



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JULY 25, 2023, 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 Jessup at 6:30 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Chief Gary Stewart; Assistant Police Chief, Jack Ashton; Public Works Director, Rod Hailey; and Parks & Recreation Director, Colene Cabezas.

**1. Pledge of Allegiance:** Jimmy Fenwick, Resident

**Invocation:** Nick Garza, Resident and Meadows Place Employee

**B. RECOGNITION OF MEADOWS PLACE LIFEGUARDS**

**1. Recognize Meadows Place Lifeguards for saving the life of 3-year child at the Meadows Place pool on June 2, 2023.**

Mayor Jessup recognized the following staff for their efforts on June 2, 2023, to save the life of a 3-year-old resident who drown at the Meadows Place pool.

- Tanner Cabezas – Pool Supervisor
- Jimmy Valle – Headguard
- Greg Torre – Lifeguard

He also acknowledged the following staff who were not present at the meeting.

- Charles Houston – Lifeguard
- Taegen Palash-McCordic – Lifeguard
- Mia Martin – Front Desk
- Atticus Weber – Front Desk

Mr. Cabezas then explained the situation that day and their emergency protocol that was followed.

## C. REPORTS

### 1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for July 2023, which was distributed to City Council and filed with the City Secretary.

He spoke on a few highlights from the month as follows:

- Accidents – 11
- Arrest – 8
- Traffic Citations Issued – 388
- Assault – 0
- Burglary of Motor Vehicle – 2
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 0
- Fraud – 2
- Robbery – 0
- City Ordinance – 4
- Theft – 6
- Property Checks – 1765
- Flock Safety Alerts – 50
  - Stolen Vehicles – 8
  - Sex Offender – 11
  - Stolen License Plates – 8
  - Gang/Suspected Terrorists – 2
  - Missing Person Alert – 3
  - Warrant – 0
  - Protection Order – 4
  - Other Agency Hot List – (including Rosenberg hit for jugging suspect in our City) – 14
  - Violent Person – 0

#### **Additional Notes:**

- MPPD continues to complete the current training cycle. MPPD Hosting a TCOLE Instructor's Course at the Training Center this week (40 Class). We are Team Teaching with Stafford Fire Marshall's Office and have four officers in attendance with officers from Mo City PD as well.
- FLOCK: still working with Flock on camera system to ensure all cameras are properly logging data.
- Officer Katlyn Chan is doing well in the program. Officer Manna has started his Full- Time tour of duty.
- The Mesa door access system is in the final stages. Will be out Wednesday afternoon to complete punch list and software training.
- The Fourth of July Festival went well, one of the largest turnouts ever.

- Grants Status (remains the same):
  - Radio Recorder grant Approved (52k).
  - Dispatch Console grant in review (197k) We did meet with Motorola this week to review the equipment and installation list.
  - Portable Radio (10) grant in review (57k).

## 2. Public Works – Rod Hainey, Director

Mr. Hainey presented the quarterly report for Public Works, which was distributed to City Council and filed with the City Secretary. This report covered code enforcement activity for April, May and June 2023.

### **Sidewalk repair and replacement program**

The sidewalk replacement program is funded annually in the amount of \$70,000. This year we have already spent \$65,585.00, which is approximately 94% of the annual budget.

### **Street Repairs /Road Fee funding**

The street panel replacement program is funded by the road use fee and the budget is \$185,000.

Balance of fund \$63,125.00. Enough for two reasonably sized street panels.

### **USW Expenses**

April 2023 - \$47,453.49

May 2023 – \$51,237.57

Jun 2023 - \$45,812.78

Annual Water Department Maintenance- Budget, \$463,000 – Year to Date Expenditure \$434,029 Approx. 94%

Annual Sewer Department Maintenance- Budget \$334,000 – Year to Date Expenditure \$233,819.00 Approx. 70%

### **Other repairs with USW and outside vendors**

- Water Well number 1, back online.
- Gateway at well #2 damaged. And has been replaced.
- WPI generators – EOC has been delivered (80 KW) Well #3 is scheduled for delivery. A standby generator will be in place while the work is being completed. Nothing on WWTP unit.
- HDR, bidding of the rehabilitation of the Clarifier bridge assembly. Project moving forward as scheduled, with Bid opening August 8, 2023.
- Blowers at the Wastewater Plant:
  - Blower #1 – Motor and blower both inoperative.
  - Blower #2 – Damaged by operator. 6 weeks until repaired.
  - Blower #3 – Motor working, blower damaged. Temporary unit in place.
  - Blower #4 – Motor and Blower working.
- EMS building – Fort Bend County made repairs to the main door and wired it into their security system. While that work was been completed the keyed access that

Public Works utilized to gain access to building was removed. Worked with Ms. Rita at EMS and resolved the issue.

