



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 APRIL 23, 2024, AT 6:31 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS 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; Parks and Recreation Director, Colene Cabezas, Public Works Director, Rod Hainey and Finance Director, Anna-Maria Weston.

1. Pledge of Allegiance: Commissioner Andy Myers
2. Invocation: Jimmy Fenwick, Chaplain and resident

Mayor Jessup called item D6 of the Regular Agenda out of order.

6. Discussion and consideration regarding Resolution No. 2024-14 authorizing the Mayor to execute an Interlocal Agreement with Fort Bend County for City-Managed Mobility Bond Project No. 23310 – Dorrance Lane.

Alderman Baker made a motion to approve Resolution No. 2024-14 authorizing the Mayor to execute an Interlocal Agreement with Fort Bend County for City-Managed Mobility Bond Project No. 23310 – Dorrance Lane. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle abstained.

Alderman Mertins was not present.

The motion passed unanimously.

Mayor Jessup then went back to the agenda as posted.

B. 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 April 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 – 4239
- Accidents – 9
- Arrest – 9
- Traffic Citations Issued – 356
- Assault – 3
- Burglary of Motor Vehicle – 4
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 3
- Robbery – 0
- City Ordinance – 14
- Theft – 8
- Property Checks – 2501
- Flock Safety Alerts – 102
 - Stolen Vehicles – 16
 - Sex Offender – 36 (18 hits were 3 repeat vehicles)
 - Stolen License Plates – 24
 - Gang/Suspected Terrorists – 4
 - Missing Person Alert – 1
 - Warrant – 2
 - Protection Order – 10
 - Other Agency Hot List – 9
 - Violent Person – 0

Chief Stewart advised that Officer Foster met with CVS, and they will not be pursuing charges for theft of \$100 or less.

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) *Has made it to the next level of review.*
 - Portable Radio Grant Order (9) radios and accessories. Radios were received today and will be sent for programming.

- We are currently seeking a \$250k grant for in-car cameras and body cameras (currently researching a secondary source).
- Legal Update training continues, Taser Recertification and additional classes continue. Team teaching with our neighbors and DPS.
- Received two applications for review for Full-time dispatcher position.
- The Concert in the Park and Old Town Meadows went well. Preparing for next Concert in the Park and Kick-Off to Summer.
- IAPs have been completed for Kick-Off to Summer and the concert.

2. Public Works – Rod Hainey, Director

Mr. Hainey presented the quarterly report on Public Works which was distributed to City Council and filed with the City Secretary. This report covered activity for January through March 2024. A few key points are listed below.

Sidewalk repair and replacement program: The sidewalk replacement program is funded annually in the amount of \$70,000. Phase I of the sidewalk replacement has been completed, 62 locations were completed at a cost of \$37,935.00. Approximately 54% of the annual budget.

Street Repairs /Road Fee funding: The street panel replacement program is funded by the road use fee and the budget is \$185,000. We have utilized 37% of the budget. A repair on Mulholland has been scheduled at an estimated cost of \$18,500.00. The storm sewer catch basin at this location will have to be modified to allow the water to flow, higher than the street. Storm drain was repaired at Dorrance and Amblewood. Staff monitor the drains and make repairs when necessary.

The EDC has funded the replacement of the parking lots associated with McGrath Park on Brighton Street. Area 1 has been completed and Area 2- phase 1 started construction. Total expenditure for the project is approximately \$145K. Completed.

USW Expenses October, November, and December 2023: January 2024 – \$26,192.97, February 2024 - \$60,177.33, and March 2024 - \$52,744.94. The Water Maintenance and Repair Budget is at 68% and should be around 50%. Sewer Maintenance and Repair Budget is at 37%.

USW update on level of service. Mr. Hainey explained that USW recently lost two (2) key personnel and moved two (2) employees over to Meadows Place and they too are no longer with company. We have since been assigned two (2) new employees who are not familiar with our plant and operations. The level of service is not at the level it was before these changes. Mr. Hainey explained that there has been a level of frustration working with USW since the changes have taken place. The level of service has decreased. Mr. Hainey is having to review the monthly very invoice closely each month due to finding items that have been double billed or not the City's responsibility. Council and staff discussed the option of looking at a new operator for water and sewer plant. Mr. Hainey explained that we do not want to rush into bidding the contract, especially since we are currently in the process of rehabbing the

plant.

Mayor Jessup thanked Mr. Hainey for his commitment to the City and watching over the plant.

