



Charles Jessup, IV, Mayor
Tia Baker, Alderman
Kurt Kopczynski, Alderman
Nick Haby, City Administrator

David Mertins, 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 MAY 23, 2023, 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
Tia Baker, Alderman
Kurt Kopczynski, Alderman

David Mertins, Mayor Pro Tem
Rick Staigle, Alderman

Alderman Kelle Mills was not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Communications Director, Cameron Miller; Parks & Recreation Director, Colene Cabezas; and Public Works Director, Rod Hainey.

- 1. Pledge of Allegiance:** Luke Blackmer, Principal Blackmer's son

Invocation: David Mertins, Mayor Pro Tem

B. Election Matters

- 1. Issuance of Certificate of Election and Administer Oath of Office to Elected Officials. Kurt Kopczynski, Alderman Place 4; and Kelle Mills, Alderman Place 5.**

Mayor Jessup presented the Oath of Office to Kurt Kopczynski for Alderman Place and presented him with his Certificate of Election.

Kelle Mills was not present and will take her oath and receive her Certificate of Election at a later date.

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. Introduction of the new Meadows Elementary School Principal, Cindel Blackmer

Mayor Jessup introduced the new principal for Meadows Elementary, Cindel Blackmer. Ms. Blackmer addressed Council and the public. She recognized her staff in attendance and thanked the city for inviting her to attend the meeting. She has been in education for 14 years.

Alderman Kopczynski stated that Ms. Blackmer has worked with the school for last couple of years and helped to hold it together.

b. Town Hall Meeting (Item E8)

Mayor Jessup stated that later in the agenda Council will set a meeting date for a Town Hall meeting to receive community input regarding a potential development on the 9-acre tract on W Airport near Aldi and Starbucks.

c. Municipal Changes on the Horizon

Mayor Jessup stated that the legislature is winding down and have put some things in place, for example the Death Star bill. They are taking away authority and moving things around. At this time, he is not quite sure how much it will affect Meadows Place. Council, the City Administrator, and City Secretary will be meeting with their professional groups to discuss how to move forward with the changes.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle reported that they are preparing the final work order and negotiating the liquidated damages due to the project running over the deadline.

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

Alderman Staigle reported that the city finally go clearance from CenterPoint to start the geo-tech boring. This work should be starting soon and then they will be able to finish the design. The parking lot design will depend on the 20" gas line being installed.

D. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for May 2023, which was distributed to City Council and filed with the City Secretary.

Assistant Chief Ashton stated that this reporting period is shorter than normal due to the meeting date change. He spoke on a few highlights from the month as follows:

- Accidents – 9
- Arrest – 10
- Assault – 0
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 2
- Fraud – 1
- Robbery – 0
- City Ordinance – 6
- Theft – 7
- Property Checks – 1601
- Flock Safety Alerts – 50
 - Stolen Vehicles – 10
 - Sex Offender – 13
 - Stolen License Plates – 8
 - Gang/Suspected Terrorists – 10
 - Missing Person Alert – 0
 - Protection Order – 8
 - Other Agency Hot List – 1
- Total Arrests – 10

Additional Notes:

- MPPD continues to complete the current training cycle. CPR/AED/NARCAN Class Completed; Taser Re-Certification Completed. Mental Health Training with area agencies continues and Training with area agencies begins in July. And TCOLE required mandates and legislative update continue, all to be completed July 31st. Chief's training completed in San Marcos, 120 Chiefs in attendance.
- FLOCK replaced two more cameras this month. Seeing an increase in the "Hits".
- We are actively working to fill our (2) FT Patrol and (1) PT Patrol open positions.
 - One Patrol applications in background (one potential hire from the upcoming June academy – successfully passed our Oral Review Board).
 - Officer Florian has completed the FTO Program and is released to full duty.
 - Part-time Dispatcher, Cassandra Jackson, hired and will complete training this week.
 - Accreditation Manager, Pete Alvarado, started today.

