



**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON NOVEMBER 26, 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 6:30 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       |                                     |

Staff in attendance: Captain Jack Aston and Lieutenant Jason Rebsch Meadows Place Police Department, Colene Cabezas, Parks & Recreation Director, and Jennifer Cabello, Code Enforcement Official.

**1. Pledge of Allegiance and Invocation**

|                |  |
|----------------|--|
| Pledge by:     | Terry Henley, Former Alderman                        |
| Invocation by: | Captain Jack Ashton, Meadows Place Police Department |

**B. Presentations**

**1. Acknowledge Jack Ashton, Meadows Place Police Captain, for 25 years of service**

Mayor Jessup acknowledged and thanked Jack Ashton for his 25 years of service and presented him with his 25-year service pin.

**C. Reports**

**1. Police Department**

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

Lieutenant Rebsch reported that the resident at 11418 Brighton is no longer living at the residence.

Lieutenant Rebsch announced the Officer Adames was recently promoted to Sergeant. She went through the previous Sergeant assessment with the department.

Mayor Jessup asked about the 5 loud noise and party issues and wanted to know if they were are one location. Captain Ashton confirmed that all were at one location.

Mayor Jessup also stated that he recently called PD regarding a solicitor at his house and reminded everybody that soliciting is not allowed without a permit from the City. He reminded residents to call the Police Department when you see somebody who may not belong.

Alderman Isbell recently heard of the term “ghost guns” and this is a kit that you can buy without a background kit. It’s a gun that you have to put together. Captain Ashton stated that they are actually not that easy to build and he has heard of one incident in Florida and the gun was dropped and broke. He agrees that there should be education ad concern.

Alderman Staigle asked about coordinating with the businesses and getting to know them. Captain Ashton stated that they are still meeting with the different businesses. Alderman Staigle is concerned about the surveillance at Aldi and would like for the City to put some pressure on them to increase surveillance. Make them aware that they are affecting out City. He suggested that we contact upper management. He suggested a fee for responding if they do not take action. Mayor asked Lieutenant Rebsch to pull the number of reports from Aldi and Courtney to contact City Secretaries to see if they have any policy on this.

Alderman Staigle stated that he saw on Facebook that a pedestrian was struck on W Airport and asked if it was true Lt Rebsch stated that there was an accident around November 11<sup>th</sup> but he does not have details.

Alderman Bezner asked if there is anything that jumps out on the monthly report. Rebsch reported that unfortunately during this time of year burglaries and robberies are up, but the report is about what they expect. Officers are patrolling and working hard.

Alderman Bezner questioned case from 2013 on the report that led to arrest in a homicide case. Police Department sent a baseball cap that the defendant was wearing for DNA test and found the defendant was wanted for capital murder.

Lieutenant Rebsch last night around 10:00 p.m. the Police responded to an aggravated robbery at Kelley’s. They do have a lead and they are following up on it.

## **2. Parks & Recreation**

Parks & Recreation Director, Colene Cabeza, gave a brief recap of Parks & Recreation activity for the last quarter. Below is a brief recap:

Summary from September to November.

### **Parks & Facilities Update**

- Completed Monarch right-of-way trail. We should see color in the spring, but right now it is in dormant season.
- Discovery & Nature Center brochure was completed to help increase revenue.
- Decorated the City for the fall season and changed banners.
- Now they have started decorating for Christmas and changed the banners and installed snowflakes and decorated oak tree in the park.

- Inclusive playground, Helfman Playground for All, is complete and opened November 9.

### **Events**

- November 9 Helfman Park Grand Opening. Both news channel 39 and 13 covered the event. Two more pieces of equipment to be delivered soon.
- Oktoberfest, German Festival, very well attended even though it was cold, and the Astros were playing in the World Series.
- Monarch Madness on October 6<sup>th</sup> was also very well attended. Parks estimates approximately 500 were in attendance. City of Sugar Land and Missouri City also attended in hopes to join.
- Shop & Drop event. YAC babysits and allows parents a night out.
- Grandparents day September 8<sup>th</sup>.

### **Volunteers**

- 1 Exp 240 hours \$5,048
- YAC helped at 4 events totaling 272 hours \$5,712

### **Staff Changes**

- Doris Sauls, former Experience Work Employee, has been hired as part-time employee and works at the Nature Center.
- Estonia Adams was then brought on from Experience Works. She is also working at the Nature Center.
- Posted the position for Parks Superintendent and opened until filled.

