



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 OCTOBER 25, 2022, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

**The meeting was called to order by Mayor Jessup at 6:33 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; Assistant Police Chief, Jack Ashton; Communications Director, Cameron Miller; Public Works Director, Rod Hainey; Parks and Recreation Director, Colene Cabezas; and Code Enforcement Officer, Jennifer Cabello.

**1. Pledge of Allegiance:** Byron Hughey, USW Utility Group

**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 October 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:

- 95 Flock Safety Alerts
- Arrest – 10
- Assault – 4
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 0
- Robbery – 1
- Theft – 6
- MPPD Successfully passed CJIS Security Audit with no deficiencies at 100% compliance with commendations (New Door Access System and new Watchguard Router is in place, this is a key element for Security Addendum)

- Passes TCOLE Audit at 100%, this is our Law Enforcement governing agency
- Mesa Cor – Working to activate Phase 1
- Working to fill 4 Full Time and 1 Part Time Position
- New PD Vehicles returned for install issues and to install remaining equipment
- Fall Festival went well – One lost child recovered
- Preparing for Halloween with increased patrol and will be highly visible

Chief Stewart also reported that Sergeant Nix will be retiring after working 20 years and 7 months for the City of Meadows Place.

Alderman Kopczynski asked for increased patrol at the gravel parking lot on Dorrance on Halloween. Chief Stewart stated that he would have increased patrol on the streets and will cover this area as well.

## 2. Public Works – Rod Hainey, Director

Ms. Hainey gave a brief overview of Public Works activities for the last year. Below are few highlights from the last 3 months.

Sidewalk repair and replacement program: The sidewalk replacement program is funded annually in the amount of \$70,000. Last year \$70,485.00 in repairs were completed, which amounts to 100.69%.

Street Repairs /Road Fee funding: The street panel replacement program is funded by the road use fee and the budget is \$185,000.00. Last year \$183,905.00 were completed, which is 99.41% of the budget.

### USW Expenses:

- July 2022 - \$59,351.80
- August 2022 – \$32,791.56
- September 2022 - \$118,140.72
- Annual Water Department Maintenance – Year to Date Expenditure: \$686,293 (120% of budget)
- Annual Sewer Department Maintenance – Year to Date Expenditure: \$348,365 (82% of budget)

### Alsay repairs on well number 3 completed: Total Cost \$131,600.00

Pull well and inspect, mechanical cleaning, equipment replacement, chemical cleaning, and motor repair. Motor appears to be good, has been sent to Northside for inspection.

### C&C repairs on Well number 2 Work Completed to Date:

- Phase 1: \$7,400.00 – Pull pump and televise
- Phase 2: \$19,300.00 – Mobilize equipment, airlift remove debris from lap, re-televise, fish (retrieve suction pipe), and re-televise
- Phase 3: \$9,500.00 - Airlift remove fill material at 695', Re-televise
- Total Cost to date for Phase 1-3 – \$36,200.00

### Well No. 2 Repair – Option 1 Recommended

- 10" Surface Liner - Submersible Pump Unit (Cost – \$315,838.00)
- Furnish equipment and labor to run both sizers in well
- Furnish and install 611' of 10" surface casing, approximately 370' of 6" blank/screen liner, gravel pack complete in place
- Furnish equipment and labor to insert and agitate new gravel pack and final survey
- Furnish and install 125hp submersible motor, 800gpm pump end, 410' of submersible pump cable, 410' of 6" column pipe, 410' of stainless-steel airline, disinfect and sample

### Well No. 2 Repair– Option 2

- 12" x 10" x 6" Interior Liner - Vertical Turbine Unit (Cost – \$346,729.00)
- Furnish equipment and labor to run both sizers in well
- Furnish and install 420' of 12" surface casing, 200' of 10" surface casing, approximately 370' of 6" blank/screen liner, gravel pack complete in place
- Furnish equipment and labor to insert and agitate new gravel pack and final survey
- Furnish and install 800gpm @ 355tdh pump bowl assembly: 410' of 8" x 2 ½" x 1 ½" column assembly, 410' of stainless-steel airline, 3-gallon oil reservoir, motor repair (clean, bake stator and windings, balance rotor, new bearings, heaters, site glass, oil, and test)

