



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, AUGUST 24, 2021, 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  
Alderman, David Mertins  
Alderman, Rick J. Staigle

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

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

The following staff were also in attendance: Gary Stewart, Police Chief; and Colene Cabezas, Parks & Rec Director.

**1. Pledge of Allegiance and Invocation**

Pledge by: Dillon Gawlik, Resident

Invocation by: Jimmy Fenwick, Resident

**B. PRESENTATION – SERVICE RECOGNITION**

**1. Jyron Jackson – Police Officer, 15 Years of Service**

Mayor Jessup recognized Officer Jackson for his 15 years of dedicated service to the City of Meadows Place and the citizens. He also acknowledged that Officer Jackson has not one sick day in 15 years!

**2. Santanna Dominguez, Public Works Maintenance Worker, 5 Years of Service**

Mr. Dominguez was not present, but Mayor Jessup did recognize him for his dedicated service to the city.

**3. Chris Gawlik – Acknowledging his efforts in saving Meadows Elementary**

Mayor Jessup recognized Chris Gawlik for efforts in saving Meadows Elementary. Staff then showed a video regarding the rebuild of Meadows Elementary. Mayor Jessup thanked Chief Ashton for getting the cameras installed that allowed him to capture pictures for the time lapse video.

**C. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Stewart gave a brief overview of the monthly statistics and activities report for August 2021, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- Flock Activity
  - 32 hits, 17 vehicles located, and 5 arrest for stolen vehicles
  - 5 Sex Offender Alerts
  - 3 Gang-Terrorist Alert
  - Grant for additional cameras is pending
- Continuing to follow COVID protocols
- Live scan was installed and setup and Mobile unit. Working with Harris County Sheriff for MOU to access the system.
- Shop 39, the newest white Tahoe, is going to Onsite Decals for striping and then to EFS for installation of other equipment.
- Expecting Police ATV grant next month.
- Freeze mitigation with FEMA still in progress, final tier of review of our application submission.
- All TCOLE hours and mandated training have been completed for this training cycle.
- MPPD is actively trying to fill open positions. There are four openings currently: 3 Patrol and 1 Sergeant.
  - Backgrounds are in progress for 1 patrol candidate and 3 part-time dispatchers.
- MPPD continues to monitor weather as it is hurricane season. Encouraged Council and residents to stay prepared.

Mayor stated that he is very pleased with the flock camera activity. He also praised Chief for getting their TCOLE training complete on time.

## 2. Parks & Rec – Director Colene Cabezas

Ms. Cabezas gave a summary of Parks & Rec activities for the last quarter for the months of June, July, and August. A copy of which was distributed to City Council and filed with the City Secretary. Below are a few key points from her presentation:

### Parks and Facilities:

- **CenterPoint ROW** – Trail Project continues to move forward. Staff met with a sign design group for interpretive and wayfinding signs along the trail. They also met with CenterPoint to make sure the trail is built clear of future construction plans for the ROW.
- **Discovery & Nature Center** – Continues to have a steady flow of visitors during the summer. Camp also was able to utilize the facility for part of its programs. Hours were limited for 2 weeks due to limited availability of staff during a covid outbreak.
- **Ball Field** – MPPL and the city have been working together to begin the renovations to the field. Light pole and field repair have been ordered. PW and Parks will meet with FBISD and the Fire Marshal to confirm acceptable placement of the outfield fence. Texas Multi Chem will not be able to complete the field work until December.

- **Kirkwood Project-** In June staff finally replaced all plants from the freeze. They are working with TX Lawn on a new contract to maintain the weeds on a weekly basis effective October 1, 2021.
- **Beautification-** The rain this summer brought quick growth of plants, weeds, and ants. Staff continues to manage what they can between rain and extreme heat.
- **Pool** – Pool ran successfully minus a 2-week shut down for covid and a lap pool repair. We sold \$10K worth of pool bands as compared to \$5K last summer. Pool closing at the end of day on Labor Day.
- **Helfman Park-** Completed a turf repair under the swing set, ordered a new slide to replace a damaged one, Night Herons have successfully flown the coop.

### Recreation

- Summer Camp was full each week with an average of 18 kids. Camp did close for the last three weeks due to covid exposure of 14 staff and campers. Refunds were issued to those that were affected by the closure.
- Community Center remained booked throughout summer; however, we are beginning to see a cancellation trend due to covid
- Marketing Videos- Completed 6 new Did you know videos and on schedule to film 3 more this week.

### Events:

- Kick off to Summer was cancelled due to rain.
- July 4 was rainy but then it cleared, and we had approx.800-1K in attendance. The fireworks show lasted 12 min. Survey results have come back that our community would like to continue the evening event with fireworks. I have begun to secure a fireworks vendor for next year.
- BFF – July was canceled due to covid exposure.