- Mesa door access system, having issues with the automatic doors. All hardware for the lobby doors was replaced yesterday. Door operation programming continues with the expected completion date of this Friday.
- Police Dept. continues to prepare for an active spring and summer with this Fridays' Concert in the Park and pool opening. MPPD is also preparing for the fast-approaching 4th of July.
- Grants Status:
 - Radio Recorder grant Approved (52k).
 - Dispatch Console grant in review (197k).
 - Portable Radio (10) grant in review (57k).

2. Parks & Recreation – Colene Cabezas, Director

Ms. Cabezas gave a brief overview of Parks and Recreation activities for the last quarter covering March, April and May. Below are few highlights from that report that was filed with the City Secretary.

Staffing – Hired Carolyn Whitlow for the Recreation Coordinator Position. She has a background in camp and sports ministry.

Hired 32 Seasonal staff for camp and the pool.

Event Re-Cap

- 1) **Family Campout** – Approx 70 in attendance – 14 of the 17 families that registered spent the night in tents. We added archery, mapping and knot tying to this year's activities. Kayaking, smores and tent camping were still the overall favorites.
- 2) **Concerts in the Park** -Hosted 3 concerts. Doubled the number of food trucks at each event, the city purchased a stage for use by the bands and the quality of the bands exceeded years past. Partnered with Fab Smiles and Cabo Bobs - Both provided door prizes. Attendance was unexpectedly light due to weather threats during 2 of the concerts.

Projects Completed

- 1) Installed 11 solar lights poles in 2 of our pocket parks – Brighton, Meadowglen (Child Safety / EDC)
- 2) Began installation of the new playground equipment at Meadow Valley Park to include tree hugger seating, 4 ride-on, a climbing feature, and a 3 bay swing set. We will also fence in that park and install solar light poles. Will complete by next Friday (EDC)
- 3) Completed new landscaping at each of the 4 monument entry signs into the city, providing a cleaner, modern look. 59/ WA will have 3 mature crepe myrtles installed in the next budget year (EDC)
- 4) Installed the floating dock on the Meadows Lake (County)
- 5) Redesigned the landscaping on the Kirkwood Roundabouts making it more manageable and provided a cleaner line of site. (EDC)
- 6) Installed new permanent interactive displays at the NC -General store / Blacksmith shop /and Early Texas Pioneer village.
- 7) Provided 1st Aid training and orientation for 18 summer camp and Nature center staff.

- 8) Completed Phase 1 of Tennis Court Upgrades by installing LED lights (County)

Upcoming Projects

- 1) Tennis Court Phase II and III – Hopeful for a July start Phase II surface repair followed by Phase III painting, striping and pickleball court installation (County)
- 2) Well 2 landscape installation scheduled for June to include hedges initially then crepe myrtles in the new budget year.
- 3) Three additional Education trail signs will be installed along the McGrath walking path. These are audio sensory signs (Water/ Animals/ Forest) -July

Upcoming Events

- 1) Kick Off to Summer Event May 26 – Need Council 4pm cooks – 5:30 servers (Tia, Kurt and David will be cooking and serving hamburgers and hot dogs)
- 2) Pool Opens May 26 for the season.
- 3) Summer Camp beginning Tuesday, May30
- 4) BFF June 16 and July 21
- 5) July 4 Festival with fireworks

Mayor Jessup complimented her starting the camp program and changes at Nature Center/Discovery Center.

3. Fire Department Monthly Report for April 2023 – Charles Jessup IV, Mayor

Mayor Jessup presented the monthly fire report for April 2023. A copy was filed with the City Secretary. There were 48 calls for service and the majority of those calls were for Medical Assist and Emergency Medical Services.

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

Mr. Haby reported that we have transitioned to the County for health inspections at the local food establishments. The change was effective May 15th and they have hit the ground running making contact with the establishments.

He also reported that staff attended a Cyber Security Training held by Wright Technologies. There will be one more training session in the evening on a date to be determined.