### More Repairs Completed

- Fire house heaters have been installed and are operational
- WPI has ordered the three generators. One for the EOC and the second for Water Plant #3 and the third one is located at the WWTP
- Flashing School sign has been installed and is operational
- Swanson started service of all HVAC units in the city, quarterly service. Ongoing. Note, Fire Department being reviewed for replacement. Existing unit is 18 years old and oversized
- TCEQ Permit renewal at the WWTP has been submitted. Anticipate issuance within 14 days of October 24, 2022
- WWTP- gear box for traveling bridge replaced and the unit worked for two weeks and again has jumped off the track
- HDR, bidding of the rehabilitation of the Clarifier bridge assembly. The schedule for bid will be January 2023. Project will be ready before this date, but we decided to push the bid past the Thanksgiving and Christmas Holiday

Irrigation Systems review and update – Monthly review on all the sprinklers within the city. The report is reviewed by staff and repairs are authorized.

### Work completed last fiscal year

- Kirkwood Linear Park – Removed all areas where drip irrigation required change out due to consistent damage
- City Hall system complete overhaul. \$30K approved by council

- Community Center complete overhaul \$26K approved by council
- Tennis courts – added lines on perimeter adjacent to park and tree area. \$10K
- Majors Field re-worked system
- Minor Field re-worked system
- Tee ball area with gazebo, and adjacent raised beds. Repaired and re-worked. This area had been damaged during the school construction.
- Lake pump rebuilt
- Dairy Ashford made repairs to backflows and control valves
- West Airport made repairs to backflows and control valves

### **3. Fire Department Monthly Report for September 2022 – Charles Jessup IV, Mayor**

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

### **4. City Administrator’s Report – Nick Haby, City Administrator**

Mr. Haby reported that the Quarterly Financials are on the Consent Agenda tonight for approval. He pointed out that even with budget amendments throughout the year the budget came in 2.5% under budget.

He also stated that EDC held a special meeting the week prior and held Public Hearings for funding items in the 2022-2023 budget.

## **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. Happy New Year**

Mayor Jessup stated that the new fiscal year officially began October 1<sup>st</sup> and staff has all kinds of great plans and ideas and he know they will complete more than anticipated. Mayor Jessup thanked staff or their hard work and running the City with big hearts. He is very comfortable moving into the next fiscal year.

#### **b. Difficult Decisions**

Mayor Jessup stated that Council and staff are faced with difficult decisions everyday and he believes they are looking out for the best of Meadows Place!

## 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 the City has received an updated schedule from the contractor and have asked for extension due to material delays and this is a legitimate request. The current completion date is set for January to February. The contractor has requested to close the intersection at Oxford in order to complete that section faster. They have already met with the school and trash company. Chief Stewart asked that they give emergency responders a couple weeks' notice prior to the closure.

### 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 they had a conference call with the engineers to finalize the bridge and alignment. There is a change order to change how the boring will be completed. This will help in getting approval from CenterPoint in order to finalize the design. Staff has not received any approvals in writing, but they have received a few verbal approvals.

## D. REGULAR AGENDA

### 1. Discussion and consideration of Resolution No. 2022-36 authorizing the Mayor to execute a Master Short Form agreement in with HDR Engineering, Inc. for professional engineering, consulting, and related services.

Alderman Staigle moved to approve Resolution No. 2022-36 authorizing the Mayor to execute a Master Short Form agreement in with HDR Engineering, Inc. for professional engineering, consulting, and related services. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

### 2. Discussion and consideration of Resolution No. 2022-37 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Professional Engineering Services, Design, Bid Phase, and Construction Management Services for Wastewater Treatment Plant – Lift Station.

