



Charles Jessup, IV, Mayor
Tia Baker, Alderman
Kurt Kopczynski, Alderman
Nick Haby, City Administrator

David Mertins, Mayor Pro Tem
Rick Staigle, Alderman
Kelle Mills, Alderman
Courtney Rutherford, City Secretary

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON February 28, 2023, AT 6:30 P.M., AT MEADOWS CITY HALL, 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
Kurt Kopczynski, Alderman

Rick Staigle, Alderman
Kelle Mills, Alderman

Nick Haby, City Administrator

Aldermen Tia Baker and David Mertins were not present.

City Secretary, Courtney Rutherford was also absent.

The following staff were also in attendance: Police Chief, Gary Stewart; Communications Director, Cameron Miller; Public Works Director, Rod Hainey; Parks Recreation Director, Colene Cabezas and Finance Director, Anna-Maria Weston.

1. Pledge of Allegiance: Jerry Brownlee, Meadows Place Police Sergeant

Invocation: Jimmy Fenwick, Resident

B. PROCLAMATION

1. Proclamation acknowledging Jerry Brownlee

Mayor Jessup presented Sergeant Jerry Brownlee with a proclamation acknowledging that he has applied for and has secured \$1,601,500.00 in grants that have benefited our Police Department and community.

Mayor Jessup then declared February 28, 2023, as Jerry Brownlee Day in the City of Meadows Place.

C. AUDIT

1. Presentation, discussion, and consideration to receive and accept the Fiscal Year 2021-2022 Audit Report.

Daniel Hebert from Belt, Harris, Pechacek presented the Audit Report for Fiscal Year 2021-2022. He started the presentation by thanking the Finance Director Anna- Maria Weston

stating she has been a great help in preparing the audit.

Mr. Hebert stated that they have issued an unmodified opinion of the City's financial statements which the highest level of assurance that can be given. He stated that the City's financial statements are materially correct and that all required disclosures by the generally accepted accounting principles in the United States have been made.

Council then accepted the audit report as presented.

D. REPORTS

1. Police Department – Chief Gary Stewart

a. Acceptance of Annual Contact Report

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 2023, which was distributed to City Council and filed with the City Secretary.

Assistant Chief Ashton stated that this reporting period is shorter than normal due to the meeting date change. He spoke on a few highlights from the month as follows:

- Accidents – 9
- Flock Safety Alerts – 39
(Reached out to Flock to check system because numbers are down)
 - Stolen Vehicles – 9
 - Sex Offender – 4
 - Stolen License Plates – 6
 - Warrant – 4
 - Gang/Suspected Terrorists – 10
 - Protection Order – 6
 - Other Agency Hot List – 3
- Arrest – 6
- Assault – 2
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 6
- Robbery – 0
- City Ordinance – 9
- Theft – 7
- Property Checks – 1801

MPPD in the final part of the training cycle. They just completed Defensive Tactics and next is CPR/AED/NARCAN Class; then "Stop the Bleed" which is a wound packing and tourniquet application class and Taser Re-Certification. This in addition to the TCOLE required mandates and legislative update. All required prior to August 2023.

Recruiting trip to Gus George and UH-D.

Actively working to fill our four full time and one part time open positions.

- Three Patrol applications in background (one potential hire)
- One part-time Dispatch application in background
- Two Accreditation Manager applications in background

New Server, replacing Neverfail, at the EOC is being setup up with the "Hyper-Sync" and should be ready for testing in a few weeks.

Mesa door access system (Phase II) project moving forward, parts on order.

Preparing for the March Camp-out

Grants

- Ballistic Shield grant Approved and started to arrive - \$56,000.
- Radio Recorder grant Approved - \$52,000.
- Dispatch Console grant in review - \$197,000.
- Portable Radio (10) grant in review - \$57,000

2. Parks & Recreation – Colene Cabezas, Director

Ms. Cabezas gave a brief overview of Parks and Recreation activities for the last quarter. Below are few highlights from December, January and February.