E. REGULAR AGENDA

1. Discussion and consideration of Ordinance No. 2023-13 electing a Mayor Pro Tem.

Alderman Mertins moved to approved Ordinance No. 2023-13 electing Tia Baker as the Mayor Pro Tem. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

2. Discussion and consideration of Resolution No. 2023-09 ratifying the submission of the grant application for Bullet Proof Shield acquisition to the Office of the Governor – Grant Number 4675501.

Alderman Staigle moved to approved Resolution No. 2023-09 ratifying the submission of the grant application for Bullet Proof Shield acquisition to the Office of the Governor – Grant Number 4675501. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

3. Discussion and consideration of Ordinance No. 2023-14 amending the Utility Fund Interest Revenue Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, increasing line item 300-481000, Utility Interest, by \$98,000 due to increased interest received.

Alderman Kopczynski moved to approved Ordinance No. 2023-14 amending the Utility Fund Interest Revenue Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, increasing line item 300-481000, Utility Interest, by \$98,000 due to increased interest received. 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.

4. Discussion and consideration of Ordinance No. 2023-15 amending the General Interest Fund Revenue Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, increasing line item 100-48100, City Interest, by \$200,000 due to increased interest received.

Alderman Staigle moved to approved Ordinance No. 2023-15 amending the General Interest Fund Revenue Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, increasing line item 100-48100, City Interest, by \$200,000 due to increased interest received. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2023-16 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount of \$45,000 from the General Fund balance to line item 100-040-520510, Public Works Vehicle Purchase, for the purchase of a Public Works vehicle.

Alderman Staigle moved to approved Ordinance No. 2023-16 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount of \$45,000 from the General Fund balance to line item 100-040-520510, Public Works Vehicle Purchase, for the purchase of a Public Works vehicle. Alderman Kopczynski seconded the motion.

Public Works will be retiring a 2007 Ford Ranger with a bad transmission.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

6. Discussion and consideration authorizing staff to purchase a new Public Works vehicle in the amount not to exceed \$45,000.

Alderman Staigle moved to authorize staff to purchase a new Public Works vehicle not to exceed \$45,000. Alderman Kopczynski seconded the motion.

Staff is looking to purchase a half ton truck with a trailer/towing package.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

7. Discussion and possible action related to the bid of the Wastewater Treatment Plant rehabilitation.

Alderman Staigle stated that the ARPA funding project at the County was tabled today, and no action was taken.

Mayor Jessup stated that the city has held off on moving forward with this project in hopes of getting ARPA funding, however the city needs to move forward with this project soon.

Alderman Staigle suggested splitting the project into two (2) projects while waiting for the County to make a decision on funding.

Council agreed to postpone it for one more month.

8. Discussion and consideration regarding a date for a Town Hall Meeting regarding potential development of the 9-acres tract located generally at 11919 W Airport Blvd.

Council agreed to hold a Town Hall Meeting on Wednesday, June 7th from 6:30 p.m. to 7:30 p.m. Staff will work with the contractor regarding presentation and handouts.

9. Discussion and consideration regarding a date for 2023-2024 Budget Workshop.

Council agreed to meet on June 20th at 6:00 p.m. at the EOC/Training Center.

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:

April 25, 2023 – City Council Workshop

April 25, 2023 – City Council Regular Meeting

May 3, 2023 – City Council Special Meeting

May 9, 2023 – City Council Emergency Meeting

Alderman Staigle moved to approve the Consent Agenda as presented. 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.

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

This provides an opportunity to comment on non-agenda items. Comments shall be limited to **three (3) minutes** per person. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information, existing policy, or proposal to place the subject on the agenda for a future meeting. **Please identify yourself with name and address.**

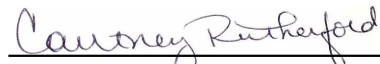
Cheryl Teague, resident at 11611 Dorrance Ln, thanked staff and Council for getting the June newsletter out early.

H. ADJOURN

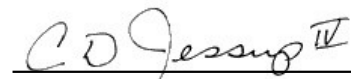
There being no further business to discuss the meeting adjourned at 8:01 p.m.

These minutes were approved by City Council on June 27, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