### Upcoming

- Pool Closing Sept 6 end of day – Labor Day
- New Fall programs will begin in September and participants will be able to register online

### Projects:

- Bikeway Mobility Project – Continue to work with Stafford and the county
- Installation of the Digital Marquee by end of September
- Asphalt Overlay to Brighton cul-de-sac will begin after Labor Day and will be coordinated with MPPD / FBISD

### Events:

- Fall Festival – October 16 – Craft show with Home & Garden Club, German band, food, beer, Stein holding contest, and kids rides and activities
- Christmas Memories – December 3 (SNOW – Already Ordered)

Mayor Jessup thanked Colene for all her work on these events. He attended the 4<sup>th</sup> of July event and was pleased with the turn out despite the rain. He thanked Parks for working

through the rain.

Mr. Steve Bezner asked about Oktoberfest. Ms. Cabezas stated the event will be combined with the Fall Festival between the hours of 10:00 a.m. and 2:00 p.m.

### **3. Fire Department Monthly Report for July 2021 – Charles Jessup IV, Mayor**

Mayor Jessup gave brief review of EMS and fire service activity for July 2021 from Stafford Fire Department.

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

City Administrator, Nick Haby, gave a brief update of events from the last month. Mr. Haby stated that staff has been doing a lot of work on budget. He has enjoyed the process of working with staff to balance the budget.

The wall of City service is almost complete, and you will soon see photos of staff in the City Hall lobby. They will be organized by years of service.

Council and staff will be attending a social media webinar on September 9<sup>th</sup> at 9:00 a.m.

## **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. FEMA Risk Rating 2.0**

Mayor Jessup stated that FEMA Risk Rating 2.0 will affect all of Fort Bend County. They are currently redoing the rates most of Meadows Place should break even. There is still a lot of unknowns that’s why there is an item to oppose this increase currently. He would like to get more information before changing rates. He advised everybody to purchase thief flood insurance prior to September 1, 2021. He and FBCMCA are asking them to postpone for 6 months.

#### **b. Court Collections**

City Secretary gave a brief update and stated she and staff met with Linebarger to review Court collections for unpaid fines.

## **2. Council Comments**

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

Mayor Jessup thanked Rick for all the work he does for the city. Alderman Staigle gave a brief update on the Dorrance Lane construction project. Reviewed 75% plans and met with HDR. There are few questions to answer:

Few residents have private sidewalks going to the public sidewalk as well as irrigation in the public right of way. Does the city want to replace this as work is done or let the resident be responsible for the damage in the public right of way?

Mayor Jessup stated that he thinks the city should replace it. Council agreed to fund the replacement.

Driveway replacements may go deeper into the residential yard that they wanted. HDR suggested going to a 12% slope. HDR will create the design to present to each resident prior to the work. This will be part of the right-of-way agreement.

Gravel sidewalk in front of Vroom, which is part of phase 2. Does Council want to keep this as decomposed granite or should we upgrade to concrete. Staigle stated that this is 400 feet of concrete. Council agreed to replace with concrete for less maintenance.

Sharrows – bike symbols are Dorrance? – Replace yes or no? Ms. Cabezas is in favor of keeping them to tie into the trail system.

Presented handout on new standard for curb drains. This would require an ordinance to enforce these storm water curb openings.

The all way stops – No study to warrant the stop signs so does Council want to remove the stop signs on Dorrance. Alderman Staigle suggested a workshop to discuss this item.

### **b. Mobility Bond Project Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Mobility Bond Project. Met with CenterPoint and it went pretty good. They would like a routing analysis to make sure the new trail won't interfere with the 20" pipeline to be installed in the future. He also stated that you can design the trail until the routing analysis is complete. Ask CenterPoint how long to get the analysis. Mr. Haby stated that he, staff, and Alderman Staigle have been waiting on the application. The review process should take approximately 6 – 8 weeks.

## **E. REGULAR AGENDA**

- 1. Discussion and consideration of Ordinance No. 2021-29 setting the maximum proposed tax rate; setting dates for any necessary public hearings on the proposed tax rate; and setting the date City Council will adopt the fiscal year 2021-2022 tax**

**rate.**

Alderman made a motion approving Ordinance No. 2021-29 setting the maximum proposed tax rate at 0.832; setting dates for a public hearing on September 21<sup>st</sup> at 6:00 p.m. the proposed tax rate; and setting the date City Council will adopt the fiscal year 2021-2022 tax rate. Alderman seconded the motion. The vote follows:

Aldermen Mertins - Aye  
Aldermen Baker - Aye  
Aldermen Staigle - Aye  
Aldermen Kopczynski - Aye  
Aldermen Mills - Aye

Mayor Jessup present but does not vote.

