



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 SEPTEMBER 27, 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 6:34 p.m. with the following present.

Mayor, Charles D. Jessup, IV
Tia Baker, Alderman
Kurt Kopczynski, Alderman

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

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Communications Director, Cameron Miller; Finance Director, Anna-Maria Weston, Public Works Director, Rod Hainey; Parks and Recreation Director, Colene Cabezas; and Code Enforcement Officer, Jennifer Cabello.

Parks Staff in attendance: Leigh Ylanan, Dan Denny, Frank Burch, Jacey Bowers, and Seasonal Staff Nick Garza and Tanner Cabezas

1. Pledge of Allegiance: Tanner Cabezas, Resident

Invocation: Jimmy Fenwick, Resident

B. REPORTS

1. Police Department –Chief Gary Stewart

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

- 107 Flock Safety Alerts
- 2 Robberies – 1 incident included exchange of gunfire – No injuries
- Participated in Operation Sapphire – Initiated by Fort Bend County DA’s Office Human Trafficking Division
- Continue to follow COVID protocol
- Undergoing CJIS Security Audit
- Mesa Door Access System – ID Cards complete
- Working to fill for 4 full time positions and 1 part time position
- Introduced newly hire Detective Avalos

- New Storage Container in place
- New vehicles are almost ready – sent back to fix electrical issues
- National Night Out next Tuesday – please register parties

Mayor Jessup congratulated Chief Stewart on the success of Operation Sapphire that was operated in Meadows Place.

2. Code Enforcement – Jennifer Cabell, Code Enforcement Officer

Ms. Cabello gave a brief overview of code enforcement for the last quarter. Below are few highlights from the last 3 months.

- Total Violations Opened – 382
- Total Violations Closed – 355
- Cases Opened – 246
- Cases Closed – 250
- Cases to Court – 12
- Weekends Worked – 4 Days
- Top 5 Violations
 - Grass/Weeds in excess 9 Inches – 90
 - Grass/Weeds in Flowerbeds/Cracks – 36
 - Bandit Signs – 25
 - Dead Landscaping/Trees – 23
 - Junk/Abandoned Vehicles - 21

Ms. Cabello showed Council her updated Door Hanger for Violations.

Mayor Jessup congratulated Ms. Cabello on getting residents to trim their trees. He asked her to contact the residents who back Dairy Ashford about trees that have grown over the soundwall.

Alderman Baker stated that she did a great job on the notice. Alderman Mills stated that she thought it was very easy to follow.

3. Parks and Recreation – Colene Cabezas, Director

Ms. Cabezas was out sick last month; therefore, she is presenting this month. She gave a brief overview of the last 4 months. June to September

Ms. Cabezas introduced her staff in attendance and acknowledged all they accomplished over the summer. The following staff were in attendance:

Mr. Frank Burch, Recreation Coordinator, was in charge of summer camp with 290 children in attendance.

Ms. Leigh Ylanan, Parks Superintendent, over sees the pool and all pool staff.

Seasonal Staff, Nick Garza, Pool Supervisor, and Tanner Cabezas, Headguard. They dealt with the public daily at the pool and oversaw 13 pool parties. The City also sold 1176 pool passes.

Dan Denny, Parks Maintenance and Jacey Bowers, Landscape Specialist, in charge of Kirkwood plant change out and lots of landscaping throughout the city.

Ms. Cabezas then gave a brief update on upcoming events and projects planned for the next three (3) months.

Upcoming Events

- Rec the Night Oct 8
- Fall Festival- Oct 15 / Stein Holding Preparation
- Pumpkin Patch last 2 weekends in Oct
- Symphonic Quartet Oct 28

Projects Next 3 months

- Sensory Park- Plan and install
- Rebuild the lake bridge
- Install new equip Meadowglen Park
- Complete Kirkwood upgrade
- New irrigation at City Hall / CC / McDonald Park
- Tree Trimming 260
- County supported Projects

Alderman Baker stated that parks staff is amazing, and she watched them all summer working in the heat. She said all her dealings with the pool staff was incredible.

Alderman Baker asked if there is a date for Christmas Memories. Ms. Cabezas stated that it planned for Friday, December 2nd.

Mayor Jessup also thanked parks for all of their hard work.

4. Fire Department Monthly Report for August 2022 – Charles Jessup IV, Mayor

Mayor Jessup presented the monthly fire report for August 2022 prepared by Stafford Fire Department this month.

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

Mr. Haby reported that 25 employees attended the staff appreciation luncheon. He stated that staff was thankful for the Council Members that were able to attend.

