



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON AUGUST 22, 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 6:31 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 Haaney; and Parks & Recreation Director, Colene Cabezas.

1. Pledge of Allegiance: Kaitlyn Chan, Meadows Place Police Officer

Invocation: Jimmy Fenwick, Resident

B. PROCLAMATION

1. National Night Out Proclamation – October 3, 2023

Mayor Jessup presented Chief Stewart with the Proclamation for National Night Out and declared October 3, 2023, as National Night Out in Meadows Place.

C. REPORTS

1. Police Department – Chief Gary Stewart

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

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

- Calls for Service – 2209
- Accidents – 8
- Arrest – 15
- Traffic Citations Issued – 302
- Assault – 0
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0

- Criminal Mischief – 1
- Fraud – 1
- Robbery – 0
- City Ordinance – 9
- Theft – 9
- Property Checks – 1801
- Flock Safety Alerts – 64
 - Stolen Vehicles – 18
 - Sex Offender – 16
 - Stolen License Plates – 14
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 1
 - Warrant – 3
 - Protection Order – 8
 - Other Agency Hot List – 2
 - Violent Person – 0

Additional Notes:

- MPPD has completed the training cycle ahead of schedule.
- National Night Out is quickly approaching, Tuesday, October 3rd from 6pm to 8pm. Register parties with the PD.
- Working to get Shop 40, the new car, upfitted.
- The Mesa door access system should be complete. Minor software changes are still in progress.
- MPPD will perform an assessment board for the open Sergeant position on September 14th.
- MPPD Officers attended the 25th anniversary of Sugar Grove Church. We continue to partner with them on many community service events.
- MPPD Officers participated in a birthday party for one of our young residents. It was a great time for all and shows our community policing model works well.
- Grant 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).

Alderman Mertins asked why Northern Tool doesn't have cameras on their property. Chief Stewart stated that they did have cameras at one time, but the Police Department cannot require them.

Alderman Baker thanked Chief Stewart for helping her recently and the for the professionalism of the officers.

Alderman Kopczynski stated that he noticed there were numerous items on the report that were zero for the month and shows that Meadows Place is a safe place to live.

2. Parks & Recreation – Colene Cabezas, Director

Ms. Cabezas presented the quarterly report for Parks & Recreation which was distributed to City Council and filed with the City Secretary. This report covered activity for June, July and August 2023.

Event Re-Cap

- **Kick Off to Summer** – 400 in attendance/Great support from Council / PD/ Parks cooked 350 burgers and 200 hot dogs, Live band performed, and pool was opened for the season.
- **Pool Passes** – Sold 1072 individual passes / 12 Pool Parties / Labor Day is the last day the pool will be open for the 2023 season.
- **Summer Camp** – 242 campers \$17,220 exp / \$33,922 revenue (User Funded)
- **July 4 Festival** – 1000 in attendance – 12 food trucks, several community spirit booths, live band, and 12-minute firework show without incident. Great Departmental support. That event was funded by EDC and the General Fund.

Projects Completed

- Completed all phases of tennis court repairs to include LED light replacement, court repair and leveling, painting, striping, adding permanent pickleball courts. We are working on updating our social media, fee schedule, and card purchasing procedures. We are planning to open in the first week of September. This project was County funded.
- Meadow Valley Park – Sidewalks have been installed and finishing touches to include a water fountain and bike racks will be in place this week. This project was funded by EDC, Child Safety, and the General Fund.
- New tractor has been delivered and is already in use.

Upcoming Projects

- **Irrigation Management** – Parks and Public Works are working together to mitigate issues during this intense heat. The City utilizes a third party to inspect, operate and repair our current system. Both departments communicate with the irrigator as needed and they provide a monthly inspection report. Irrigation does fail from time to time and that becomes apparent when we see dying or dead vegetation and cracks in the ground.
- **The Baseball Fields are suffering because of irrigation issues** – Parks noticed the grass dying and cracks becoming apparent a week ago. Parks made a request to the irrigator to increase the frequency and duration of the automatic irrigation. Public Works discovered last Friday that the lake pump that runs the McGrath Park irrigation was not operating, and they issued a request for repair and that was completed today. Additionally, Public Works will increase their oversight of the pump by

performing a weekly maintenance check. This will provide us with a real-time awareness of its operating status.

Mayor Jessup stated that irrigation has been a stressful subject for him. He finally feels like staff has handle on monitoring the systems.

Alderman Mills thanked Ms. Cabezas for jumping on the issues at the baseball field.

- **Sensory Park Installation** – Next week climbing hill, musical instruments, boulders, and ground cover should be completed by end of September. This was funded by the EDC and General Fund.
- **Painting the Exterior of the Field House** – Scheduled for September
- **Foundation Repair** – Community Center and Nature Center scheduled for September.
- **Well 2 landscape** – installations are on hold until leaks at the well have been repaired.