Other repairs with USW and outside vendors:

1. WWTP Generator installed but not connected. 500 KW – Diesel. The new transfer switch has been delivered and installed. The connection of the ATS and generator is scheduled for Friday April 26, 2024
2. HDR, clarifier repair project has been awarded. Project is 540 consecutive day contract and will be completed May 20, 2025. No update of progress. Anticipate delivery of basin valves in the middle of May 2024.
3. Blowers at the Wastewater Plant:
 - Blower #1 – Motor and blower both inoperative.
 - Blower #2 – Operational (New)
 - Blower #3 – Not Operational. Being worked on by NTS. Still out for repairs.
 - Blower #4 - Operational
4. Fire Department garage doors we received an emergency call for the door not operating over the weekend. Operating motor tripping out the circuit.
5. The pressure vessels at each plant have been inspected by Preventative Services. Plant #1 passed inspection, and only required a small epoxy repair inside. Plant 3 required repairs inside and outside at a cost of \$22,000. Work was authorized December 19, 2023, and should be completed by Friday April 26, 2024. Plant 2 repairs have been completed.
6. Lake pump update. The lake pump that utilizes recycled water for the irrigation system has been plagued with failures over the last few months. The main issue being the priming of the unit. Approximately six months ago a separate primer pump was installed, and this appeared to correct this issue. BUT now the sprinkler heads are being clogged and the pump will not continuously prime. The debris from the bottom of the lake is the root cause of the failure. As an alternative source to supply the irrigation system, a potable water connection has been made. Have contacted the original vendor, Pumps, Motors, and Controls. And we have finally received a quote for the new pump and filter system. After approval delivery and installation will be 12- 18 weeks. No update on delivery of new unit.
7. Arrowhead made repairs to the parking lot lights in the rear of city hall.

Irrigation Update:

Texas Lawns has initiated the improved inspection time frame. They will review the sprinkler system 42 times per year. These inspections will coincide with the grass cutting frequency. Information only. The report is reviewed by staff and repairs are authorized.

3. Fire Department Monthly Report for March 2024 – Charles Jessup IV, Mayor

Mayor Jessup presented the fire report for March 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 43 incidents in Meadows Place over the last month and 28 of those calls were assist EMS with medical incidents.

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

a. Light the Night Event – April 26th

Mr Haby reminded everyone that there will be another Concert in the Park this Friday. This concert will also be the fundraiser event organized by Meadows Place YAC with Make-A-Wish Foundation.

C. 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. Elections

Mayor Jessup thanked the City Secretary, Courtney Rutherford, for working with the County to run the election. He asked the public to thank the election workers when they go into vote because Meadows Place has great election workers and judges. He encouraged everyone to get out and vote. This election will determine the City's new Mayor. He is confident that the current Council will be able to work well with whoever the new Mayor is.

b. Goodbye

Mayor Jessup stated that serving this city has been a great part of his life and the relationships and friendships that he has made mean a lot to him. The honor has been more than he ever expected. Serving has taken time out of his life and he has enjoyed every minute of it and treasures all those he has worked with.

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 this project has finally been resubmitted to CenterPoint and we are waiting for approval. Once approved we will need to meet with Stafford and discuss costs to move forward. If they choose not to move forward, we will move forward without them.

He reminded the current candidates that this is snapshot in time.

D. REGULAR AGENDA

1. Discussion and consideration regarding the Quarterly Investment Report.

The Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Investment Report. She presented the fund totals as of March 31, 2024. The General Fund had a balance of \$8,760, 116, Utility Operation Fund balance was \$2,704,695 and the EDC fund balance was \$625,526. About 85.9% is kept TexPool in order to earn higher interest, but this account is very fluid and can be transferred to Independent Bank within the same day. There is about 7.6% in TexPool and the remaining 5% is in Independent Bank for daily operations.

Alderman made a motion to accept the Quarterly Investment Report as presented. Alderman Seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

2. Discussion and consideration regarding Quarterly Budget and Financial Report.

The Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Budget and Financial Report. She stated that at this time the City has collected about 92% of property tax and we budget to collect 95%.

Alderman Staigle made a motion. To accept the Quarterly Budget and Financial Report as presented. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

3. Discussion and consideration of Ordinance No. 2024-21 repealing Ordinance No. 2024-17 and amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Training, \$3,049.34 awarded from the Texas Comptroller, Law Enforcement Officers Standards and Education, Grant "LEOSE", for full-time Police Officer Training.

Alderman Staigle made a motion to approve Ordinance No. 2024-21 repealing Ordinance No. 2024-17 and amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Training, \$3,049.34 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, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

4. Discussion and consideration of Ordinance No. 2024-22 repealing Ordinance No. 2024-18 and amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542010, Grant Funded Training, \$3,049.34 from line item 100-495015, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training.

Alderman Staigle made a motion to approve Ordinance No. 2024-22 repealing Ordinance No. 2024-18 and amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542010, Grant Funded Training, \$3,049.34 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, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2024-23 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-030-510100, Municipal Court Salaries, \$9,000 from the General Fund Balance for a part-time bailiff/records clerk.

Alderman Staigle made a motion to approve Ordinance No. 2024-23 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-030-510100, Municipal Court Salaries, \$9,000 from the General Fund Balance for a part-time bailiff/records clerk. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.
The motion passed unanimously.

6. Discussion and consideration regarding Resolution No. 2024-14 authorizing the Mayor to execute an Interlocal Agreement with Fort Bend County for City-Managed Mobility Bond Project No. 23310 – Dorrance Lane.

Call out of order prior to reports.

7. Discussion and consideration of Resolution No. 2024-15 in support of the application of SKA Consulting, L.P. on behalf Tur-Con, Inc., to the Texas Commission on Environmental Quality for Municipal Setting Designation at 810 Industrial Boulevard, Sugar Land, Fort Bend County, Texas VCP No.3270.

Alderman Staigle made a motion to approve Resolution No. 2024-15 in support of the application of SKA Consulting, L.P. on behalf Tur-Con, Inc., to the Texas Commission on Environmental Quality for Municipal Setting Designation at 810 Industrial Boulevard, Sugar Land, Fort Bend County, Texas VCP No.3270. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

8. Discussion and consideration regarding vision planning for Meadows Place.

Alderman Baker stated that she reached out the Fort Bend Chamber and they recommended... Alicia Cook. Alderman Baker asked her to come meet with Council and staff to discuss ideas. She also explained that we are in a transition period so not in a big rush at this time. Cost will be based on how dee the City wants to go into Vision Planning.

Alderman Staigle stated that Council still needs to decide if Council will be involved, or we will they turn this over to a committee. He also stated that the City currently doesn't have a budget for this item, so Council needs to decide how much money and time they want to spend on this project.

Alderman Baker stated that we need to make sure to separate goals from visions for the future. There was discussion about giving the new Mayor time to settle in and look at this project after budget planning for the 2024-2025 budget. Council would like a brief overview with possible expenses. Council agreed to reconvene a couple months after the new Mayor takes office and schedule a consultant to present to Council during budget planning. Alderman Baker will get with the vendor on a date.

9. Discussion and consideration regarding mosquitos in Meadows Place.

Mayor Jessup stated that this is his item. He has concerns about pools not being maintained in the city and how to get access to the backyard to throw mosquito pucks in those pools. He believes this issue is health, safety and welfare concern. Alderman Staigle stated that there is a process that must be followed. Mayor Jessup explained that the Code Enforcement Official and Judge are both well educated in the process and have issued a warrant to address a a dirty pool. He reminded the residents to report these issues to the city officially in order for staff to address the issue.

10. Discussion and consideration authorizing staff to file a notice of intent to apply to Houston Galveston Area Council for a Livable Centers Planning Study.

Alderman Staigle stated that he was the one who initiated this item and asked to staff to look into it. He stated that this will take some effort from staff and a marching contribution to the City. After reviewing the process, he and staff have decided that we may not pursue this application. Alderman Kopczynski stated that he has looked through information and does not want to proceed with the application.

No action was taken by Council on this item.

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:

March 26, 2024 – City Council Meeting

April 2, 2024 – Joint Public Hearing and 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, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

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

Silvio Romano, resident at 11923 Bloomington, thanked Mayor Jessup for all his work for the city.

Emily Merkley, resident at 11702 Scottsdale Drive, asked if Council would be willing to change the date of the May 28th City Council meeting due to swim meet.

Chuck McClurkin, resident at 11947 Brighton, thanked Mayor Jessup for all that he has done for the City of Meadows Place, and it is a much better place thanks to his leadership.

Tia Baker, alderman and resident at 11510 Scottsdale, thanked Mayor Jessup for all of his research, phone calls, talking to people and for his vision and leadership. She is honored to work beside him.

Mayor Jessup thanked everyone for their kind words.

G. RECESS REGULAR 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 8:40 p.m. for Council to go into executive session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.

Mayor Jessup left the meeting at 8:47 p.m.

H. EXECUTIVE SESSION

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

The executive session adjourned at 9:42 p.m. and Mayor Pro-Tem Baker reconvened City Council into regular session.

I. RECONVENE

Discuss and take appropriate action regarding the annual evaluation of the City Administrator.

No action was taken.

J. ADJOURN

There being no further business to discuss the meeting adjourned at 9:42 p.m.

These minutes were approved by City Council on May 21, 2024.

ATTEST:

Courtney Rutherford
Courtney Rutherford, City Secretary

Audrey St. Germain
Audrey St. Germain, Mayor

