



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 JULY 26, 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
Tia Baker, Alderman
Kurt Kopczynski, Alderman

Kelle Mills, Mayor Pro-Tem
Rick J. Staigle, Alderman

Alderman, David Mertins, was not present.

Nick Haby, City Administrator Courtney Rutherford, City Secretary

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

1. Pledge of Allegiance: Assistant Chief Ashton

Invocation: Lieutenant Adames

B. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for July 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:

- Thefts – 1 Residential and 3 Commercial (2 catalytic converter thefts)
- 74 Flock Camera hits – stolen vehicles, sex offender, stolen plate, gang/suspected terrorist, missing person, warrant/protection order, other agency HOT list, and violent person
- Flock Hit Arrest -3
- Continue Covid protocol
- Mesa Door Access system 75% complete
- Actively working to fill 4 FT positions and 1 PT position
- 4th of July Celebration complete – largest attended event in history

- New PD Server installed
- Working to get new storage locker
- New vehicles ordered should arrive in about 2 weeks
- EOC repairs complete, working to get everything back in order.

Mayor Jessup asked about the new vehicles. Chief Stewart reminded Council that these are not patrol vehicles, but still need lights, sirens, and storage boxes.

Alderman Baker stated that there is a lot of chatter about criminal activity, and she wanted to point out that we had no residential burglaries and very little criminal mischief and that is due to the officers being visible in the City.

2. Public Works – Rod Hainey, Director

Mr., Hainey 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.

Below are a few highlights as follows:

- Sidewalk repair and replacement – complete for this fiscal year
- Street repairs/road use fee – list for this fiscal year is complete
- USW Expenses
 - April - \$51,197.12
 - May - \$34,413.48
 - June - \$69,921.89 (Increase due to water leaks and main breaks) Approximately 14-16 breaks.
- Water Well No. 3 Repair complete - \$131,600
- Completed evaluation of storm sewer outfalls
- Street signs cleaned
- Fire heater delivered, not installed
- Meter reading continues to improve

Mayor acknowledged Mr. Hainey for his work in improving the system

- WPI has ordered 2 generators for EOC and Water Plant #3

Alderman Staigle said there many by ARPA funding available from County for some utility projects. He asked Mr. Hainey to get a list together.

- Flashing School Zone sign ordered
- Swanson started quarterly service of all city HVAC units
- TCEQ permit renewal substantially complete and submitted for approval
- Water Plant #2 replaced air compressor on pressure vessel
- Repairing fence at main gate at the WWTP
- WWRTTP – gear box for traveling bridge ordered
- HDR held first meeting with engineers for WWTP repairs and improvements. Scheduling bid for January 2023.
- Four fire hydrants on Kirkwood were upgraded with hose adaptors to meet Stafford Fire requirements.

- EOC water damage complete.
- Waiting on quote for City Hall irrigation system repair/replacement
- WPI working on estimate for WWTP generator – anticipate using ARPA funding.
- Drip irrigation removed in Kirkwood Linear Park
- Monthly irrigation report was briefly reviewed

Alderman Kopczynski asked about the drip irrigation that was removed. Mr. Hainey stated that they were removed due to frequent damage, and some was replaced with small spray heads. He stated that drip irrigation is easy to damage.

Mayor Jessup asked for an update on finishing Kirkwood irrigation. Mr. Hainey stated that the irrigation is complete. Ms. Cabezas stated that there are 2 steps remaining to complete the bull rock work. She is working with Mr. Salvide to complete this project. Once that is complete staff will remove the dead plants and trees and will wait until the fall to plant replacements.

3. Fire Department Monthly Report for June 2022 – Charles Jessup IV, Mayor

Mayor Jessup presented the monthly fire report for June 2022 prepared by Stafford Fire Department this month. There were 46 calls for service and 23 of those calls were EMS related.

