



**MINUTES OF THE SPECIAL SESSION AND WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SEPTEMBER 28, 2021, AT 5:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**1. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 5:33 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Aldermen David Mertins  
Aldermen, Rick J. Staigle

Mayor Pro-Tem, Kelle Mills arrived at 5:38 p.m.  
Alderman, Tia Baker  
Alderman, Kurt Kopczynski

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

**2. Discussion regarding City of Meadows Place communications and social media.**

Mayor Jessup gave a brief introduction and background regarding this item. He stated that the city currently communicates to the public through the City’s newsletter, website, Facebook, and Instagram; all of which are maintained by the Mayor.

Below is a list of items discussed:

- Who will maintain social media once Mayor Jessup stops
- Creation of a Communications/Social Media position. This position could be responsible for communication to the public including the newsletter and social media.
- Hiring a third-party vendor to maintain all social media
- What information and when should it be posted?
- What are the expectations for responding to social media questions and posts?
- Content of posts, proof reading for spelling errors and content
- More purposeful content, for example information on the tax rate
- Posting of upcoming meetings with agendas and live stream link
- City watermark on all photos posted
- Archiving all content on social media

**3. Adjourn**

Alderman Mills moved to adjourn the meeting. Alderman Kopczynski seconded the motion. There be no further business the meeting adjourned at 6:26 p.m.

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

**ATTEST:**

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



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