Mr. Haby was happy to report that the city received the second half of their ARPA funding totally just over \$1,000,000. This funding is very important to help with the wastewater treatment plant improvements,

He reminded council that starting next week, Monday, City Hall hours will change to 8:30 a.m. to 4:30 p.m. This will be a work in progress and if there needs to be any modifications staff will let Council know.

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. Year End Review

Mayor Jessup stated that this was hard to keep brief. There was huge progress in every department over the last year. The Police Chief was able to hire additional dispatcher and cover more dispatch time.

He stated that Parks has also made huge improvements.

Administrative staff is full and there is great staff at City Hall offering excellent customer service. The Finance Department handled the audit transition very well and did a great job. City Administrator has a little over two years under his belt and is doing a great job as well. He stated that Meadows Place is solid as a rock.

Council added a Communications Directors which has been a huge success and exceeded expectations.

He stated that feels like the fiscal year has been the most significant.

b. Children's Community Garden

Mayor Jessup stated that the Community Garden wasn't working anymore and lost interest of the residents. He met with Ms. Cabezas and asked her to fix it. There was a posting looking for volunteers and Ms. Krystin Stegemeier stepped up and decided to change it to a butterfly garden with a children's garden at the end. She has taken over the children's garden and got about 10 families involved.

2. Council Comments.

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle stated there have been a few issues with getting deliveries. These delays have slowed the process. Construction throughout the area has been affected by ration. There is a low supply of concrete impacting all contractors. They have installed a temporary walkway of wood. Concrete pour is supposed to start tomorrow morning and will take two 2 days. Once that is cured, they will start to move on to the next section. Concrete pour will start at 6:00 a.m. This is better than the 4:00 a.m. proposed time.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. He stated he had a phone call with CenterPoint, and we still have an existing application that has not been answered and are requiring a second application for Geotech and survey to get on the property. This will require a second fee. January or February will be the soonest we can go out to bid for this project.

D. REGULAR AGENDA

1. Discussion and consideration of Ordinance No. 2022-53 approving the City of Meadows Place Economic Development Corporation 2022-2023 fiscal year budget as adopted by the Board of Directors at its September 8, 2022, meeting.

Alderman Staigle made a motion to approve Ordinance No. 2022-53 approving the City of Meadows Place Economic Development Corporation 2022-2023 fiscal year budget as adopted by the Board of Directors at its September 8, 2022, meeting. Alderman Mills seconded the motion.

Alderman Staigle pointed out the Capital Improvement Funding that the EDC provides.

The vote follows:

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

Nays: None

The motion passed unanimously.

2. Discussion and consideration of Ordinance No. 2022-54 , amending Chapter 112: Sales, of the Code of Ordinances of the City of Meadows Place by modifying Sections 112.01 and 112.02 related to Estate Sales.

Alderman Kopczynski made a motion to approve Ordinance No. 2022-54 , amending Chapter 112: Sales, of the Code of Ordinances of the City of Meadows Place by modifying Sections 112.01 and 112.02 related to Estate Sales. 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 of Resolution No. 2022-30 creating a policy for disconnects related to utility billing delinquencies.

Council discussed payment plans and what would be a reasonable down payment for a payment plan.

Brian Frame, resident at 11927 Meadow Trail Ln, stated that he thought a 50% down payment could be too high for a resident that is struggling financially.

Jimmy Fenwick, resident at 12323 Alston Dr., stated that most people struggling are struggling to pay all of their bills.

Council agreed that if a payment plan is requested prior to the disconnect the resident must 25% down payment and equal payments for the next three (3) months plus the current bill due to get the account current.

Alderman Staigle moved to approve Resolution No. 2022-30 creating a policy for disconnects related to utility billing delinquencies as amended below:

Section 2. Utility accounts that are not paid in full within 45 days following the due date of the 20th, including any late payment fees, shall be immediately disconnected from water utility service.

Section 3. Utility customers that pay 50% of the utility account balance, the water reconnect fee, late payment fee, and additional deposit prescribed in the City's fee schedule shall have water utility services reconnected. Then the account must be paid in full by the next due date.

Section 4. Utility customers are encouraged to pay the account in full, however accounts that request a payment plan prior to disconnect must pay 25% of the balance up front and then equal payments for the next three (3) months plus the current bill in full to bring the account current. If there is one missed payment on the payment plan shall result in a disconnect of water utility service.

Section 5. Closed utility accounts that are delinquent more than six (6) months shall hereby be retired and deemed uncollectable by the City.

