



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, MAY 26, 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 via teleconference: Gary Stewart, Police Chief; and Parks & Recreation Director, Colene Cabezas.

1. Pledge of Allegiance and Invocation

Pledge by: Alderman, Steve Bezner, Alderman

Invocation by: Mayor, Charles Jessup

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.

There were two accident this weekend in the roundabouts.

Still following States of Disasters and COVID-19 protocols. Now disinfecting daily with a disinfectant fogger. Training center will open back up for training in June and will follow COVID-19 protocols. Preparing for hurricane season and testing all computers at the EOC. We did run into a few problems and are working to get that fixed and Wright Technologies will cover the \$600 cost. We are also upgrading the internet.

Working with City Secretary on Court protocols that will require two bailiffs. Officer are increasing contact and have started issuing more citations.

Preparing for new July 4th celebration.

Working with finance and admin to gather information for the CARES Act reimbursement.

Mayor Jessup acknowledged Chief for his hard work on documenting and tracking expenses for COVID-19 response. He thanked the Chief for working on this and keeping it organized.

Alderman Bezner asked the Chief if he is happy with the level of service from Wright Tech. Chief stated that he is happy with their response and service.

Alderman Staigle asked about the accident in the roundabouts this past weekend. Chief stated it was a vehicle accident and the driver was arrested for possession of illegal substance. \$7,500 worth of damage in the roundabouts.

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

This report will serve as a summary of Parks & Recreation activities March-May

Parks and Facilities:

- **Trails-** 6 Benches installed along the trail system funded by EDC
- **Discovery & Nature Center-** New quail house and 5 chicks.
- **Community Center-** Joe Salvade donated his time and product to sill and stripe the parking lot at no expense to city.
- **Playgrounds-** Removed fencing / Opened parks on May 20
- **Fields –** Majors remains under construction. Back field temp fencing has been removed until new season starts.
- **Pool-** Replaced depth tiles, painted and stained benches and porch covers, cleaned and prepared facility for summer

Events Completed:

- Family Camp – 60 in attendance

Training Completed:

NIMS -Di Torreros

Cyber Security – All staff

Irrigation Management – Leigh Ylanan

Volunteers

- **YAC – 1 activity=35 hours = \$735**

Projects:

- Kirkwood Roundabout Landscaping – site visit this Thursday
- Summer Hiring / Training Lifeguards May 27 – 29 to include COVID protocol training.
- Making improvements to Brighton / Kangaroo Park

Upcoming Events:

- Honoring Graduates May 29 on Facebook
- Community Center opening June 1 for programs and rentals.
- Pool Opens June 8
- Wristband sale at pool beginning June 8
- Splashpad / Nature Center remain closed per order.
- July 4 parade and Fireworks show 6:30 – 9:30pm

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

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

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

City Administrator, Nick Haby, presented his May 2020 overview report to City Council, which was distributed to City Council and filed with the City Secretary.

Mr. Haby stated that he completed his Public Funds Investment Act training and stated that the training really emphasized the importance of Cyber Security. He also reported that he hopes to have updated sales tax report within the 2 weeks for April which he expects to be affected due to COVID-19.

Mr. Haby also reported that he and staff have brainstorming and working hard to come up with schedules and protocols for returning to work and opening to the public.

C. MAYOR AND COUNCIL COMMENTS

1. Mayor’s Comments

a. COVID-19 / CARES Act

Mayor Jessup stated that the City of Meadows Place has 3 people actively participating on 3 of the COVID/CARES Act committees and this is big for a city with a population of 4,660 residents.

Mayor Jessup gave a brief recap a few things the City and staff have done to deal with this pandemic.

- Isolated the EOC in preparation if vacating City Hall becomes necessary.
- Closed City Hall to the public and staff worked alternating shifts.
- The Police Department remained fully manned and working regular schedules.
- Stocked up on hand sanitizer and wipes.
- Established a vigorous cleaning schedule at City Hall, including daily fogging.
- Installed windows at City Hall service windows for the protection of staff.
- Closed Park's facilities, including playgrounds, pool, and splashpad.
- Posting daily updates of Confirmed Cases of COVID-19 in Meadows Place on the City website.
- Put our numerous reminders of COVID-19 Protocols.
- Chief Stewart is on multiple county wide and statewide conference calls and zoom meetings every week.
- City Administration, Nick Haby, has been actively engaged in discussions on COVID response at the City, county, and state levels as well. He sits on the committee for funds reimbursement and has been directly engaged with the County Auditor.
- Alderman Staigle has also been able to help us due to his dealing at the County.
- City Secretary, Courtney Rutherford, has shown amazing resolve and working with our amazing staff.

He then stated that we are not out of the woods yet, but are in a much better position and working through it.