Alderman Kopczynski moved to approve Resolution No. 2022-37 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Professional Engineering Services, Design, Bid Phase, and Construction Management Services for Wastewater Treatment Plant – Lift Station. Alderman Mills 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. 2022-38 adopting the 2022-2023 City of Meadows Place Investment Policy and Strategy Guidelines.**

Alderman Mertins moved to approve Resolution No. 2022-38 adopting the 2022-2023 City of Meadows Place Investment Policy and Strategy Guidelines. 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 the First reading of Resolution No. 2022-39 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project.**

Alderman Staigle moved to approve First reading of Resolution No. 2022-39 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Resolution No. 2022-40 authorizing the Mayor's to execute an agreement with Transcend Engineers & Planners LLC on supplemental scope of services for the Bike/Pedestrian Trail Design adding geotechnical and structural engineering services to the Fort Bend County Mobility Bond project.**

Alderman Staigle moved to approve Resolution No. 2022-40 authorizing the Mayor's to execute an agreement with Transcend Engineers & Planners LLC on supplemental scope of services for the Bike/Pedestrian Trail Design adding geotechnical and structural engineering services to the Fort Bend County Mobility Bond project. . 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. 2022-41 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for City-Managed Public Infrastructure Projects funded by the American Rescue Plan Act in the amount of \$645,500.**

Alderman Staigle moved to approve Resolution No. 2022-41 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for City-Managed Public Infrastructure Projects funded by the American Rescue Plan Act in the amount of \$645,500. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: None

Abstain: Alderman Staigle

The motion passed unanimously.

**7. Discussion and consideration of Resolution No. 2022-42 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for parks improvements funded by the Fort Bend County Parks Bond passed on November 3, 2020, in the amount of \$150,000.**

Alderman Mertins moved to approve Resolution No. 2022-42 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for parks improvements funded by the Fort Bend County Parks Bond passed on November 3, 2020, in the amount of \$150,000. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration of Resolution No. 2022-43 ratifying the Mayor's signature on an agreement with C&C Waterservices LLC for the emergency repair to Water Well #2 in the amount of \$315,838 per Option 1.**

Alderman Staigle moved to approve Resolution No. 2022-43 ratifying the Mayor's signature on an agreement with C&C Waterservices LLC for the emergency repair to Water Well #2 in the amount of \$315,838 per Option 1. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration of Resolution No. 2022-44 designating a city representative and an alternate representative to the Houston-Galveston Area Council's 2023 General Assembly.**

Alderman Mills moved to approve Resolution No. 2022-44 designating Tia Baker as the city representative and David Mertins as the alternate representative to the Houston-Galveston Area Council's 2023 General Assembly. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**10. Discussion and consideration of the Second reading of Resolution No. 2022-39 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project.**

Alderman Staigle moved to approve Resolution No. 2022-39 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration to reschedule the Regular City Council Meeting in November to November 15, 2022, due to the Thanksgiving holidays.**

Alderman Kopczynski moved to reschedule the Regular City Council Meeting in November to November 15, 2022, due to the Thanksgiving holidays. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration to reschedule the Regular City Council Meeting in December to December 20, 2022, due to the Christmas holidays.**

Alderman Mills moved to reschedule the Regular City Council Meeting in December to December 20, 2022, due to the Christmas holidays. Alderman Mertins seconded the motion. The vote follows:



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

Nays: None

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:**

- September 27, 2022 – City Council Workshop
- September 27, 2022 – City Council Regular Meeting

**2. Acceptance of the Quarterly and Annual Financial and Investment Reports.**

**3. Acceptance of the Quarterly Budget and Financial Report.**

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

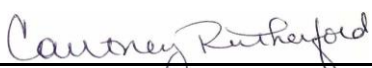
**F. AUDIENCE COMMENTS (for matters NOT on the agenda)**

**G. ADJOURN**

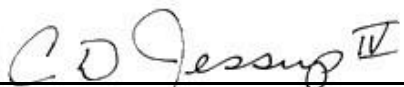
There being no further business to discuss the meeting adjourned at 8:17 p.m.

**These minutes were approved by City Council on November 15, 2022.**

**ATTEST:**

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



  
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Charles D. Jessup IV, Mayor