



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, SEPTEMBER 22, 2020 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, Charles D. Jessup IV, at 6:31 p.m. with the following present via teleconference:

Mayor, Charles D. Jessup, IV
Alderman, John F. Isbell
Alderman, Kurt Kopczynski

Mayor Pro-Tem, Rick J. Staigle
Alderman, Steven H. Bezner

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

Alderman, Kelle K. Mills was not present.

The following staff were also in attendance: Police Chief, Gary Stewart.

1. Pledge of Allegiance and Invocation

Pledge by: Tia Baker, EDC Member

Invocation by: Jimmy Fenwick, Resident and Minister at Sugar Land Methodist

B. PROCLAMATION

1. Service Recognition

Mayor Jessup recognized the following staff for their dedicated service to the City of Meadows Place. Each employee was present with a service pin for their years of service.

De'Angelo Richmond, Police Officer, 5 Years of Service

Doron Kenig, Police Officer, 5 Years of Service

The following staff were recognized but were not present at the meeting.

Anna-Maria Weston, Finance Director, 5 Years of Service

Colene Cabezas, Parks & Recreation Director, 5 Years of Service

Travis Florian, Police Officer Reserve, 5 Years of Service

C. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave an overview of the monthly statistics and activities report, for September 2020, which was distributed to City Council and filed with the City Secretary.

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

Ten (10) accidents with two (2) in the roundabouts. Accident count is up, but there is no trend and have been in various locations.

Chief and Mayor continue with multiple calls daily regarding COVID pandemic.

Chief and his department were preparing for Tropical Storm Beta but did not activate.

The Training Center is partially opened at this time.

He did a partial activation for Hurricane Harvey with the Police Department staff only from 6:00 p.m. to 6:00 a.m.

License plate reader grant approved in the amount of \$36,000

Portable live finger printer scanner was granted in the amount of \$30,000

Alderman Bezner asked if the License Plate Readers are visible to the public and where they will be located? Chief stated that yes, they are visible, and the locations are still to be determined.

Alderman Bezner asked if the VROOM no parking signs installed and if there has there been a change in behavior or enforcement issue. Chief stated there have been 3 warnings and 2 citations issued. Chief believes that they are trying to come into compliance.

Alderman Staigle stated that the counties license plate readers are solar powered and asked if the ones for Meadows Place will also be solar. Chief said yes, they will be solar and self-contained with no wires.

Alderman Bezner asked if the City has received the new Police vehicle and if it was in service. Chief stated that the new vehicle is still being outfitted and should be ready in about a month.

2. Code Enforcement – Jennifer Cabello, Code Enforcement Official

Mayor Jessup stated that Ms. Cabello is out due to a death in the family, therefore there is no report this month.

3. Fire Department Monthly Report for August 2020 – Mayor Charles Jessup IV

Mayor Jessup provided an overview of the Stafford Fire Department activity report for August 2020 which was filed with the City Secretary.

Chief DiCamillo has been working with marketing group to come up with a video to talk about our fire department.

Diesel spill recently that involved FD, PD EMS, and TCEQ. A resident saw it and notified the City who then notified TCEQ and Stafford Fire Department brought Hazmat out immediately. They were able to back track the spill to the origination location.

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month. Mr. Haby stated that staff is now processing the Form 1295 with the Texas Ethics Commission. It's basically a conflict of interest form for all contracts. This form is required by the state and staff has a good process in place to make sure these are getting completed.

He reported that due to the vacancy in the Public Works Director position that Public Works staff is currently reporting to him. They continue to work well and were prepping for the storms by checking the inlets.

He stated that with all the rain he thought it was a good idea to discuss the drought contingency plan. It is a good plan, but only required to be submitted to the state if we over 3,300 water connections. We do not, but we still must have the plan in place.

He reported that staff has a good plan in place to track citations for VROOM associated vehicles and other violations, due the letter sent last month regarding the SUP.

Alderman Bezner asked how many applicants have been received for the Public Works Director position? Mr. Haby state there have been 4 applicants so far.

Alderman Staigle stated that Nick should coordinate with USW in the interim. Mr. Haby stated that he has been in contact with them daily.

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. Meadows Elementary

Mayor Jessup stated that the opening has been delated to the week after Spring Break. He stated that he is impressed by the size and thinks it is beautiful. Pictures

are being taken daily of the construction to put together a film at the end of the construction.

b. Budget

Mayor Jessup thanked staff for all of their hard work, especially AMW for keeping the books and working with staff to monitor the budgets.