- Fire station/ Air conditioning – The unit was replaced this year and started to have issues during this very hot period. Initial installation was based on heat load calculations that indicated we needed a 4.72-ton unit. A Five Ton unit was installed. During the installation process the decision was made to move the unit from the attic space to ground floor level to provide better service access. The building is a metal frame with a drop ceiling in the living area, with no gable vents or any other ventilation method. The bat insulation on top of the drop ceiling is proving to be inadequate, and we are arranging to have the attic space insulated with spray foam. Schedule 3 plus weeks.
- EOC mini split air conditioner was repaired.
- Nature Center air conditioner repaired.
- EMS air conditioner repaired.
- Purchased a new ice machine for the Fire Department.
- Painted parking lot stripes at city hall.
- WWTP – RAS line clogged, causing a septic sludge issue. Magna flow called in to pump out and process.

#### **Irrigation Systems review and update**

On a monthly basis we receive a report on all the sprinklers within the city. I have attached the six (6) page report for Jun 2023. Information only. The report is reviewed by staff and repairs are authorized.

### **3. Fire Department Monthly Report for May 2023 – Charles Jessup IV, Mayor**

Mayor Jessup stated that the City did not receive a fire report for June 2023. He shared that staff will be meeting with Fire and EMS tomorrow discuss better ways to work together.

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

City Administrator, Nick Haby, stated that all is well and kept his report short due to the lengthy agenda.

## **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. Communication**

Mayor Jessup stated that Council and staff had a workshop at 5:30 p.m. with the Communications Director, Cameron Miller, to discuss the city's communication and social media post over the last 3 months. He believes that hiring this position has raised the standards of Meadows Place and he is excited about communication items with the residents. There are plans to share updates on projects in the city and how these projects are funded.

### **b. Staff Training**

Mayor Jessup shared that staff continues to attend training and continue their education. He explained that each department has a budget line item for training. The Permit Clerk attended a new court clerk training last month as part of the city's cross training program. All departments have training opportunities and Council recently approved a revised certificate pay policy for staff. Mr. Miller shared a training video from the Police Department showing one of the new officers getting tased as part of her training.

## **2. Council Comments**

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

Alderman Staigle reported that unfortunately the contractor has still not submitted their final paperwork for final payment.

He also reported that Mr. Haby did submit Dorrance Phase 3 to be part of the County Mobility Bond Project.

### **b. Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update – Alderman Rick Staigle**

Alderman Staigle reported that this project is still in process. We now have the boring information and are working on final design. We will probably see a change order for additional surveying, due to the CenterPoint poles along W Airport. The sidewalk will have to be redesigned around those new power line poles being installed.

## **E. REGULAR AGENDA**

*Mayor Jessup called Item #13 out of order.*

### **13. Discussion regarding volunteerism in the City of Meadows Place.**

He stated that volunteerism doesn't happen by accident and is strong in Meadows Place. He thanked Council for serving as they are the highest level of volunteerism in the city.

He thanked following board and commission members:

- Board of Adjustment – David Piwonka, Chris Gawlik, Terry Henley, Joe DeBruyn, David Lantz and alternate members Joseph Weymon, Audrey St. Germain, Ken Smith, and Ping Law.
- Planning and Zoning – Sean Ulrey, Matt Oltremari, Mike Elmore, Meredith Smith, Stuart Barrowman, and alternate commissioners Sammy Skemp, Anne Green, and Nathan Mahand.
- Economic Development Corporation – Bob Graf, Terry Henley, Brian Frame, Kurt Kopczynski, Tim Gooding, Tia Baker, and Richard Ramirez.

He wanted it on the record that the City wants volunteers and asked Council to encourage residents to volunteer in the city.

Alderman Baker thanked Mayor Jessup for his kind words. She stated that she agrees that there are people who want to volunteer, but don't know how to get involved. She agrees that reaching out to residents is a great idea.

*He then called the agenda items as posted.*

**1. Discussion and consideration of Sign Ordinance changes.**

City Attorney, Megan Mikutis, was from Randle Law, was present to review the proposed sign ordinance changes. She stated that she took the feedback from the May Council meeting and restructured the proposed draft.

**2. Discussion and consideration of Ordinance No. 2023-20 correcting the surface water fee back to \$2.50 per thousand gallons of water.**

Alderman Staigle moved to approved Ordinance No. 2023-20 correcting the surface water fee back to \$2.50 per thousand gallons of water. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration regarding Ordinance No. 2023-21 authorizing and allowing, under the act governing the Texas Municipal Retirement System, Updated Service Credits and Cost of Living Adjustment and removing the Maximum Contribution Rate Limit.**

Alderman Staigle moved to approved Ordinance No. 2023-21 authorizing and allowing, under the act governing the Texas Municipal Retirement System, 100% Updated Service Credits and

70% Cost of Living Adjustment and removing the Maximum Contribution Rate Limit. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration regarding Resolution No. 2023-14 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, Carmen P. Turner, MPA PCC, CTOP.**

