



Charles Jessup, IV, Mayor  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman  
Nick Haby, City Administrator

David Mertins, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, 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 JUNE 28, 2022, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN Dr., MEADOWS PLACE, TEXAS 77477.**

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

**The meeting was called to order by Mayor Jessup at 6:30 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

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

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton, Parks Director Colene Cabezas; Public Works Director, Rod Hainey; Code Enforcement Officer, Jennifer Cabello; Finance Director, Anna-Maria Weston; and Communications Director, Cameron Miller

**1. Pledge of Allegiance:** Joshua Iglinski, Eagle Scout Troop 731

**Invocation:** Jimmy Fenwick, Resident

**B. PRESENTATION**

**Presentation of Bat Houses from Joshua Iglinsky**

Parks and Recreation Director, Colene Cabezas, introduced Joshua Iglinsky. Joshua built and donated 10 bat boxes/houses to the city as part of his Eagle Scout project. The boxes are numbered 1 through 10 in order to collect data from each box. Joshua explained how he built the boxes/houses based on his research.

**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:

- 9 Stolen Vehicles
- Flock Safety Alerts – 73 Total

- Working with Flock for break down per camera.
- Catalytic Converter Theft – Recovered 14 stolen catalytic converters, 3 cell phones, and 1 firearm
- Arrest – 12 Adults
- Solicitor Check – Suspect had a warrant
- Continue COVID protocols
- Live Scan Update – First round of Idemia training completed. All equipment now in use.
- IAP for July 4<sup>th</sup> has been completed and filed with FBC Fire Marshal’s Office and FBCOEM
- ATV – Emergency equipment installed and ready for July 4<sup>th</sup> event
- Mesa Door – Installation approximately 75% complete
- One new Police Officer hired.
- Actively working to fill 4 more full time and 1 part time position
- Server failure at PD – New server has been ordered

Mayor Jessup thanked the Chief for mentioning the solicitor incident and reminded residents to contact the police department for suspicious people and/or activity.

Alderman Baker stated that she noticed that activity count is higher than last month. Chief stated that activity does pick up during the summer.

Alderman Mertins said thank you and it’s amazing how much the department is able to accomplish.

Terry Henley – stated that his neighbor had water running for over 24 hours, so he called the Police Department as this was unusual and an officer was there in about 2 minutes. He stated that Meadows Place Police went above and beyond.

**2. Code Enforcement – Jennifer Cabello, Code Enforcement Officer**

Ms. Cabello gave overview of the last three activities report which covers April, May and June 2022, which was distributed to City Council and filed with the City Secretary.

- 759 cases opened, 773 cases closed and 25 cases sent to court
- Animal Control update – 3 calls for service
- Informed Council that a permit has been pulled for the home with tarps. They have pulled a permit and are working with the contractor to get the work done.
- Top 5 Violations
  - Grass/Weeds in excess of 9”
  - Bandit Signs
  - Grass/Weeds in Flowerbeds

- Accumulations on Public or Private Property
- Rental Property License Required
- 45 cases started work without a permit

Mayor Jessup stated that when Ms. Cabezas finds a pull in bad condition, she is getting them treated within 24 hours either by the owner or herself.

Alderman Baker violations are up this quarter. Ms. Cabezas stated that she believes that it is due to the weather. She doesn't really know why there is an increase.

Ms. Cabezas then gave brief presentation on Comcate, the software used for Code Enforcement.

Alderman Mertins asked if there is a place to list number of complaints versus violations. Ms. Cabezas stated that there is a report, but she did not cover it in her presentation.

Mayor Jessup asked the difference voluntary and enforced violation closures. Ms. Cabezas stated that voluntary means the homeowner came into compliance and forced means a citation was issued or the city abated the property.

### **3. Fire Department Monthly Report for May 2022 – Charles Jessup IV, Mayor**

No fire report was provided by Stafford Fire Department this month.

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

Mr. Haby was not present to give his report. He was in the Planning and Zoning meeting.

