



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, OCTOBER 26, 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 6:30 p.m. with the following present:

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

Alderman, David Mertins
Alderman, Rick J. Staigle

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

Mayor Pro Tem, Kelle Mills was not present.

Megan Mikutis from Randle Law was also present for the hearing.

The following staff were also in attendance: Jack Ashton, Assistant Police Chief; Rod Hainey, Public Works Director; and Jennifer Cabello, Code Enforcement Official.

1. Pledge of Allegiance and Invocation

Pledge by: Lt. Adames Alexander, MPPD

Invocation by: Jimmy Fenwick, Resident

Mayor Jessup called item C, Reports, out of order to wait for the resident to arrive for the hearing.

C. REPORTS

1. Police Department – Assistant Chief Jack Ashton

Chief Ashton gave a brief overview of the monthly statistics and activities report for October 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:

- Flock Arrest – 29 hits – 11 located – 1 arrest
- Several DWI Arrests
- Continue to follow Covid-19 Protocols
- “Powered Up” for Halloween and preparing for the holidays.
- Pinning ceremony – 5 officers sworn in after a year wait due to covid

- Officers sworn in – J. Hernandez, I. Nsumba, A. Ybarra, C. Foster, Lt. S. Denton,
- Promotions sworn in – Sergeant D. Kenig, Lt. A. Adames, and Asst Chief J. Ashton
- Live Scan Received – Signed MOU from Harris County and on list for training
- Shop 39 – Newest shop has been upfitted and waiting on In-Car Video Cameras to be installed. Should be on the street by this Friday, October 29th
- Received grant for Police ATV
- February Freeze mitigation with FEMA still in process
- Officers Nsumba and Hernandez have started Phase 1 of 16-week training program
- Actively trying to fill 1 Patrol and 1 Sergeant position
- Continuing to monitor weather – one month of hurricane season remaining.

Alderman Kopczynski – asked about additional Flock cameras. Chief Ashton stated that the grant has been awarded for 4 additional cameras. They are working on locations for installation.

2. Public Works – Director Rod Hainey

Mr. Hainey gave a summary of Public Works activities for the last quarter. A copy of which was distributed to City Council and filed with the City Secretary. Below are a few key points from her presentation:

Sidewalk repair and replacement program

The sidewalk replacement program is now part of the annual concrete replacement Bid Project.

Street Repairs /Road Fee funding

The street panel replacement program is also now part of the annual concrete replacement Bid Project.

List of completed street panels for 2021.

- | | | |
|--|-----------|-------------|
| ● Emergency repair on Pender Lane (School ponds) | Jan 2021 | \$49,915.00 |
| ● #14 11922 Meadow Trail Lane | Feb 2021 | \$49,505.00 |
| ● #16 11935 Brighton Lane | Mar 2021 | \$23,890.00 |
| ● #17 12311 Brighton Lane | Mar 2021 | \$25,960.00 |
| ● #12 12010 Amblewood Drive | May 2021 | \$31,895.00 |
| ● #20 12211 Meadow Crest | May 2021 | \$15,305.00 |
| ● #15 11915 Bloomington Lane | July 2021 | \$23,070.00 |
| ● #21 11934 Brighton Lane | July 2021 | \$19,335.00 |
| ● #25 11730 Brook Meadows Lane | Sept 2021 | \$15,960.00 |

Results of the Notice to bidders for concrete replacement will be available in the October 2021 city council meeting. The amount budgeted for these two items is \$70k for sidewalks and \$180k for street panel replacement.

USW Expenses for March, April, and May 2021

- July 2021 - \$52,986.74
- August 2021 -\$56,102.16
- September 2021 -\$59,688.43

Current open issues and repairs with USW

- Well #3 motor has again shorted out, being inspected for cause of damage. Initiated insurance claim with TML
- Existing wheel replacement on travelling bridge- temporary repair. Being repaired today, October 26th. Cost \$17,070.00
- WWTP blower failure. Estimated cost \$24,427.50. Initiated an insurance claim with TML.

Alderman Mertins asked if we found out who is replacing Corey Bostick? Mr. Hainey stated that Byron is taking his place and he is familiar with our district.

Irrigation Systems review and update.