Thanked Nick for his addition of expertise and he also did a great job on this budget process.

Thanked EDC for their budget process and providing funding for some of the city projects.

c. Texas Parks & Wildlife

Came to educate our staff on the 5 box turtles born in our Nature Center, because they are an endangered species. They are considering using us a pilot program to save the turtles.

d. COVID Update

Mayor Jessup stated that it is still here with various opinions as how to handle it, but we are still obligated to follow state rules.

There was recent discussion regarding the City's Disaster Declaration. This was issued on March 18th and extended twice. After conversations with the attorney the decision was made to terminate the declaration of disaster. This does not lessen our obligation to follow COVID protocol issued by the state.

Staigle – he is seeing COVID fatigue.

2. Council Comments

a. Kirkwood Construction Update – Alderman Rick Staigle

Alderman Staigle stated that he had hoped to report that project was complete. But had a miscommunication with CenterPoint and the electrical drop for irrigation is in the wrong location. Working to get power to irrigation. Also working to change landscaping that appears to be blocking sight. Staff and architect are looking for new landscaping, but not complete.

Mayor Jessup thanked Alderman Staigle for his expertise and all the work he has done on the Kirkwood Road reconstruction project.

E. REGULAR AGENDA

1. Discussion and consideration of Ordinance No. 2020-32 levying a property tax rate for the City of Meadows Place, Texas for the Tax Year 2020.

Alderman Isbell moved to approve Ordinance No. 2020-32 levying a property tax rate of \$0.0832 per \$100 for the City of Meadows Place, Texas for the Tax Year 2020. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

2. Discussion and approval of the second reading of a Resolution No. 2020-38 identifying the Kirkwood Road Rehabilitation as a project and approving/ratifying the previous and future Economic Development Corporation expenses not to exceed \$1,350,000 for the Kirkwood Road Rehabilitation project.

Alderman Staigle moved to approve the second reading of a Resolution No. 2020-38 identifying the Kirkwood Road Rehabilitation as a project and approving/ratifying the previous and future Economic Development Corporation expenses not to exceed \$1,350,000 for the Kirkwood Road Rehabilitation project. Alderman Bezner seconded the motion. Alderman Staigle reminder this is recapturing funds already spent. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

3. Discussion and consideration Ordinance No. 2020-33 approving the City of Meadows Place Economic Development Corporation 2020-2021 fiscal year budget as adopted by the Board of Directors at its September 10, 2020 meeting.

Alderman Kopczynski moved to approve Ordinance No. 2020-33 approving the City of Meadows Place Economic Development Corporation 2020-2021 fiscal year budget as adopted by the Board of Directors at its September 10, 2020 meeting. Alderman Isbell seconded the motion.

Mayor thanked EDC by name for putting this budget together and they are a huge asset to the City.

Staigle said this includes \$150,000 for engineering for infrastructure repair.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

4. Discussion and consideration of Resolution No. 2020-40 accepting the Auditor's Engagement letter from McCall Gibson Swedlund Barfoot PLLC.

Mayor stated that the City is required to have a financial audit performed annually by a certified public accounting firm and a financial report of fiscal year financial activities produced that is audited by a certified public accounting firm. This Resolution will engage McCall Gibson Swedlund Barfoot PLLC to provide auditing services of the City's financial activities, including EDC, for fiscal year 2019-2020.

Alderman Staigle moved to approve Resolution No. 2020-40 accepting the Auditor's Engagement letter from McCall Gibson Swedlund Barfoot PLLC. Alderman Isbell seconded the motion. Alderman K same company? Yes, they are.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

5. Discussion and consideration of Resolution No. 2020-41 authorizing the Mayor to enter into an agreement with Lemons Auctioneers, LLC and Online Pros to auction City property declared surplus.

Alderman Isbell moved to approve Resolution No. 2020-41 authorizing the Mayor to enter into an agreement with Lemons Auctioneers, LLC and Online Pros to auction City property declared surplus. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

6. Discussion and consideration of Resolution No. 2020-42 authorizing the Mayor to enter into an agreement with Construction Masters Residential for the rebuild of the Council dais.

Alderman Staigle moved to approve Resolution No. 2020-42 authorizing the Mayor to enter into an agreement with Construction Masters Residential for the rebuild of the Council dais. Alderman Isbell seconded the motion.