Upcoming Events

- October 14 – Fall Festival & Bazaar – Partner with Home and Garden Club – Vendors. This event is supported by EDC and the General Fund.
- October 14 – 29 Saturday and Sunday only – Childrens Garden Pumpkin Patch @ Nature Center
- December 1 - Christmas Memories This project is funded by EDC and the General Fund.

Mayor Jessup thanked Ms. Cabezas for working with the Children’s Garden and he stated that he appreciates the partnership in outsourcing events for the City.

3. Fire Department Monthly Report for July 2023 – Charles Jessup IV, Mayor

Mayor Jessup presented the fire report for July 2023 which was distributed to City Council and filed with the City Secretary. The city maintains the building for the fire department and Public Works has been checking the doors on a quarterly basis and just replaced some last week.

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

City Administrator, Nick Haby, stated that he, on behalf of staff, would like to thank City Council for their service. Council and staff held several meetings over the past couple of months preparing the budget. He stated that not all Councils give staff the support that they do.

He reminded Council and the residents that Meadows Place is not under any mandatory water restrictions at this time. He stated that the city is on ground water and meeting the capacity.

He also shared that recently the city’s bank flagged a fraudulent check in the amount of \$24,500 and this was not processed.

Mr. Haby also shared that the city is remodeling the lady's bathroom in City Hall as well as remodeling the desk height in court.

Finally, he reported that one bid was received for the WWTP Rehabilitation project. The city received one bid from and the bid with the alternative additions is \$4,275,000. HDR is reviewing the contractor and will have a recommendation for the city soon.

D. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Budget and Tax Rate

Mayor Jessup stated that Meadows Place does a little bit of everything just like the big cities and we have a lot going on. He recognized Finance Director, Anna-Maria Weston, for her work on the budget. He stated that staff and Council start the budget review and process as early as April. He thanked staff for all of their efforts in maintaining the budget. He stated that Council will be voting on the tax rate tonight.

b. Funding Sources

Mayor Jessup stated that he received a complaint about spending tax money and the item they were complaining about was not funded by the city. He realized then that the city needs to work better at sharing information on the projects and where the funding comes from. Several projects in parks over the last couple of months were funded through a County Parks Bond.

He stated that Police Department alone has secured over one million dollars in grant funding. He thanked staff for their efforts in securing these funds.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle reported that there are no changes. The project is complete; however, the city is still waiting for the contractor to submit their final paperwork and final invoice.

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. Staff met with the consultant last week and they made changes to finish the design on the bridge. Once approved by the City it will be submitted to CenterPoint for review and approval. A new survey will most likely be needed due to the power lines being installed along W Airport. Alderman Staigle stated that based on the design he saw from CenterPoint for the gas line he does not see an issue with the parking lot install, but we still need

to wait for the final design. He also stated that this project will need to be reevaluated after the review of the bid for the WWTP.

Alderman Staigle stated that Dorrance Phase 3 is on the list for the Fort Bend County Mobility bond for November election. If that passes the county will cover most of Phase 3 of Dorrance. This project will be designed from Kirkwood to Amblewood.

E. Public Hearing

- 1. Conduct a Public Hearing before the City Council of the City of Meadows Place, Texas to hear any and all persons desiring to be heard concerning the 2023 Tax Year Proposed Property Tax Rate for the City of Meadows Place.**

Mayor Jessup opened the Public Hearing at 7:22 p.m. He then explained that the purpose of this hearing was to give all interested parties the right to appear and to be heard.

Mr. Haby stated that the proposed tax rate is all Maintenance & Operation as the city carries no debt at this time.

With no one signing up to speak, Mayor Jessup closed the Joint Public Hearing at 7:24 p.m.

F. REGULAR AGENDA

- 1. Conduct a separate vote to ratify the property tax increase reflected in the 2023-2024 budget adopted August 15, 2023.**

Alderman Baker made a motion to ratify the property tax increase of 6.6% reflected in the 2023-2024 budget adopted August 15, 2023. Alderman Mertins seconded the vote. The record vote follows:

Aldermen Baker – Aye

Aldermen Mills – Aye

Aldermen Staigle – Aye

Aldermen Kopczynski – Aye

Aldermen Mertins – Aye

Mayor Jessup was present but did not vote.

The motion carried unanimously.

- 2. Discussion and consideration of Ordinance No. 2023-32 providing a property tax rate for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2023.**

Alderman Staigle made a motion approving Ordinance No. 2023-32 providing a property tax

rate of \$0.79961/\$100 for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2023. Alderman Kopczynski seconded the motion. The record vote follows:

Aldermen Baker – Aye

Aldermen Mills – Aye

Aldermen Staigle – Aye

Aldermen Kopczynski – Aye

Aldermen Mertins – Aye

Mayor Jessup was present but did not vote.