Staffing

- Filled Grounds Maintenance – Nick Garza
- Open position for Recreation Coordinator – Krystin Stegemeier leaving due to family obligations.
- Hiring Seasonal staff with 32 openings

Event Re-Cap

- **Christmas Memories** – Approx 1,000 in attendance
 - Many new additions (dance floor, lighted walking tour and bridge décor, PD utilized new ATV to transport Santa, additional inflates, food trucks, larger petting zoo, tree height increased by 4 feet with new topper)
- **Drop N Shops** – 2 provided - Averaged 20 kids per event, doubled from past years.
- **Trout Stocking** - additional 1,100

Completed Projects

- Relocated 21 boulders, 3 benches and 11 solar light poles from trail along Meadows Place Bayou per CenterPoint's request.
- Designed and installed new landscaping at City Hall
- Ordered floating Dock, arrival scheduled for April 1
- Installed new Field House roof.
- Top dressed Majors field and T-ball field in prep for the new MPPL season
- Completed irrigation upgrade on the ball fields to include scrubbers which will hopefully cut down on the clogged heads
- Prepared the pool for April opening – ordered additional lounge chairs, maintenance check on all the pump systems, stocked supplies and ordered a portable AED
- Vet well check completed.
- Created curriculum and activities for 7 field trips to the Nature Center from Meadows Elementary
- Booked bands and food trucks for April/May Concert series.
- Installed 5 duck nesting boxes donated by Scout Troop 301
- Splashpad is now on and operating for the season.

Upcoming Activities

- Finalizing quote to repair and resurface the tennis courts which will also include the addition of 2 formal pickleball courts (County Funded)
- Ordered 6 new solar lights poles to be installed at the Meadow Glen playground. We were able to utilize child safety funds to make that purchase.
- This month we will install the new playground equipment at Meadow Valley Park to include tree hugger seating, 4 ride-on pieces, a climbing feature, and a 3 bay swing set. We will also fence in that park and install solar light poles.
- Preparing for summer camp (Curriculum, hiring staff, training)

Upcoming Events

- Opus 4 - An Italian Serenade – March 5
- Family Camp out in the Park – March 25
- April / May Concert Series
- Kick Off to Summer Event May 26
- Pool Opens May 26 for the season.

Mayor thanked Parks staff for working to remove and trim dead landscaping and redoing the landscape at City Hall.

3. Public Works Update on Water Well #2 – Rod Hainey , Director

Mr. Hainey gave a brief update and video presentation update of Water Well #2, which is completed and back online. He stated that a new liner was put in place and the pipe is now smaller in diameter than the original. The top went from 16 inches to 10 inches and the one at the bottom went from 10 inches to 6 inches. The original pumpage for this well was about

1,200 gallons per minute and it is now about 972 gallons per minute. One of biggest changes is the pump the original had a turbine pump, and this now has a submersible pump. This pump will last seven to ten years so the replacement will be added to the long-term Capital Improvement Plan.

Alderman Staigle asked when will staff televise water well #1. Mr. Hainey explained that he is waiting on a quote, and it will cost approximately \$20,000.

Finally, he reported that there is an item on the agenda for access road and drainage improvement at the plant. This part of his maintenance and included in the current budget.

Mayor complimented Mr. Hainey on getting this water well #2 repaired.

4. Fire Department Monthly Report for January 2023 – Charles Jessup IV, Mayor

Mayor Jessup presented the monthly fire report for January 2023. A copy was filed with the City Secretary.

a. Repair compressor on ice machine

Mayor Jessup thanked Rod for repairing the compressor on the ice machine. He stated that this was important as the fire department keep coolers loaded on the fire truck in the event of working a scene.

5. City Administrator’s Report – Nick Haby, City Administrator

Mr. Haby stated this Council meeting was being streamed on Facebook live for the first time and currently there were seven people watching.

Mr. Haby stated that he was pleased with the audit report and how thankful he was for such a deliberate and good finance director. He also mentioned that he and the Finance Director, Anna-Maria Weston, are working a Financial Management Policy that hope to bring the Council for approval soon.

