



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

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 22, 2022, AT 6:30 P.M., AT MEADOWS PLACE 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, 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; and Public Works Director, Rod Hainey

**1. Pledge of Allegiance:** Cameron Miller, Resident

**Invocation:** Jimmy Fenwick, Resident

**B. PRESENTATIONS**

**1. Service Recognition – Yadira Rodriguez, Police Dispatch, 5 Years of Service**

Mayor Jessup also recognized Yadira Rodriguez; however, she was not present at the meeting.

**C. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for March 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
- Reviewing applications for 30-hour dispatch position
- Live Scan Update: Waiting in line for our training session
- Flock cameras have been installed.
- Freeze mitigation with FEMA is complete and the city \$ 29,604.77
- Actively working to fill open positions.

Alderman Mertins thanked staff for their perseverance on the FEMA mitigation.

## **2. Code Enforcement – Jennifer Cabello, Code Enforcement Official**

Mayor Jessup presented the Code Enforcement report on behalf of Ms. Cabello as she was not able to attend the meeting. He stated that she works every other weekend either on Saturday or Sunday in order to meet with residents. He also reported that 92% of her cases had come into compliance with 8% being sent to Court.

## **3. Fire Department Monthly Report for February 2022 – Charles Jessup IV, Mayor**

Mayor Jessup gave brief review of EMS and fire service activity for February 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.

He stated that staff is working to digital record keeping and recently upgraded software to start the process. In the near future staff will bring a Digital Record Policy to Council for approval.

He also reminded Council that generators for the EOC/Training Center and Water Plant later in the agenda are being funded by the County through ARPA funds. He then informed Council that O’Reilly has completed the permit process and construction should be starting soon.

Finally, he informed Council that the Finance Director, Anna-Maria Weston, moved \$250,000 from the general fund checking account to TexPool in order to earn a little interest and to keep the checking accounts under the agreed collateral for insurance.

## **D. 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. Police Officer Retention Initiative**

Mayor Jessup stated that Chief Stewart is always watching the market for police officers. He and Council are currently working on a retention program to recruit and

keep officers in Meadows Place. This includes raising the base salary for a new officer to \$58,000. Chief Stewart worked very hard a salary survey and knew when to come Council to keep our department competitive.

**b. Demolition**

Mayor Jessup stated that there has been no communication from the resident regarding the recent demolished house. He reminded residents that this was a lengthy process with legal counsel and several public hearings. The final authorization for demolition came from the District Court.

**c. Annual Family Campout**

Mayor Jessup stated the Annual Family Camp was a success after being canceled last year due to COVID. Five families even braved the cold and slept in the park with some Parks staff and Police Officers. He thanked Starbucks for donating coffee and hot chocolate to warm up campers in the morning.

**2. Council Comments**

**a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction update and stated that later in the agenda Council will be approving a contract for construction.

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

Alderman Staigle stated that the Mobility Bond Project is still in the design phase.

**E. REGULAR AGENDA**

- 1. Discussion and consideration of Ordinance No. 2022-09 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 26<sup>th</sup> day of April, 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising to allow upon request by the city, a minimum of six (6) minutes of advertisement per hour.**

Alderman Staigle made a motion to approve to Ordinance No. 2022-09 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 26<sup>th</sup> day of April, 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising to allow upon request by the city, a minimum of six (6) minutes of advertisement per hour. Alderman Kopczynski 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 Ordinance No. 2022-10 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 26<sup>th</sup> day of April, 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477.**

Alderman Staigle made a motion to approve Ordinance No. 2022-10 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 26<sup>th</sup> day of April, 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

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

Alderman Staigle made a motion to accept the Certification of Unopposed Candidates for the May 7, 2022, General Election form the City Secretary. 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 Ordinance No. 2022-11 cancelling the General Election scheduled to be held on May 7, 2022, and declaring unopposed candidates elected to the**

