



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, APRIL 28, 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 via teleconference:

Mayor, Charles D. Jessup, IV
Alderman, John F. Isbell
Alderman, Kurt Kopczynski
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle
Alderman, Steven H. Bezner
Alderman, Kelle K. Mills
City Secretary, Courtney Rutherford

The following staff were also in attendance: Gary Stewart, Police Chief; Public Works Director, Erik Tschanz; and Parks & Recreation Director, Colene Cabezas.

1. Pledge of Allegiance and Invocation

Pledge by: City Administrator, Nick Haby

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 April 2020, which was distributed to City Council and filed with the City Secretary.

No accidents in the round-about.

Chief Stewart reported that his department is following Declaration of Disaster orders not only from the City, but from the state and county as well. He attends multiple calls a day with different agencies and his department has implemented additional protocols for their protection during this pandemic. They have also reduced interaction with public due to the risk of COVID-19 and all training suspended until further notice.

Chief Stewart stated that arrest are down, but they continue to file charges with DA and hope serve the warrants at the end of May. He also stated that they are waiting on guidelines from the Governor regarding gatherings of any kind but the Police Department as participated in two birthday parades in the City.

Mayor Jessup thanked Chief Stewart fort his report and how hard he and his staff are working for the City during the COVID-19 pandemic.

Alderman Bezner asked that now due to the Governor's order to some businesses will start opening has there been any thought to enforcement of occupancy in the businesses in the City. Chief said it is up to the jurisdictions but they will monitor. He has a Chief's meeting tomorrow and will see what other departments plan to do. If a real problem arises they will work with the DA's office on charges. He believes the best thing to do at this time is educate and gain compliance through verbal action.

2. **Public Works – Erik Tschanz, Public Works Director**

Public Works Director, Erik Tschanz gave an overview for the last quarter. His report covered Public Works operations for February 2020 through April 2020, which was distributed to City Council and filed with the City Secretary. Below is a brief recap for each month.

February:

- Hired new FT PW Employee – Started on 2/26
- Majority of Sidewalk Repairs completed
- Relocated Automatic Meter Read Gateway @ Major's baseball field
- Total of \$ 12,095/1,111 SF completed for month with road use fee repairs

March:

- Alpha Laval replaced reclaimed water filters / reinforced framework @ Sewage Treatment Plant
- Majority of fire hydrants were re-painted
- Repairs made to both traveling bridges @ STP
- Replaced broken mop sink in PD
- Installed both domestic/fire suppression meter faults for Meadows Elementary Project
- Total of \$ 23,565/ 1,899 SF completed for month with road use fee repairs
- Completed all identified sidewalk repairs for FY 2019-2020
- Once a week mosquito spraying commenced 3/15

April:

- No road use fee repairs for month of April or May (start again in June)
- Cleaned and rearranged Public Works Shop
- Concrete replacement of (8) curb inlet tops
- Completed ALL fire hydrant painting – 154 hydrants total
- Blower #4 motor was repaired and installed and fully operational as of April 27th

Mayor stated that he has asked Erik to send pictures to Erickson Advertising to show some of the important repairs going on in the City and so that the residents can see what Public Works is doing.

Alderman Isbell asked for a copy of the pictures sent to Erickson Advertisement, because he is not on Facebook. Mayor asked that he send the pictures to all of Council.

Alderman Staigle stated that he wasn't aware of funds remaining in the bonds and asked that they review the bond balance.

3. Fire Department Monthly Report for March 2020 – Mayor Charles Jessup IV

Mayor Jessup provided an overview of the Stafford Fire Department activity report for March 2020 which was filed with the City Secretary.

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

Mayor introduced the new City Administrator, Nick Haby and welcomed him to the City. City Administrator, Nick Haby, presented his April 2020 overview report to City Council, which was distributed to City Council and filed with the City Secretary.

He presented staff's estimate of revenue and expense projections for the balance of the 2019-2020 budget year in light of COVID-19. He has worked with the Finance Director, Anna-Maria Weston, and believes these numbers to be conservative and reasonable predictions.

C. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. COVID-19

Mayor Jessup on all kind of calls and he's proud of Meadows Place. We were quick to react. Parks and playgrounds will open per state guidelines. All summer programs are being reviewed based on state. Governor has given clear guidelines as to what we can do on Mat 1st and May 18th. Thank you to Chief Stewart, Courtney, Nick and staff for a job well done in Meadows Place. They have done their best to keep the city functioning! Thank you to outstanding Council for guidance. Meadows Place has a plan to come alive and remain on alternating shifts until this Friday. This Friday staff will go back to full schedule and open the public on Monday, May 4th.

b. 2020 CENSUS

Mayor Jessup reminded everybody that CENUS 2020 in important to Meadows Place. If we get to 5,000 we can vote to become home rule or stay general law. Home rule allows that City to make some of their own rules. According the latest figures he has found we are at 68.5% response and this will not get us to the 5,000 mark. He urged everybody to encourage their neighbors to complete their CENSUS report. If you need help please check the CENSUS button on our website.

c. 2020 Election

Mayor Jessup stated that there seems to be some confusion as to how the election will be handled. All applicants for the current election will remain on the ballot with no changes. The election will be held on November 3rd. Call City Secretary if you have any questions.

d. City Administrator/Changes at City Hall

Mayor Jessup stated that Nick joined the city on March 30th and we need to remodel City Hall in order to create a new office for the City Administrator. We have done a little remodeling and moved some staff around. Thinks Nick will be a great fit and confident in what he's seen in the last month since Nick joined the City.

2. Council Comments

a. Kirkwood Construction Update – Alderman Rick Staigle

Alderman Staigle stated finally have some progress to report. CP out last week to start bores and wiring up for the base of the light poles. Currently light poles will be here the end of May. Negotiated remobilization with contractor and they are scheduled to come out on May 11th for remobilization and start irrigation and then landscaping will start. Change order for Mar-Con net impact is about \$140,000 due to delay but Center Point. We would have saved that money.

Alderman Isbell when driving through the roundabouts how far can you park near the roundabout? Staigle said they need to give a full lane length of 11 feet We may need to paint curbs yellow and install no parking signs, but he thinks at this time we need to wait it and see if it becomes an accident hazard Bezner thinks with time it will fix itself.

D. REGULAR AGENDA

1. Discussion and acceptance of the Quarterly Investment Report.

Alderman Isbell moved to accept the Quarterly Investment Report. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

2. Discussion and consideration of Resolution No. 2020-18 designating the City Administrator as a check signer for the city accounts at Independent Bank and designate primary check signers.

Alderman Isbell moved to approve Resolution No. 2020-18 designating the City Administrator as a check signer for the city accounts at Independent Bank and designating

the Mayor and City Administrator as the primary check signers with the City Secretary as an alternate. Alderman Bezner 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. 2020-13 amending Ordinance No. 2020-06 removing Municipal Courts from the City Administrator's direct management and oversight and assigning Municipal Courts to the City Secretary.

Mayor Jessup stated that after discussion with the City Administrator and City Secretary he recommends leaving Court under City Secretary. Mr. Haby stated that it is common practice for the Police Department and Court to follow under different Department Directors.

Alderman Staigle moved to approve Ordinance No. 2020-13 amending Ordinance No. 2020-06 removing Municipal Courts from the City Administrator's direct management and oversight and assigning Municipal Courts to the City Secretary. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

4. Discussion and consideration of Resolution No. 2020-19 adopting a new Organizational Chart of City Council and staff.

Alderman Bezner moved to approve Resolution No. 2020-19 adopting a new Organizational Chart of City Council and staff. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

5. Discussion and consideration of Resolution No. 2020-20 approving Change Order No.2 providing for remobilization of Mar-Con Services and an additional 120 calendar days for the Kirkwood Reconstruction project.

Alderman Staigle stated that the contract ended January 2nd and the contractor was done at that time with all that they could do. The moved out while waiting for CenterPoint to

complete the installation of the streetlights. Mar-Con plans to be back May 11th to remobilize and complete the project. The City is allowing an additional 120 days to allow for weather delays, but hope the project will be complete before then.

Alderman Staigle moved to approve Resolution No. 2020-20 approving Change Order No.2 providing for remobilization of Mar-Con Services and an additional 120 calendar days for the Kirkwood Reconstruction project. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

6. Discussion and consideration of Resolution No. 2020-21 approving the Contract Amendment #3 with HDR Engineering, Inc. to review the fees related to construction management and inspection services for the Kirkwood Road Reconstruction project not to exceed \$43,200.00.

Mayor Jessup stated that this amendment is due to the delay by CenterPoint and the extension of the contract with Mar-Con. HDR does the inspections for the project and they still need to perform inspections for the project.

Alderman Staigle moved to approve Resolution No. 2020-21 approving the Contract Amendment #3 with HDR Engineering, Inc. to review the fees related to construction management and inspection services for the Kirkwood Road Reconstruction project not to exceed \$43,200.00. Alderman Kopczynski 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. 2020-14 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$43,200 to line item 100-070-584030, Kirkwood Major Repairs, for construction management and inspection services for the Kirkwood Reconstruction Project.

Alderman Staigle moved to approve Ordinance No. 2020-14 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$43,200 to line item 100-070-584030, Kirkwood Major Repairs, for construction management and inspection services for the Kirkwood Reconstruction Project. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Staigle Eventually will be paid back by the EDC.

