



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, MAY 25, 2021, 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 Pro Tem, Kelle Mills, at 6:32 p.m. with the following present:

Alderman, Tia Baker

Alderman, Rick J. Staigle

Alderman, Kurt Kopczynski

David Mertins was sworn in as Alderman Place 1 and joined the meeting at 7:22 p.m.

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

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

The following staff were also in attendance: Gary Stewart, Police Chief and Rod Hailey, Public Works Department.

1. Pledge of Allegiance and Invocation

Pledge by: Owen Lester Kevin Baker, and Olivia Baker, Residents and Boy Scouts Troop 301 Members

Invocation by: Scott Lester, Resident

B. REPORTS

1. Police Department – Chief Gary Stewart

Assistant Chief Ashton then gave a brief overview of the monthly statistics and activities report for May 2021, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

No Kirkwood accidents

Alderman Staigle asked Chief Ashton to show the closed cases due to the FLOCK cameras for budget preparation.

2. Parks & Recreation – Colene Cabezas, Parks & Recreation Director

Ms. Cabezas gave a summary of Parks & Recreation activities for the last quarter, March, April, and May. A copy of which was distributed to City Council and filed with the City Secretary. Below are a few key points from her presentation:

Parks and Facilities:

- **CenterPoint ROW** –Parks reseeded edges to allow for a late summer bloom. “Sunflowers” We will partner with the Meadows Elementary, TMN and Monarch Forever to create seed balls and begin again. Will continue to manage the native prairie as it grows back. (Fall Effort)
- **Discovery & Nature Center**-Opened May 1 with new look and hours. Steady flow of visitors
- **Playgrounds**- Working to install fencing at Brighton Park.
- **Majors Ball Field** – As is for now working with PW to plan for a total rehab. Will include a budget amendment and additional funding from EDC to complete.
- **Kirkwood Project**- Replanted 542 plants after the freeze / Still waiting for plant availability to complete project (320 needed)
- **Beautification**- Last evidence of the freeze is along the sound walls at West Airport. Slowly working our way along fence to remove dead ivy. Seasonal change out of flowers has also been affected.
- **Pool** – Prepared for opening on Memorial weekend.
- **Helfman Park**- Weekend Closure in July to repair turf.

Staff:

- Hired Daniel Trlicek as Parks Maintenance Worker
- Leigh Ylanan - Completed Turf Management Training through the University of Georgia. This will help with the maintenance /management of our ball fields.
- Lauren Aguilera – Completed Texas Master Naturalist / Lifeguard / Lifeguard Instructor / NIMS
- Dan Denny – Completed Irrigation Technician Training
- Daniel Trlicek – Completed NIMS

Recreation

- Fully Open and offering all programs without restriction.
- The Community Center rentals have been booked every weekend from May through August.
- Marketing Videos – Filmed 9 Did you know videos / 1 Partner video at Children’s Museum Houston / 1 Roundabout / 1 PD Recruitment to inform viewers of all the amenities Meadows Place has to offer.

Events:

- Re-opened Nature Center- May 1
- Exploration Zone – Climbers, crawlers, and balance logs. Discovery panels to engage the inquisitive mind and challenge kids with activities. New Texas animal species. New hours and days. Averaging 40 visitors weekly.
- Spring Concert Series
 - Hosted 3 concerts / 1 was in partnership with Meadows Elementary PTO

Upcoming Programs:

- Pool Opening – Memorial Weekend / June 4th Kickoff to Summer
 - Wristbands \$10 at Pool.
- Camp beginning – June 7 (9 weeks of camp)

Projects:

- Bikeway Mobility Project – Working with Stafford and the county
- Installing educational signs around the lake and trails
- Solar lights along trail by Treatment Plant
- Roundabout plant replacement

Upcoming Events:

- June 4th – Kick Off to Summer
 - Live Band / Burgers for Residents / Games / Giveaways / Pool Open 6-8pm
- Barefoot Fridays / Jr BFF (June 25 / July 30)
- July 4th Family Festival
 - Posted Presentation / Survey on Facebook and City Website, Polled question participants at concert and Active Adults.
 - Most Votes – Family Festival to include Fireworks, Food Trucks, Live Band, Spirit Booths, Games

Alderman Baker asked about the fence Brighton Park and wanted to know if it was going to be closed. Ms. Cabezas stated that all fences have an opening with a path for entrance.

Alderman Kopczynski stated he was proud of all the amazing things happening in our 1 square mile! He also asked when the Children's Museum video would be available to the public. Ms. Cabezas stated that it is still being edited and should be available soon.

