



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JUNE 23, 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 6:32 p.m. with the following present via teleconference:

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Kurt Kopczynski

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

Alderman, John F. Isbell was not present.

The following staff were also in attendance: Captain Jack Ashton, Code Enforcement Official, Jennifer Cabello

**1. Pledge of Allegiance and Invocation**

Pledge by: Kelly Sarabi, Police Officer

Invocation by: Jimmy Fenwick, Resident

**B. PRESENTATIONS – SERVICE RECOGNITION**

Mayor Jessup recognized the following staff for their dedicated service to the City of Meadows Place. Each employee was present with a service pin for their years of service.

- Gerald Brownlee, Police Officer, 20 Years of Service
- Desi Rodriguez, Police Officer, 20 Years of Service
- Kelly Sarabia, Police Officer Reserve, 15 Years of Service

**C. REPORTS**

**1. Police Department – Chief Gary Stewart**

Police Captain, Jack Ashton, gave an overview of the monthly statistics and activities report, for June 2020, which was distributed to City Council and filed with the City Secretary.

Captain Ashton reported that there was one accident on Kirkwood in the roundabouts. The suspect was arrested for possession of control substance.

The Police Department continues to disinfect all vehicles and offices daily and at every shift change.

He and the Chief attended TML training, Legal Issues for Crowd Control and Mass Demonstrations. They will also be attending How Current Events are Affecting Police Tactics.

He stated that we are in hurricane season and they continue to make sure everything is up to date the Police Department is prepared if an event comes this way.

Alderman Staigle asked where staff is at on the insurance claim for the accident in the roundabouts.

Alderman Bezner asked about de-escalation training? Captain Ashton said it is not part of the training he reported on this month, but officers have attended that training in the past.

Mayor stated that our department is doing all training through TCOLE, which is the governing body over the Police.

Alderman Bezner asked what is the plan if the City gets a large group of protestors. Alderman Staigle stated that we would call in the County to help.

Mayor Jessup asked about the burn rate on supplies. Captain Ashton stated that they are semi-comfortable, but they are accessing supplies several times a week.

Mayor asked about changes in the jails regarding COVID. Captain stated the DA's office and the jail have protocols to follow for citation versus arrest. It has been clear that if an individual needs to be arrested to make the arrest and bring them to the jail.

## **2. Code Enforcement – Jennifer Cabello, Code Enforcement Official**

Code Enforcement Official, Jennifer Cabello, presented her quarterly report. Her reporting period covered April through June 2020.

New version of Comcate is still evolving and there have been a few issues with reporting. She and the Mayor called them to discuss issues with the reporting and they are working with her to make these changes.

Alderman Bezner stated that the Notice of Violation for driveways is not a friendly letter. He thinks we need to adjust the letter for better customer service with more friendly wording.

Alderman Kopczynski asked if she is writing for driveways and sidewalks? Ms. Cabello stated that she does send notices for both if they need to be repaired. He also wanted to

confirm that the notice states private sidewalks and not the public sidewalk. Mr. Haby stated that he will review the letter and make sure it is worded properly regarding sidewalks.

Alderman Kopczynski asked if she could take a picture and then circle the violation. Ms. Cabello stated that the Comcate program does not allow her to alter the photo. Council suggested that she draw a circle around the violation before sending the notice.

Ms. Cabello stated that she has added unoccupied buildings to her monthly report. She searches for the vacant homes through the utility program, EyeonWater, through Beacon. She runs a usage report and she then researches the homes with 0 water usage.

She then reported on abandoned homes and where she is at with court proceedings.

Alderman Bezner asked about 11838 Mulholland. Ms. Cabello stated that the owner is in the process of trying to sell the home.

Alderman Kopczynski asked if she focuses on different violations per week or just look for all violations? Ms. Cabello stated that she does not have set days. She drives the City daily to look for any and all violations, especially if she has a complaint. Alderman Kopczynski also asked her ratio of self-initiated vs complaints, She does not have exact numbers but approximately 80% self-initiated. Mayor Jessup asked Ms. Cabello to start looking at trees a little closer.

Alderman Staigle suggested a whip antenna on the Code truck to measure trees while driving through the City. If it hits the antenna right a notice of violation.

