



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, MARCH 24, 2020 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

Mayor Pro-Tem, Rick J. Staigle

Alderman, Steven H. Bezner

Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford

Alderman, John F. Isbell

Alderman, Kurt Kopczynski

**1. Pledge of Allegiance and Invocation**

Pledge by: Chief Gary Stewart

Invocation by: Alderman Kurt Kopczynski

**B. REPORTS**

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

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

There was one accident in the roundabout and it was a DWI case. A report has been submitted to the City Secretary and she will follow up with insurance.

Chief Stewart stated that there have several declarations of disaster due to COVID-19. Reviewed orders recently put in place and what the Police Department must now enforce. DA Brian Middleton made it very clear that these are the expectations they expect and they will enforce this order. Enforcing unnecessary contact with the public and officers must decontaminate before and after shift. He also stated that Special events have been cancelled due to COVID-19 and as well as training.

Chief Stewart reported that there are currently 46 confirmed COVID-19 cases in Fort Bend County at this time.

Mayor Jessup stated his appreciation for Chief and how he keeps him involved and updated.

Alderman Isbell asked if a police vehicle could be staged since they are not pulling over as many people at this time. Chief stated yes, but they are moving around throughout the city focusing on the businesses that are closed.

Alderman Bezner asked if there is any additional means the community can provide to the Police and first responders. Chief Stewart stated that are in the great city of Meadows Place and are always supported by the community. Pizza had been delivered and local pharmacy delivered homemade hand sanitizer. Alderman Bezner also asked if the there is an interlocal agreement in place if the City had to quarantine our department. Chief stated that we do have an agreement in place.

Alderman Isbell stated that he got an email from Harbor Freight stating that they are reserving items for the first responders, but not sure how to get them. Chief stated they are stopping by their daily, but they have short supply.

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

Code Enforcement Official, Jennifer Cabello, presented her quarterly report. Her reporting period covered January through March 2020.

She thanked Council for all they are doing for the community.

Mayor Jessup stated that Ms. Cabello is working with the [www.eyeonewater.com](http://www.eyeonewater.com) program and recently t learned how to pull a report for zero water usage and this will help to identify vacant homes.

Alderman Kopczynski thanked her for moving forward with homes that have been sitting vacant. There was discussion regarding the number of cases/charges filed in court why all of the violation are not listed. Ms. Cabello stated that she will complete the list and send to Council.

Alderman Isbell thanked for her work and stated that he has noticed changes in the City.

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

Mayor Jessup provided an overview of the Stafford Fire Department report for February 2020 which was filed with the City Secretary. He, Chief Stewart, and the City Secretary recently met with Chief DiCamillo regarding COVID-19 he appreciates Chief DiCamillo for working closely with our department.

He also reported that Public Works has been working to rehab the fire hydrants in the city and are working and to install blue buttons on the roadway to help identify the fire hydrant locations.

## **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**

Mayor Jessup stated Nick Haby will be joining the city on Monday, March 30<sup>th</sup>. He was a unanimous selection by City Council. This is a bold move for Meadows Place. Mayor Jessup explained that the City Administrator oversee the day to day operations of the City and carry out the decisions of the Mayor and City Council. He then stated that have an article in the April newsletter explaining the duties of a City Administrator.

### **b. COVID-19**

Mayor Jessup reported that the County Declaration makes it very clear as to what can be opened or closed. There will be businesses in Meadows Place that will have to close.

### **c. City Election**

Mayor Jessup stated that this is a big deal and he has spent more time on elections in last few days than he ever has. He reported that last night FBISD voted to postpone their election. Our only option at this time is to move November 3<sup>rd</sup>. He has worked hard with other Mayors to find another option, but there are no other options. He stated that our only options are May 2<sup>nd</sup> or November 3<sup>rd</sup>. He was hoping for a July 2020 option, but that is not possible. He stated that the Governor's office has instructed entities to make their decision as soon as possible.

### **d. US Census 2020**

Mayor Jessup stated that he is very angry because US Census reported all addresses in Meadows Place as Stafford. He has a call in to see if it will affect our counts if residents leave their address as Stafford. He stated that residents can changed their address to Meadows Place. He encouraged Council and all residents to change their address to Meadows Place.

Alderman Bezner stated that he was not able to change his address.

## 2. Council Comments

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

Alderman Staigle stated he and staff met with the landscaping contractor, but now with COVID-19 he is not sure if they will be working. The streetlight foundations first installed by CenterPoint were too close to the curb and CenterPoint will have to move them at their cost. He stated that construction is an essential item and hopefully they will be back to work soon. He also reported that he is not sure if the underground electrical has been installed and that is what we are waiting on to get landscape installed.

