



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 MAY 24, 2022, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W. AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

**The meeting was called to order by Mayor Pro Tem, Kelle Mills, at 6:32 p.m. with the following present.**

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman

Mayor, Charles D. Jessup, IV was not present.

Nick Haby, City Administrator                      Courtney Rutherford, City Secretary

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

**1. Pledge of Allegiance:** Police Chief Gary Stewart

**Invocation:** Jimmy Fenwick, Resident

**B. ELECTION MATTERS**

**1. Issuance of Certificate of Election and Administer Oath of Office to Elected Officials. Charles D. Jessup, Mayor; David Mertins, Alderman Place 1; Tia Baker, Alderman Place 2; and Rick Staigle, Alderman Place 3.**

City Secretary, Courtney Rutherford, presented Certificates of Election and administered the Oath of Office to the newly elected officials David Mertins, Alderman Place 1; Tia Baker, Alderman Place 1 and Rick Staigle, Alderman Place 3.

Charles Jessup IV was not present and will received his certificate and take his oath when he returns.

**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:

- Responded to Loud Party
- Seven thefts at Murphy Oil
- Six arrests (all adults)
- MPPD Continues to follow the guidelines and policies set forth for COVID.
- Continuing to review applications for 30hr. dispatch position.
- Live Scan Update: Still waiting for training session.
- ATV Is here!! Working to get striped then Emergency Equipment.
- Mesa Door Access system waiting on some supplies.
- Actively working to fill our (5) FT and (1) PT open positions.
- Preparing for Hurricane Season, June 1st - November 30<sup>th</sup>.

## **2. Parks and Recreation – Colene Cabezas, Director**

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

Below are a few highlights from his report:

### **Parks and Facilities:**

- Lake - Double Oak Erosion company meet with us about the issues we are seeing with the lake. Significant erosion due to multiple causes - No liner in the lake / catfish burrowing / Water levels inconsistent
- Ball Field - Houston Fence Company will complete additional improvements over the summer. Scoreboard has arrived and will be installed within the next two weeks.
- Beautification- Community Center beds and around the LED sign / City Hall and City Entryways / Patriotic banner/ Painted pool and cc patio area
- Kirkwood - TX Lawn / Irrigation / PW / Parks / Monthly meeting
- Helfman Park - Heron, Need I say More?
- Community Garden - (Butterfly Bed) -QR Code Sign

- 6 Families plan to maintain the one ground bed. They will meet weekly to maintain bed and twice a month for a meeting at the Discovery Center.

### **Recreation**

- Staffing: Hired 33 seasonal staff
- Oaks ....to provide free services to our Seniors (Monthly)
- Prepared pool area to include pump repair, new underwater light kits, paint and stain benches and facility.
- Discovery & Nature Center- Provided 4 school field trips. Began Wednesday Story-time and added a rat snake, red eared slider, Blue crayfish, an alligator hatchling

### **Events:**

Family Campout – 60 participated / 5 families stayed overnight in the cold temps - Thanks PD and Parks staff. April Concerts in the Park - 3 in all attendance built each Friday

**Upcoming Programs:** Full summer - Adventure Camp, Tennis Camp, Swim Lessons, Aqua Fit, Jr. Lifeguard, Thursday evening Animal Encounters - Also Standard programming

**Partners:** Scouts- Bat Box Project, Sugar Grove-July 4, A to Z Animal Clinic (August)

### **Upcoming Events:**

May 27<sup>th</sup> – Kickoff to Summer 6 pm to 8 pm (Cookers 4pm, Servers 5:30pm)

May 28<sup>th</sup> – Pool Opens

Bare Foot Fridays in June and July

July 4<sup>th</sup> Event – 6 pm to 9 pm – Best Seat in the House Contest

Alderman Baker asked about discounts on pool bands. Ms. Cabezas stated that they offered an early bird discount for the first 2 years to transition into the price. They will not be offering the discount moving forward. Alderman Baker suggested a discount option for seniors.

Alderman Mills stated that she collected \$100 in donations for bands and has had requested for 11 bands so far.

Alderman Kopczynski asked if the hours of the splash pad could be extended for the summer. Ms. Cabezas stated that she will change the hours of operation to 8:00 a.m. to 10:00 p.m.

### **3. Fire Department Monthly Report for April 2022 – Kelle Mills, Mayor Pro Tem**

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

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

Mr. Haby stated that he had nothing to report at this time as he will briefly go through the Mayor's comments.

## **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**

Mayor Jessup was not present so City Administrator, Nick Haby, briefly covered his comments.

#### **a. Meetings and Public Hearings**

No comment

#### **b. Communications Director**

Mr. Haby stated the new Communications Director, Cameron Miller is doing a great job. He is getting involved and working well with staff.

#### **c. VROOM**

Mr. Haby stated that Scott Jacobson is no longer with the company at this time staff does not have a new contact.

**d. O'Reilly's**

Mr. Haby stated that equipment has moved onsite, however they still have a water line issue. Staff has been working with them to resolve the issue.

**e. Budget Season**

Mr. Haby stated that the first workshop will be on June 8<sup>th</sup>.

**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 there was a Town Hall meeting on May 17<sup>th</sup> with Council, the contractor, and staff. He stated that a few residents were present. He stated that Right of Entry letters have been mailed to residents. Finally, he stated that the contractor has to make a change in the water line pipe being used due to supply issues.