Mayor Jessup thanked Ms. Cabello for her hard work.

### **3. Fire Department Monthly Report for May 2020 – Mayor Charles Jessup IV**

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

Fire Marshal has been active with plan reviews in the City.

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month. First, staff is doing a daily wipe down which led to more discussion regarding COVID protocols. Staff are now logging temperatures daily. Staff also put protocol in place regarding possible exposure and illness. Doing what we can to protect staff and the community.

Meadows Place with other entities submitted to the county for reimbursement through the CARES Act. Meadows Place was the first city to receive a check. We got \$ \$23,981.19. We have submitted 2 more reimbursement requests and waiting for a response.

Alderman Staigle stated that he saw we can only get reimbursed for public safety extra pay and not other employees. Mr. Haby stated that he is going to submit for all staff extra pay and see what happens.

Mayor Stated that Mr. Haby has been very instrumental in working with the County. Other entities have reached out to him for guidance and that makes him proud.

## **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**

#### **a. COVID-19 / CARES Act**

Mayor Jessup stated that he wanted to talk briefly on COVID and it is not going away any time soon. He is updating the City website daily with COVID updates. There is also a link there to the county page. Today as of 5:00 p.m. there are 34 confirmed COVID cases in Meadows Place and 8 being monitored. He also stated that rate in the state overall is continuing to go up.

The County Judge is issuing an order stating that businesses will require customers to wear a mask.

Mayor stated that he is proud of how the City has taken action. We installed windows and staff is wiping all surfaces every hour and fogging the building every night at 5:30 p.m.

Thanked Nick and Courtney for coming up with the new COVID protocol.

Regarding CARES Act, he is proud to be a small city leader and several cities have reached out to Meadows Place. They City has a great working relationship with the County auditor, Ed Sturdivant.

Bob Graf has also been involved and sat on the economic development committee.

**b. 4<sup>th</sup> of July**

Mayor Jessup stated that as of now we are moving forward with the parade and fireworks. We are asking people who come out to maintain physical distance and follow COVID protocol. He met with Colene and they are working on when and how to pull the plug if necessary. So far they have not decided what they determining factor is. A decision will be made by July 2<sup>nd</sup>.

**c. Court Set-Up/COVID-19**

Mayor Jessup that City Secretary gave an update as how court is running during COVID.

Alderman Bezner asked about Court cost being reimbursed through CARES act. Mr. Haby stated st this time no reimbursement.

**d. Budget Season**

Mayor Jessup that he and Mr. Haby met with each department head to review their current budget and upcoming budgets. Staff has made a few changes for the upcoming budget.

Council had a workshop this past Saturday and set dates to meet with individual departments to review their 2020-2021 budgets. He knows that there is a rumor about Council raising taxes he read a statement that said there was no discussion to raise taxes and more discussion about long term infrastructure maintenance.

Mayor Jessup stated that he is very proud of this Council and thanked them.

**2. Council Comments**

**a. Kirkwood Construction Update – Alderman Rick Staigle**

Alderman Staigle stated Kirkwood did kick off again. Landscaping has started about half the trees have been planted, boulders are in, small issue with irrigation, but they are working to get it fixed. Street lights are planned to be installed in July, but we are still waiting on CenterPoint. After that we will have the final walk through and hopefully will be able to close out the project.

He walked the project, but did not drive it, and now realizes that there are a few tress that need to be moved, because they are blocking some signs.

**E. REGULAR AGENDA**

**1. Discussion and consideration regarding Ordinance No. 2020-15 amending the budget General Fund Budget for the fiscal year beginning October 1, 2019 and ending**

**September 30, 2020 in the amount not to exceed \$4,500.00 to line item 100-020-532000, Office Supplies & Equipment, from line item 100-020-547000, Elections, to cover the cost of new office furniture and equipment.**

Alderman Bezner moved to approve Ordinance No. 2020-15 amending the budget General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$4,500.00 to line item 100-020-532000, Office Supplies & Equipment, from line item 100-020-547000, Elections, to cover the cost of new office furniture and equipment. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**2. Discussion and Consideration of Ordinance No. 2020-16 setting July 28, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Electronic Signs.**

Mayor Jessup stated that staff has discussed the school wanting an electronic sign and right now they are prohibited.