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 of Resolution No. 2022-31 authorizing emergency repairs to water well #2 not to exceed \$250,000.

Alderman Staigle moved to approve Resolution No. 2022-31 authorizing emergency repairs to water well #2 not to exceed \$250,000. Alderman Baker seconded the motion.

Alderman Staigle stated that the city is currently operating on two wells and has decent pressure at this time.

Mr. Hainey gave a brief presentation regarding the condition of the well. As this time, he can only report on the top half of the well as video is not ready for the bottom half of the well. As of 3:00 p.m. today they were able to fish out debris at 300 feet.

The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2022-55 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$5,600 from the Child Safety Fund to line items 100-040-580000, Public Works Capital Outlay, for the installation of the solar powered School Zone Lighted Signs installed in the School Zone on Dorrance Lane.

Alderman Staigle moved to approve Ordinance No. 2022-55 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$5,600 from the Child Safety Fund to line items 100-040-580000, Public Works Capital Outlay, for the installation of the solar powered School Zone Lighted Signs installed in the School Zone on Dorrance Lane. Alderman Kopczynski 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 Resolution No. 2022-32 authorizing the Mayor to execute Change Order No. 2 with HDR Engineering Inc., in the amount of \$16,285.52 for the installation of a temporary wooden walkway constructed of ½” plywood and skid hazard grip tape for Dorrance Lane Reconstruction Projection Phase 1.**

Alderman Baker moved to approve Resolution No. 2022-32 authorizing the Mayor to execute Change Order No. 2 with HDR Engineering Inc., in the amount of \$16,285.52 for the installation of a temporary wooden walkway constructed of ½” plywood and skid hazard grip tape for Dorrance Lane Reconstruction Projection Phase 1. Alderman Mertins 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. 2022-33 selecting a revised bridge design for the City’s Mobility Bond Project with Fort Bend County.**

Alderman Staigle moved to approve Resolution No. 2022-33 selecting Option 2 for the bridge design for the City’s Mobility Bond Project with Fort Bend County. Alderman Mills seconded the motion.

Ms. Cabezas wants to be able to make cosmetic adjustments. For example, the plexi glass is not a good option for the park. Alderman Staigle told her to get with the landscape architect regarding the plexi glass.

The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: Alderman Staigle

The motion passed unanimously.

- 8. Discussion and consideration of Resolution No. 2022-34 appointing one Director to the Meadows Place 4B Economic Development Corporation for a term commencing immediately and ending December 31, 2022.**

Alderman Staigle moved to approve Resolution No. 2022-34 appointing Brian Frame to the

Meadows Place 4B Economic Development Corporation for a term commencing immediately and ending December 31, 2022. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: Alderman Staigle

The motion passed unanimously.

9. Discussion and consideration of Resolution No. 2022-35 authorizing staff to advertise for sealed competitive bids for janitorial services for City Facilities within the City of Meadows Place.

Alderman Kopczynski moved to approve Resolution No. 2022-35 authorizing staff to advertise for sealed competitive bids for janitorial services for City Facilities within the City of Meadows Place. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: Alderman Staigle

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. Consider approval of the Minutes held as follows:

August 19, 2022 – City Council – Public Hearing and Special Meeting

August 23, 2022 – City Council Public Hearing

August 23, 2022 – City Council – Regular Meeting

2. Consideration and approval addition of the City Administrator and City Secretary as authorized users to access and move money via the City's Lone Star account.

3. Approve budgeted items over the \$25,000 staff spending limit

a. Community Center irrigation upgrade not to exceed \$27,000

Alderman Staigle 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.

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

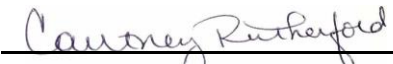
Brian Frame, resident at 11927 Meadow Trail Lane, stated that last week Meadows Place baseball was notified that the fields will not be available on October 15th due to the Fall Festival. There are three (3) games scheduled to be played during that time. He asked City to allow them to play their games and move the city events to other locations. He presented a drawing with his suggested locations for the events. Mayor Jessup stated that he and Mr. Frame agree that we need to work on communication. Mayor Jessup stated that he must stand by the city's decisions and ask baseball to reschedule. Alderman Staigle reminded that Mr. Frame that this was not an item on agenda therefore Council cannot have discussion regarding the item.

G. ADJOURN

There being no further business to discuss the meeting adjourned at 8:42 p.m.

These minutes were approved by City Council on October 25, 2022.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