He then recognized the Communications Director, Cameron Miller, for all that he has been posting to social media. A couple of those post were about the new Field House Roof and Cabo Bob’s opening.

Finally, he mentioned that he and staff met with HDR and took a field visit to the wastewater treatment plant and the lift station as they're currently under design for rehabilitation.

E. 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. Infrastructure

Mayor Jessup stated that Meadows Place is one square mile that doesn't have a whole of revenue, but staff is working hard to maintain infrastructure. He stated the City received a plaque for the 2021 Norman Howe Roundabout Project of the Year from the Texas District of the Institute of Transportation Engineers for the Kirkwood Roundabouts.

He stated that there are several projects coming up and staff is working hard to prioritize the projects and find funding.

b. Citizen Involvement

Mayor Jessup stated that citizen involvement is very important in a small city like Meadows Place. He presented the Fort Bend Star article acknowledging the Flag Retirement Box recently installed at City Hall. He stated that citizen involvement makes a big difference in Meadows Place.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update. He stated we are finally in home stretch. There is some sidewalks and crosswalks to finish. He also stated that the city will need to start looking at Phase 2 which will cost approximately one million dollars and the wastewater treatment plant also needs work that has come in over three million dollars. The city has gone to the county and requested funding for this project, however at this time no funding has been approved. He suggested requesting less money for the wastewater treatment plant project and then requesting that Phase 2 of Dorrance be put into the next Fort Bend Mobility Bond.

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

Alderman Staigle gave a brief update. He stated that we are still waiting on CenterPoint to give clearance for the bores to complete the bikeway design. That request has been in for about three months now.

F. REGULAR AGENDA

1. Receive and accept the Certification of Unopposed Candidates for the May 7, 2022, General Election form the City Secretary.

Alderman Staigle moved to receive and accept the Certification of Unopposed Candidates for the May 7, 2022, General Election form the City Secretary . Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

2. Discussion and consideration regarding Ordinance No. 2023-06 cancelling the general election on May 6, 2023.

Alderman Staigle moved to approve Ordinance No. 2023-06 cancelling the general election on May 6, 2023. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

3. Discussion and consideration regarding Ordinance No. 2023-07 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$3,300 from the General Fund balance to line item 100-060-571011, Comm Center Equip/Maint. Supply, for a new projector system at the Community Center.

Alderman Kopczynski moved to approve Ordinance No. 2023-07 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$3,300 from the General Fund balance to line item 100-060-571011, Comm Center Equip/Maint. Supply, for a new projector system at the Community Center. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

4. Discussion and consideration regarding Ordinance No. 2023-08 appointing a Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas.

Alderman Staigle moved to approve Ordinance No. 2023-08 appointing Bret Kisluk as the Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

G. 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 24, 2023 – Council Workshop

January 24, 2023 – City Council Regular Meeting

2. Approved budgeted item over the \$25,000 staff spending limit.

Joe Salvide – Access driveway/road to Wastewater Treatment Plant

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

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

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

Kelle Mills, Alderman, stated that she was part of group that hosted the Sweetheart Luncheon at Meadows Place Senior Village. This was the first they were allowed in since December 2019. Alderman Baker was there as well as the Mayor, and Meadows Place Police Department. She also thanked Dulles Honor Society who worked as waiters at the event.

Bruce Mills, resident at 12123 Scottsdale, spoke regarding a civil matter with his neighbor regarding the shared fence and a deck in the rear easement. Council reminded him that this is a civil matter between residents, but if the City or utility companies need to work in that easement, they will removed an structures that are in the way.

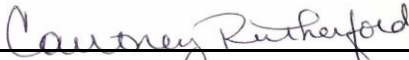
Brian Milinski, resident at 12122 Alston Drive, spoke regarding a civil matter with his neighbor regarding the shared fence and a deck in the rear easement. He stated that they structure in the easement in mobile and can moved when needed.

I. ADJOURN


There being no further business to discuss the meeting adjourned at 8:04 p.m.

These minutes were approved by City Council on March 28, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