Alderman Isbell asked about the foggers that staff is using. PD is fogging the vehicles every shift.

Ms. Haby stated that staff is fogging City Hall daily and wiping down every hour.

b. Cyber Security Training

Mayor Jessup stated it is a fairly short presentation with a lot of good information. 100% of staff have completed the training. Mayor reminded Council that the training needs to be completed this week.

c. Staff Appreciation

Mayor Jessup stated that staff has been champions. They have been in stressful situations with family exposures and self-quarantines, but staff has continued to

work with great attitudes. The biggest thing he saw was staff stressed about getting jobs complete. Mr. Haby no rule book and changing daily. It is been a challenge, but staff is prepared. Ms. Rutherford reported that staff continues to provide great customer service and helping our residents.

d. Meadows Elementary Update and Parade

Mayor Jessup stated despite some rumors there are still full crews working and looking to be complete on schedule. We continue to get daily pictures from the mounted cameras and drone photos. There will be a time lapse video at the end of the project.

The Meadows parade will take place this Thursday. Thanked Chief Stewart for working with the principal to put this parade together for the students in Meadows Place. This Thursday starting at 9:00 a.m. and will drive down Dorrance from Brighton to Dairy Ashford.

Mayor reminded Council to get with Courtney if they have Council Comments.

2. Council Comments

a. Kirkwood Construction Update – Alderman Rick Staigle

Kurt get with Nick on entryway signs for the City. Rick what is the purpose of the sign? That will determine size of lettering.

Alderman Staigle gave a brief update on the Kirkwood Re-Construction Project. He stated that the Parks & Rec Director, Colene Cabezas, will be doing a pre-visit to view landscaping. He also reported that we are still waiting to hear from CenterPoint on the installation of light poles.

Alderman Bezner asked if are we just waiting on poles now and landscaping to start? Alderman Staigle answered, yes landscape should be done first of July.

D. REGULAR AGENDA

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

Mayor Jessup stated that the City did receive the signed agreement from VROOM.

Alderman Bezner moved to approve the second amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto, VROOM. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Kopczynski, and Mills

Nays: Alderman Staigle

The motion carried.

2. Discussion and consideration of Resolution No. 2020-27 supporting Project Brazos River.

Mayor Jessup we were asked to support this and there is not monetary commitment from the City. This resolution shows the City's support of the project.

Alderman Staigle stated that this is for long term gains to get federal money to address the erosion issue.

Alderman Isbell moved to approve Resolution No. 2020-27 supporting Project Brazos River. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

3. Discussion and consideration of Resolution No. 2020-28 authorizing the Mayor to negotiate an agreement with Bio-Aquatic Testing for bio-monitoring at sewer treatment plant not to exceed \$7,000 annually.

Mayor Jessup stated this agreement will give the City a little bit more flexibility and eliminate the 10% mark up from USW.

Alderman Bezner moved to approve Resolution No. 2020-28 authorizing the Mayor to negotiate an agreement with Bio-Aquatic Testing for bio-monitoring at sewer treatment plant not to exceed \$7,000 annually. 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 regarding the City of Meadows Place Municipal Court of Record proceedings in response to COVID-19.

Alderman Bezner moved to approve the City of Meadows Place Municipal Court of Record proceedings in response to COVID-19 as amended. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Kurt – question about staff 99.6 and 100 for defendants. Amend 99.6 for all staff and defendants.

5. Discussion and consideration of Resolution No. 2020-29 authorizing the Mayor and City Secretary to enter into an interlocal agreement with Fort Bend County for CARES Act Allocation distribution.

Needed to get reimbursement from the County through the CARES Act.

Alderman Isbell moved to approve Resolution No. 2020-29 authorizing the Mayor and City Secretary to enter into an interlocal agreement with Fort Bend County for CARES Act Allocation distribution. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, 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 27, 2020 – Special Meeting

April 28, 2020 – Regular Meeting

May 18, 2020 – Special Meeting

2. Ratification of Bills

Joe L. Salvide (Inlet Top Replacements – Completion Payment) \$ 7,700.00

Construction Masters (Kitchen Move & Office Remodel) \$ 6,012.00

Construction Masters (Kitchen Move & Office Remodel) \$ 1,660.00

Alderman Kopczynski moved to approve the consent agenda. Alderman Isbell 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

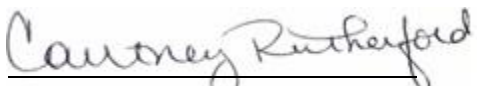
G. ADJOURN

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

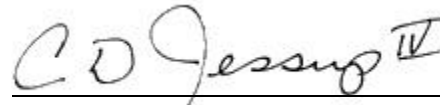
The meeting adjourned at 7:50 p.m.

These minutes were approved by City Council on Tuesday, June 23, 2020.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

