently using the jockey pump as the main lead, which was purchased new 3 years ago, and has already needed repairs.

Council discussed going to bid in order to get a better idea of costs.

Alderman Mertins made a motion authorizing HDR to go out for bid on the Lift Station

Project. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Resolution No. 2024-09 authorizing the adoption of the 2024 Fort Bend County Hazard Mitigation Action Plan update.**

Chief Stewart stated that the plan has been approved by TDEM and is now with FEMA waiting for approval.

Alderman Staigle made a motion approving Resolution No. 2024-09 authorizing the adoption of the 2024 Fort Bend County Hazard Mitigation Action Plan update. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**7. Discussion and consideration of Ordinance No. 2024-02 amending Chapter 94, Parks and Recreation by adding Section 94.22, Provisions applicable to General Parks and Green Spaces, of the Code of Ordinances of the City of Meadows Place.**

Alderman Mertins made a motion approving Ordinance No. 2024-02 amending Chapter 94, Parks and Recreation by adding Section 94.22, Provisions applicable to General Parks and Green Spaces, of the Code of Ordinances of the City of Meadows Place. 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. 2024-05 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Equipment, \$39,895 awarded from the Office of the Governor – grant number 4522701 for a recorder for the dispatch console.**

Alderman Staigle made a motion approving Ordinance No. 2024-05 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Equipment, \$39,895 awarded from the Office of the Governor – grant number 4522701 for a recorder for the dispatch console. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration of Ordinance No. 2024-06 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542600, Grant Funded Equipment, \$39,895 for a recorder for the dispatch console.**

Alderman Kopczynski made a motion approving Ordinance No. 2024-06 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542600, Grant Funded Equipment, \$39,895 for a recorder for the dispatch console. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**10. Discussion and consideration of Ordinance No. 2024-07 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item, 100-495014, Grant Revenue Police Radio, \$38,398 awarded from the Office of the Governor – grant number 4800101 for portable radios.**

Alderman Staigle made a motion approving Ordinance No. 2024-07 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item, 100-495014, Grant Revenue Police Radio, \$38,398 awarded from the Office of the Governor – grant number 4800101 for portable radios. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration of Ordinance No. 2024-08 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542710, Grant Funded Radio Equipment, \$38,398 for portable radios.**

Alderman Kopczynski made a motion approving Ordinance No. 2024-08 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542710, Grant Funded Radio Equipment, \$38,398 for portable radios. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration of Ordinance No. 2024-09 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-523005, Fire Protection, \$50,000 from the General Fund Balance for City of Stafford fire protection services in Meadows Place.**

Alderman Staigle made a motion approving Ordinance No. 2024-09 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-523005, Fire Protection, \$50,000 from the General Fund Balance for City of Stafford fire protection services in Meadows Place. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**13. Discussion and consideration of Ordinance No. 2024-10 amending the Utility Fund Budget for the fiscal year ending September 30, 2024, funding new line item 300-450070, Utility Infrastructure Fee, \$126,000, from the Utility Infrastructure Fee adopted and approved December 19, 2023.**

Alderman Baker made a motion approving Ordinance No. 2024-10 amending the Utility Fund Budget for the fiscal year ending September 30, 2024, funding new line item 300-450070, Utility Infrastructure Fee, \$126,000, from the Utility Infrastructure Fee adopted and approved December 19, 2023. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**14. Discussion and consideration of Ordinance No. 2024-11 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 26<sup>th</sup> of March 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Hamida Mitha, under Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G.**

Alderman Staigle made a motion approving Ordinance No. 2024-11 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 26<sup>th</sup> of March 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard



on or in connection with any matter or question involving a Specific Use Permit application from Hamida Mitha, under Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 15. Discussion and consideration of Ordinance No. 2024-12 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 26<sup>th</sup> of March 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Ali Khan, under Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518).**

Alderman Staigle made a motion approving Ordinance No. 2024-12 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 26<sup>th</sup> of March 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Ali Khan, under Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518). Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 16. Discussion and consideration of Ordinance No. 2024-13 repealing Ordinance No. 2018-17; adopting a percentage-based homestead exemption from ad valorem taxes for residential homesteads located in the City of Meadows Place; adopting an exemption in the amount of thirty thousand dollars (\$30,000.00) for residential homesteads owned by individuals sixty-five years of age and over or are disabled.**

Alderman Staigle made a motion approving Ordinance No. 2024-13 repealing Ordinance No. 2018-17; adopting a 20% homestead exemption from ad valorem taxes for residential homesteads located in the City of Meadows Place; adopting an exemption in the amount of thirty thousand dollars (\$30,000.00) for residential homesteads owned by individuals sixty-five years of age and over or are disabled. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

## **17. Discussion and consideration regarding vision planning in the City of Meadows Place, TX.**

Mr. Haby gave a brief presentation regarding vision planning for the City of Meadows Place. He explained the difference in visioning and goals/projects.

Alderman Mertins stated he would like to create a vision and then set projects to meet those visions. He wants to focus on why people move here and what keeps them here.

There was discussion regarding internal vision planning or bringing in a third party to facilitate vision planning. There was discussion regarding a committee of residents and some or all council members. Council discussed reaching out to a few companies to get pricing. There was discussion regarding changes coming in the near future and if this is a good time to take on this project.

Council directed staff to get a list of contacts that facilitate this type of project and then meet with Council to discuss ideas and pricing. Alderman Baker stated that she would reach out to the Chamber for possible contacts.

## **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 23, 2024 – City Council Workshop

January 23, 2024 – City Council Special Meeting

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

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

Nays: None

The motion passed unanimously.

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

**Douglas Barber** introduced himself as a candidate running for Mayor.

**Audrey St Germain** also introduced herself as candidate running for Mayor.

Tia Baker, resident and alderman reminded everyone that registration is open for swim team and April 29<sup>th</sup> is the first practice.

Kurt Kopczynski, resident and alderman reminded everyone to sign up for the Family Camp Out!

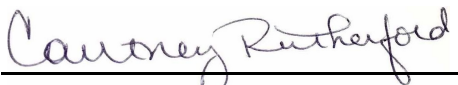
Johnny Williams, resident, stated that he runs Sylvan Learning Center and looking to expand towards Meadows Place.

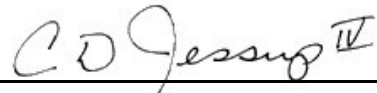
**G. ADJOURN**

Alderman Baker made a motion to adjourn the meeting. Alderman Mills seconded the motion. There being no further business to discuss Mayor Jessup adjourned the meeting at 8:14 p.m.

**These minutes were approved by City Council on March 26, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Charles D. Jessup IV, Mayor

