



**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON OCTOBER 22, 2019 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:31 p.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Mayor Pro-Tem, Rick J. Staigle	Alderman, John F. Isbell
Alderman, Steven H. Bezner	Alderman, Kurt Kopczynski
Alderman, Kelle K. Mills arrived at 6:46 p.m.	

Staff in attendance: Chief Gary Stewart, Meadows Place Police Department and Erik Tschanz, Public Works Director

**1. Pledge of Allegiance and Invocation**

Pledge by: Charles D Jessup IV, Mayor  
Invocation by: Jim Fenwick, Pastor and Resident

**2. Public Comment Cards – If you wish to speak on any agenda item please complete a comment card and turn into the City Secretary.**

Mayor Jessup stated that if anybody from the audience wished to speak on an agenda item to please complete a comment card and turn into the City Secretary.

**B. Reports**

**1. Police Department**

Police Chief Stewart gave an overview of the monthly statistics and activities report, for October 2019, which was distributed to City Council and filed with the City Secretary.

Chief Stewart stated that there were seven<sup>7</sup> accidents in the last and only one was in the construction area. He also reported that 13 bags of cocaine were seized in an evading arrest incident. The news media was on location, but the story did not make the news.

Alderman Bezner asked about the annual Police Chili Cook-Off. Chief Stewart stated that Meadows Place PD did not participate in the Cook-Off this year, but they will be back out there next year.

Chief Stewart reported that Meadows Place PD did participate in the First Responders Golf Tournament. They did not have a team, but were there as support staff.

Chief Stewart thanked City Council for approving the additional police officers and dispatch hours. One part time officer did start on October 1, 2019.

Mayor Jessup stated that he had lunch with the Chief and Captain Ashton and thanked them for the professionalism and he was very impressed with the National Night Out training.

## **2. Public Works**

Public Works Director, Erik Tschanz, gave a brief recap of Public Works activity for the last quarter. Below is a brief recap:

### **August:**

- PW Staff attended Hydrant / Valve Training
- 11931-11935 Scottsdale Street Repair Completed (\$18,650.00/1,504 SF)
- Fire Hydrant Repairs made
- Windshield replaced in PW F-150 Truck
- Demolition of Meadows Elementary Completed
- Jockey pump @ WWTP lift station replaced
- Contractor began painting exterior of EMS facility
- (4) Total water main break(s): (12231 Brighton, 11315 Brook Meadows Lane, 11711 Kangaroo Court, 11711 Solano Court)
- Replaced reclaimed water pump with like pump
- Replaced monument sign lighting to LED
- Water Pumped (All 3 wells) for month = 17,850,000 / Reclaimed = 837,000

### **September:**

- McDonald Park – Irrigation modifications made to all-Inclusive park
- Temporary Well Motor placed on – WW # 3
- Compiled/Received quotes for FY 2019-20 Street Repair / Mud Jacking List
- Electrical conduit replaced adjacent to GST @ WW # 1
- Remaining corridor lights replaced to LED – Admin side of City Hall
- Carpet steamed cleaned inside EMS Building
- (2) Total water main break(s): (12123 Meadow Hollow Drive, 11711 Kangaroo Court – Rt. Side easement)
- Water Pumped (All 3 wells) = 14,464,000 / Reclaimed = 763,000
- Stepping stones placed around utility payment drop off box

### **October:**

- Completed FY 2019-20 Street Repair/Mud Jacking List
- Spectra Shield lined (3) Sanitary Sewer MH's: (12047 Mulholland, 12526 Meadow Glen Dr., 11318 Scottsdale)
- City Hall Bathroom Remodel
- PW Staff attended general laws, regulations / lawn & ornamental with FBC
- “No Thru Truck” Signs on Dorrance

- No water main breaks to date
- TCEQ Inspection

Alderman Isbell asked that the street repair list be added to the City website.

### **3. Fire Department Monthly Report for September 2019**

Mayor Jessup provided an overview of the Stafford Fire Department report for September 2019 which was filed with the City Secretary.

## **C. Mayor and Council Comments**

### **1. Mayor's Comments**

#### **a. TML Conference**

Mayor Jessup stated that TML reported this year's conference had the highest attendance ever with over 3,000 attendees. He stated that he, the City Secretary, and Aldermen Staigle, Isbell, and Kopczynski all attended. He and the City Secretary coordinated their schedules in order to attend more sessions.

