



**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON NOVEMBER 27, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 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	City Secretary, Courtney Rutherford
Mayor Pro Tem, John F. Isbell	Alderman, Steven H. Bezner
Alderman, Rick J. Staigle	Aldermen, Terry J. Henley
Alderman, Kelle K. Mills	

Staff in attendance: Police Detective, William Nix; Parks and Recreation Director, Colene Cabezas; and Public Works Director, Danny Segundo.

**1. Pledge of Allegiance and Invocation**

Pledge by: Police Detective William Nix

Invocation by: Chaplain Jim Russell

**B. Presentations and Proclamations**

Mayor Jessup announced Alderman John Isbell's birthday, and everybody sang Happy Birthday!

**1. Arrow Academy Proclamation**

Mayor Jessup presented a Proclamation to Dr. Audrey Sanders, Principal at Arrow Liberation Academy acknowledging their National Blue-Ribbon Schools of Excellence Award.

**C. Reports**

**1. Police Department**

Detective William Nix gave an overview of the monthly statistics and activities report for November 2018. A copy was distributed to City Council and filed with the City Secretary.

Alderman Staigle asked how the officers knew the vehicle they stopped in the Chief's notes was stolen. Detective Nix stated that it was through inner agency cooperation. They were notified by Sugar Land Police Department that the stolen vehicle was entering our jurisdiction.

Mayor Jessup asked about the four (4) solicitor interventions. He wanted to know if they were call ins or officer initiated. Detective Nix stated that he was not sure about those four (4) stops, but the officers may contact when they see them. Alderman Bezner asked if citations were issued and Detective Nix stated that on the first stop they give a warning.

There was also a brief discussion regarding suspicious vehicles and package deliveries over the holidays. Detective Nix stated they have increased patrol in the residential area due to the upcoming holidays. Alderman Henley pointed out that due to the amount of online shopping delivery companies are sometimes using unmarked vehicles for delivery. Detective Nix stated that stealing packages is a theft and packages over \$1,500 are a felony.

Alderman Mills thanked the Police Department for their quick response when she called in regarding a suspicious person at her residence.

## **2. Parks**

The Parks and Recreation Director, Colene Cabezas, gave a brief recap on Parks events and projects for September to current.

Ms. Cabezas reported that they have hosted Meadows Elementary in five (5) field trips at the Discovery and Nature Center with three (3) more scheduled for this week.

Parks and Recreation have completed the following events in the last three (3) months.

- Monarch Madness with approximately 500 in attendance.
- Oktoberfest with approximately 300 in attendance.
- Costume Contest hosted by YAC with approximately 60 in attendance
- YAC Camping Trip with 20 students in attendance. The supplies for this event were furnished by Texas Parks and Wildlife due to Ms. Cabezas getting certified.
- Shop N Drop hosted by YAC with 15 in attendance.

The current projects in progress are as follows:

- Monarch Gateway-clearing field / planting  
They are working to clear the 13 acres under the powerline and will then seed by May at the latest.
- Kaboom – Grant for Inclusive Playground was denied due to community income level.
- Kirkwood Roundabouts
- Rebuild Meadows Elementary
- Atrium – Health Services for Active Adults, youth, staff

Parks volunteers have contributed 620 hours which is equivalent to approximate \$13,020 in kind services.

Ms. Cabezas stated that the Parks Department has the following projects and events coming up.

- Trail Head – Signs, boulders, butterfly gardens, seating
- Flower beds – West Airport / City Hall
- Painting McGrath Park fence
- Ordering Inclusive Playground equipment
- Trout Release Dec 4<sup>th</sup> at 10:30 a.m. – Meadows Elementary is the only school in the state that participates in this program.
- Polar Express /Christmas Memories- Dec 7
- Opus 4 -Dec 22

Alderman Isbell stated that he really likes the banners installed for Christmas. He also stated the Garden Club asked about a large marquee sign being added at the Discovery Center. Ms. Cabezas stated that she will look into it for the upcoming budget.