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

Mr. Haby reminded Council of the special meeting on August 2, 2022. At this meeting Council will tax rate and hopefully we will have numbers from the CAD. Staff is also bringing a Change Order or upgrade service lines along Dorrance.

The last couple weeks have been unusual due to Covid illness and exposures. Due to this staff has updated the Covid policy and will no longer require quarantine for exposure and paid time off for illness will be reduced to 5 days. The Police Department will follow their own policy.

Met with HDR and Mr. Hainey to review WWTP rehabilitation project and this will cost more than ARPA funding and staff is looking for other funding sources.

Alderman Baker asked the timeline for the APRA money. Mr. Haby stated that the city has not received the second payment from the county yet.

C. 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. Meadows Place Personnel Policy

Mayor Jessup stated that the policy needed to be amended and really appreciates all the hard work of Council and staff to ensure that Meadows Place is a fabulous place to work. He thanked Ms. Rutherford and Mr. Haby for preparing the proposed policy. This will help with recruiting new employees.

b. Meadows Place Butterfly Garden

Mayor Jessup stated that he stumbled across concern that monarch butterflies are being added to the endanger species list. He states the city has been working on a monarch gateway. Recently staff converted part of the community garden into a butterfly garden. He reminded everybody to check on the city's Facebook page and see the post with Channel 2 News report on the monarch butterflies with a video of our butterfly garden.

2. Council Comments.

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update on the Dorrance Lane Construction update. He stated that he and staff attended a progress meeting that morning with HDR and the contractor. The project is moving forward, and the main water line is on. They discussed pavement removal as there was a miscommunication with the process. HDR is going to meet with the contractor to review the plans.

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

Alderman Staigle stated gave a brief update on the Mobility Bond Project. He stated that he and staff met with CenterPoint and did not get the answers we were wanting. CenterPoint said no to all request except for that actual trail. They do not want the trail used at night. He has reached out to different Houston Boards, and they stated CenterPoint gave them the same answers. There are still no plans for the gas line, and we are still waiting on answers from CenterPoint.

D. REGULAR AGENDA

- 1. Discussion and consideration of Ordinance No. 2022-38 authorizing and allowing, under the act governing the Texas Municipal Retirement System, Updated Service Credits and Cost of Living Adjustment.**

Alderman Kopczynski moved to approve Ordinance No. 2022-38 authorizing and allowing, under the act governing the Texas Municipal Retirement System, Updated Service Credits and Cost of Living Adjustment. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

- 2. Discussion and consideration of Resolution No. 2022-23 authorizing the Mayor to sign an agreement renewing and extending the banking depository services with Independent Financial Services for another 5-year term for the city's depository and banking services.**

Alderman Baker moved to approve Resolution No. 2022-23 authorizing the Mayor to sign an agreement renewing and extending the banking depository services with Independent Financial Services for another 5-year term for the city's depository and banking services. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

- 3. Discussion and consideration of Resolution No. 2022-24 authorizing the Mayor to sign at addendum with American Janitorial Services increasing the Community Center event cleaning fee from \$75 per event to \$95.**

Alderman Staigle moved to approve Resolution No. 2022-24 authorizing the Mayor to sign at addendum with American Janitorial Services increasing the Community Center event cleaning fee from \$75 per event to \$95. Alderman Mills seconded the motion.

This cost is passed through to the renter and all forms will be updated.

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

4. Discussion and consideration of Ordinance No. 2022-39 adopting a new Section 51.17 titled “Water and Sanitary Sewer Taps”, to the City of Meadows Place Code of Ordinances, relating to water taps and sanitary sewer tap requirements for new residential construction.

Mayor gave background for ordinance. Ordinance will

Alderman Baker moved to approve Ordinance No. 2022-39 adopting a new Section 51.17 titled “Water and Sanitary Sewer Taps”, to the City of Meadows Place Code of Ordinances, relating to water taps and sanitary sewer tap requirements for new residential construction as amended removing the 50% requirement and let the Building Official or Public Works Director determine if an upgrade is necessary for a remodel. Alderman Mills seconded the motion.