He also attended the TML business meeting where the City of Meadows Place resolution on legal notice was presented and approved. TML will start coordinating efforts to support this bill.

#### **b. CenterPoint Gas Monthly Refund**

Mayor Jessup stated that after rate reviews CenterPoint will be giving customers a monthly rate refund. The overall refund is approximately \$17,000,000 to all customers.

#### **c. TML Health Monthly Refund**

The City Secretary stated that due to excess funds last year TML is issue refunds to \$767.48 for the next fiscal year.

#### **d. Personnel Changes**

Mayor Jessup stated that the City Secretary hired a new Utility Clerk, Liliana Rodriguez. She has municipal experience, is bilingual and interacts well with staff and the residents. She also has outstanding computer skills.

Mayor Jessup also reported that the City has received several application for the Code Enforcement position. He is putting together an interview committee and will begin interviewing applicants soon.

### **2. Council's Comments**

**a. Kirkwood Construction Update – Alderman Rick Staigle**

Alderman Staigle the project is moving along and they have flipped intersections. Dorrance and Brook Meadows are now closed. Streetlights have been delayed by a month, because CenterPoint will not have them until December.

**D. Regular Agenda**

**1. Discussion and acceptance of the Quarterly and Annual Investment Report**

Alderman Staigle moved to accept the Quarterly and Annual Investment Reports, with no changes from last year. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**2. Discussion and consideration of Resolution No. 2019-26 adopting the 2019-2020 City of Meadows Place Investment Policy and Strategy Guidelines.**

Alderman Bezner moved to approve Resolution No. 2019-26 adopting the 2019-2020 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**3. Discussion and receive recommendation from the Planning and Zoning Commission regarding Fort Bend ISD’s plat application for Meadows Elementary located at 12037 Pender Lane.**

Alderman Staigle moved to the accept recommendation from the Planning and Zoning Commission regarding Fort Bend ISD’s plat application for Meadows Elementary located at 12037 Pender Lane. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration regarding Fort Bend ISD’s plat application for Meadows Elementary located at 12037 Pender Lane.**

Alderman Staigle moved to approve Fort Bend ISD's plat application for Meadows Elementary located at 12037 Pender Lane with the following conditions; 25 foot building line along Brighton and Correct the spelling of Valencia. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

<sup>1</sup>  
**5. Discussion and receive recommendation from the Planning and Zoning Commission regarding Windrose Land Surveying's plat application for the property located at the corner of W Airport and Kirkwood.**

Alderman Bezner moved to accept the recommendation from the Planning and Zoning Commission regarding Windrose Land Surveying's plat application for the property located at the corner of W Airport and Kirkwood. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**6. Discussion and consideration regarding Windrose Land Surveying's plat application for the property located at the corner of W Airport and Kirkwood.**

Alderman Staigle moved to Staigle moved to approve Windrose Land Surveying's plat application for the property located at the corner of W Airport and Kirkwood with the following conditions; correct the tax entities in the notes block on the plat. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**7. Discussion and consideration of Resolution No. 2019-27 authorizing the Mayor and City Secretary to execute a first amendment to the Marketing Agreement with Erickson Advertising Agency.**

Alderman Staigle moved to approve Resolution No. 2019-27 authorizing the Mayor and City Secretary to execute a first amendment to the Marketing Agreement with Erickson Advertising Agency. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**8. Discussion and consideration of Resolution No. 2019-28 designating a City representative and an alternate representative to the Houston-Galveston Area Council's 2020 General Assembly.**

Alderman Bezner moved to approve Resolution No 2019-28 designating Alderman John Isbell as the City's representative and Mayor Pro Tem, Rick Staigle as the alternate representative to the Houston-Galveston Area Council's 2020 General Assembly. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**9. Discussion and consideration of Ordinance No. 2019-31 authorizing and allowing, under the act governing the Texas Municipal Retirement System, "updated service credits" in said system for service performed by qualifying members of such system who presently are members of the City of Meadows Place.**

Alderman Staigle moved to Ordinance No. 2019-31 authorizing and allowing, under the act governing the Texas Municipal Retirement System, "updated service credits" in said system for service performed by qualifying members of such system who presently are members of the City of Meadows Place. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**10. Discussion and consideration to reschedule the Regular City Council Meeting in December to December 17, 2019 due to the Christmas holidays.**

Alderman Bezner moved to approve rescheduling the Regular City Council Meeting in December to December 17, 2019 due to the Christmas holidays. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**11. Discussion regarding the City Administrator job description.**

Council reviewed a draft job description for the City Administrator position and agreed that this item needs to be reviewed in a workshop. Aldermen Bezner and Kopczynski agreed to review the job description and present changes and suggestions to City Council.