Alderman Mertins moved to approved Resolution No. 2023-14 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, Carmen P. Turner, MPA PCC, CTOP. 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. 2023-22 amending the General Fund Budget for the fiscal year ending September 30, 2023, by increasing line item 100-060-580000, Parks Capital Improvements, \$60,000 from General Fund balance for the purchase of a new tractor for Parks and Recreation.**

Alderman Mertins moved to approved Ordinance No. 2023-22 amending the General Fund Budget for the fiscal year ending September 30, 2023, by increasing line item 100-060-580000, Parks Capital Improvements, \$60,000 from General Fund balance for the purchase of a new tractor for Parks and Recreation. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2023-23 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-060-580000, Parks Capital Improvements, \$30,000 from General Fund balance for the purchase and installation of Sensory Park Equipment in McDonald Park.**

Alderman Kopczynski moved to approved Ordinance No. 2023-23 amending the General

Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-060-580000, Parks Capital Improvements, \$30,000 from General Fund balance for the purchase and installation of Sensory Park Equipment in McDonald Park. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**7. Discussion and consideration of Ordinance No. 2023-24 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2023, increasing line item 100-495005, Grant Revenue – Police Uniforms, \$46,185 awarded from Department of Homeland Security’s Ballistic Shield Grant.**

Alderman Staigle moved to approved Ordinance No. 2023-24 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2023, increasing line item 100-495005, Grant Revenue – Police Uniforms, \$46,185 awarded from Department of Homeland Security’s Ballistic Shield Grant. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration of Ordinance No. 2023-25 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-050-533505, Grant Funded Uniforms, \$46,185 from General Fund balance for the purchase of Police Ballistic Shields.**

Alderman Staigle moved to approved Ordinance No. 2023-25 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-050-533505, Grant Funded Uniforms, \$46,185 from General Fund balance for the purchase of Police Ballistic Shields. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration of Ordinance No. 2023-26 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2023, increasing line item 100-498010, Other Revenue Sources, \$197,476 awarded from Fort Bend County ARPA Funding for the purchase of generators at the EOC/Training Center and Water Well #3.**



Alderman Baker moved to approved Ordinance No. 2023-26 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2023, increasing line item 100-498010, Other Revenue Sources, \$197,476 awarded from Fort Bend County ARPA Funding for the purchase of generators at the EOC/Training Center and Water Well #3. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**10. Discussion and consideration of Ordinance No. 2023-27 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-040-580000, Public Works Capital Outlay, \$197,476 from General Fund balance for the purchase of generators at the EOC/Training Center and Water Well #3.**

Alderman Staigle moved to approved Ordinance No. 2023-27 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-040-580000, Public Works Capital Outlay, \$197,476 from General Fund balance for the purchase of generators at the EOC/Training Center and Water Well #3. Alderman Kopczynski 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. 2023-28 amending the Utility Fund Budget for the fiscal year ending September 30, 2023, increasing line item 300-046-567000, Maintenance and Repairs, \$337,155 from Utility Fund Reserves for Water Well #1 repairs.**

Alderman Mertins moved to approved Ordinance No. 2023-28 amending the Utility Fund Budget for the fiscal year ending September 30, 2023, increasing line item 300-046-567000, Maintenance and Repairs, \$337,155 from Utility Fund Reserves for Water Well #1 repairs. Alderman Baker seconded the motion.

Alderman Mertins asked for the reserve balance of the utility fund. Mr. Haby stated that the balance is below the ten (10) month reserve requirement. He stated that this shows why the Utility Infrastructure Fund is needed.

The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration of Ordinance No. 2023-29 setting the 15<sup>th</sup> day of August 2023 at 6:30 p.m. at Meadows Place City Hall, 1 Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing on the proposed Municipal Budget Fiscal Year 2023-2024.**

Alderman Staigle moved to approved Ordinance No. 2023-29 setting the 15<sup>th</sup> day of August 2023 at 6:30 p.m. at Meadows Place City Hall, 1 Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing on the proposed Municipal Budget Fiscal Year 2023-2024. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**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. Quarterly Investment Report.**
- 2. Consideration of Quarterly Budget and Financial Report.**
- 3. Consider approval of the Minutes held as follows:**

June 20, 2023 – Budget Workshop

June 27, 2023 – City Council Regular Meeting

July 11, 2023 – Special Meeting

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

This provides an opportunity to comment on non-agenda items. Comments shall be limited to **three (3) minutes** per person. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the

agenda, City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information, existing policy, or proposal to place the subject on the agenda for a future meeting. **Please identify yourself with name and address.**

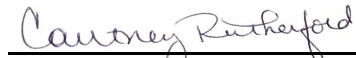
**NONE**


**H. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:57 p.m.

**These minutes were approved by City Council on August 22, 2023.**

**ATTEST:**

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

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