- October 1, 2021, we started the monthly review of all the sprinkler systems in the city with Texas Lawns. Each of the systems will be assessed and the report will be provided to Public Works and Parks. Note – the Kirkwood system will be reviewed bi-weekly. Several links in the systems on Kirkwood, due to employees stepping on the system while weeding and cleaning the beds out. The remainder of the city is on a monthly review.
- EMS door replacement completed by Commercial Doors. New panic hardware meets the Code requirements.
- Majors Field. Lights and sprinklers have been completed. Ongoing portion fence installation and final top grade.
- Gateways. There are three Gateways in the city, located at City Hall, McGrath Park and Water well #2. City Hall unit has been replaced and the other two new units will be installed Late October 2021.
- Fire Alarms at City Hall, Police Department, EMS, and Fire Department were inspected and received an upgraded cell software. (Passed)
- WWTP upgrades. Ovivo and HRM Engineering have been requested to provide a Professional Services agreement for the Design and Rehabilitation of the Travelling Bridge Assembly.
- WWTP Lift station pump, awaiting delivery of new replacement pump.
- Storm Water Permit renewal application has been submitted.
- WWTP Permit renew has been initiated, - Due September 2022.
- Commercial meters. Testing has begun and eight new meters have been ordered.
- New air condition units for EOC have been ordered. Assembly date will be October 21, 2021.
- Water Plant Number 3 has a new manual disconnect switch installed.

3. Fire Department Monthly Report for September 2021 – Charles Jessup IV, Mayor

Mayor Jessup gave brief review of EMS and fire service activity for September 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.

Staff met with James Fields and Brian regarding the progress of the baseball fields, and they will meet regularly. They also brought in 3 options for the score board. Minors field is complete and hope to have the majors field complete by the end of the year.

Board of Adjustment will be meeting soon on the request for variance for O’Reilly. Planning and Zoning is working to schedule a meeting for next week to discuss signs and bring a recommendation to City Council.

Mayor Jessup went back to Item B on the agenda.

B. ADMINISTRATIVE ADJUDICATION HEARING

1. Administrative adjudication hearing, per Section 150.41 of the Code of Ordinances of the City of Meadows Place, in order to assess a civil penalty for the violations of the Code of Ordinances observed on the property located at 12047 Sturdivant in Meadows Place.

Mayor Jessup opened this hearing at 7:16 p.m. Mayor Jessup asked the homeowner to report to City Council on their progress.

Mr. Isaiah Blair stated that the water bill has been paid and is up to date. They have been working to make repairs on the house. The trim and the fascia boards have been replaced as of today. He stated that work on the back of the house has also been completed and he has pictures that he can send to the city.

Mayor Jessup told Mr. Blair to send the pictures to the City Secretary to forward to City Council for review.

Council recessed at 7:20 p.m. to move into an Executive Session under Section 551.071, Consultation with the Attorney.

Council reconvened Administrative Hearing at 7:33 p.m.

Alderman Staigle asked that Mr. Blair allow Code Enforcement on the property tomorrow to verify that they work is complete.

He also asked when the painting will be complete. Mr. Blair stated that he does not have a date to paint.

Mayor Jessup stated to Mr. Blair that since he did not provide proof that all work was completed Council will continue the hearing on November 16th at 6:30 p.m. However, if he allows Code Enforcement to access the property tomorrow to take photos showing that all work is complete Council will close the case and waive the hearing on November 16th. Mr. Blair stated that he would allow access, however it was supposed to rain. Council agreed to give Mr. Blair until the end of the week to allow Code Enforcement on the property to get photos of the completed work.

Mayor Jessup closed the hearing at 7:36 p.m.

C. REPORTS

1. Police Department – Assistant Chief Jack Ashton

Chief Ashton gave a brief overview of the monthly statistics and activities report for October 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:

D. 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/Budget

Mayor stated Happy New Year for the new fiscal year. Staff has officially 99.07% for Property Tax Revenue and revenue over all was up, but we did cut revenue due to Covid.

Mayor stated that he was proud of staff for maintaining their budgets.

b. Election/Early Voting

Mayor stated early voting had started and several Meadows Place residents have been in to vote. He also stated that there were issues with the Post Office getting the proposed Charter out to the registered voters.