Alderman Staigle asked how much of the project will be reimbursable through the CARES act? Mr. Haby stated that the City has about \$140,000 remaining to spend by end of the year and this is on the options. As of now we have pre-approval of the county for this project but cannot guarantee 100% reimbursement. Podium re-do will most likely not be covered.

Alderman Staigle suggested replacing the carpet in the entire Council Chamber so that it all matches and consider painting.

Alderman Bezner asked if this is this true COVID expense? Alderman Staigle stated that this an opportunity to reconfigure and allow more space between council on the dais. Mayor Jessup stated that staff does have pre-approval from the County for the project.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

- 7. Discussion and consideration of Ordinance No. 2020-34 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$14,000 to line item 100-040-565000, Public Works Grounds Maintenance/Landscape, from the following line items: \$4,000 from 100-040-534005, Fuel; \$2,000 from line item 100-040-542000, Employee Training; and \$8,000 from line item 100-040-562004, City Hall Maintenance; for irrigation repairs, seasonal landscaping, and mulch.**

Alderman Staigle moved to approve Ordinance No. 2020-34 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$14,000 to line item 100-040-565000, Public Works Grounds Maintenance/Landscape, from the following line items: \$4,000 from 100-040-534005, Fuel; \$2,000 from line item 100-040-542000, Employee Training; and \$8,000 from line item 100-040-562004, City Hall Maintenance; for irrigation repairs, seasonal landscaping, and mulch. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

- 8. Discussion and consideration of Ordinance No. 2020-35 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$2,000 to line item 100-040-532005, Public Works Tools and Equipment, from line item 100-040-562006, Equipment Maintenance to purchase an air compressor, battery packs, power washer, and auger.**

Alderman Isbell moved to approve Ordinance No. 2020-35 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$2,000 to line item 100-040-532005, Public Works Tools and Equipment, from line item 100-040-562006, Equipment Maintenance to purchase an air compressor, battery packs, power washer, and auger. Alderman Kopczynski seconded the motion.

Alderman Bezner asked why we have to do a budget amendment? Mr. Haby stated because we are moving funds from one-line item to another.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

- 9. Discussion and consideration of Ordinance No. 2020-36 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$45,596 to line item 100-060-580000, Parks & Recreation Capital Improvement, from the following line items: \$27,000 from 100-060-510100, Salaries, \$6,800 from 100-060-565001, Mowing/Landscaping; \$1,000 from 100-060-510200, Overtime Earnings, \$5,796 from 100-060-570502, Tennis Courts, \$500 from 100-060-531500, Miscellaneous, and \$4,500 from 100-060-571001, Pool Equipment to purchase playground equipment, additional pool re-plastering expenses, decking for the nature center tree house, and educational signs for the lake area.**

Alderman Staigle moved to approve Ordinance No. 2020-36 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$45,596 to line item 100-060-580000, Parks & Recreation Capital Improvement, from the following line items: \$27,000 from 100-060-510100, Salaries, \$6,800 from 100-060-565001, Mowing/Landscaping; \$1,000 from 100-060-510200, Overtime Earnings, \$5,796 from 100-060-570502, Tennis Courts, \$500 from 100-060-531500, Miscellaneous, and \$4,500 from 100-060-571001, Pool Equipment to purchase trail lighting, playground equipment, additional pool re-plastering expenses, decking for the nature center tree house, and educational signs for the lake area. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

- 10. Discussion and consideration regarding the creation a Home Rule Charter Committee and possible committee candidates.**

Mayor Jessup stated that this a big step that has been discussed. The purpose of a Home Rule Charter is to move towards becoming a Home Rule city. Annexation used to be the reason for home rule, however with state legislature changing rules on general law cities it is a good idea to consider home rule for stability of our city.

Mayor suggest each alderman choose 2 people for the committee and then 5 more open to discussion. To become home rule, we must have a population of 5,000 or more. This is the first step to moving towards home rule.

Charter can only be changed every 5 years and mut be reviewed by a charter review committee.

There was brief discussion regarding self-declaring a population of 5,000. Mayor Jessup has a list of things that will help self-declare the city's population over 5,000. Bezner asked if attorney is comfortable with self-declaration and the Mayor stated yes.

Council agreed to submit two names with a short bio within two weeks to City Secretary, Courtney copying Mayor and Nick. Council plans to set the committee and their charge at the October meeting.

11. Discussion and consideration of Resolution No. 2020-43 nominating members for the positions of Trustee Places 1 - 4 for the Texas Municipal League Intergovernmental Risk Pool.