Three triggers that will require a new 1” water tap, 4” sanitary sewer tap, and new E-series ultrasonic meter. Staff presented the ordinance as

Mr. Haby stated that usually 50% improvement requires homes come up to current code. He stated that if Council does not want to include that in this ordinance, they could remove that requirement.

Alderman Kopczynski asked if the Building Official and Public Works Director could state when the upgrade is necessary in a remodel? Mayor Jessup stated that he thinks that is the way to handle this. He would like it to be based on the number of fixtures.

The vote follows:

Ayes: Aldermen Baker, Staigle, and Mills

Nays: None

Alderman Kopczynski abstained as this can affect him directly.

Alderman Mertins was not present.

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2022-40 amending the water and sewer rates by increasing rates 10% per year over five years to increase water and sewer revenue.

Mayor Jessup read staff's summary for increase as follows:

This is a proposal to increase Water, Sewer, and Surface Water fees for Residential and Commercial Users.

Water and sewer base and consumption rates are to be increased 10% beginning 8/1/2022 for Residential Customers and will be seen on the 8/25/2022 Utility Billing.

Residential Customers having a separate Irrigation/Sprinkler system have a new rate structure.

Water and sewer base and consumption rates are to be increased 10% beginning 8/1/2022 for Commercial Customers, within the City. Additionally, a new rate for consumption above 20,000 gallons is added at \$2.51/thousand gallons.

Water and sewer base and consumption rates are to be increased 5% beginning 8/1/2022 for Commercial Customers, outside the City. This affects Chuck E Cheese and Northern Tool. City of Houston monthly sewer service charge remains unchanged.

For all customers, the Surface Water fee will be increased from \$2.18 to \$2.25 for every 1,000 gallons consumption.

Alderman Staigle moved to approve Ordinance No. 2022-40 amending the water and sewer rates by increasing rates 10% per year over five years to increase water and sewer revenue. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

6. Discussion and consideration of Ordinance No. 2022-41 amending the schedule of fees updating fees for water service rates, sanitary sewer service rates, surface water rate, water and sanitary sewer taps, residential irrigation water rates, special event permit application, community center, and peddler/solicitor application.

The fees being updated are as follows:

New 1: single tap + meter

Irrigation meter cost: \$400

Meter installation cost: \$2,000 (short tap) or \$2,400 (long tap)
Irrigation meter permit fee: \$100
Total will be either \$2,500 or \$2,900 depending on short tap or long tap

Homes with existing 1" line + meter

Irrigation meter cost: \$400
Meter installation cost: \$800
Permit fee: \$100
Total: \$1,300

Alderman Kopczynski moved to approve Ordinance No. 2022-41 amending the schedule of fees updating fees for water service rates, sanitary sewer service rates, surface water rate, water and sanitary sewer taps, residential irrigation water rates, special event permit application, community center, and peddler/solicitor application. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

7. Discussion and consideration of Resolution No. 2022-42 repealing the City's current Employee Policy Manual and adopting a new City of Meadows Place Personnel Policy.

Alderman Staigle stated he is seeing a lot of changes that came out on Monday and wanted to know if Council reviewed them. There are few items that he would like to discuss.

Alderman Baker moved to approve Resolution No. 2022-42 as amended below repealing the City's current Employee Policy Manual and adopting a new City of Meadows Place Personnel Policy. Alderman Kopczynski seconded the motion.

Section 3.6 – Amend City Hall hours to 8:30 a.m. to 4:30 p.m.

Section 3.11 – Personal use of city issued cell phones should be limited.

Section 6.3.3 – Addition of "Employees shall not solicit sick time and donations will remain confidential."

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

Staff informed Council that the 9/80 Work Schedule and new City Hall office hours will be effective October 3, 2022.