The motion carried.

**Steve Bezner, resident at 12222 Meadowcrest**, asked the average tax increase per resident in Meadows Place. Mr. Haby stated that there will be a presentation in a later item regarding this question.

Mr. Haby stated that this is the proposed tax rate and maximum that Council may adopt. They will vote on the rate in September.

**2. Discussion and consideration of Ordinance No. 2021-30 amending the fee schedule regarding trash pick-up and water and sewer rates effective October 1, 2021.**

Mr. Haby presented a power point regarding the changes in utility reates. He reminded Council that the budget was going to be about \$112,000 in the deficit with current rates. This rate increase will cut the deficit about \$60,000. The utility fund is supposed to pay for itself.

The proposal does so, while not changing base water/sewer rates (usage up to 4,000 gallons).

The proposed Ordinance makes these changes effective September 26, to match up with the next available billing cycle

Garbage rates have been increased to reflect the increase that Texas Pride is passing onto the city. The trash rate is increasing per the agreement with Texas Pride. That rate is currently \$18.10 and will be increasing to \$20.00. Alderman Staigle stated that there was an increase last year as well and Council did not pass that on to the residents.

Alderman Kopczynski made a motion approving Ordinance No. 2021-30 amending the fee schedule regarding trash pick-up and water and sewer rates effective October 1, 2021. Alderman Staigle seconded the motion.

Alderman Baker stated that it was important to Council for the base to stay the same, so the lower users are not affected.

The vote follows:

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

Nays: None

The motion carried.

**3. Discussion and consideration of Ordinance No. 2021-31 accepting the proposed budget and setting the 21<sup>st</sup> day of September 2021 at 6:00 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 2021-2022.**

Mr. Haby gave a brief presentation on the proposed budget. Current proposed budget has a \$45,008 surplus. Staff is suggesting to put this money in the Capital Improvements Projects creating a balanced budget.

Alderman Staigle that the account position was full time and changed to part time because the employee wanted part time. Council is moving it back to full time in order to attract qualified applicants.

Reviewed property tax exemptions. Currently the city offers the maximum homestead exemption. The over 65 exemptions are \$30,000 and there are currently 535 homes with this exemption.

Proposed rate generates approximately \$50,000 in additional revenue.

Alderman Staigle made a motion approving Ordinance No. 2021-31 accepting the proposed budget and setting the 21<sup>st</sup> day of September 2021 at 6:00 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 2021-2022. Alderman Mills seconded the motion.

**Steve Bezner, resident at 12222 Meadowcrest**, stated that he was impressed with Council and staff and calculated that increase will be approximately \$35 per house.

He asked how much in currently in the utility reserve account. Mr. Haby stated \$2.45M as of a couple months ago. Alderman Staigle stated that there are several repairs planned for the water facilities.

**Terry Henley, resident 12203 Alston Drive**, state that the tax rate will increase the revenue approximately 2%. He asked about the park's capital improvement project. Mayor stated that it is \$30,000 for parks new and replacement equipment. He asked for a breakdown of numbers. Alderman Staigle stated that the proposed budget will be on the website for review.

The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration of Ordinance No. 2021-32 accepting the proposed Capital Improvement Plan for fiscal year 2021-2022.**

Staff has worked on and presented the City's CIP to Council as a part of the FY22 process. The plan, which looks out on both a short-term (5 year) and long-term (15 year) basis consists of both funded and unfunded projects.

After several budget work sessions, tweaks were made based on City Council feedback and the opportunity the City has had to fund some of these items this fiscal year.

This year, Council has the opportunity to formally adopt the CIP, knowing that in some cases, funding sources still need to be identified.

Alderman Mertins made a motion approving Ordinance No. 2021-32 accepting the proposed Capital Improvement Plan for fiscal year 2021-2022. Alderman Kopczynski seconded the motion.

Alderman Staigle asked that the Capital Improvement Plan be placed on the website.

**Steve Bezner, resident at 12222 Meadowcrest**, stated that this is basically a hundred-year project. He asked is the any chance for mobility funding to replace streets.

Alderman Staigle the County will most likely have another mobility bond project in 2022/2023. The city has funded internal streets in the past for small cities.

The vote follows:

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

Nays: None

The motion carried.

**5. Discussion and consideration of Resolution No. 2021-21 authorizing the Mayor to execute an interlocal agreement with the City of Stafford for firefighting, fire protection, and fire investigation services.**

Alderman Staigle made a motion approving Resolution No. 2021-21 as amended changing the fire marshal rate from \$35 to \$45 per hour authorizing the Mayor to execute an interlocal agreement with the City of Stafford for firefighting, fire protection, and fire investigation services. Alderman Kopczynski seconded the motion. The vote follows:

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



Nays: None

The motion carried.