**12. Discussion and possible action regarding televising / live streaming City Council meetings.**

Alderman Kopczynski asked for this item to be added to the agenda. He would like the meetings to be livestreamed for transparency, accountability, and for residents to understand how the City is run. He believes it could be posted to Facebook to YouTube.

There was brief discussion among Council regarding equipment to use and who would be responsible for running the video for each meeting. Council agreed for Alderman Kopczynski to get more information on cost, equipment and where to stream the video and then report back to Council.

Nadya Shleton, resident at 11942 Brighton Ln, stated that she is in favor of livestreaming the meetings, because it would allow her to catch up when she is unable to attend.

**13. Discussion and set a date for a Workshop Meeting to review future planning and prioritize items such as local street utility and pavement replacement, updating city codes, hiring of city administrator, and home rule charter.**

After a brief discussion Council agreed to hold a Workshop on Saturday, November 23<sup>rd</sup> at 8:30 a.m. at the Meadows Place Training Center. Council's long term vision, City Administrator job description, declaring a population of 5,000 and becoming Home Ruled, street and utility repairs, and City facilities review will be some topics of discussion.

**E. Consent Agenda**

**1. Consider approval of the Minutes held as follows:**

September 24, 2019 – Budget Workshop

September 24, 2019 – Regular Meeting

October 8, 2019 – Special Meeting

**2. Ratification of Bills**

<b>24/6 Technical Services</b>	<b>\$20,890.00</b>
Waste Water Treatment Plant #1 Lift Pump	
<b>BBG Consulting, Inc</b>	<b>\$14,191.00</b>
Meadows Elementary Engineering, Plan Review, & Inspections	
<b>BP Barco Products</b>	<b>\$13,354.30</b>
Lamp & Bench for Park	
<b>Concrete Raising Corporation</b>	<b>\$6,925.52</b>
Street Raising	

<b>Del Carmen Consulting</b> Racial Profiling Services (2019)	<b>\$6,350.00</b>
<b>E Contractors USA LLC</b> Relocation of Playground Equipment	<b>\$14,976.07</b>
<b>Emergency Fleet Services</b> Equipment for new Police Vehicle	<b>\$8,812.19</b>
<b>GTS Technology Solutions</b> Equipment for new Police Vehicle	<b>\$5,266.33</b>
<b>HDR, Inc.</b> Kirkwood Rd. Engineering for September 2019	<b>\$23,762.83</b>
<b>HDR, Inc.</b> Kirkwood Rd. Engineering for August 2019	<b>\$21,148.56</b>
<b>Joe Salvide</b> Road Repairs (Meadow Crest and Meadowhollow)	<b>\$17,635.00</b>
<b>Kompan</b> Wheelchair Carousel	<b>\$11,189.64</b>
<b>Kompan</b> Inclusive Playground Swing	<b>\$2,450.00</b>
<b>Onsolve</b> CodeRed	<b>\$5,100.00</b>
<b>Onyx</b> McDonald Park Irrigation	<b>\$5,200.00</b>
<b>Randle Law Office, Ltd, L.L.P.</b> General Legal Counsel	<b>\$7,644.00</b>
<b>Randle Law Office, Ltd, L.L.P.</b> Texas Direct Auto SUP	<b>\$1,501.50</b>
<b>Randle Law Office, Ltd, L.L.P.</b> Code Enforcement	<b>\$721.50</b>
<b>Tyler Technologies, Inc.</b> Annual Software Maintenance	<b>\$14,130.42</b>

Alderman Staigle 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.

#### **F. Audience Comments**

None

#### **G. Adjourn**



There being no further business on the agenda Alderman Kopczynski moved to adjourn the meeting. Alderman Mills seconded the motion. The vote follows:

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

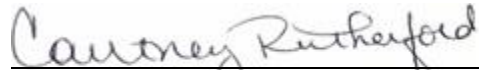
Nays: None


The motion carried.

The meeting was adjourned at 8:36 p.m.

**These minutes were approved by City Council on Tuesday, November 26, 2019.**

ATTEST:

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

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