### **Upcoming Events**

- Active adults collecting items for Star of Hope.
- Begun the new trail along the bayou from water treatment center to Kirkwood. Alderman Staigle that we worked with Mar-Con to get this trail complete.
- Still working on landscaping for the Kirkwood project.
- Installing solar light poles on the trail from Dorrance to Monticeto adding much needed light.
- Improving animal pins at the Nature Center. Coyotes have found our animals and something got in the quail pin and we only have one quail remaining.
- Christmas Memories December 6<sup>th</sup> at 6:00 p.m. with snow and Santa!
- Shop & Drop on December 13<sup>th</sup>
- Opus 4 on December 14<sup>th</sup> at City Hall at 6:30 p.m.
- Preparing for a 5k Fun Run with Living Water. Working with both Parks and PD scheduled for March 28<sup>th</sup>.

Alderman Bezner asked about an emergency phone on the trail near the lake. Ms. Cabezas stated that she is not aware of phone. Mayor Jessup stated that there is an electrical box.

Alderman Kopczyński stated that he been at the park daily since it opened and it is amazing. He has met people from Katy, Rosenberg and several other cities. Word is out and people love it.

Mayor Jessup asked that photos and address of new park be added to the City website.

Mayor Jessup asked about Texas Parks and Wildlife trout stocking of the lake. Ms. Cabezas stated that as of now it is scheduled for the second week of December, but we do not have an exact date at this time. Alderman Kopczynski asked about doing a Facebook live of the release. Ms. Cabezas will talk to Erickson Advertising.

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

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

## **D. Mayor and Council Comments**

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

#### **a. Introduction of Jennifer Cabello, Code Enforcement Official**

Mayor Jessup introduced Jennifer Cabello the new Code Enforcement Official. In her first week she got thrown in to 11418 Brighton Lane and handled herself so well and professionally.

Ms. Cabello gave a brief background of herself. She stated that she grew up close to Meadows Place. Mayor Jessup stated that her father was a very respected building official who is well known in the area and been a great influence on Ms. Cabello. She is also a professor. She has been here 15 days and so far, gets along great with her coworkers. She will be presenting her report at the December meeting.

#### **b. Senate Bill 1152 – 2019-2020 Franchise Fee Collections**

Mayor Jessup stated that SB 1152 became effective September 1, 2019 and addresses right-of-way payments to carriers that provide both telecommunications and cable service in Texas. A carrier that provides services must conduct an annual comparison of total payments made statewide to municipalities. The carrier/provider will pay to municipalities the greater of the two fees (telecommunications or cable), based on the statewide comparison. Comcast and AT&T provide both telecommunications and cable service in Meadows Place and Texas. Both providers have informed Meadows Place which fee they will continue to pay beginning 2020. Comcast will pay the cable fee and not telecom fee. AT&T will telecom fee and U-verse.

The overall net impact to the City will be a loss of approximately \$10,000 in franchise fees.

#### **c. Where in the World is Meadows Place?**

Mayor Jessup introduced the water bottle contest. Residents have been asked to submit photos from now to January 7<sup>th</sup> with a Meadows Place water bottle while on vacation. The photos will be posted on the City website and the winner will receive a gift card for dinner for two plus dessert at Avenida Brazil. Displays have been setup in City Hall and at the Discovery Center.

**d. 2018-2019 Fiscal Year End Budget**

Mayor Jessup stated that finance has closed the 2018-2019 fiscal year and the auditors are reviewing the numbers. Mayor Jessup thanked Council and staff for keeping the expenses at 100.27% which included unexpected expenses.

**2. Council's Comments**

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

Alderman Staigle stated that he attended the monthly meeting last week and the project is moving along. Good news is we should switch to all concrete in about 3 weeks. Unfortunately, CenterPoint has delayed the light pole installation to January and they also delays the landscaping.

Alderman Kopczynski asked about lane closure for sidewalks. Alderman Staigle stated that there will be delays while unloading the concrete trucks. City will need to monitor lane closure during the pours.

Alderman Staigle stated the biggest issue has been the temporary asphalt, other than that the project has been going smoothly.

Mayor Jessup thanked Alderman Staigle for his help with the project.

**b. H-GAC Update Alderman John Isbell**

Alderman Isbell reported that he attended the H-GAC meeting last week. He was selected to the General Assembly, but he cannot take the place of Former Alderman Henley. Election of Board Members took place and the new representatives for our area Nancy Arnold of Waller and Mayor Joe Garcia of Pattison.

Several upcoming H-GAC events that Alderman Isbell plans to attend.

**c. Meadows Place Home & Garden Home Tour April 25, 2020 – Alderman John Isbell**

Alderman Isbell asked residents to save the date, April 25, 2020, for the Meadows Place Home and Garden Home Tour from 2:00 p.m. to 5:00 p.m. This is the 50-year anniversary and significant event and have several residence interested in participating. Will be asking EDC to purchase feather flags for the event. Mayor Jessup asked him to put the request in writing with cost and submit to the EDC for review.

He requested to sell tickets at the Nature Center and asked to use the City printer. Mayor Jessup said that it depends on the number of copies.

