



MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, NOVEMBER 16, 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, Charles D. Jessup IV, at 6:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV
Alderman, David Mertins
Aldermen, 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: Finance Director, Anna-Maria Weston, Public Works Director, Rod Hainey, and Code Enforcement, Jennifer Cabello.

1. Pledge of Allegiance and Invocation

Pledge by: Sean Ulrey, Planning & Zoning Chair and Resident

Invocation by: 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 November 2021, which was distributed to City Council and filed with the City Secretary. He explained that since Council is meeting early this month the numbers are lower than usual.

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

- 14 Adult arrests from DWLI, DWI, control substance and FLOCK hits for warrants
- Continue to follow COVID-19 protocols
- Preparing for Christmas Memories and the Holiday Season
- Waiting for training on Live Scan
- All shops (vehicles) are in service
- Completed quarterly training of Officers in Use of Force policy and Self-Defense Tactics, Handcuffing, and Takedowns
- Chiefs attended the International Summit of Mexican Cartels and Gangs
- Freeze mitigation with FEMA still in PROGRESS! He recognized Asst Chief Ashton and Finance Director Anna-Maria Weston for continuing to work on this.
- Hired one new officer Matthew Bruno and three part-time Dispatchers.
- Still one position vacant.
- Holiday season is approaching be safe especially while shopping

Mayor Jessup thanked the Chief for the work especially on the FLOCK hits.

Alderman Mills thanked Chief for the extra patrol on Halloween.

2. Parks & Recreation – Director Colene Cabezas

Ms. Cabeza gave a summary of Parks & Recreation activities for the last quarter for the months of September, October, and November. A copy of which was distributed to City Council and filed with the City Secretary. Below are a few key points from her presentation:

Parks and Facilities:

- **Staffing:** 2 Open positions / interviewing next week
- **Discovery & Nature Center-**The Nature Center floor and walls were painted by a muralist and former resident. The new nature scape has hidden pictures of animals and insects for children to find when visiting.
- **Ball Field** – Light poles are in place and working. Irrigation has been installed and will be completed once the top dressing is complete. Texas Multi Chem will complete both the infield and outfield by end of December. The new fence will Ogo in once the top dressing is done.
- **Kirkwood** -Steps have been taken to assist in the management of the weeds and landscape. Electrical outlets have been installed at the corners of the roundabouts in order to support seasonal displays.
- **Beautification-** Made improvements to the entry signs, led and community center by adding stacked stone
- **Pool-** Replaced sand filters in lap pool (once every 5 years)

Recreation:

- Club 55 is growing. We are seeing new faces each week.
 - They have taken 2 field trips since September – Downtown Aquarium / Ginos Italian Restaurant.
 - In December they will go to Brookwood Community
- Community Center rentals have remained booked but have begun to slow as we approach the Holiday season.
- Field Trip – School Trips have begun again

Events:

- Fall Festival – October 16 – Craft show, German band, food, beer, Stein contest, Kids rides and activities

Upcoming Programs:

- Thanksgiving and Winter break Tennis camp

Upcoming Projects:

- Christmas Decor throughout the city
- Wildflower seeding
- Trout Release Dec 7

Upcoming Events:

- Christmas Memories – December 3

Alderman Baker stated that the adjustments to sign look great. She likes the darker colors and slower movement.

Alderman Mertins thanked Ms. Cabezas for the Fall Festival. He thought it was well executed.

Alderman Kopczynski stated that he was also pleased with the adjustments to the electronic sign. He also stated that the Community Center sign needs to be updated as it is hard to read. He also asked about the dog signs in the parks. Ms. Cabezas stated that she will get with Public Works to get those updated.

Alderman Mills thanked her for use of the Community Center for making Boo Bags for Halloween.

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

Mayor Jessup gave brief review of EMS and fire service activity for October 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. He reported that staff has ordered new audience chairs for the chambers. He also stated that every quarter staff presents a quarterly investment report. He stated that staff will start reporting quarterly the receipts and statements per Chapter 22 of the Local Government Code. As a result of this staff will pull back on the quarterly check reports.

Alderman Mertins stated that he was ok with quarterly reports. Alderman Kopczynski stated that he likes the weekly report. Alderman Staigle stated that the weekly report is easier to review than a three-month report. Council agreed that a monthly check register would suffice.

Mr. Haby reminded Council to look at the Wall of Service before they leave. Staff is very proud of it and residents are taking notice.