**offices of Mayor, and Alderman Places 1, 2, and 3.**

Alderman Baker made a motion to approve Ordinance No. 2022-11 cancelling the General Election scheduled to be held on May 7, 2022, and declaring unopposed candidates elected as follows:

Mayor, Charles Jessup IV

Alderman Places 1, David Mertins

Alderman Place 2, Tia Baker

Alderman Place 3, Rick Staigle

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 of Ordinance No. 2022-12 amending the General Fund Revenue Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$195,000 due to increased sales tax received.**

Alderman Staigle made a motion to approve Ordinance No. 2022-12 amending the General Fund Revenue Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$195,000 due to increased sales tax received. Alderman Kopczynski seconded the motion.

Alderman Staigle stated that this increase is based on increased sales tax received to date, which is more than Council and staff has anticipated.

The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2022-13 amending The Economic Development Corporation Revenue Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$65,000 to line item 400-415000, ½% Sales Tax, due to increased sales tax received.**

Alderman Kopczynski made a motion to approve Ordinance No. 2022-13 amending The Economic Development Corporation Revenue Budget for the fiscal year beginning October 1, 2021,

and ending September 30, 2022, in the amount of \$65,000 to line item 400-415000, ½% Sales Tax, due to increased sales tax received. Alderman Mertins 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. 2022-14 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$122,019 for City Staff compensation adjustment.**

Alderman Staigle made a motion to approve Ordinance No. 2022-14 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$122,019 for City Staff compensation adjustment. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion consideration of Ordinance No. 2022-15 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$60,459 to Administration line items, Salaries and Benefits, for the Communications Director position.**

Alderman Mertins made a motion to approve Ordinance No. 2022-15 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$60,459 to Administration line items, Salaries and Benefits, for the Communications Director position. 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 Resolution No. 2022-05 authorizing the Mayor to execute and agreement with HDR Engineering, Inc. for Construction Management Services for the Dorrance Lane Reconstruction Project Phase I.**

Alderman Staigle made a motion to approve Resolution No. 2022-05 authorizing the Mayor to execute and agreement with HDR Engineering, Inc. for Construction Management Services for the Dorrance Lane Reconstruction Project Phase I. Alderman Kopczynski 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 Resolution No. 2022-06 accepting the letter of recommendation from HDR Engineering, Inc and authorizing the Mayor to execute an agreement for the Dorrance Lane Reconstruction Project Phase I per the recommendation of HDR Engineering, Inc.**

Alderman Staigle made a motion to approve Resolution No. 2022-06 accepting the letter of recommendation from HDR Engineering, Inc and authorizing the Mayor to execute an agreement with Statewide Services, Inc. for the Dorrance Lane Reconstruction Project Phase I per the recommendation of HDR Engineering, Inc. Alderman Baker seconded the motion.

Alderman Staigle stated that the low bidder did not work out as they have not done street and sidewalk replacement.

The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration and consideration of Resolution No. 2022-07 authorizing the Mayor to execute a revised agreement with BBG Consulting, Inc. for building official duties, residential and commercial plan review, inspections, and consultations specifically to add Fire Marshal services.**

This agreement will bring all inspection services under one contractor making it easier for staff, residents, and contractors.

Alderman Kopczynski Resolution No. 2022-07 authorizing the Mayor to execute a revised agreement with BBG Consulting, Inc. for building official duties, residential and commercial plan review, inspections, and consultations specifically to add Fire Marshal services. 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 and consideration of Resolution No. 2022-08 amending Interlocal Agreement with Stafford for Fire Services.**

Alderman Kopczynski made a motion to approve Resolution No. 2022-08 amending Interlocal Agreement with Stafford for Fire Services removing Fire Marshal services. Alderman Baker 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 Resolution No. 2022-09 authorizing the Mayor to execute and agreement with Waukesha-Pearce Industries, INC, (WPI) for the installation of generators at EOC/Training Center and Water Plant #3.**

Alderman Baker made a motion to approve Resolution No. 2022-09 authorizing the Mayor to execute and agreement with Waukesha-Pearce Industries, INC, (WPI) for the installation of generators at EOC/Training Center and Water Plant #3. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

This project will be reimbursed by the County through ARPA funds.

