



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, SEPTEMBER 28, 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 6:34 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: Jack Ashton, Assistant Police Chief; and Jennifer Cabello, Code Enforcement Official.

**1. Pledge of Allegiance and Invocation**

Pledge by: Terry Henley, Resident, and former Alderman

Invocation by: David Mertins, Alderman

**B. REPORTS**

**1. Police Department – Assistant Chief Jack Ashton**

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

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

- 19 Total Arrest
- Continue to follow COVID protocol
- National Night Out – October 5<sup>th</sup>, so far 4 confirmed block parties
- Live scan installed and set up Mobile Unit. Received signed MOU with Harris County Sheriff Office for MOU to access system. About 8 weeks out for training
- ATV & Flock grants are pending the award notification
- New PD vehicle, Shop 39, has been striped and the to EFA for equipment build
- Freeze mitigation with FEMA still in progress
- ALL TCOLE hours and mandated training have been completed. New cycle starts October 1, 2021.
- Still working to fill 4 open positions: 3 – Patrol, 1 – Sergeant, and 3 Part-Time Dispatchers to fill vacancies. Moving towards one offer for patrol.
- Continue to monitor weather and it is still hurricane season – Reminded Council, staff, and residents to stay prepared.

Mayor Jessup stated that MPPD had their rolling billboard in Richmond for the Fort Bend County Fair. He was proud to have MPPD represented.

Alderman Mertins congratulated MPPD on 19 arrests with part of the department in quarantine.

Alderman Mills stated that kids loved seeing the officers at baseball opening weekend. They loved the stickers! The practice most Tuesdays and Thursdays from 5 pm to 7 pm.

## **2. Code Enforcement – Jennifer Cabello, Code Enforcement Official**

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

- Total cases opened in July, August, and September was 203 with 345 violations
- Total cases closed was 333 with 511 violations
- Top 3 Violations for this reporting period
  - Grass/Weeds in excess of 9 inches
  - Dead Landscaping/Trees
  - Trashcans/Rubbish/Recycle Bins visible from the street

Mayor Jessup asked about the three (3) unsanitary pools on her list. Is she looking after those or is the homeowner taking care of them? Ms. Cabello stated that there is one pool that the city may need to treat

- When in the field she makes an attempt to knock on the door and speak with the resident.
  - If the resident answers she gives them a yellow tag and follows up with a mailed Notice of Violation.
  - If the resident doesn't answer she give leave the yellow tag and follows up with a mailed Notice of Violation

Alderman Kopczynski asked to modify the notice to state that Code Enforcement will come back to inspect after compliance date in notice.

Alderman Kopczynski asked about “window installed electrical units”. Ms. Cabello stated that is window units and they cannot be visible from the street.

Alderman Baker thanked Ms. Cabello for her report. She asked when the case is closed does she notice to the homeowner? Ms. Cabello stated that she does not send notice of case closed.

- Tree clearance violation map showing tree cases currently open and closed.

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

Mayor Jessup gave brief review of EMS and fire service activity for August 2021 from Stafford Fire Department. A copy of which has been filed with the City Secretary

### **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 acknowledged Chief Ashton and Finance Director; Anna-Maria Weston have done a great job working with FEMA. He knows that it has been an elaborate process.

After actions for Hurricane Nichols staff created an Essential Personnel Form to make sure those essential employees are aware of their expectations during an event. All employees have also completed required training for working an event.

He also mentioned that the Nature Center/Discovery Center is closed this week as they are having a mural painted on the Nature Center floor. All the indoor animals have been moved over to the Discovery Center.

Mayor Jessup stated that he was very impressed with the Hurricane Nicholas AAR.

## **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. National Night Out – October 5, 2021**

Mayor stated that this is National Night Out Texas as we are the only state that has it in October; all other states participate in October. He encouraged all of Council to participate in the event and register with MPPD.

#### **b. Fort Bend County Fair**

Mayor stated that he along with several other Fort Bend County Mayors participated in the parade. He was proud to have Meadows Place Police Department represented in the parade. He stated that this fair is a long-time tradition in Fort Bend County and last year they gave out \$185,000 in scholarships.

#### **c. Meadows Place Fall Festival & Bazaar – October 16, 2021**

Mayor stated Parks & Recreation Department will host the Fall Festival & Bazaar. He stated that more details can be found on the city website and Facebook. He also stated that the Charter Commission will have a pop tent there to visit with residents. The event will take place from 10 am to 2 pm. The Garden Club will have their craft show out in the middle of park this year and those funds go toward their scholarship program.

**d. TML Annual Conference**

Mayor stated that Council and staff will attend the Annual Conference October 5<sup>th</sup> through October 9<sup>th</sup>. He stated that this is a very informative event for Council and staff.

Terry Henely, resident and former TML President, stated that this year's registration is the largest in TML history.

**e. Proposed Charter Town Hall Meeting – October 12, 2021**

Mayor Jessup stated that Charter Commission will hold a Town Hall meeting on October 12<sup>th</sup> at 6:30 p.m. to answer questions regarding the creation of the Home Rule Charter and the upcoming election. He encouraged all to attend and invite their neighbors to attend

**2. Council Comments**

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

Alderman Staigle gave a brief update on the Dorrance Lane construction project. He stated that there are not a lot of updates at this time. There is a contract amendment for HDR to prepare drawings for driveway construction and coordination with residents.

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

Alderman Staigle gave a brief update on the Mobility Bond Project.