- 8. Discussion and consideration of Ordinance No. 2022-43 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$26,400 from the General Fund balance to line items 100-040-534005, 100-050-534005, and 100-060-534005, Fuel, for the increased cost of fuel for city vehicles and equipment.**

Alderman Staigle moved to approve Ordinance No. 2022-43 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$26,400 from the General Fund balance to line items 100-040-534005, 100-050-534005, and 100-060-534005, Fuel, for the increased cost of fuel for city vehicles and equipment. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

- 9. Discussion and consideration of Ordinance No. 2022-44 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$30,000 from the General Fund balance to line item 100-060-580000, Parks Capital Improvements, for Park's projects.**

Mayor asked MS. Cabezas for details for the \$30,000. In an effort for a balanced budget next year, they would make improvements now. They will install a sensory playground near the school in Helfman Park. They will remove one large piece that has been in need of repair often. This would be in line with the playground for all. This was planned for next year.

Kopczynski asked about Meadow crest park missing a piece. Ms. Cabezas said they are aware and working to repair it and add new pieces.

Alderman Mills moved to approve Ordinance No. 2022-44 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$30,000 from the General Fund balance to line item 100-060-580000, Parks Capital Improvements, for Park's projects. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

10. Discussion and consideration of Ordinance No. 2022-45 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 100-060-565001, Mowing and Landscaping, for annual tree trimming.

Alderman Staigle moved to approve Ordinance No. 2022-45 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 100-060-565001, Mowing and Landscaping, for annual tree trimming. Alderman Kopczynski seconded the motion.

Alderman Staigle asked about timeframe to trim trees and Ms. Cabezas stated that they will be waiting until the very end of September.

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

11. Discussion and consideration of Ordinance No. 2022-46 amending the Utility Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$100,800 from the Utility Fund balance to line item 300-047-567000, Sewer Dept maint. and Repairs, for previously approved repairs to the Wastewater Treatment Place Lift Station Pump.

Alderman Baker moved to approve Ordinance No. 2022-46 amending the Utility Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$100,800 from the Utility Fund balance to line item 300-047-567000, Sewer Dept maint. and Repairs, for previously approved repairs to the Wastewater Treatment Place Lift Station Pump. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

12. Discussion and consideration of Ordinance No. 2022-47 amending the Utility Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$132,000 from the Utility Fund balance to line item 300-046-567000, Water Dept maint. and Repairs, for previously approved repairs to Water Well Number 3.

Alderman Staigle made a motion to approve Ordinance No. 2022-47 amending the Utility Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$132,000 from the Utility Fund balance to line item 300-046-567000, Water Dept maint. and Repairs, for previously approved repairs to Water Well Number 3. Alderman Kopczynski seconded the motion.

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

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

May 27, 2022 – Possible Quorum – Kick Off to Summer

June 8, 2022 – Council Workshop

June 28, 2022 – Joint Public Hearing

June 28, 2022 – City Council – Regular Meeting

June 29, 2022 – Council Workshop

July 4, 2022 – Possible Quorum – July 4th Celebration

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

F. AUDIENCE COMMENTS (for matters NOT on the agenda)

David Ikeler, owner of 12003 Scottsdale, stated that when dealing with staff he has been threatened with Police force. He had an issue with permitting on foundation work previously and now he is having an issue with an irrigation installation. When he returned a call the number back today it went to a Police Offer's direct line. Gave in up

Terry Henley, resident at 12203 Alston Dr., gave an update regarding the TML Region 14 Meeting coming up in August. He encouraged Council to attend. He also stated that Mayor Zimmerman will be moving up as a TML Director.


Karen Sears, resident at 11734 Brighton Ln., stated that she feels very safe in Meadows Place. She stated that she has a concern with Kirkwood traffic and people do not understand how to yield at the roundabouts. Alderman Staigle stated that he will talk to PD to see if there is anything that can be done.

G. ADJOURN

There being no further business to discuss the meeting adjourned at 8:35 p.m.

These minutes were approved by City Council on August 23, 2022.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