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. EDC Meeting

Mayor Jessup attended the EDC meeting last week. There was a lot of discussion, and he believes the Corporation has good strong members that are being very proactive in finding businesses for the city. He thanked the EDC members for all their hard work.

b. Redistricting

Mayor Jessup stated that the County Judge and Commissioners approved new boundaries for the four commission precincts. He stated that effective January 1, 2022, Meadows Place will be in Precinct 3, with Commissioner Andy Meyers as the Commissioner.

c. Inflation

Mayor Jessup stated that at the November 1st staff meeting he and staff addressed the possible impact on the budget due to inflation. Staff understands the budget and are aware that they need to watch their budgets closely.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle stated that there is nothing new to report at this time. He also stated that Council and staff have a workshop scheduled November 17th to discuss traffic control devices.

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

Alderman Staigle stated that there is nothing to report at this time. We are still waiting on CenterPoint.

c. Post Office Update – Alderman David Mertins

Alderman Mertins gave a brief update on mail delivery in Meadows Place. He spoke with Troy Nehls, and he stated that he has received forms from several Meadows Place residents regarding a blue mailbox in the city. He encouraged more to submit their forms. The more that are submitted the faster we will see progress. He also stated that progress is moving slow, but we are making progress. Mail service has made

improvements to local delivery.

D. REGULAR AGENDA

1. Accept report from the Planning and Zoning Commission regarding possible changes to City of Meadows Place Code of Ordinances Chapter 153 regarding signs.

Planning and Zoning Commissioner Chairman, Sean Ulrey, presented a report from the Planning and Zoning Commission regarding possible changes to City of Meadows Place Code of Ordinances Chapter 153 regarding signs.

He stated that the Commission had a lengthy discussion regarding signs. The Commission actually took a couple of months to review surrounding cities ordinances as well as four other cities to see the signage allowed. They looked at the cities they wanted to be compared to and noticed that they did not allow electronic signs.

The Commission unanimously agreed to make a recommendation to leave the ordinance as is with no changes to the City of Meadows Place Code of Ordinances Chapter 153 regarding electronic signs.

Alderman Kopczynski thanked P&Z for reviewing this ordinance. He asked which cities do not allow electronic signs. Mr. Ulrey stated a few that do not allow electronic signs were Sugar Land and the Woodlands.

Alderman Baker stated that she attended the meeting and thought they had great discussion. She was impressed with their research and thought process.

Mayor Jessup stated that he also attended and was impressed with their work.

2. Discussion and possible action regarding possible changes to City of Meadows Place Code of Ordinances Chapter 153 regarding signs.

Mayor Jessup stated that Council has a recommendation to leave the ordinance as is. Council took no action on this item.

3. Second reading of Resolution No. 2021-32 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project.

Alderman Mertins made a motion to approve Resolution No. 2021-32 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 carried.

4. Discussion and possible action on Resolution No. 2021-33 authorizing advertisement

for sealed competitive bids for Landscape and Lawn Maintenance within the City of Meadows Place.

Alderman Kopczynski made a motion to approve Resolution No. 2021-33 authorizing advertisement for sealed competitive bids for Landscape and Lawn Maintenance within the City of Meadows Place. Alderman Baker seconded the motion.

Alderman Baker noticed that scope of work stated weeding in the roundabouts. She asked that the verbiage be amended to include sidewalks.

The vote follows:

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

Nays: None

The motion carried.

5. Discussion and possible action on Resolution No. 2021-34 authorizing the Mayor to execute an agreement with 24/6 Technical Services, LLC for the replacement of one lift station pump at the Wastewater Treatment Plant.

Mayor Jessup stated that the cost to repair this pump is a little over \$18,00 and the cost to replace is over \$40,000. He asked Mr. Hainey to explain why he is suggesting replacement.

Mr. Hainey explained that these pumps are from 1983 and the original manufacturer has been out of business for over 10 years. He also stated that these pumps are being repaired about once a year. These pumps are not variable speeds and he do not have controls to adjust them. Currently, there is money in the budget for this replacement.

Mayor Jessup asked that he budget replacement of the other 2 pumps next year.

Alderman Staigle made a motion to approve Resolution No. 2021-34 authorizing the Mayor to execute an agreement with 24/6 Technical Services, LLC for the replacement of one lift station pump at the Wastewater Treatment Plant. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

6. Discussion and possible action on Resolution No. 2021-35 authorize the Mayor to sign the 2021 Tax Year Interlocal Agreement with Fort Bend County for Tax Collection Services.

Alderman Baker made a motion to approve Resolution No. 2021-35 authorize the Mayor to sign the 2021 Tax Year Interlocal Agreement with Fort Bend County for Tax Collection Services. Alderman Mills seconded the motion.

Alderman Baker asked how often the rate increases. Mayor Jessup stated that he can't answer that question, but this is the first increase he's seen.

The vote follows:

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

Nays: None

The motion carried.