**D. REGULAR AGENDA**

**1. Discussion and consideration of Ordinance No. 2021-35 adopting the City of Meadows Place Municipal Budget for fiscal year 2021-2022.**

Alderman Baker made a motion approving Ordinance No. 2021-35 adopting the City of Meadows Place Municipal Budget for fiscal year 2021-2022. Alderman Mertins seconded the motion. The record vote follows:

Aldermen Baker – Aye  
Aldermen Mills – Aye  
Aldermen Staigle – Aye  
Aldermen Kopczynski – Aye

Aldermen Mertins – Aye

Mayor Jessup present but does not vote.

The motion carried.

**2. Conduct a separate vote to ratify the property tax increase reflected in the 2021-2022 budget adopted September 28, 2021.**

Alderman Kopczynski made a motion to ratify the property tax increase of 1.66% reflected in the municipal budget for fiscal year 2021-2022 adopted on September 28, 2021. Alderman Baker seconded the motion. The record vote follows:

Aldermen Baker – Aye

Aldermen Mills – Aye

Aldermen Staigle – Aye

Aldermen Kopczynski – Aye

Aldermen Mertins – Aye

Mayor Jessup present but does not vote.

The motion carried

**3. Discussion and consideration of Ordinance No. 2021-36 providing a property tax rate for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2021.**

Alderman Mertins made a motion approving Ordinance No. 2021-36 providing a property tax rate of \$0.832 per \$100 for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2021. Alderman Staigle seconded the motion.

Alderman Staigle stated that this all maintenance and operations as the city has no debit.

The record vote follows:

Aldermen Baker – Aye

Aldermen Mills – Aye

Aldermen Staigle – Aye

Aldermen Kopczynski – Aye

Aldermen Mertins – Aye

Mayor Jessup present but does not vote.

The motion carried

**4. Discussion and consideration of Ordinance No. 2021-37 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 Staigle made a motion approving Ordinance No. 2021-37 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 seconded the motion.

Mayor Jessup stated this budget is down 4.88% from last year, however after this budget was passed baseball requested \$15,000 for a score board. Mayor Jessup stated that EDC President stated that there was a unanimous vote by EDC to add the \$15,000 to the budget.

Mayor Jessup stated that Council, boards, and others are causing additional work for staff and this score board will be in the City parks and there has been no discussion regarding the electrical required or coordination with city staff regarding installation and maintenance. Mayor Jessup asked who is going to maintain the scoreboard.

There was brief discussion among City Council, staff, and James Fields of Meadows Place Pony League, regarding the installation and maintenance of the new scoreboard. Mayor Jessup stated that an agreement needs to be in place regarding installation and maintenance before the scoreboard is installed.

Mr. Haby reminded Council that this decision to fund the scoreboard falls with the EDC and Council can only approve the budget at this time.

Terry Henley, an EDC Director, stated that EDC approved the funding, but he agrees all issues with Parks and Public Works need to be worked out before installing

Alderman Baker made a motion to approve Ordinance No. 2021-37 approving the City of Meadows Place Economic Development Corporation 2020-2021 fiscal year budget as amended increasing line item 020-543010, Park Projects, to \$65,000 for fiscal year 2021-2022. Alderman Kopczynski seconded the motion.

Alderman Staigle asked what efforts were made to get sponsorship for the scoreboard. Mr. Fields stated that they did not solicit sponsorship for the scoreboard.

The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: Staigle

The motion carried.

**5. Discussion and consideration of Resolution No. 2021-25 authorizing the Mayor to negotiate Contract Amendment #1 not to exceed \$4,475.00 with HDR Engineering, Inc. to provide additional design phase services for the Dorrance Lane**

**reconstruction project.**

Alderman Staigle stated that this is for the extra drawings for the driveways and coordination with the residents for the construction.

Alderman Staigle made a motion approving Resolution No. 2021-25 authorizing the Mayor to negotiate Contract Amendment #1 not to exceed \$4,475.00 with HDR Engineering, Inc. to provide additional design phase services for the Dorrance Lane reconstruction project. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**6. Discussion and consideration of Resolution No. 2021-26 authorizing advertisement for sealed competitive bids for concrete work within the City of Meadows Place.**

Alderman Kopczynski made a motion approving Resolution No. 2021-26 authorizing advertisement for sealed competitive bids for concrete work within the City of Meadows Place. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**7. Discussion and consideration of Resolution No. 2021-27 nominating candidates for the Fort Board County Appraisal District Board of Directors.**

Alderman Staigle made a motion approving Resolution No. 2021-27 nominating Jim Kij for Chairman, Paul Stamatis Jr. for Vice-Chairman, Michael Rozell for Secretary, and Pamela Gaskin for Director of the Fort Board County Appraisal District Board of Directors. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**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 24, 2021 – Special Session

August 24, 2021 – Regular Meeting

September 9, 2021 – Possible Quorum

September 10, 2021 – Possible Quorum

September 21, 2021 – Special Meeting

Alderman Staigle made a motion to approve the Consent Agenda as amended correcting the date typo for the Special Meeting from September 20 to September 21. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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

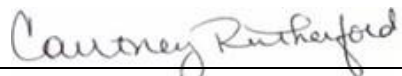
None

**G. ADJOURN**

Alderman Baker moved to adjourn. Alderman Mertins seconded the motion. There being no further business to discuss the meeting adjourned at 7:57 p.m.

**These minutes were approved by City Council on October 26, 2021.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