**6. Discussion and consideration of Ordinance No. 2021-33 amending Chapter 91 of the City of Meadows Place Code of Ordinances, Garbage and Trash, by adding Section 91.026: Dumpsters.**

Alderman Kopczynski made a motion approving Ordinance No. 2021-33 amending Chapter 91 of the City of Meadows Place Code of Ordinances, Garbage and Trash, by adding Section 91.026: Dumpsters and adding a section 2 stating a permit is required after 72 hours. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**7. Discussion and consideration of Ordinance No. 2021-34 amending the City of Meadows Place Code of Ordinances, Chapter 10: Rules of Construction; General Penalty, Section 10.99 General Penalty of the Code of Ordinances.**

Alderman made a Kopczynski motion approving Ordinance No. 2021-34 amending the City of Meadows Place Code of Ordinances, Chapter 10: Rules of Construction; General Penalty, Section 10.99 General Penalty of the Code of Ordinances set the fee for the first violation to \$50, second violation to \$150, and third violation to \$500. Alderman Baker seconded the motion.

Alderman Staigle asked that the city publicize this and explain that residents need to take care of violations before getting a court summons.

Alderman Mertins stated that he wants to educate the residents that Code Enforcement

There was discussion regarding the language of the violation notice. The notice needs to clarify that the city will come back on a certain date to inspect or that the resident needs to submit proof of correction.

**Terry Henley, resident at 12203 Alston**, asked what the flow chart shows. Mayor Jessup stated that the flow chart is online. He stated that the city needs to verify that the violation has been corrected.

Alderman Baker encourages residents to reach out to City Council with their concerns so issues can be addressed.

Alderman Kopczynski proposed lower the fee due to the court cost, which is approximately \$81, therefore Council lowered the fines for first and second violations.

Mayor Jessup also stated that this is for a 3-year period.

**Steve Bezner, resident at 12222 Meadowcrest**, he stated that Alderman Baker had a great suggestion to contact City Council with concerns.

**Jimmy Fenwick, resident at 12323 Alston**, he has experience with code enforcement violations. He got a notice in the mail with pictures regarding the vines growing on his house and fence picket missing. He did not receive a yellow notice as this house. He contacted Jennifer and she worked with him.

Alderman Staigle stated that Council supports code enforcement, but they want the residents treated fairly.

The vote follows:

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

Nays: None

The motion carried.

**8. Discussion and consideration of Resolution No. 2021-22 ratifying the First Amendment to the Fort Bend County Cooperation agreement.**

Alderman Staigle made a motion approving Resolution No. 2021-22 ratifying the First Amendment to the Fort Bend County Cooperation agreement. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**9. Discussion and consideration of Resolution No. 2021-23 authorizing the Mayor and the City Secretary of the City of Meadows Place, Texas, to enter into a joint election agreement and contract with Fort Bend County for City of Meadows Place November 2, 2021, Special Election services.**

Alderman Staigle made a motion approving Resolution No. 2021-23 authorizing the Mayor and the City Secretary of the City of Meadows Place, Texas, to enter into a joint election agreement and contract with Fort Bend County for City of Meadows Place November 2, 2021, Special Election services. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**10. Discussion and consideration of Resolution No. 2021-24 requesting a delay in FEMA Risk Rating 2.0.**

Alderman Staigle made a motion approving Resolution No. 2021-24 requesting a delay in FEMA Risk Rating 2.0. Alderman Baker seconded the motion.

Alderman Staigle this will affect home values near the levees.

Alderman Kopczynski thanked Mayor Jessup for leading the charge in this and bringing it to the attention of other cities. The vote follows:

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

Nays: None

The motion carried.

**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:**

July 20, 2021 – Special Meeting & Budget Workshop

July 27, 2021 – Regular Meeting

August 12, 2021 – Special Meeting & Budget Workshop

Alderman Mills made a motion to approve the Consent Agenda as presented. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**G. AUDIENCE COMMENTS (for matters NOT on the agenda)**

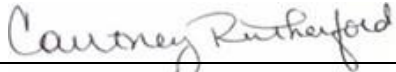
**Terry Henley, resident at 12203 Alston,** stated gave a brief update regarding TML Region 14 meeting. He presented a resolution to TML regarding publication of notices in the local newspapers.

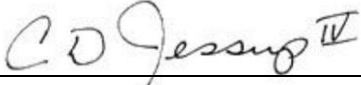
**H. ADJOURN**

Alderman Baker moved to adjourn. Alderman Mills seconded the motion. There being no further business to discuss the meeting adjourned at 9:04 p.m.

**These minutes were approved by City Council on September 28, 2021.**

**ATTEST:**

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

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