## D. REGULAR AGENDA

### 1. Discussion and consideration of presentation from USW regarding Mbroh Engineering Inc.'s proposal on the condition assessment and evaluation of the Wastewater Treatment Plant.

Public Works Director, Erik Tschanz, stated that Council tasked him with looking into the needs of the treatment plant and putting together a plan. He worked with USW to come up with this plan.

He then introduced Corey Bostick from USW, Efram Fuller from MBROH Engineering Inc. and Camille Sowell from CP&Y to present their proposal for repairs at the WWTP.

*There was comment from those on the teleconference that it was hard to hear and Alderman Kopczynski stated that a recording of the meeting would be up later and will have much better audio.*

Mr. Fuller gave background information on Mbroh Engineering and stated that they primarily work in the water and wastewater industry.

Ms. Sowell then gave background on CP&Y. She stated that they are headquartered in Dallas with about 400 employees and 25 in Houston. She reported that their Houston office mainly focuses on water and wastewater.

They stated that they went to view the City facilities about 3 weeks ago to make an assessment and put together a plan.

Mr. Fuller went over the scope of the project. He stated that the scope of work for this task includes condition assessment and evaluation of the Wastewater Treatment Plant (WWTP). This condition assessment includes civil, structural, mechanical, electrical, and instrument and controls components. The proposed improvements have been evaluated and prioritized based on risk and to maximize funding. The proposal for this assessment is \$32,350.

Alderman Isbell asked if we are looking to restore or modernize facilities? Mr. Fuller stated that he looks to replace the traveling bridge clarifier and to replace and build new

basins, but this all based on cost. He stated that they can give cost analysis to repair versus replace or build new.

Mr. Bostick stated that the initial assessment is complete and they provided drawings of the facility and equipment design. He also stated that some of the equipment obsolete and can't be found anymore and it is important to look at these items.

Mayor Jessup thanked all three for such a professional presentation. He then stated that Council will not make a decision tonight, but Council will need to review these and start preparing for repairs.

Alderman Staigle stated that Council probably would have been considering this now, but due to COVID-19 Council needs to wait and see the financial impact on the City.

Alderman Bezner asked if there is anything that is an emergency that needs to be addressed? Mr. Bostick stated that Belt press controls, traveling bridges, controls for blowers, lift pumps on lift station and controls need to be looked at as soon as possible, but we do have backup to remain operational.

Alderman Kopczynski asked if this backup gets tested and Mr. Bostick stated yes and they try to stagger them and alternate equipment.

**2. Discussion and consideration of Resolution No. 2020-16 extending the Declaration of Local Disaster issued by Mayor Jessup on March 18, 2020 in response to COVID-19.**

Mayor Jessup stated the first Declaration can only be issued for 7 days and expires tomorrow and the proposal is to extend through April 28<sup>th</sup>.

Alderman Isbell moved to approve Resolution No. 2020-16 extending the Declaration of Local Disaster issued by Mayor Jessup on March 18, 2020 in response to COVID-19 and extend through April 28, 2020. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

**3. Discussion and consideration of Ordinance No. 2020-10 cancelling the May 2, 2020 election and postponing the General Election to November 3, 2020.**

Due to COVID-19 Governor Abbott has authorized cities to postpone their May 2, 2020 General Elections to November 3, 2020.

The City Secretary, Courtney Rutherford, reported that minimum cost to hold the election on May 2, 2020 is \$12,000. She also stated that with the extension of the Declaration City Hall will not be opened for Early Voting. Ms. Rutherford also explained that this does not

change anything for those currently on the ballot and does not re-open applications for Place on Ballot. This only moves the current May 2, 2020 election to November 3, 2020.

Alderman Isbell moved to approve Ordinance No. 2020-10 cancelling the May 2, 2020 election and postponing the General Election to November 3, 2020. Alderman Kopczynski seconded the motion.

**Mike Bezner, resident 11842 Mulholland**: asked why we can't just move to July and requested to reopen the filing for place on ballot. Ms. Rutherford stated that due to election law our election can only be held on a uniform election date. She also stated that the Governor's order states that you cannot reopen filings for place on ballot.

The vote follows:

Ayes: Aldermen Isbell, Staigle, Kopczynski, and Mills

Abstain: Bezner

Nays: None

The motion carried.

**4. Discussion and consideration of Ordinance No. 2020-11 amending Subsection 150.25(k) of Chapter 150 of the Code of Ordinances concerning the installation of solar energy devices; providing a penalty; providing for severability; providing for repeal; and providing an effective date.**

Mayor Jessup stated that things this is a very well written ordinance relating to solar energy devices. The current ordinance states that solar energy devices cannot be installed facing the street. This item takes that out and leaves everything else in place.