Alderman Mertins gave a brief update on his work with Post Office. He is working with Congressman to figure out realistically what they can do. They are working to

get a blue mailbox installed in the city and they are looking at City Hall. He is also looking into the issue of mail being delivered and lost. Mayor asked Alderman Mertins to report monthly on his progress with the Post Office and mail delivery.

c. Subsidence District

Mayor stated about a month he found something about disincentive fees. He contacted the Small Cities Rep and didn't get much of a response. He then contacted Greg Whine, Chairman of the Board, and Mike Turcco of Harris County and Ft Bend County. He and Nick met with them. Mike stated that there is no need to panic even though disincentive fess are going up 190%. Mayor asked for an explanation. He was informed that as long as we are in compliance, Meadows Place is, this fee will not affect Meadows Place.

d. Boards and Commissions

Mayor stated the city is looking to appoint a new member to BOA tonight. He also stated that we need alternates to serve on Boards and Commissions. He stated that serving as an alternate is a good way to get involved. He asked Council if they know anybody, please let him know. He said that if you know anybody and they have questions please ask them to contact the City Secretary.

e. Meadows Place Fall Festival & Bazaar

Mayor stated this was one of the best events to date. He expressed his gratitude to PD for being out there. They did a great job representing Meadows Place Police Department. That shows a great sense of community and that's what the residents are looking for.

He estimated approximately 1,000 people attended. It was nice to see Council there and visiting with the residents. He received a lot of feedback stating this was a great event and the residents had a lot of fun.

Garden Club moved to the center of the event it was also a great success.

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 not a lot has changed since last month. He stated that the city should wait until at least January to go out for bid. He stated that Council still needs a workshop on traffic control and this needs to be done before going out to bid. He asked if Council wants PD, Prosecutor, Judge, or City Attorney to attend the meeting. Mayor asked for more detail on the traffic control issue. Alderman Staigle stated that the current issue is Dorrane and Oxford. There was discussion among Council regarding topics they want to discuss at the workshop.

Alderman Mertins asked for a report on stop sign citations over the last 10 years and

how they were prosecuted.

Alderman Kopczynski would like to look at the traffic code and response from legal counsel if the stops remain in place.

Mayor Jessup asked Public Works Director, Rod Hainey, do get traffic counts on Dorrance.

Alderman Baker would like to see history from other cities. What liability does the city face if the stops are put back up?

We will plan for a workshop in November, possibly on November 16.

Surveyors should be done in the field.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. Met with CenterPoint October 15th and not much new information. He has sent them an updated route for review. We may have to move due to the gas line that is going to be installed. Notice to proceed was given to designers to start sidewalk design outside of the easement. We cannot move forward with Parking lot or bridge until confirmation is received regarding the gas line.

One issue moving forward is all contracts restrict structures and that includes lighting. We will address this issue during the permit process.

E. REGULAR AGENDA

1. Discussion and acceptance of the Quarterly and Annual Investment Reports.

City Administrator, Nick Haby, asked Council to look at the Annual Report. He stated that the fund balance is a little over \$1,000,000 and a little over half of this is ARAP funds. These funds are restricted. The remaining was due to increased sales tax and unpaid salaries. So, the fund balance net gain is approximately \$500,000.

Alderman Staigle made a motion accepting the Quarterly and Annual Investment Reports. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

2. Discussion and consideration of Resolution No. 2021-28 adopting the 2021-2022 City of Meadows Place Investment Policy and Strategy Guidelines.

Mayor Jessup stated that there are no changes to this policy from last year but must be approved each year.

Alderman Staigle made a motion approving Resolution No. 2021-28 adopting the 2021-2022 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried.

3. Discussion and consideration of Resolution No. 2021-29 designating a city representative and an alternate representative to the Houston-Galveston Area Council's 2022 General Assembly.

Alderman Staigle made a motion approving Resolution No. 2021-29 designating Tia Baker as the city representative and David Mertins as the alternate representative to the Houston-Galveston Area Council's 2022 General Assembly. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

4. Discussion and consideration of Resolution No. 2021-30 accepting staff's recommendation regarding the request for sealed competitive bids for concrete work in the city and authorizing the Mayor to execute an agreement for concrete work per Bid No. 2022-01.