Alderman Staigle moved to approve Resolution No. 2020-43 nominating Robert t. Herrera for Trustee Place 1, John W. (Buzz) Fullen for Trustee Place 2, Roy E. Maynor for Trustee Place 3, and Robert S. Hauck for Trustee Place 4. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Kopczynski

Nays: Alderman Bezner

Alderman Mills was not present.

12. Discussion and possible action related to signs and the sign ordinance in the City of Meadows Place.

Mayor Jessup stated that sign the ordinances have been under attack especially in small cities across the state. Alderman Staigle asked for this item because he has received phone calls regarding hope lives here sign. He doesn't think people are against the message but are against all the yard signs in people's yards. There was discussion regarding signs being placed in windows versus in the yard.

Mayor Jessup stated that he has also received calls about signs. Mayor asked to discuss signs into 2 parts, electronic and residential and then electronic signs of commercial versus government signs. Government is to serve the people and business is to sell services or products. He knows that the school

Alderman Staigle moved to table electronic signs. Bezner seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Kopczynski

Nays: Alderman Bezner

Alderman Mills was not present.

Council then discussed residential signs. Mayor Jessup stated that the city does not have policy, but typically signs have been allowed for the season, for example football and swim team. Mayor Jessup said either allow them or do not allow them. Alderman Staigle stated that you cannot regulate signs based on content. So, either you allow them, or you don't allow them.

Nadya Shelton, resident at 11942 Brighton Lane, asked what the current policy on signs is. Mr. Haby stated that the ordinance is in the code of ordinance, but largely talks about sign, height, and location based on right-a-way and private property. She is in favor allowing residents to have signs either in their window or for a certain time frame.

Alderman Staigle stated that we need to get our ordinance in line with the state.

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 25, 2020 – Council Special Session & Budget Workshop Minutes
- August 25, 2020 – Council Special Session & Joint Public Hearing Minutes
- September 9, 2020 – Possible Quorum of City Council
- September 15, 2020 – Council Special Session Meeting Minutes

2. Ratification of Bills

Huitt Zollars (Facilities Assessments)	\$ 5,142.50
Huitt Zollars (Facilities Assessments)	\$ 3,780.00
Randle Law Office LTD, LLP (General Legal Counsel)	\$ 4,910.25
Randle Law Office LTD, LLP (Texas Direct Auto)	\$ 2,464.90
Randle Law Office LTD, LLP (Code Enforcement)	\$ 58.50
Randle Law Office LTD, LLP (EDC)	\$ 487.50
WillyGoat Toys & Playgrounds (Playground Equipment & Border)	\$ 19,865.00
HDR, Inc. (Kirkwood Engineering Services Mar – May 2020)	\$ 6,267.70
Caldwell Country Chevrolet (New Police Tahoe – Shop 37)	\$ 21,228.00
Balderas Construction LLC (Fencing & Gate at Well #3)	\$ 5,520.00
Emergency Fleet (Upfit New PD Vehicle – Shop 37)	\$ 19,865.61
WillyGoat Toys & Playgrounds (Flower Musical Instrument For Playground)	\$ 3,625.00
City of Stafford (Fire Service, Dispatch, & Fire Marshal Services)	\$ 269,000.00
Barco Products (Solar Lights for Trail)	\$ 13,452.04
HDR (Kirkwood Engineering Services Aug 2 – 29 2020)	\$ 11,392.81
Playcore/Game Time (Educational Signs for McGrath Park & Lake)	\$ 8,213.31
Pools by Dallas (Final 50% Payment for Lap Pool Re-Plaster)	\$ 10,675.00
Pools by Dallas (Strip Plaster to Gunitite Lap Pool)	\$ 5,800.00

Pools by Dallas (Repair Skimmer)

\$ 750.00

Alderman Bezner moved to approve the consent agenda. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

The motion carried.

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

Nadya Shelton, resident at 11942 Brighton Lane, wanted to tell Colene that she likes having the pool opened later in the year. She would like to revisit year-round or extended access to the lap pool with keycard access.

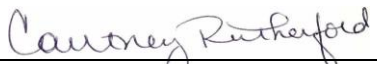
H. ADJOURN

There be no further business Alderman Staigle moved to adjourn the meeting. Alderman Kopczynski seconded the motion.

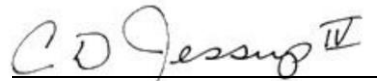
The meeting adjourned at 8:50 p.m.

These minutes were approved by City Council on October 27, 2020.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