Ms. Cabezas then introduced Owen Lester, Kevin Baker, and Olivia Baker Scouts from Pack 301. The group presented five (5) wood duck boxes to the Parks Department. This project is their part to serve our community.

3. Fire Department Monthly Report for April 2021 – Nick Haby, City Administrator

City Administrator, Nick Haby, presented the Stafford Fire Department report for Meadows Place for the month of April 2021, a copy of which was filed with the City Secretary.

Mr. Haby also mentioned that the current agreement with Stafford Fire Department expires at the end of September. He and the Mayor met with Chief DiCamillo and are working on a new agreement.

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month. Mr. Haby stated that a lot has been going. Staff met with Huitt-Zollars and will be meeting again

this week to move forward with this project.

Ms. Haby stated that unfortunately the first Employee Appreciation Day was cancelled due to weather.

Mr. Haby informed Council that staff received a reimbursement from TML for damages during the freeze totaling \$49,000.

Mr. Haby stated that staff has finally started taking photos for the wall of service in the lobby. It will be nice to put a face to the name.

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. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update on the Dorrance Lane construction project. HDR has submitted the 30% design plans, although he has not had a chance to review them yet.

b. Mobility Bond Project Update – Alderman Rick Staigle

Alderman Staigle gave a brief update on the Mobility Bond Project. This is a joint project with the City of Stafford and will include a trail system, a bridge at the Discovery Center, and a new parking lot near the Training Center. Alderman Staigle and staff are currently reviewing interlocal agreements and trying to finalize the design.

D. REGULAR AGENDA

1. Discussion and consideration of Ordinance No. 2021-07 acknowledging the resignation of John Isbell, Alderman Place 1, and appointing David Mertins for the unexpired term.

Alderman Staigle made a motion approving Ordinance No. 2021-07 acknowledging the resignation of John Isbell, Alderman Place 1, and appointing David Mertins for the unexpired term. Alderman Kopczynski seconded the motion.

Alderman Staigle explained the process Council took to fill the vacancy. Council asked for applicants and then interviewed four of the eight submitted.

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski, and Mills

Nays: None

Alderman 1 is currently vacant.

The motion carried.

2. Issue Oath of Office and Certificate of Election to newly appointed David Mertins, Alderman Place 1.

City Secretary, Courtney Rutherford, presented the Certificate of Election and administered the Oath of Office to the newly appointed official David Mertins, Alderman Place 1.

3. Discussion and consideration of July 4th celebration event.

City Administrator, Mr. Haby, explained that the city received 133 responses to the online survey. Fifty percent voted for the July 4th Festival and Fireworks, twelve percent voted for the Parade Only, and thirty seven percent voted for the July 4th Festival and Christmas Parade.

Alderman Baker stated that the July 4th Festival with fireworks is still within budget.

Alderman Kopczynski mentioned there was some confusion on Option 2 and 3.

Alderman Staigle stated that the Christmas parade will be an item for discussion in planning next year's budget. He believes residents want more evening events.

Alderman Staigle made a motion authorizing staff to move forward with the July 4th Family Festival and Fireworks for the July 4, 2021, celebration. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

4. Discussion and consideration of Ordinance No. 2021-11 amending the City's General Fund Budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, in the amount not to exceed \$15,000 from the City's General Fund balance to a new General Fund line item 100-020-521400, Communications and Marketing, for communication, social media, videos, and promotions of city activities in Meadows Place.

Alderman Staigle made a motion approving Ordinance No. 2021-11 amending the City's General Fund Budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, in the amount not to exceed \$15,000 from the City's General Fund balance to a new

General Fund line item 100-020-521400, Communications and Marketing, for communication, social media, videos, and promotions of city activities in Meadows Place. Alderman Baker seconded the motion.

Mr. Haby explained that historically the city has used a marketing firm for city communications. Over the years this has grown to more than EDC work, therefore this item is to fund the non-EDC items from the general fund. EDC funding is only for new or expanding business development. This item will require full funding in next year's budget.

The vote follows:

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

Nays: None

The motion carried.

5. Discussion and consideration of Ordinance No. 2021-12 amending the City's General Fund Budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, in the amount not to exceed \$37,000 from the City's General Fund balance to line item 100-040-580000, Public Works Capital Outlay, reallocating funds for the City's Facilities Review Agreement with Huitt Zollars.

Alderman Staigle made a motion approving Ordinance No. 2021-12 amending the City's General Fund Budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, in the amount not to exceed \$37,000 from the City's General Fund balance to line item 100-040-580000, Public Works Capital Outlay, reallocating funds for the City's Facilities Review Agreement with Huitt Zollars. Alderman Mertins seconded the motion.