**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. He brought a handout of different bridge options and stated that Council and staff will need to make a decision on what they think is best for the Discovery Center access.

**E. REGULAR AGENDA**

**1. Discussion and consideration of Ordinance No. 2022-23 electing a Mayor Pro Tem.**

Alderman Staigle made a motion to approve Ordinance No. 2022-23 nominating David Mertins, Alderman Place 1, as Mayor Pro Tem. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration Ordinance No. 2022-24 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning**

**Commission to be held the 28<sup>th</sup> day of June 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. 2022-24 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 28<sup>th</sup> day of June 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 Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration of Resolution No. 2022-13 authorizing the City Secretary to advertise a Request for Proposals for the City's residential solid waste and recycling collection contract.**

Alderman Staigle made a motion to approve Resolution No. 2022-13 authorizing the City Secretary to advertise a Request for Proposals for the City's residential solid waste and recycling collection contract. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2022-14 authorizing the Mayor to execute an Interlocal Cooperation Agreement for the Collection of Taxes with the Fort Bend County Tax Assessor-Collector.**

Alderman Kopczynski made a motion to approve Resolution No. 2022-14 authorizing the Mayor to execute an Interlocal Cooperation Agreement for the Collection of Taxes with the Fort Bend County Tax Assessor-Collector. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Resolution No. 2022-15 ratifying the submission of the grant application for the Rescue Vehicle (ATV) to the Office of the Governor – Grant Number 4248801.**

Alderman Staigle made a motion to approve Resolution No. 2022-15 ratifying the submission of the grant application for the Rescue Vehicle (ATV) to the Office of the Governor – Grant Number 4248801. Alderman Kopczynski 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. 2022-25 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$85,339 from the awarded grants to line item 100-495015, Grant Revenue – Police Equipment, for the purchase of two (2) laptops, four (4) License Plate Readers, and one (1) Police Rescue Vehicle (ATV) funded by three (3) Police Department grants.**

Alderman Mertins made a motion to approve Ordinance No. 2022-25 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$85,339 from the awarded grants to line item 100-495015, Grant Revenue – Police Equipment, for the purchase of two (2) laptops, four (4) License Plate Readers, and one (1) Police Rescue Vehicle (ATV) funded by three (3) Police Department grants. Alderman Baker 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. 2022-26 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$85,339 to line item 100-050-542600, PD Grant Funded**

**Equipment, from line item 100-495015, Grant Revenue – Police Equipment, for the purchase of two (2) laptops, four (4) License Plate Readers, and one (1) Police Rescue Vehicle (ATV) funded by three (3) Police Department grants.**

Alderman Mertins made a motion to approve Ordinance No. 2022-26 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$85,339 to line item 100-050-542600, PD Grant Funded Equipment, from line item 100-495015, Grant Revenue – Police Equipment, for the purchase of two (2) laptops, four (4) License Plate Readers, and one (1) Police Rescue Vehicle (ATV) funded by three (3) Police Department grants. 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 of Ordinance No. 2022-27 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$150,000 from the Economic Development Corporation Fund Balance to line item 100-499000, Funds Transfer, to adjust City Revenue for Fiscal Year 2021-2022 Infrastructure Projects.**

Alderman Staigle made a motion to approve of Ordinance No. 2022-27 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$150,000 from the Economic Development Corporation Fund Balance to line item 100-499000, Funds Transfer, to adjust City Revenue for Fiscal Year 2021-2022 Infrastructure Projects. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration of Resolution No. 2022-16 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Professional Engineering Services Design, Bid Phase, and Construction Management Services for Meadows Place Wastewater Water Treatment Plant - Clarifier Rehabilitation.**

Alderman Kopczynski made a motion to approve Resolution No. 2022-16 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Professional



Engineering Services Design, Bid Phase, and Construction Management Services for Meadows Place Wastewater Water Treatment Plant - Clarifier Rehabilitation. Alderman Staigle seconded the motion.

Alderman Staigle stated that he spoke with John Peterson of HDR, and the repairs are a lot more than they originally thought, however these repairs will get another 15 years at least of use. He stated that they need to get the design done and go out for bid to get the true cost.

Public Works Director, Rod Hainey, stated that if regular maintenance is done these repairs may last longer.

The vote follows:

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

Nays: None

The motion passed unanimously.

**10. Discussion and consideration of Ordinance No. 2022-28 adding Chapter 96: Special Event Permit Procedures.**

Alderman Staigle made a motion to approve Ordinance No. 2022-28 adding Chapter 96: Special Event Permit Procedures. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration of Resolution No. 2022-17 authorizing the purchase of a pump for the lift station at the Wastewater Treatment Plant in the amount of \$40,000.00.**

Alderman Kopczynski made a motion to approve Resolution No. 2022-17 authorizing the purchase of a pump for the lift station at the Wastewater Treatment Plant in the amount of \$40,000.00. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**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:**

**April 26, 2022 – Workshop**

**April 26, 2022 – Joint Public Hearing**

**April 26, 2022 – City Council – Regular 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)**

None

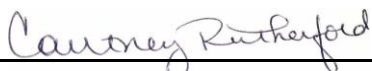
**H. ADJOURN**


Alderman Staigle moved to adjourn. Alderman Mertins seconded the motion. There being no further business to discuss the meeting adjourned at 7:50 p.m.

**These minutes were approved by City Council on June 28, 2022.**



**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Charles D. Jessup IV, Mayor