### **3. Fire Department Monthly Report for October 2018**

Mayor Jessup provided an overview of the Stafford Fire Department report for October 2018 which was filed with the City Secretary. Mayor Jessup stated that he will be meeting with our Police Chief, Chief DiCamillo, and EMS soon to discuss staging and Fire and EMS during the Kirkwood reconstruction project. He also wanted to publicly thank Chief DiCamillo for their cooperation during this project. He also stated that we are fortunate to have Fire and EMS in the city.

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

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

#### **a. Fort Bend CEO Publication**

Mayor Jessup displayed a plaque that had the cover a new publication called Fort Bend CEO and a one-page article on the City of Meadows Place. This is a new publication and the City of Meadows Place was the first city featured in it. He stated that this is another example of the City raising its standards and getting noticed. The plaque will be displayed in the lobby and preserved for history.

#### **b. Sexually Oriented Businesses**

Mayor Jessup stated that City Council and staff have started the process to regulate sexually oriented business in the City. He then asked the City Secretary to example the upcoming process for the zoning amendment.

Ms. Rutherford stated that City Council will call for a Joint Public Hearing with the Planning & Zoning Commission regarding regulations of sexually oriented businesses. Once a Joint Public Hearing is set notice will be published in the local newspaper and all properties within 200 feet of the proposed zoning amendment will be notified via a letter from the City.

Mayor Jessup stated that this was brought to his attention due to a recent issue in the City of Houston. Meadows Place is approximately 95% residential making it difficult

to find a solution, but along with legal counsel he believes they have found a possible solution. More information will be presented at the Joint Public Hearing.

## **2. Council Comments**

### **a. TML Update – Alderman Terry Henley**

Alderman Henley stated that he has been a board member of H-GAC for over 25 years and must be re-elected every year. He was pleased to announce that on November 8<sup>th</sup> he was again elected the H-GAC board. Alderman Henley presented brochures regarding “Sending to Texts to 911”. Although this technology is not available in Fort Bend or Harris Counties, it is available in approximately 25% of the state.

He also reminded Council that H-GAC preformed two studies for the Kirkwood reconstruction project. The cost for these studies was approximately \$100,000, funds that they City did not have. He wanted to publicly thank Director, Alan Clark, for being so instrumental in that process. After completing those studies H-GAC agreed that roundabouts were the best solution.

### **b. Kirkwood Construction Update – Alderman Rick Staigle**

Alderman Staigle stated the contract for the project has been signed and the pre-construction meeting was held on November 15 to exchange information and emergency contact numbers. The City has sent a Notice to Proceed to Mar-Con Services with a start date of January 2, 2019. The contractor is now working on submittals of projects and schedules. They are also working with the City to find a lay down yard. So far, they have not determined how the intersections will be closed, but no more than two (2) will be closed at a time. This project has a one (1) year timeline.

Alderman Bezner asked if there will always be 2-way traffic during the construction. Alderman Staigle stated that the plan is always have 2-way traffic during construction. Alderman Staigle added that City’s portion of the project will be approximately \$1,000,000 which will be funded by EDC.

Mayor Jessup stated that HDR Engineering has done a great job so far and will be working with the City throughout the project.

## **E. Regular Agenda**

- 1. Discussion and consideration of Resolution No. 2018-27 authorizing the Mayor and City Secretary to negotiate an amendment to the current contract with USW Utility Group, revise the rates related to other services and charges from a tiered base rate to a cost-plus 12 percent rate effective December 1, 2018.**

During this year’s annual audit review the City’s auditors (McCall Gibson Swedlund Barfoot PLLC) found that an invoice related to work completed at the City’s Water Pant #2 (Ground Storage Tank Painting) included a 10% markup by the City’s Utility Vendor USW. Per our Contract with USW the markup of 10% should not have occurred since the cost of the project was over \$25,000.

Cory Bostick with USW was present to address the charges. He thanked City Council for allowing them to operate the City's water and sewer system. He stated that USW charged a 10% mark up to cover overhead and is currently working on a credit to the City. He explained that the current contract has a tiered rate structure for items such as Repair Materials and Subcontract Repairs. The request is to revise the rates related to Other Services and Charges from a tiered base rate to a cost-plus 12 percent rate.