8. Discussion and consideration of Resolution No. 2020-22 extending the Declaration of Local Disaster in response to COVID-19.

There was discussion among Council and staff regarding how long to extend this Declaration and the impact to request federal funds. Mr. Haby reviewed additional expenses due to Declaration. He reminded Council that that essential staff and emergency responders will continue to receive the weekly Hazardous pay.

Alderman Staigle moved to approve Resolution No. 2020-22 extending the Declaration of Local Disaster in response to COVID-19 through May 18, 2020. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

9. Discussion and consideration regarding a possible revision to the amendment to the Development Agreement between the City of Meadows Place, Texas and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto and Vroom.

Scot Jacobson attended via teleconference. He stated that he wants to extend the relationship with the City and complete dog park improvements. Mr. Jacobson stated that due to COVID-19 they have been required to cease operations in 80% of their locations across the company. He requested the following extensions to the current agreement.

- 90 day extension (to August 1st) to complete the maintenance at the Dog Park, the dog park is currently closed
- 90 day extension (to August 1st) to complete the striping and painting of the fire lane in the alleyway
- Deferral of the monthly \$10,000 payment to the city for the period of May 1, 2020 to July 31, 2020. The Developer Payments shall resume on August 1, 2020. The payments which are deferred during the Deferment Period must be paid to the City, in their entirety, by September 30, 2020.

Alderman Bezner moved to accept the request of VROOM to extend the current amendment 90 days, to August 1, 2020, and defer the monthly \$10,000 tax offset payment to August 1, 2020 and to be paid in full by September 30, 2020 and if not paid the City will pull the Specific Unit Permit. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Kopczynski, and Mills

Nays: Alderman Staigle

The motion carried.

10. Discussion and consideration approving the CenterPoint Energy 2020 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase.

Alderman Isbell moved to decline CenterPoint Energy 2020 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

11. Discussion and consideration of Resolution No. 2020-23 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof.

Alderman Bezner moved to approve Resolution No. 2020-23 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

12. Discussion and consideration regarding the annual July 4th parade and event.

There was brief discussion among Council and staff regarding the July 4th parade and celebration. The Parks and Recreation Director, Colene Cabezas, stated that she has looked into the cost for fireworks. She stated that due to COVID-19 this might be the year to change the parade and celebration and add fireworks if Council wants them.

There was discussion regarding crowd control along the parade route and in the park if fireworks were added. There was discussion of having a morning parade versus an evening parade. Council and staff also discussed the added expense for fireworks and staffing of the Parks, Public Works, and the Police Department for traffic and crowd control.

Council agreed not to add fireworks at this time and keep the regular parade event.

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

Council agreed to meet on June 20, 2020 at 8:00 a.m. at the Meadows Place Training Center for the 2020-2021 Council Budget Retreat.

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 20, 2020 – Special Meeting
March 24, 2020 – Regular Meeting

2. Ratification of Bills

Mar-Con Services, LLC (Kirkwood Reconstruction Pay Estimate #13)	\$ 60,753.70
Joe L. Salvide (Monticeto Concrete Road Repair – Move in Payment)	\$ 7,905.00
Joe L. Salvide (Monticeto Concrete Road Repair – Completion Payment)	\$ 7,900.00
Joe L. Salvide (Curb Inlet Covers – Move in Payment)	\$ 7,705.00
Safety Vision (PD In-Car Video System and Repair)	\$ 21,186.85
Wright Business Technologies, Inc. (PD Car Camera Video Storage)	\$ 7,675.00
Wright Business Technologies, Inc. (General Services and Laptops)	\$ 23,469.23
Badger Meter (3 Invoices – Monthly Service, Backup Gateway, New Endpoints)	\$ 5,250.48
Texas Fire Hydrant Services (Repaint Fire Hydrants)	\$ 6,035.00
McCall Gibson Swedlund Barfoot PLLC (Annual Audit Fee – 2 nd Payment)	\$ 10,300.00
Randle Law Office LTS, LLP. (General Legal Counsel)	\$ 6,396.00

3. Discussion and consideration accepting the CenterPoint Energy Annual Franchise Payment Calculation effective July 1, 2020.

Alderman Staigle moved to approve the consent agenda. Alderman Bezner 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)

None.

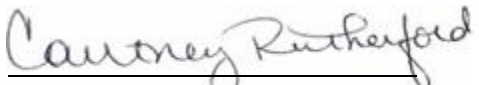
G. ADJOURN

There be no further business Alderman Bezner move to adjourn the meeting. Alderman Mills seconded the motion.


The meeting adjourned at 9:06 p.m.

These minutes were approved by City Council on May 26, 2020.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

