



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

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 26, 2024, 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 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; Assistant Chief Jack Ashton; Parks and Recreation Director, Colene Cabezas, Public Works Director, Rod Hailey and Finance Director, Anna-Maria Weston, Angie Hernandez, Code Enforcement.

- 1. Pledge of Allegiance:** Led by Camden Miller, Resident and member of Meadows Place Youth Action Council (YAC)
- 2. Invocation:** Jimmy Fenwick, Resident

**B. AUDIT**

- 1. Presentation, discussion, and consideration to receive and accept the Auditor’s Financial Report for Fiscal Year 2022-2023.**

Daniel Hebert, CPA, of Belt Harris Pechacek, LLLP, presented the Auditor’s Financial Report for Fiscal Year 2022-2023. 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 and 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.

He briefly reviewed the report with City Council and pointed out that the general fund, the main operating fund of the city, ended the year with total revenues of about 7.8 million and total expenditures of about 7.6 million, leading to a slight increase in the general fund leaving the ending fund balance of \$6.4 million. He stated that this a reserve of about then (10) months and Financial Health Bond Rating Agencies like to at least three (3) months reserve balance.

He then reviewed the change made 2022 in Financial Reporting to separate out utility fund activity and present it on its own. Overall, the city has good total operating revenues and expenditures with a small operating loss in the utility fund. He reminded Council and staff to continue to review utility rates and make sure the operating revenue is in line with operating expenditures.

Alderman Mertins asked about the reserve amount for the utility fund and Mr. Hebert stated that is not a for profit fund and you want to be sure that the revenue covers the cost to maintain service.

Alderman Mertins made a motion accepting and approving Auditor's Financial Report for Fiscal Year 2022-2023. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

## **C. REPORTS**

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

Chief Stewart was not present therefore Assistant Chief Ashton gave a brief overview of the monthly statistics and activities report for March 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 – 3584
- Accidents – 8
- Arrest – 7
- Traffic Citations Issued – 302
- Assault – 1
- Burglary of Motor Vehicle – 4
- Burglary of Business, Residential or Residential Building – 2
- Criminal Mischief – 0
- Fraud – 2
- Robbery – 0
- City Ordinance – 13
- Theft – 3
- Property Checks – 2399
- Flock Safety Alerts – 79
  - Stolen Vehicles – 9
  - Sex Offender – 37
  - Stolen License Plates – 14
  - Gang/Suspected Terrorists – 1

- Missing Person Alert – 2
- Warrant – 9
- Protection Order – 7
- Other Agency Hot List – 0
- 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 has been installed and is operational.
  - Dispatch Console grant in review (197k) *Attended Zoom to confirm selection.*
  - 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 continues, Team Teaching with our neighbors and DPS.
- Liam Adkisson has resigned from his full-time dispatch position and will continue part-time.
- Chief Stewart is currently attending Texas Police Chief’s Conference.
- Camp out went well.
- IAPs (Incident Action Plans) have been completed for the Kickoff to Summer and Old Town Meadows (school carnival)

Aggravated robbery at Aldi on Monday. Woman was held up at gun point in the parking lot. She had just cashed her paycheck. Review of FLOCK cameras does show a vehicle matching the description and time frame. The Police Department has tried to contact the registered owner.

Alderman Staigle had a question about the business that declined prosecution. AC Ashton stated that he thinks it was due to the circumstance of the robbery. Council asked for follow-up as to why, because this will invite more crime in the area.

Alderman Baker asked if it is common for the businesses not to have surveillance cameras. Alderman Staigle stated it is usually cost or the company not wanting to get involved.

Alderman Kopczynski asked about a camera in the easement that is maintained by the city. Ashton stated it is possible, but the issue becomes what is caught on camera or missed and the cost to install and maintain. Also issues with monitoring a private business.

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

Ms. Cabezas gave a brief presentation December 2023 through March 2024.

Ms. Cabezas introduced members of the City’s Youth Action Council. On April 26<sup>th</sup> YAC will partner with Make-A-Wish for a Light the Night event. Carolyn Whitlow gave a brief presentation regarding YAC. She introduced Charlotte and Camden Miller. She explained

that YAC will be working with Make-A-Wish to fund raise for 17-year-old, Michelle, towards a trip to Disney World. The event will be at the Aril 26<sup>th</sup> Concert in the Park. Attendees will be able to purchase lanterns for \$5.00 to release on the lake. They will also have a silent auction as well as QR code to donate funds to the Make-A-Wish trip.