Alderman Staigle made a motion approving Resolution No. 2021-30 accepting staff's recommendation regarding the request for sealed competitive bids for concrete work in the city and authorizing the Mayor to execute an agreement with Joe L. Salvide for concrete work per Bid No. 2022-01. Alderman Mertins seconded the motion.

Alderman Staigle asked how these rate compare to previous rates.

Mr. Hainey stated there is a slight increase.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

5. Discussion and consideration of Resolution No. 2021-31 appointing one (1) member to the Meadows Place Board of Adjustment to fill an unexpired term ending December 31, 2021.

Alderman Kopczynski made a motion approving Resolution No. 2021-31 appointing Joe DeBruyn to the Meadows Place Board of Adjustment to fill an unexpired term ending December 31, 2021. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

6. Discussion and consideration of Ordinance No. 2021-38 amending 130.07, Obstructions, Vegetation on Public Street Right-Of-Way.

Mayor Jessup stated that Code Enforcement was asked who is responsible for maintaining this area. This ordinance clarifies who shall maintain the vegetation in the right-of-way.

Alderman Staigle made a motion approving Ordinance No. 2021-38 amending 130.07, Obstructions, Vegetation on Public Street Right-Of-Way. Alderman Mertins seconded the motion.

Alderman Staigle asked about the trees in the right-of-way? Mr. Haby stated that those belong to the city. Alderman Staigle asked about reviewing this with legal counsel.

Mr. Haby stated that the current ordinance states that any overhang less than 16 feet over the streets and 10 feet over the sidewalk must be trimmed. A resident challenged Code Enforcement and said that is city property therefore the city should trim it. He also stated that city ordinance does state that grass in the ROW is the responsibility of the homeowner.

Alderman Staigle amended his motion to approve this ordinance by adding the verbiage from Chapter 91.039 Section b as Section C as follows:

(C) The requirements of this section apply to any public right-of-way or easement or portion thereof located on the real property or portion thereof required to be cut, including specifically the areas of any real property that extend to or abut upon any curb or paved portion of a public street, the area between a public sidewalk and a public street or highway, and ditches and drainage channels located thereon.

Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

7. Discussion and consideration to reschedule the Regular City Council Meeting in November to November 16, 2021, due to the Thanksgiving holidays.

Alderman Staigle made a motion to reschedule the Regular City Council Meeting in November to November 16, 2021, due to the Thanksgiving holidays. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

8. Discussion and consideration reschedule the Regular City Council Meeting in December due to the Christmas holidays.

Alderman Baker made a motion to reschedule the Regular City Council Meeting in December to December 21, 2021, due to the Christmas holidays. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

F. 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 28, 2021 – Special Session Meeting

September 28, 2021 – Regular Meeting

October 12, 2021 – Possible Quorum

October 16, 2021 – Possible Quorum

Alderman Staigle made a motion to approve the Consent Agenda. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried.

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

Chuck McClurkin, 11947 Brighton Lane, asked if the Dorrance reconstruction is from 59 to Dairy Ashford. Alderman Staigle said Council is currently looking at Dorrance from the dog park to Kirkwood and this will have to be done in two (2 parts). He also asked about the current stop signs. Mayor Jessup stated that is why Council is having a workshop to discuss options.

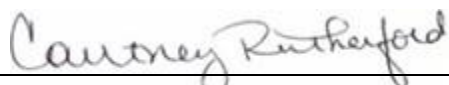
He also asked about Home Rule. He stated that his neighbors heard that Home Rule cannot get bonds for work. Mayor Jessup stated that is false. Mr. Haby state that General Law or Home Rule all has the same ability to borrow money. He also stated that tax laws are the same for General Law and Home Rule.

H. ADJOURN

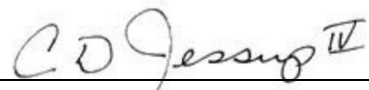
Alderman Kopczynski moved to adjourn. Alderman Baker seconded the motion. There being no further business to discuss the meeting adjourned at 8:51 p.m.

These minutes were approved by City Council on November 16, 2021.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

