



MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 28, 2016 AT 7:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477

1. Call to Order

The meeting was called to order by Mayor Jessup at 6:08 p.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Mayor Pro Tempore, Terry J. Henley	Alderman, John F. Isbell
Alderman, Kelle K. Mills	

Alderman, Rick J. Staigle joined the meeting at 6:30 p.m.

Alderman, Steven H. Bezner was not present at this meeting.

2. Discuss and Review New Fire Service Agreement With Stafford Fire Department

Mayor Jessup introduced this item and stated that the current contract will expire on September 30, 2016. Mayor Jessup is scheduled to meet with Fire Chief DiCamillo to negotiate the new contract. Mayor Jessup stated that the Stafford Fire Department has agreed to give the City some credit for the building that they are using Meadows Place has given them to use. There was discussion among Council regarding upcoming contract. Council would like to get a five (5) year contract. Mayor Jessup will report back to Council after his meeting with Chief DeCamillo.

3. Update from City Secretary on payroll, personnel, and court

City Secretary, Courtney Rutherford, reported to Council that staff was having several issues with the payroll process over the last six (6) months, but after several phone conferences with ADP and an employee training session the payroll process is running much smoother. Payroll now only takes approximately 2 hours to complete after supervisor approval.

Ms. Rutherford also reported on the changes of personnel in utilities and permits. Y'Mica Caesar has been the utility clerk for approximately 3 months now and is going to be attending training for Courts and begin working on her Court Clerk certifications.

Ms. Rutherford also reported that the Permit Clerk, Mimi Boos, has turned in her resignation. Staff will begin interviews this Friday.

Finally, Ms. Rutherford reported on some changes in Court. The Court has established a process to send notification of failure to appear post cards to defendants have missed their court dates. So far this process appears to be working and Court has collected approximately \$14,000 due to these postcards.

4. Update on Kirkwood renovation and beautification project

Mayor Jessup gave a brief update on the City's negotiations with HDR regarding Kirkwood. He reported that they've had some very effective meetings and went through the scope of work. They've made some changes and removed some items to help reduce the cost and are currently discussing some options for drainage. HDR is making these changes and will put together a proposal for the City to review. Council also discussed some options for adding fencing along S Kirkwood.

5. Transition to Texas Pride

Mayor Jessup reported that Texas Pride will start delivering the new recycle bins this week. If any resident does not want their recycle bin they can put it back at the curb on July 6th for pick up. Texas Pride will begin picking up trash and recyclables in the City on July 1, 2016.

6. Review items on the June 28, 2016 Regular Agenda

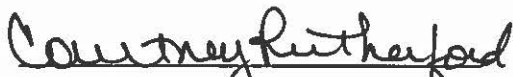
Council briefly reviewed upcoming agenda items scheduled to be discussed at tonight's regular meeting.


7. Adjourn

There being no further business to discuss, Alderman Henley made a motion to adjourn the Workshop Meeting. The motion was seconded by Alderman Mills and with unanimous approval the workshop meeting was adjourned at 7:27 p.m.

These minutes were approved by the City Council on Tuesday, July 26, 2016.

ATTEST:


Courtney Rutherford, City Secretary


Charles D. Jessup, IV, Mayor