**14. Discussion and consideration of CenterPoint Energy 2022 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase.**

Alderman Staigle made a motion to suspend the CenterPoint Energy 2022 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase. 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 regarding garage regulations in the City of Meadows Place.**

There was discussion among Council and staff regarding garage regulations in Meadows



Place.

Mayor Jessup stated that he was concerned that not having garages would lower property values.

Alderman Kopczynski stated he would like to see an ordinance that states current homes are not required to have a garage, but all new construction must have a garage.

There was discussion regarding the use of a garage versus the appearance of the garage.

There was some concern that a few homes have already demolished their garages and have not rebuilt even though the current ordinance states that garages are required.

Alderman Staigle stated that either the city enforces the ordinance or changes it.

There was discussion to modify section 153.073(3) to state Every building site within any residential district MAY have a garage instead of MUST have.

There was also brief discussion to change the definition of a garage to an attached or unattached structure being an enclosure THAT COULD BE used to store at least two automobiles

Council directed staff to review the ordinance and bring suggestions before Council.

#### **16. Discussion and consideration to create a new Chapter 96: Special Event permit procedures in the City of Meadows Place Code of Ordinance.**

There was brief discussion regarding a Special Event Permit ordinance and application. There was discussion regarding concerns of large special events in the city that may require city services. There was discussion regarding what would trigger a Special Event permit, number of people or location?

There was also discussion regarding traffic control and fees for the permit. Council directed staff to revise the Special Event Permit and ordinance presented and bring to Council for review at the next Council meeting.

#### **17. Discussion and consideration regarding flashing school zone signs on Dorrance Lane.**

There was brief discussed among Council and staff regarding the school zone along Dorrance Lane.

Alderman Kopczynski made a motion authorizing to staff to purchase and install two (2) solar powered flashing school zone signs on Dorrance Lane at the school zone line at the east and west of the school property. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

## **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:**

February 22, 2022 – Regular Meeting

March 8, 2022 – Workshop

Alderman Staigle made a motion to approve the Consent Agenda as presented. Alderman Mills 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.**

## **H. RECESS REGUALR SESSION**

**Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.**

Mayor Jessup recessed the regular meeting at 8:15 p.m. for Council to go into executive session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.

## **I. EXECUTIVE SESSION**

**Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters regarding the duties of the Police Chief and annual evaluation of the City Administrator.**

The executive session adjourned at 9:35 p.m. and Council reconvened into regular session.

**J. RECONVENE**

**1. Discuss and take appropriate action to regarding the duties of the Police Chief.**

Alderman Mertins made a motion authorizing an annual stipend of \$12,000 to be paid bi-weekly for Emergency Management Coordinator duties currently held by Police Chief Gary Stewart. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discuss and take appropriate action to regarding the evaluation of the City Administrator and Resolution No. 2022-10 amending the City Administrator's Agreement.**

Alderman Mills made a motion to approve Resolution No. 2022-10 amending the City Administrator's Agreement. The City Administrator's agreement shall be amended as follows:

**Section 1.1 Term**, shall be replaced with the following statement, This agreement shall be for an indefinite term.

**Section 1.2** shall be removed in its entirety.

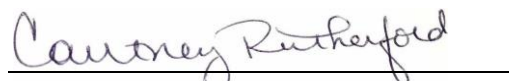
**Section 3.1 Salary**, City Administrator's annual salary shall be increased 9.35% from his current salary.


**K. ADJOURN**

Alderman Baker Mills moved to adjourn. Alderman Kopczynski seconded the motion. There being no further business to discuss Alderman Mills moved to adjourn and the meeting adjourned at 9:40 p.m.

**These minutes were approved by City Council on April 26, 2022.**

**ATTEST:**

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

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