Alderman Staigle stated that this is reallocating unused funds from last year.

The vote follows:

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

Nays: None

The motion carried.

6. Discussion and consideration of Ordinance No. 2021-13 amending the City's General Fund Budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, in the amount not to exceed \$35,000 from the City's General Fund balance to line item 100-040-566000, Public Works Sprinkler System Maintenance, for irrigation repairs.

Alderman Baker made a motion approving Ordinance No. 2021-13 amending the City's General Fund Budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, in the amount not to exceed \$35,000 from the City's General Fund balance to line item 100-040-566000, Public Works Sprinkler System Maintenance, for irrigation repairs. Alderman Staigle seconded the motion.

Alderman Staigle stated that this is place holder amount for outstanding repairs and that Council and staff will the need to be outsource irrigation maintenance.

Mr. Hainey explained that so far, he has done about \$50,000 in repairs and this amendment will help address more repairs. Once repairs are complete a decision needs to be made on how to maintain the system.

The vote follows:

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

Nays: None

The motion carried.

7. Discussion and consideration of Resolution No. 2021-11 designating the City Right of Way along Kirkwood Road from the northern city limit line of Meadows Place to the northern intersection line of West Airport Boulevard as a linear park within the City of Meadows Place, Texas.

Alderman Staigle made a motion approving Resolution No. 2021-11 designating the City Right of Way along Kirkwood Road from the northern city limit line of Meadows Place to the northern intersection line of West Airport Boulevard as a linear park within the City of Meadows Place, Texas. Alderman Kopczynski seconded the motion.

Alderman Staigle mentioned that at the beginning of this project this area was designed as park land with trails. Mr. Haby mentioned that this is item is for record keeping and future funding of maintenance. Since this is park land EDC funds may be used for maintenance.

The vote follows:

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

Nays: None

The motion carried.

8. Discussion and consideration of Resolution No. 2021-12 amending the City's Employee Policy Manual regarding employee longevity pay.

Alderman Baker made a motion approving Resolution No. 2021-12 amending the City's Employee Policy Manual regarding employee longevity pay. Alderman Kopczynski seconded the motion.

Mr. Haby explained that the current personnel policy pays out longevity per paycheck. This item will change to pay out longevity in one lump sum at the end of the calendar year.

The vote follows:

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

Nays: None

The motion carried.

9. Discussion and consideration of Ordinance No. 2021-14 repealing Ordinance No. 2019-07 appointing Vy Nguyen to act as Assistant Prosecutor in the Municipal Court of Record.

Alderman Staigle made a motion approving Ordinance No. 2021-14 repealing Ordinance No. 2019-07 appointing Vy Nguyen to act as Assistant Prosecutor in the Municipal Court of Record. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion carried.

10. Discussion and consideration of Ordinance No. 2021-15 calling a Public Hearing for 12047 Sturdivant.

Alderman Baker made a motion approving Ordinance No. 2021-15 calling a Public Hearing to determine whether the building located at 12047 Sturdivant Street, Meadows Place, Texas violates City of Meadows Place Code of Ordinances Chapter 150, Section 150.36 Minimum Standards for Continued Use and Occupancy on June 22, 2021, at 5:30 p.m. Alderman Mertins seconded the motion.

Mr. Haby explained that this house has been a code enforcement issue for quite some time. The Building Official report states that this does appear to be substandard, and the house currently does not have running water.

Alderman Kopczynski stated he's received complaints regarding this house since before becoming a Council Member.

The vote follows:

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

Nays: None

The motion carried.

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:

April 24, 2021 – Special Meeting

April 27, 2021 – Regular Meeting

May 11, 2021 – Special Meeting

May 12, 2021 – Special Meeting

May 19, 2021 – Special Meeting

Alderman Kopczynski made a motion to approve the Consent Agenda as presented. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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

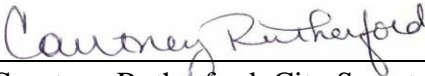
Cheryl Teague, resident at 11611 Dorrance, happy that COVID restrictions have been lifted. She asked about the temperature kiosks still in the lobby. City Secretary, Ms. Rutherford, stated that they are for proceedings and temperature checks and masks are still required due to the Supreme Court. These kiosks are not being used for any other individuals entering City Hall.

G. ADJOURN

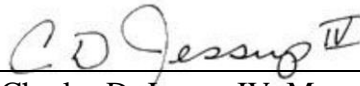
Alderman Staigle motioned to adjourn. Alderman Baker seconded the motion. There being no further business to discuss the meeting adjourned at 7:48 p.m.

These minutes were approved by City Council on June 22, 2021.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