## **E. Regular Agenda**

### **1. Discussion and possible action regarding Lucas Leal's request to install a U.S. Flag Dropbox in front of Meadows Place City Hall for his Eagle Scout project.**

Mayor Jessup introduced the item and Alderman Isbell moved to approve Lucas Leal's request to install a U.S. Flag Dropbox with a location agreed upon with the Parks Director for his Eagle Scout project. Alderman Staigle seconded the motion.

Lucas Leal was present to present his request for his eagle Scout Project. He would like to install a retirement drop box for American Flags at City Hall. The box will have plaques stating why to retire the flag and what the flag represents.

Alderman Staigle asked how he selected his location. Mr. Leal stated that he wanted to have the box near the current flags on display. Alderman Staigle stated that a lot of people don't come to City Hall and he thinks we should find a more central location. There was discussion regarding location and that people go to the parks more than City Hall, so that might be a better location. Mr. Leal stated that having it at City Hall would bring people to City Hall and there is symbolism having it near the flags.

Mayor Jessup asked who will actually pick up and dispose of the flags. Mr. Leal stated that his troop will pick up the flags and then do a ceremonial burning of the flags.

Alderman Kopczynski asked about the construction of box. Mr. Leal stated that the box will be made of metal.

Alderman Isbell asked if his name will be on the box and he stated that yes it will be on one of the plaques.

Alderman Staigle stated that he could reach out to another troop if for some reason Troop 911 stops collecting the flags.

Mayor Jessup asked if there is a form that needs to be completed and Ms. Cabezas stated that the Eagle Scout provides the form to the City for approval. She will review with Mr. Leal after Thanksgiving.

The vote follows:

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

Nays: None

The motion carried.

### **2. Discussion and consideration of Resolution No. 2019-29 casting the City's vote for the candidate(s) for the 2020-2021 Fort Bend County Appraisal District Board of Directors.**

Alderman Bezner moved to approve Resolution No. 2019-29 casting the City's ten votes for candidate, Al Abramczyk for the 2020-2021 Fort Bend County Appraisal District Board of Directors. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion carried

**3. Discussion and consideration of Resolution No. 2019-30 authorizing the Mayor and City Secretary to enter into an agreement with Vepo, LLC for a secured Internet based system allowing Backflow Prevention Assembly Testers (BPAT) to input Texas Commission on Environmental Quality (TCEQ) approved backflow Test and Maintenance (T&M) Reports, and Customer Service Inspectors to enter TCEQ approved Customer Service Inspection Certificates.**

Mayor Jessup stated that agreement is at no cost to the City. The recent TCEQ inspection brought this situation to light.

Doug Goodwin of Vepo was present and stated that his company provides an online system to report backflow testing results. They are the only company that complies 100% with TCEQ guidelines. He stated that backflow assembly protects your water supply and must be tested annually by a licensed inspector. Vepo system allows the tester to enter the information online and the city will have access to this information and check compliance. This is funded by the tester when they enter their test information and no fees are passed on to the City. Vepo is 100% internet based and backed up every hour on servers throughout the country.

Alderman Staigle moved to approve Resolution No. 2019-30 authorizing the Mayor and City Secretary to enter into an agreement with Vepo, LLC for a secured Internet based system allowing Backflow Prevention Assembly Testers (BPAT) to input Texas Commission on Environmental Quality (TCEQ) approved backflow Test and Maintenance (T&M) Reports, and Customer Service Inspectors to enter TCEQ approved Customer Service Inspection Certificates. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried

**4. Discussion and consideration of Ordinance No. 2019-32 calling Joint Public Hearing to be held before the City Council and Planning and Zoning Commission of the City of Meadows Place, Texas, to be held on the 28<sup>th</sup> day of January 2020, at 6:00 p.m. at the City of Meadows Place City Hall, One Troyan Drive, Meadows Place, Texas, at which time all persons desiring to be heard will be heard on or in connection with any matter or question involving the proposed amendment to Section 153.096 of**

**Chapter 153 of the Code of Ordinances regulating provisions applicable to the C-3 Special Commercial District; and adopting a new Chapter 117 to the City of Meadows Place Code of Ordinances, providing rules and regulations for massage establishments.**

Alderman Bezner moved to approve Ordinance No. 2019-32 calling Joint Public Hearing to be held before the City Council and Planning and Zoning Commission of the City of Meadows Place, Texas, to be held on the 28<sup>th</sup> day of January 2020, at 6:00 p.m. at the City of Meadows Place City Hall, One Troyan Drive, Meadows Place, Texas, at which time all persons desiring to be heard will be heard on or in connection with any matter or question involving the proposed amendment to Section 153.096 of Chapter 153 of the Code of Ordinances regulating provisions applicable to the C-3 Special Commercial District; and adopting a new Chapter 117 to the City of Meadows Place Code of Ordinances, providing rules and regulations for massage establishments. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried

**5. Discussion and consideration Resolution No. 2019-31 authorizing the Mayor and City Secretary to enter into agreement with T-Mobile for the City's mobile services, which include the Code Enforcement mobile tablet, hot spots, and staff mobile phones currently on Sprint.**

Mayor Jessup stated that the savings will be between \$100 to \$340 per month. Our current vendor is Sprint. There are a few questions from the Police Department.