The motion carried unanimously.

3. Discussion and consideration regarding sign ordinance changes.

Brandon Morris, from Randle Law Office Ltd., L.L.P., was present to review the sign ordinance with Council and staff.

Alderman Mertins stated that this was a needed change and started months ago. Legal Counsel, Council and staff have done a lot of research to create an ordinance that implements codes that city can enforce and clarifies the ordinance. He also stated that ordinance no longer falls under Planning and Zoning.

Alderman Staigle asked how these changes will be communicated to the local businesses. Mayor Jessup stated that we can send code enforcement to the businesses. Alderman Staigle stated that he would like EDC to present the changes to the current businesses. Alderman Baker stated that she agrees. She thinks that EDC Members could split up the list and visit each business.

Mr. Haby stated the EDC President could prepare a letter with the changes.

Mayor Jessup asked about contractor signs and Mr. Morris stated that they would be allowed since they are on residential property.

Mayor asked to clarify Item 7 page 12, would this allow the business to put signs on each side of their property? Mr. Morris stated they would be allowed as long as it is on their premises.

Mayor Jessup asked about the variance process. Mr. Morris explained that the variance request would go before City Council.

Alderman Staigle stated that the Code Enforcement needs to properly document illegal signs for back up in court.

Alderman Staigle asked about the fine per day on page 23 and wanted to know if they city has to issue a citation per day? Mr. Morris stated that it gives the city the option to charge a fine, but they do not have to charge it daily.

4. Discussion and consideration of Ordinance No. 2023-33 amending City of Meadows Place Code of Ordinances by repealing Chapter 153 - Signs, Sections 153.190 through 153.199 and Appendices A – D and adopting a new Chapter 155, Signs.

Alderman Mertins made a motion to approve Ordinance No. 2023-33 amending City of Meadows Place Code of Ordinances by repealing Chapter 153 - Signs, Sections 153.190 through 153.199 and Appendices A – D and adopting a new Chapter 155, Signs. Alderman Mills 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. 2023-34 establishing a Special Fee entitled Utility Infrastructure Fee and Special Fund for the purpose of rehabilitation and construction of present and future public water and sewer utilities in the city.

Mayor Jessup stated that this item is being pulled from the agenda at this time.

6. Discussion and consideration of Ordinance No. 2023-35 amending the Schedule of Fees by adding a monthly Utility Infrastructure Fee, amending fees for Parks and Recreation, and removing the fees for Chapter 115, Food and Food Handlers.

Alderman Mertins made a motion to approve Ordinance No. 2023-35 as amended by removing the Utility Infrastructure fee and amending the Schedule of Fees by amending fees for Parks and Recreation, and removing the fees for Chapter 115, Food and Food Handlers. Alderman Kopczynski 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 Resolution No. 2023-16 declaring surplus equipment/property and authorizing sale or disposal of surplus equipment/property.

Alderman Staigle made a motion to approve Resolution No. 2023-16 declaring surplus equipment/property and authorizing sale or disposal of surplus equipment/property. Alderman Mills 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 Resolution No. 2023-17 authorizing the Mayor to enter into an agreement with Lemons Auctioneers LLC and Online Pros Agreement per BuyBoard #708-23 to auction City property declared surplus.

Alderman Mertins made a motion to approve Resolution No. 2023-17 authorizing the Mayor to enter into an agreement with Lemons Auctioneers LLC and Online Pros Agreement per BuyBoard #708-23 to auction City property declared surplus. Alderman Kopczynski seconded the motion.

Alderman Staigle for the signs considered surplus would we want to auction them at a city event? Council agreed to auction the signs to residents. The vote follows:

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

Nays: None

The motion passed unanimously.

9. Discussion and consideration of Ordinance No. 2023-36 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-060-580000, Parks Capital Improvements, \$8,750 from General Fund balance for foundation repairs for the Community Center and Discovery/Nature Center.

Alderman Staigle made a motion to approve Ordinance No. 2023-36 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-060-580000, Parks Capital Improvements, \$8,750 from General Fund balance for foundation repairs for the Community Center and Discovery/Nature Center. Alderman Baker 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 Resolution No. 2023-18 amending Certificate Pay and Academic Pay Policy.

Alderman Staigle moved to approve Resolution No. 2023-18 amending Certificate Pay and Academic Pay Policy. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

G. 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:

July 25, 2023 – City Council Workshop

July 25, 2023 – City Council Regular Meeting

August 8, 2023 – City Council Special Meeting

Alderman Baker 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.

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

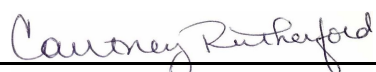
None.

I. ADJOURN


There being no further business to discuss the meeting adjourned at 7:55 p.m.

These minutes were approved by City Council on September 26, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