There was brief discussion among Council, Mr. Segundo, and Mr. Bostick regarding the current contract and the City's option. The current contract has a 30-day termination by either party. Alderman Bezner asked if we could renegotiate the entire contract. Mayor Jessup stated that the City can terminate and go out for bid, but we have been pleased with the work and service of USW. Alderman Staigle stated that most companies have some kind of markup for overhead, so he does not see this as a huge issue.

Mr. Segundo stated that average repair cost is about \$3,500 with our highest expense being for hydrants at \$7,500. Mr. Bostick stated that USW would be okay with the City paying subcontractors directly for work over a certain dollar amount.

Alderman Staigle moved to approve Resolution No. 2018-27 authorizing the Mayor and City Secretary to negotiate an amendment to the current contract with USW Utility Group, revise the rates related to other services and charges from a tiered base rate to a cost-plus 12 percent rate with a threshold of \$10,000 and work over \$10,000 will be paid directly to the sub-contractor by the City effective December 1, 2018. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Mr. Bostick will present this proposal to USW and send an amended contract to Mr. Segundo. Once he receives it he will forward to the City Secretary for signatures.

**2. Discussion and consideration of Resolution No. 2018-28 declaring Police Departmental training ammunition as surplus; authorizing and directing the disposal of surplus property.**

Mayor Jessup explained that the department has gone to one standard caliber and will be selling the current different calibers to licensed officers.

Alderman Staigle moved to approve Resolution No. 2018-28 declaring Police Departmental training ammunition as surplus; authorizing and directing the disposal of surplus property. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**3. Discussion and consideration of Ordinance No. 2018-32 amending section 10.99 of the Code of Meadows Place, regarding general penalties for ordinance violations reducing the maximum penalty for first and second violations of certain code provisions.**

Alderman Staigle moved to approve Ordinance No. 2018-32 amending section 10.99 of the Code of Meadows Place, regarding general penalties for ordinance violations reducing the maximum penalty for first and second violations of certain code provisions. Alderman Isbell seconded the motion.

Alderman Isbell asked if the fees would apply per home owner? Alderman Staigle stated yes. The violations will be tracked per home owner.

The vote follows:

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

Nays: None

The motion carried.

**F. Consent Agenda**

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

October 23, 2018 – Workshop Meeting

October 23, 2018 – Regular Meeting

**2. Ratification of Bills**

<b>Texas Commission on Environmental Quality</b>	<b>\$ 11,101.24</b>
Permit	
<b>AAA Flexible Pipe Cleaning Co., Inc.</b>	<b>\$ 12,797.50</b>
Clean & Televiser Sanitary Sewer	
<b>Concrete Raising Corporation</b>	<b>\$ 4,902.10</b>
Street Raising	<b>\$12,015.36</b>
<b>MLN Service Company</b>	<b>\$ 805.50</b>
Heater Maintenance at Fire Station	<b>\$ 4,891.00</b>
<b>Dahill</b>	<b>\$ 5,507.59</b>
Annual copy overages	
<b>Joe Salvide</b>	
Street Repairs Phase 2	<b>\$24,680.00</b>
Street Repairs Phase 3	<b>\$ 16,120.00</b>
<b>Randle Law Office LTD., L.L.P.</b>	
General Legal Counsel	<b>\$ 2,652.00</b>
Code Enforcement	<b>\$ 8,443.50</b>

Texas Voices

\$ 157.50

Alderman Mills moved to approve the Consent Agenda. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**G. Audience Comments**

None.

**H. Adjourn**

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

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

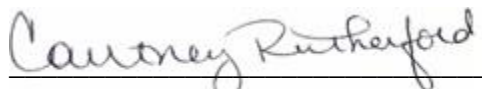
Nays: None

The motion carried.

The meeting was adjourned at 7:51 p.m.

**These minutes were approved by City Council on Tuesday, December 18, 2018.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor

