



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 APRIL 26, 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 6:55 p.m. with the following present.

Mayor, Charles D. Jessup, IV
Tia Baker, Alderman – Arrived at 9:04 p.m.
Kurt Kopczynski, Alderman

David Mertins, Alderman
Rick J. Staigle, Alderman

Mayor Pro-Tem, Kelle Mills was not present.

Nick Haby, City Administrator, joined at 7:45 p.m. Courtney Rutherford, City Secretary

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

1. Pledge of Allegiance: Chief Stewart

Invocation: Jimmy Fenwick, Resident

B. PRESENTATION

1. Proclamation recognizing Mr. Pruitt

Mayor Jessup read a proclamation honoring Joe Pruitt the Band Director at Dulles High School.

2. Presentation, discussion, and consideration to receive and accept the Fiscal Year 2020-2021 Audit Report.

Daniel of Belt Harris and Pechacek presented the audit and annual financial report for fiscal year 2020-2021. He started with the Opinion Letter where they gave the city an unmodified opinion which is the highest opinion to give.

He stated that it is recommended to have 3-6 months in reserves and the City currently has about 12.5 months in reserves.

He thanked Anna-Maria Weston, Finance Director, for all of her hard work in helping to gather the items needed for the audit.

Alderman Mertins moved to accept the Fiscal Year 2020-2021 Audit Report as presented. Alderman

Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

C. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for April 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.
- Continuing to review applications for 30hr. dispatch position.
- Live Scan Update: Waiting in line for our training session.
- ATV Is here!! Working to get striped then Emergency Equipment.
- Mesa Door Access system approved waiting on some supplies.
- ProCam, new cameras installed for City Hall, Court, and PD. Waiting on wireless connection for mailbox camera and a software update for remote viewing.
- Actively working to fill our (5) FT and (1) PT open positions.
- Sgt. Nix testified in the 268th District Court of Fort Bend County, a 7-year-old Continuous Sexual Assault of Child case. The suspect was found guilty and sentence to 5 years imprisonment.
- MPPD has seized quite a few fraudulent Temporary Tags recently. DPS will conduct training at MP Training Center to assist our officers with filing additional charges on offenders.
- Catalytic Converter thefts still plague our region. Houston is considering an ordinance to outlaw the purchase of Catalytic Converters in an attempt to slow the high theft issue.
- On April 5th Lieutenant Adames and Officer Melancon were judges for the George Ranch High School Crime Scene and Forensics competition.

- MPPD attended Law Day at George Ranch High School on April 12th, this was our 5th year of attendance.
- Preparing for Old Town Meadows Friday. We will have vehicles on display and officers to secure the event.
- We are entering Hurricane Season, June 1st - November 30th , and will have our yearly meeting, Neverfail System and generator test in May.

2. Public Works – Rod Hainey, Director

Director Hainey gave a brief overview of the last three months of Public Works activities report which covers February, March and April 2022, which was distributed to City Council and filed with the City Secretary.

Below are a few highlights from his report:

Sidewalk repair and replacement program

The sidewalk replacement Phase I for 2021-2022 has been completed. The Phase II is being quoted and anticipated to be released by end of April. Funding remaining is less than \$20,000.

Street Repairs /Road Fee funding

The street panel replacement program is also now part of the annual concrete replacement Bid Project.

List of completed street panels for 2021-2022 – Starting October 1, 2021

- 1) 11826 Scottsdale \$28,245.00
- 2) 11826 Meadow Dale \$23,285.00
- 3) 12215 Meadow Crest / Valencia Cul-De-Sac \$10,085.00
- 4) 12007 Meadow Hollow Dr \$13,980.00
- 5) 12410 Brook Meadow Ln \$8,770.00
- 6) 12106 Pender Ln Cul-De-Sac \$24,640.00
- 7) 11946 Brighton Ln \$19,145.00
- 8) 11915 Brighton Ln \$19,145.00

USW Expenses:

January 2022 - \$62,554.94 February 2022 – 36,023.52 March 2022 - \$25,961.53

Other repairs with USW and outside vendors.

- 1) Alsay repairs on well number 3
 - a) Pull well and inspect \$8,750.00
 - b) Mechanical cleaning \$14,500.00
 - c) Equipment replacement \$81,850.75
 - d) Chemical cleaning \$26,500.00

- e) Motor repair. Motor appears to be good, has been sent to Northside for inspection.

Total repair cost to date. \$131,600.00

- 2) Vortex facilitated repairs on the front doors at city hall.
- 3) Lake pump serviced.
- 4) USW installed new back flow device at the splash pad, as required by TCEQ.
- 5) Fire house generator was serviced.
- 6) Gateways, software updated in February
- 7) WWTP belt press serviced, will be done quarterly.
- 8) Lift station wet well cleaned out.
- 9) Swanson started service of all HVAC units in the city, quarterly service.
- 10) New LED lights were installed in the city hall parking lot.
- 11) Houston fence completed perimeter fence on Major's field.
- 12) Swanson has ordered new heaters for the fire station. 16 + week delivery.
- 13) WWTP- gear box for traveling bridge ordered.
- 14) HDR working on Professional Services agreement for upgrade of Clarifier Bridge assembly.
- 15) Water plant #2 EDA for booster pumps installed.
- 16) Water plant #2/Booster #2 mechanical seals to be repaired, pending the completion of Well #3.
- 17) Water plant #1 EDA for boosters installed
- 18) WWTP Permit renew has been initiated, - Due September 2022. Moving forward with publishing of the Notice in the newspaper, per TCEQ requirements. We are ahead of schedule.

Irrigation Systems review and update.

- On a monthly basis we receive a report on all the sprinklers within the city. I have attached the six (6) page report for March 2022. Information only. The report is reviewed by staff and repairs are authorized.
- Kirkwood Linear Park. The main trouble areas that are constantly being run over by vehicles have been identified and the drip irrigation in these areas is being removed, and bull rock will be placed in the area adjacent to the curb. As we move forward the drip that is close to the edge of the road will be replaced with spray nozzles.

Alderman Kopczynski asked for a break down of FLOCK hits per camera.

3. Fire Department Monthly Report for March 2022 – Charles Jessup IV, Mayor

Mayor Jessup gave brief review of EMS and fire service activity for March 2022 from Stafford Fire Department. A copy of which has been filed with the City Secretary.

Mayor Jessup reminded everyone that last month Council approved an agreement with BBG to move all Fire Marshal services to them. This makes it much easier on staff and the residents to have all under

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

Since Mr. Haby was attending the Planning and Zoning Meeting. Mayor Jessup introduced Cameron Miller the Communications Director for the city. Mayor Jessup stated that an interview committee interviewed two applicants who were then interviewed by staff. Mr. Miller was found by both the committee and staff to be the best candidate for the position.

Mr. Haby then joined the meeting and gave a brief update of last month's activities as well as some upcoming items. Below is a summary.

He stated that staff will be working to create policies and procedures per the audit report. He also stated that staff will bring a recommendation to Council during budget sessions on how and where to allocate funds in the fund balance and how much to keep in reserves.

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. Auction of Home

Mayor Jessup stated that on May 30th the County Court will auction a home in Meadows Place for owed taxes. He stresses that the city had no part in this auction and the school district is the one who initiated this process.

b. Inflation

Mayor Jessup stated he is working closely with Department Heads to review the budget and how to handle inflation. Staff maintains a budget spreadsheet and watches their balances closely and some projects have been on hold for now.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update on the Dorrance Lane Construction update. He stated that HDR is working on submittals from the contractor and plan to hold a Town

Hall Meeting in May.

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 moving along, and they will be meeting in a few weeks to discuss design of the bridge for the Discovery Center.

E. REGULAR AGENDA

- 1. Discussion and consideration Ordinance No. 2022-16 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 24th day of May 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, Sections 153.016, Definitions and 153.073 regarding Garages and Off-Street Parking and Loading.**

Alderman Staigle made a motion to approve Ordinance No. 2022-16 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 24th day of May 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, Sections 153.016, Definitions and 153.073 regarding Garages and Off-Street Parking and Loading. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

The motion passed unanimously.

- 2. Discussion and consideration of Ordinance No. 2022-17 re-appointing Randle Law Office Ltd., L.L.P. as City Attorney for the City Of Meadows Place, Texas, and providing for compensation.**

Alderman Staigle made a motion to approve Ordinance No. 2022-17 re-appointing Randle Law Office Ltd., L.L.P. as City Attorney for the City Of Meadows Place, Texas, and providing for compensation. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

3. Discussion and consideration of Resolution No. 2022-11 removing John Isbell and designating a new check signer for the city accounts at Independent Bank and designate primary check signers.

Alderman Kopczynski moved to approve Resolution No. 2022-11 removing John Isbell and designating David Mertins as a check signer for the city accounts at Independent Bank and designate primary check signers Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

4. Discussion and consideration of Ordinance No. 2022-18 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$50,000 from the general fund balance to line item 100-050-580000, PD Capital Improvements, for the emergency repairs to internal door security system at City Hall and the Police Department.

Alderman Kopczynski moved to approve Ordinance No. 2022-18 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$50,000 from the Court Security Fund to line item 100-050-580000, PD Capital Improvements, for the emergency repairs to internal door security system at City Hall and the Police Department. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2022-19 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$10,000 from the Child Safety Program funds to line item 100-040-58000, Capital Outlay, for flashing school zone signs for Dorrance Lane.

Alderman Kopczynski moved to approve Ordinance No. 2022-19 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the

amount not to exceed \$10,000 from the Child Safety Program funds to line item 100-040-58000, Capital Outlay, for flashing school zone signs for Dorrance Lane. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

Alderman Kopczynski stated that this project did come in under budget and he would like to add lights to the back of the sign that flash during school zone hours. Alderman Staigle stated that these can be added.

6. Discussion and consideration of Resolution No. 2022-12 regarding a coalition of cities pertaining to CenterPoint Energy Houston Electric, LLC application for approval of a distribution cost recovery factor.

Alderman Staigle moved to approve Resolution No. 2022-12 regarding a coalition of cities pertaining to CenterPoint Energy Houston Electric, LLC application for approval of a distribution cost recovery factor. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

7. Discussion and consideration Ordinance No. 2022-20 regarding the CenterPoint Energy Houston Electric LLC application to amend its Distribution Cost Recovery Factor (DCRF).

Alderman Staigle moved to approve Ordinance No. 2022-20 denying CenterPoint Energy Houston Electric LLC's application to amend its Distribution Cost Recovery Factor (DCRF). Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

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

Council and staff reviewed the proposed ordinance for Special Event Permit procedures. There was discussion regarding how many attendees would require a Special Event Permit. Council agreed that an event with 75 people or more would require a Special Event Permit. Council directed staff to add this provision and bring back the ordinance with associated fees.

9. Accept the report from the Planning and Zoning Commission 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.

Planning and Zoning Chairman, Sean Ulrey, presented the report from the Commission recommending City Council approve the 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. He stated that this was not unanimous among the Commission. There was a vote of three (3) for and two (2) against approval of the application.

Alderman Staigle moved to accept the report from the Planning and Zoning Commission 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, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

Alderman Baker joined the meeting at 9:04 p.m.

10. Discussion and consideration of Ordinance No. 2022-21 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.

There was discussion among Council regarding the vacancy of this lot for so many years and what other businesses could move in there without a Specific Use Permit.

Council acknowledged that this property backs residential properties and that there was concern for noise from an automobile service station. There was discussion regarding a sound wall between the commercial and residential properties.

Alderman Staigle moved to approve Ordinance No. 2022-21 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 and replace wooden fence and install an eight (8) foot masonry sound wall for the extent of this pad site Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, and Kopczynski

Nays: Alderman Mertins

Alderman Mills was not present.

The motion passed unanimously.

11. Accept the report from the Planning and Zoning Commission regarding an amendment to the Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per hour.

Planning and Zoning Chairman, Sean Ulrey, presented the report from the Commission recommending City Council approve the amendment to Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per hour. He stated this was a unanimous vote of the Commission.

Alderman Kopczynski moved to accept the report from the Planning and Zoning Commission regarding an amendment to the Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per hour. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

12. Discussion and consideration of Ordinance No. 2022-22 amending Meadows Place Code of Ordinances, Chapter 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per

hour.

Alderman Staigle voted to approve Ordinance No. 2022-22 amending Meadows Place Code of Ordinances, Chapter 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per hour. Alderman Kopczynski seconded the motion.

Alderman Staigle stated that this ordinance is to clarify verbiage that was supposed to be passed in 2015. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

13. Discussion and consideration setting a date for the Council Budget Retreat.

Council agreed to meet May 10, 2022, at 5:00 p.m.

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. Consideration of Quarterly Investment Report.**
- 2. Consideration of Quarterly Budget and Financial Report.**
- 3. Consider approval of the Minutes held as follows:**

March 22, 2022 – City Council Public Hearing

March 22, 2022 – Regular 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 Baker was not present.

The motion passed unanimously.

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

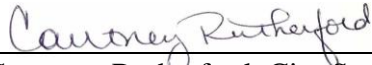
None

H. ADJOURN

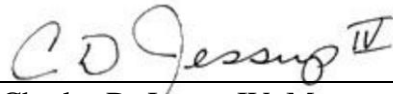
There being no further business to discuss the meeting adjourned at 9:20 p.m.

These minutes were approved by City Council on May 24, 2022.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