7. Discussion and possible action on Resolution No. 2021-36 authorizing the Mayor to submit a proposal to name the main canal in Meadows Place that extends into Houston in Harris County and Stafford in Fort Bend County.

Resident Richard Ramirez came across this organization that names bodies of water nationally. He asked if this was eligible, and they said yes, therefore he forwarded that information to the city. Mayor Jessup also stated that the City of Stafford will also be passing a resolution in support of the renaming.

Alderman Staigle made a motion to approve Resolution No. 2021-36 authorizing the Mayor to submit a proposal to name the main canal in Meadows Place, that extends into Houston in Harris County and Stafford in Fort Bend County, as Meadows Place Bayou, East Meadows Place Bayou, and West Meadows Place Bayou. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

8. Discussion and possible action on Resolution No. 2021-37 casting the city's vote for the candidate(s) for the 2021-2022 Fort Bend County Appraisal District Board of Directors.

Alderman Staigle made a motion to approve Resolution No. 2021-37 casting the city's 10 votes for candidate Michael D. Rozell for the 2021-2022 Fort Bend 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:

October 26, 2021 – Regular Meeting

November 3, 2021 – Possible Quorum

Alderman Baker made a motion to approve the Consent Agenda as presented. Alderman Kopczynski 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)

Cheryl Teague, resident at 11611 Dorrance Lane, wanted to know who Code Enforcement is using to come look at trees in the city. Ms. Cabello stated that the city uses Boone Holladay from Fort Bend County, Horticulture Texas A&M AgriLife Extension. He works with the cities in Fort Bend County, and it is at no cost to the city.

G. ADMINISTRATIVE ADJUDICATION HEARING

1. Continue the Administrative adjudication hearing from October 26, 2021, 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 stated that this is a continuation of the Administrative Adjudication Hearing from October 26, 2021. He stated that resident stated that work was complete at the October 26th hearing. Today he sent notice via email stating that the work has not been completed and items are on back order.

Isaiah Blair, resident at 12047 Sturdivant, was present to report to Council. He stated that he has not made any improvements since the last meeting. He has ordered a nail gun to help complete the work faster. He stated that he does have all of the boards to replace, and he was able to complete some board replacements today before the meeting.

Alderman Staigle informed Mr. Blair that he can rent tools at Home Depot on Highway 6. He stated that Council gave him an additional three weeks to get this work completed and again he did not complete the work.

H. EXECUTIVE SESSION

1. Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney.

Council recessed at 7:45 p.m. to enter into an Executive Session.

- 2. Convene in Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney.**
 - a. Discussion regarding 12047 Sturdivant Administrative adjudication hearing from October 26, 2021, 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.**
 - b. Discussion regarding 11810 Dorrance Lane previously deemed substandard by City Council on February 23, 2021.**
 - c. Discussion regarding 12027 Alston Drive pending litigation.**
- 3. Reconvene the Regular Session to discuss and take appropriate regarding the Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney.**

Council reconvened into Regular Session at 9:13 p.m.

- a. Discussion and possible action regarding 12047 Sturdivant Administrative adjudication hearing from October 26, 2021, 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.**

Alderman Staigle made a motion assess a civil penalty of \$7,500 and file a lien against the property per the August 5th order and all items A-L of the order must be taken care of at the discretion of our Building Official via an inspection on November 22nd to confirm work is complete. Alderman Mertins seconded the motion.

Alderman Baker wanted it on record that Alderman Mills has done a lot to help. She along with other residents have made donations to help with the repairs.

Alderman Mertins stated that Mr. Blair stated at the previous meeting that the repairs were complete, and they were not, therefore Council is allowing additional time to complete the repairs from August 5th.

The vote follows:

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

Nays: None

The motion carried.

Alderman Staigle made a motion stating that is work is not complete to the satisfaction of the Building Official on November 22nd the City Attorney is to move forward with filing suit in district court on December 1, 2021. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion carried.

b. Discussion and possible action regarding 11810 Dorrance Lane previously deemed substandard by City Council on February 23, 2021.

Alderman Mertins moved to authorize the City Attorney to enter into discussion with the owner. Alderman Staigle second the motion. The vote follows:

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

Nays: None

The motion carried.

c. Discussion and possible action regarding 12027 Alston Drive pending litigation.

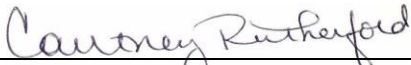
No action.

I. ADJOURN

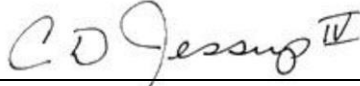
Alderman Staigle made a motioned to adjourn. Alderman Mills seconded the motion. There being no further business to discuss the meeting adjourned at 9:19 p.m.

These minutes were approved by City Council on December 21, 2021.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