June 7 Kickoff Summer need Council there to cook and serve the public. Contact Colene if you are available to work.

### **3. Fire Department Monthly Report for February 2024 – Charles Jessup IV, Mayor**

Mayor Jessup presented the fire report for February 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 40 incidents in Meadows Place over the last month and 25 of those calls were assist EMS with medical incidents.

### **4. City Administrator’s Report – Nick Haby, City Administrator**

#### **a. Code Enforcement**

Mr. Haby reported that Angie Hernandez has been promoted from Permit Clerk to Code Enforcement Official. She has been with Meadows Place for almost 5 years and previously worked in Pasadena for 13 years where she did code enforcement for 12 years. Staff does have 2 applicants scheduled for interviews for the Permit Clerk position.

#### **b. Grease and Sanitary Sewers**

Mr. Haby stated that Mr. Hainey stated there has been quite a bit of build up grease at the lift station. The city wants to remind residents not to pour grease and fats down the drain.

#### **c. City Hall Entrance Improvements**

Mr. Haby stated that staff have scheduled repairs to the cover at the City Hall entrance. The current cover is leaking down the wall into the doors and into the bulletin board. This repair is about \$6800 and to replace the entire structure is over \$30,000. He let staff know that the facility is requiring some maintenance over the next couple of years.

## **D. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members 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. Business Activity that may affect our future.**

Mayor Jessup stated that there is a lot going on and potential activity on the corner of W Airport and Kirkwood as well as in that strip center on the same corner. New businesses would bring new life and a little money to the city. He also shared that EDC has been visiting with current property owners for new businesses.

He encouraged the residents to attend the public hearings and let their voices be heard.

**b. May Election and local activity**

Mayor Jessup stated Meadows Place residents need to show up and vote. He encouraged residents to get to know their candidates and attend any meet and greets that they may have before the election. He also stated that the Fort Bend Chamber will be hosting a Candidate Forum on April 10<sup>th</sup>.

**2. Council Comments**

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

Alderman Staigle gave a brief update on the Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update. He stated that there are no significant updates this month. The City is expecting a contract change that will go to Council possible next week.

He also stated that the interlocal for Dorrance has been submitted to the county.

**E. REGULAR AGENDA**

**1. Discussion and consideration regarding Resolution No. 2024-10 accepting the auditor’s engagement letter from Belt Harris Pechacek, LLLP.**

Alderman Staigle made a motion approving Resolution No. 2024-10 accepting the auditor’s engagement letter from Belt Harris Pechacek, LLLP. 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 regarding Resolution No. 2024-11 authorizing the Mayor to execute a contract amendment to the Residential Solid Waste Collection Contract with Texas Pride Disposal implementing a Variable Energy Charge for fuel.**

Kevin, owner of Texas Pride, was in attendance for questions. He stated that they have serviced the city since 2016. He stated that from 2013 to 2022 they averaged around \$2.80

per gallon on fuel and for 2021 through 2023 they hedged their fuel and that hedged has expired. Due to the loss of the fuel hedge, they are requesting a 1% adjustment for every month that the average fuel cost is over \$3.25 per gallon. The 1% increase will be per every 25 cents per gallon over the \$3.25 average. A 1% increase for the city would be less than \$300 per month.

Alderman Staigle made a motion approving Resolution No. 2024-11 authorizing the Mayor to execute a contract amendment to the Residential Solid Waste Collection Contract with Texas Pride Disposal implementing a Variable Energy Charge for fuel. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration regarding Resolution No. 2024-12 authorizing the Mayor and City Secretary to execute an Interlocal Cooperation Contract with the Department of Public Safety of the State of Texas for the Failure to Appear Program.**

Alderman Mertins made a motion approving Resolution No. 2024-12 authorizing the Mayor and City Secretary to execute an Interlocal Cooperation Contract with the Department of Public Safety of the State of Texas for the Failure to Appear Program. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration regarding Resolution No. 2024-13 ratifying the emergency repair of the Wastewater Treatment Plant Blower #3 Motor in the amount of \$38,506.**

Alderman Staigle made a motion approving Resolution No. 2024-13 ratifying the emergency repair of the Wastewater Treatment Plant Blower #3 Motor in the amount of \$38,506. 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 regarding Ordinance No. 2024-16 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-533010, Security Cameras, \$7,500 from the General Fund Balance for annual subscription and**

**maintenance and three (3) FLOCK cameras.**

These are 3 cameras Council authorized for purchase and are not covered under the grant.