Captain Ashton stated that PD has some concerns regarding some features needed. Previously contract with T-Mobile was not good. PD has questions regarding coverage during a disaster, like priority access. Captain Ashton stated that he and the chief are not ready to move forward today.

Alderman Staigle stated that the cost savings are not worth it if you don't have access during an event.

Alderman Staigle moved to table Resolution No. 2019-31 authorizing the Mayor and City Secretary to enter into agreement with T-Mobile for the City's mobile services, which include the Code Enforcement mobile tablet, hot spots, and staff mobile phones currently on Sprint until the December meeting. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried



**6. Discussion and possible action regarding the revised job description for the City Administrator.**

Alderman Bezner moved to approve the revised City Administrator job description and get the position posted. Alderman Staigle seconded the motion.

Alderman Bezner stated that her Alderman Kopczynski reviewed some articles from EDC President Graf that helped to rewrite the job description. Alderman Bezner would like to look for a candidate with strong leadership skills and move forward with the City's current vision. This candidate should focus on strategic planning and budget. He is looking for general management experience and not necessarily government experience.

Alderman Bezner would like to be on the interview committee.

Alderman Staigle stated that the only position that would not report to the City Administrator are the City Secretary and Finance Director. These positions would continue to report directly to the City Council. Alderman Bezner disagreed and stated that he believes the Finance Director should report to the City Administrator. There was brief discussion regarding the Finance Director and who that position would report to. There was discussion regarding Finance Director versus Auditor.

Alderman Staigle asked if this position has the ability to hire and fire or so they recommend to Council hire and fire of employees. There was brief discussion among Council regarding this issue and discussion regarding City policy of termination.

There discussion regarding the interview committee and their objective and responsibility to advertise the position.

There was discussion regarding the termination of City Administrator would have to go before City Council and the Mayor would not have authority to terminate.

There was discussion regarding setting administrative policies for hiring and firing.

Alderman Kopczynski asked about changing the title to City Manager if the city goes home rule. Mayor Jessup stated that would be addressed in the Charter.

Discussion regarding staff getting to meeting with candidates prior to offering position.

The vote follows:

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

Nays: None

The motion carried

**F. Consent Agenda**

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

October 22, 2019 – Regular Meeting

**2. Ratification of Bills**

|   |                     |
|---|---------------------|
| <b>Mar-Con Services, LLC</b><br>Pay Estimate #10 for Kirkwood Reconstruction                          | <b>\$226,457.11</b> |
| <b>Joe Salvide</b><br>Street Repair – 12318 Brighton Ln   | <b>\$13,465.00</b>  |
| <b>Joe Salvide</b><br>Street Repair – 11903 Meadowtrail Ln  | <b>\$23,770.00</b>  |
| <b>Joe Salvide</b><br>Street Repair – 12227 Meadow Crest/Valencia Cul-de-sac<br>12246 Meadowhollow Dr | <b>\$17,635.00</b>  |
| <b>HDR, Inc.</b><br>Kirkwood Engineering Services (October 2019)                                      | <b>\$23,686.67</b>  |
| <b>24/6 Technical Services</b><br>Repair Well Motor and Water Well #3                                 | <b>\$34,378.00</b>  |
| <b>Medrano Painting</b><br>Painting park equipment and fence  | <b>\$8,835.00</b>   |
| <b>Randle Law LTD., L.L.P.</b><br>General Legal Counsel   | <b>\$4,212.00</b>   |
| <b>Randle Law Office, LTD., L.L.P.</b><br>Code Enforcement Legal Counsel                              | <b>\$1,272.00</b>   |
| <b>Randle Law Office, LTD., L.L.P.</b><br>Texas Direct Auto SUP                                       | <b>\$1,404.00</b>   |
| <b>Randle Law Office, LTD., L.L.P.</b><br>Economic Development Corporation                            | <b>\$312.00</b>     |
| <b>Concrete Conservation, LLC</b><br>Manhole Liner  | <b>\$6,690.00</b>   |
| <b>Texas Commission on Environmental Quality</b><br>Annual Permit                                     | <b>\$11,101.24</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.

**G. Audience Comments**

None

**H. Adjourn**

There being no further business on the agenda Alderman Staigle 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 8:45 p.m.

**These minutes were approved by City Council on Tuesday, December 17, 2019.**

ATTEST:

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

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