## **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. Comments about Meadows Place**

Mayor Jessup stated that he loves Meadows Place, and he hears good things about our city. The most unusual comment he got was from a surgeon he saw recently. She

stated that she has a lot of patients from Meadows Place, and they love it. They say it's such a nice community with nice people a great school and great parks! Mayor stated we are special because we care about our city and our neighbors. He loves that residents of Meadows Place are sharing positive thoughts about the city and how great it is to live here.

**b. Communications**

Mayor Jessup stated Mayor 15 years and Council 5 years before that, and communication has always been an issue. He believes that the city does try its best to communicate with the City. The monthly newsletter has great information, and the city website is getting better information daily. We also have Code Red and an electronic marquee to help communicate to the residents. He encouraged residents to reach out to Council and staff with their questions.

**c. Budget Season**

Mayor Jessup stated that Council and staff are in budget season. We are aware that prices are going up and materials are harder to get. Council and staff are working hard to manage the budget. There is a workshop tomorrow night, and the public is invited to attend. He also stated that the Department Heads have worked so hard to come up with a balanced budget that allows the city to maintain services.

**2. Council Comments.**

**a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction update. In theory will begin Monday with work on waterlines. At this time there is not plan for lane closures for the water line replacement. Once street construction begins it will be limited to one lane traffic. They will continue to communicate with residents during the construction.

**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 and reviewing plan sets. The city is still working with Center Point on parking lot design and bridge.

Mayor thanked Alderman Staigle for volunteering all of his time acting as a project manager for the City once again.

**E. REGULAR AGENDA**

- 1. Discussion and consideration of Resolution No. 2022-18 approving the 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.**

Mayor Jessup introduced the item and asked the City Secretary to give a brief overview. Ms. Rutherford stated that this renewal is for a 5% rate increase with no changes in benefit coverage.

Alderman Mertins asked Ms. Rutherford how she recently used the city's benefits to recruit a new clerk. Ms. Rutherford explained that there was a vacant clerk position for 9 months. She has an inquiry for the position, but the starting pay was same as the employee was currently making. Ms. Rutherford sent the possible applicant a copy of the city's benefits and received the application shortly after. The applicant was hired to fill th vacant clerk postion.

Alderman Staigle made a motion to approve Resolution No. 2022-18 approving the 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 at 97% and approving the 5% increase option keeping employee benefits the same. Alderman Mertins seconded the motion.

**Terry Henley, resident at 12203 Alston,** TML Board Member, stated that TML had many discussions about the rate and how to stabilize them. Since this is a risk pool there are funds in a reserve. These reserves were used to help pay Covid claims. They hope to recover federal funding for Covid claims. Most health insurance are increasing 20% or more.

The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration of Resolution No. 2022-19 accepting the 10/20 Year Write Off Per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Carrie Surratt, PCC, CTOP.**

Alderman Staigle made a motion to approve Resolution No. 2022-19 accepting the 10/20 Year Write Off in the amount of \$845.21 per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Carrie Surratt, PCC, CTOP. 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. 2022-20 authorizing the Mayor to execute an agreement with Civic Plus/Municode to maintain and host the city’s Code of Ordinances online and quarterly codifications.**

Alderman Mertins made a motion to approve Resolution No. 2022-20 authorizing the Mayor to execute an agreement with Civic Plus/Municode to maintain and host the city’s Code of Ordinances online and quarterly codifications. Alderman Kopczynski 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. 2022-21 authorizing the Mayor to execute an agreement with Tyler Technologies to covert current Incode 9 server-based software to Incode 9 cloud-based software.**

Alderman Staigle made a motion to approve Resolution No. 2022-21 authorizing the Mayor to execute an agreement with Tyler Technologies to covert current Incode 9 server-based software to Incode 9 cloud-based software. Alderman Kopczynski 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 Ordinance No. 2022-29 adopting a new Chapter 118, Titled “Catalytic Converters,” as part of the City of Meadows Place’s Code of Ordinances, relating to purchasers and sellers of catalytic converters; declaring certain conduct to be unlawful and providing a penalty.**

Alderman Mertins made a motion to approve Ordinance No. 2022-29 adopting a new Chapter 118, Titled “Catalytic Converters,” as part of the City of Meadows Place’s Code of Ordinances, relating to purchasers and sellers of catalytic converters; declaring certain conduct to be unlawful and providing a penalty. Alderman Baker seconded the motion.