Alderman Staigle made a motion approving Ordinance No. 2024-16 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-533010, Security Cameras, \$7,500 from the General Fund Balance for annual subscription and maintenance and three (3) FLOCK cameras. Alderman Mertins 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 Ordinance No. 2024-17 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Training, \$2,661.47 awarded from the Texas Comptroller, Law Enforcement Officers Standards and Education, Grant "LEOSE", for full-time Police Officer Training.**

Alderman Mertins made a motion approving Ordinance No. 2024-17 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Training, \$2,661.47 awarded from the Texas Comptroller, Law Enforcement Officers Standards and Education, Grant "LEOSE", for full-time Police Officer Training. 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. 2024-18 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542010, Grant Funded Training, \$2,661.47 from line item 100-495015, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training.**

Alderman Baker made a motion approving Ordinance No. 2024-18 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542010, Grant Funded Training, \$2,661.47 from line item 100-495015, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration regarding an increase in pay for summer/seasonal staff.**

Ms. Cabezas gave a brief presentation regarding pay for seasonal staff. She stated that applications for summer/seasonal positions are very low this year. So far, we have received 5 applications for lifeguard and historically we usually have about 18-20 applications. In reaching out to previous staff is because they can work at other pools making more money. The average hourly rate is \$12.75 for starting lifeguard. She stated that the city basically has two (2) options. One option is to reduce pool hours and numbers allowed in the pool at a time or increase the hourly rate to the average rate of \$12.75.

Mr. Haby stated that this agenda item is asking for permission to increase the rates and staff will bring a budget amendment at a later date once we see the budget impact.

Alderman Kopczynski made a motion to increase the starting hourly rate for lifeguards to \$12.75 and the Pool Supervisor to \$19.00. Alderman Baker seconded the motion.

Ms. Cabezas stated that this increase is also for Camp Counselors, but that should be offset with registration fees.

The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration regarding council comments and agenda items.**

Mayor Jessup introduced this item. He stated that he wanted to bring this up since there will be change in Mayor soon. He suggested creating procedures and routine for Council comments, especially with a change in Mayor coming in May. After a discussion with Alderman Staigle, he suggested that Council adopt a process similar to the Commission Court and each month the Mayor ask if there are any comments or questions from Council.

**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 16, 2024 – Possible Quorum – Tim Hortons Grand Opening**

**February 27, 2024 – City Council Meeting**



**March 11, 2024 – City Council Special Meeting**

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Mertins 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)**

**Terry Henley, Resident and TML Representative**, gave a brief update on the TML Board meeting last month. He stated that TML vetted a new financial service department for cities. He also stated that House Bill 471 passed regarding mandatory sick leave for first responder employees can be paid for time off sick and workers comp. The TML building has been more than 50% vacant for several years and they have decided to start hosting events there in order to save month. TX Health is in good shape financially.

**Chuck McClurkin, resident at 11947 Brighton**, asked about parking along Dorrance and heard about someone wanting to put an auto-RV parking lot and storage. Mayor and Council remind the residents of the Joint Public Hearing on April 2<sup>nd</sup> at 6:30 p.m. regarding the auto-RV parking on Dorrance and Smoke Shop on W Airport Blvd.

**Kelle Mills, 12123 Scottsdale**, will be working Snack Shack at the Concert in the Park at the request of parents. All funds will go to baseball.


**H. ADJOURN**

There being no further business to discuss Mayor Jessup adjourned the meeting at 8:10 p.m.

**These minutes were approved by City Council on April 23, 2024.**

**ATTEST:**

  
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Courtney Rutherford, City Secretary

  
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Charles D. Jessup IV, Mayor