Alderman Kopczynski moved to approve Ordinance No. 2020-16 setting July 28, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Electronic Signs. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**3. Discussion and Consideration of Ordinance No. 2020-17 setting July 28, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Carports.**

Alderman Bezner moved to approve Ordinance No. 2020-17 setting July 28, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Carports. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**4. Discussion and Consideration of Resolution No. 2020-30 accepting the 2020-2021 TML Health Renewal Notice and Benefit Verification Form Setting the Employer Funded Defined Contribution Rate for Employee Medical, Dental, Long Term Disability, Basic Life and AD&D, Voluntary Dependent Life and Additional Employee Life Coverage.**

Alderman Staigle moved to approve Resolution No. 2020-30 accepting the 2020-2021 TML Health Renewal Notice and Benefit Verification Form Setting the Employer Funded Defined Contribution Rate for Employee Medical, Dental, Long Term Disability, Basic Life and AD&D, Voluntary Dependent Life and Additional Employee Life Coverage. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-31 accepting Great Lakes Recycling, Inc. DBA Simple Recycling (Simple Recycling) request to remove the contractor's fee for the collection and efficient recycling and disposition of soft recyclables the contractor's fee and release simple recycling from their obligation to pay for March, April, and May 2020.**

Alderman Kopczynski has seen cars pull up take those items that have been placed st the curb for pick up.

Alderman Staigle moved to approve Resolution No. 2020-31 accepting Great Lakes Recycling, Inc. DBA Simple Recycling (Simple Recycling) request to remove the contractor's fee for the collection and efficient recycling and disposition of soft recyclables the contractor's fee and release simple recycling from their obligation to pay for March, April, and May 2020. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**6. Discussion and consideration regarding employees carrying over unused vacation time due to COVID-19.**

Mr. Haby stated this would be a one-time decision, because currently vacation time not used by Sep 30 it is lost. Due to COVID staff has not been able to take leave. This would just allow staff to carry over 40 hours into the next fiscal year.

Alderman Staigle asked if we should consider allowing staff to rollover for 2 years. Alderman Bezner asked about paying out the unused vacation leave. Mr. Haby stated that staff would need to review the budget for payout.

Alderman Staigle moved to allow employees to carry over 40 hours of unused vacation time into Fiscal Year 2020-2021 due to COVID-19. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**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:**

May 26, 2020 – Regular Meeting

**2. Ratification of Bills**

<b>Phoenix Design Group</b> (July 4 <sup>th</sup> Fireworks)	\$ 2,500.00
<b>FBCAD</b> (4 <sup>th</sup> Quarter Payment)	\$ 5,904.75
<b>Joe L. Salvide</b> (Move In – Scottsdale Road & Curb Repair)	\$ 11,095.00
<b>Joe L. Salvide</b> (Completion – Scottsdale Road & Curb Repair)	\$ 11,095.00
<b>Construction Masters</b> (Pass Through Lobby Windows)	\$ 5,520.00

Alderman Staigle moved to approve the consent agenda. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills



Nays: None

Aldermen Isbell was not present.

The motion carried.

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

**Terry Henley, resident at 12203 Alston**, asked about the trees planted along the Kirkwood. He wants to make sure that they are planted correctly. Alderman Staigle stated that the landscape architect has said that they will survive as planted. Mr. Henley thinks some of them are too close together and should be looked at especially since these are being paid for out EDC funds. Alderman Staigle offered to set up a meeting with Mr. Henley and landscaping to walk the project.

Mr. Henley asked about the reclaimed water project and wants to know if it will be in the 2020-2021 budget? Alderman Staigle stated that they got the study back and need to meet with EDC to review.

Mr. Henley asked about the cost for the livestreaming project. Mayor and staff stated that the cost is approximately \$26,000 for four years. The installation cost is being paid for out the PEG fees. He stated his concern regarding the cost and the number of people watching. Alderman Staigle stated that each year participation will be reviewed at budget preparation time.

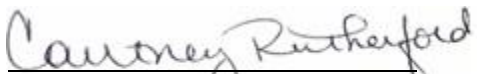
**H. ADJOURN**


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

The meeting adjourned at 8:08 p.m.

**These minutes were approved by City Council on July 28, 2020.**

**ATTEST:**

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

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