Alderman Mertins asked if this ordinance had legal review and Mayor Jessup stated that legal counsel has reviewed the ordinance.

The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2022-30 repealing Section 150.014 of Chapter 150 of the Code of Ordinances and substituting a new Section 150.014 of Chapter 150 of the Code of Ordinances regulating provisions applicable to residential rental property licensing and inspection.**

Alderman Mertins made a motion to approve of Ordinance No. 2022-30 repealing Section 150.014 of Chapter 150 of the Code of Ordinances and substituting a new Section 150.014 of Chapter 150 of the Code of Ordinances regulating provisions applicable to residential rental property licensing and inspection. Alderman Kopczynski seconded the motion.

Alderman Staigle stated currently there a few short-term rentals, AirBNB and VRBOs in the city. This ordinance will help the city regulate short term rentals. This ordinance defines the license and inspection process and possible license revocation if necessary.

Alderman Staigle stated that the city cannot ban short term rentals, so this is a way to help regulate them.

Alderman Baker stated this change is for rentals under 30 days. She also asked that if a license is revoked can they reapply at a later date. Mayor Jessup stated that yes, they owner could come into compliance and apply for a new license.

Alderman Kopczynski asked if any home will be grandfathered. Mr. Miller stated that this is license process, and all rentals must comply.

The vote follows:

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

Nays: None

The motion passed unanimously.

**7. Accept report from the Planning and Zoning Commission regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages.**

Planning and Zoning Chairman, Sean Ulrey, presented the report from the Planning and Zoning Commission, by a vote of 6 to 1, recommended that City Council not amend the City of Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages.

Alderman Staigle asked if they had additional language. Mr. Ulrey stated that would like to add that new construction should require a garage. They also felt that there needed to be

detail about off-street parking.

There was discussion regarding residential parking spots on residential property.

Alderman Staigle moved to accept the report from the Planning and Zoning Commission. 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 Ordinance No. 2022-31 regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages.**

Alderman Staigle said that Council did not want to treat residents differently and that was the reason for not requiring garages in new builds.

There was discussion regarding that there are currently several homes in the city without garages right.

Alderman Baker stated that if new builds are required to have a garage then all houses should be required to have a garage. She is afraid that homes without garages will accumulate more trash and rubbish in the yards.

Alderman Staigle stated that if Council doesn't change the code the homes without garages currently will have to rebuild a garage.

Alderman Staigle made a motion to approve Ordinance No. 2022-31 as presented regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages. Motion died for lack of a second.

Alderman Kopczynski moved to approve Ordinance No.2022-31 as amended adding a line stating that all new construction including residential structure tear downs of 100% must have a garage as defined in section 153.016. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski and Mills

Nays: Aldermen Baker and Staigle

The motion passed.



**9. Discussion and consideration of Resolution No. 2022-22 accepting staff's recommendation regarding the request for proposals for solid waste and recycling collection services and authorizing the Mayor to execute an agreement for the collection of residential solid waste and recycling.**

Alderman Baker made a motion to approve Resolution No. 2022-22 accepting staff's recommendation regarding the request for proposals for solid waste and recycling collection services and authorizing the Mayor to execute an agreement with Texas Pride Disposal for the collection of residential solid waste and recycling. Alderman Kopczynski seconded the motion.

Alderman Staigle asked if there is a fuel surcharge in the new bid that is in line with the current bid. Mayor Jessup stated that yes, it is.

The vote follows:

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

Nays: None

The motion passed unanimously.

Mayor Jessup stated that he is still trying to work with Houston on the 4 houses that they service.