Alderman Staigle asked if this need to go before Planning and Zoning before Council takes action. Ms. Rutherford explained that this does not fall under zoning, therefore Council can vote to make this change.

Alderman Kopczynski moved to approve Ordinance No. 2020-11 amending Subsection 150.25(k) of Chapter 150 of the Code of Ordinances concerning the installation of solar energy devices amended to allow for solar energy on any roof slope; providing a penalty; providing for severability; providing for repeal; and providing an effective date. Alderman Staigle seconded the motion.

Alderman Isbell stated he does not like solar panels and does not want them visible from the street. Alderman Bezner asked if he had an alternate suggestion. He stated no and that he wants to keep ordinance as is with them not visible from the street.

Alderman Mills stated it changes to the whole look of the house and she does not want to see them visible from the street.

Alderman Kopczynski stated that solar panels are very prevalent in new communities. He added that trees often block the solar energy devices with current ordinance.

He also stated that he has had several request for solar panels and mostly from the younger generation and the technology has changed.

Mayor Jessup stated that he thinks this might enhance property values.

The vote follows:

Ayes: Aldermen Bezner, Staigle, and Kopczynski,

Nays: Alderman Isbell and Mills

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-17 amending the City's Employee Policy Manual adding a new Section VII(C) Firearms.**

Mayor Jessup stated that two staff members have asked for this to be addressed ad they are concerned about employees carrying concealed.

No motion was made, therefore Resolution No. 2020-17 died for lack of motion.

**6. Discussion and consideration regarding a policy for administrative staff to work remotely.**

City Secretary, Ms. Rutherford, explained that she was tasked by City Council to come up with plan for staff to work remotely if needed. She also stated that laptops had been purchased and she was working with Wright Business Technologies to get them set up and distribute to staff. The proposed plan identifies essential staff and non-essential staff and breaks down duties that can and cannot be done remotely.

Alderman Staigle moved to approve the plan and duties of staff to work remotely. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

**7. Discussion and consideration of Ordinance No. 2020-12 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$30,000.00 to line item 100-020-533009, City-Wide Computers/Servers, from the General Fund Balance for laptops for staff to work remotely.**

Alderman Bezner moved to approve Ordinance No. 2020-12 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$30,000.00 to line item 100-020-533009, City-Wide Computers/Servers, from the General Fund Balance for laptops for staff to work remotely. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

**8. Discussion and consideration to set a date for the public to meet the new City Administrator.**

Alderman Staigle move to table this item to set a date for the public to meet the new City Administrator. Alderman Isbell seconded the motion. The vote follows:

**9. Discussion and possible action regarding live stream of City Council meetings.**

Alderman Kopczynski has been meeting with several vendors and presented 2 proposals from Swagit. After last month one company declined to move forward and recommended moving forward with Swagit. They specialize in City Council meetings. This proposal includes the camera. installation, encoder, other hardware, network setup plus 4 years of support and maintenance.

Mayor Jessup stated that this can be funded through the PEG fund and not general fund. Added in ZOOM videoconference integration.

Alderman Kopczynski stated that they will need 30 – 45 days out for installation. This proposal will cover 15 meetings a year and we can add more if needed at a per meeting rate.

Alderman Staigle moved to approve the Swagit proposal with the sound search option. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

**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:**

- February 22, 2020 – Special Meeting
- February 25, 2020 – Regular Meeting
- March 2, 2020 – Special Meeting
- March 6, 2020 – Special Meeting
- March 7, 2020 – Possible Quorum
- March 10, 2020 – Special Meeting
- March 18, 2020 – Special Emergency Meeting

**2. Ratification of Bills**

<b>Huitt-Zollars</b> (Professional Services for Facilities Review)	<b>\$14,072.00</b>
<b>Wright Business Technologies</b> (Replacement Computers)	<b>\$14,139.98</b>
<b>Joe L. Salvide</b> (Concrete Repair 11415 Scottsdale – Move in Payment)	<b>\$3,880.00</b>

Alderman Staigle moved to approve the consent agenda. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

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

**Mike Bezner, resident 11842 Mulholland:** Asked if they have made any improvements to the dog park or plans to close. Mayor not closing VROOM working on improvements, but first address drainage. Mayor will follow up with VROOM.

**G. ADJOURN**

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

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

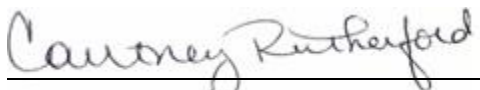
Nays: None

The motion carried.

The meeting was adjourned at 8:45 p.m.

**These minutes were approved by City Council on Tuesday, April 28, 2020.**

**ATTEST:**

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

  
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Charles D. Jessup IV, Mayor