**10. Discussion and consideration of Ordinance No. 2022-32 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$90,000 from the General Fund balance to line item 100-050-520510, Vehicle Purchase, for the purchase of two (2) new police vehicles.**

Mayor Jessup stated that staff met to review current inventory and are moving vehicles around among departments and that the funding for these new vehicles is from savings in police personnel vacancies.

Alderman Mertins made a motion to approve Ordinance No. 2022-32 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$90,000 from the General Fund balance to line item 100-050-520510, Vehicle Purchase, for the purchase of two (2) new police vehicles. Alderman Baker 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 Ordinance No. 2022-33 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$10,000 from the General Fund balance to line item 100-050-580000, PD Capital Projects, for the purchase of a police evidence storage locker.**

Alderman Kopczynski made a motion to approve Ordinance No. 2022-33 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$10,000 from the General Fund balance to line item 100-050-580000, PD Capital Projects, for the purchase of a police evidence storage locker. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration of Ordinance No. 2022-34 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$36,000 from the General Fund balance to line item 100-020-533009, City-Wide Computers/Servers for the purchase of a new police server and five (5) computers for the city.**

Alderman Kopczynski made a motion to approve Ordinance No. 2022-34 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$36,000 from the General Fund balance to line item 100-020-533009, City-Wide Computers/Servers for the purchase of a new police server and five (5) computers for the city. Alderman Baker seconded the motion.

Alderman Staigle computer towers or laptops. Chief stated that these will be towers and kept in reserves until needed.

The vote follows:

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

Nays: None

The motion passed unanimously.

**13. Discussion regarding the City's July 4<sup>th</sup> event and celebration.**

There was brief discussion among City Council and staff regarding the upcoming July 4<sup>th</sup> event and celebration.

Alderman Staigle stated that he doesn't think there has been enough rain to move forward

with fireworks, however more rain is expected.

Mayor Jessup stated the city should move forward and allow staff to make a decision with the Fire Marshal.

Chief Stewart stated that the Incident Action Plan has been submitted to the Fire Marshal. The Fire Marshal did want to ban it, but the Judge's order left the decision up to the cities. He stated a fire truck and Fire Marshal will be onsite. He also stated that more rain is expected, and other cities are moving forward with fireworks.

Ms. Cabezas stated that we still need a lot more rain and the event will continue with or without fireworks. There will still be food trucks, live music, water slides.

Ms. Cabezas stated that the firework event, if cancelled, could be rescheduled for another event if cancelled in advance.

Alderman Kopczynski stated that if we don't get more rain, we should cancel the fireworks.

Mayor Jessup stated that if we have no rain by Friday, he thinks we should postpone.

Alderman Staigle asked Council if they want to define the amount of rain required to move forward with the event. He stated that if we don't have any more rain they should cancel.

Chief Stewart stated that staff can consult with the Fire Marshal and let him make the decision.

Council agreed to meet on Friday, July 1<sup>st</sup>, at 3:00 p.m. to make a decision regarding fireworks.

#### **14. Discussion regarding residential irrigation meters.**

There was brief discussion among City Council and staff regarding residential irrigation meters.

Mr. Hainey gave a brief presentation regarding existing water line and meter conditions, irrigation meter installation cost and rates for water used.

Mr. Haby briefly reviewed proposed cost to prepare homes for the additional meters and water rate cost. The cost to prepare a house would be approximately \$2,500 for a short tap and \$2,900 for a long tap. Homes with existing 1" line would cost approximately \$1,300. Alderman Staigle would like the ordinance to read that they resident will pay the actual cost to have the meter installed and this fee must be paid before installation of the irrigation system.

Council directed Mr. Haby to create a resolution with the policy for irrigation meters and then an ordinance to adjust the fee schedule.

**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 17, 2022 – Town Hall Meeting**

**May 24, 2022 – Workshop**

**May 24, 2022 – City Council – Regular Meeting**

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Kopczynski 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)**

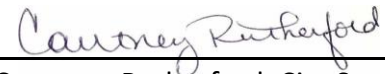
None

**H. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:57 p.m.

**These minutes were approved by City Council on July 26, 2022.**

**ATTEST:**

  
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Courtney Rutherford, City Secretary

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

