



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON NOVEMBER 28, 2023, 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
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem
Rick Staigle, Alderman
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; Assistant Chief Jack Ashton; Parks & Recreation Director, Colene Cabezas; and Public Works Director, Rod Hailey.

1. Pledge of Allegiance:

The Pledge of Allegiance was led by Meadows Elementary National Honor Society Members. Mayor Jessup introduced those members in attendance; Alexander Little-Ayala, Caleb Quick, Declan Merkle, Gregory Ng, Scarlett Skemp, Benjamin Tri, Charlotte St. Germain, Brynlee Kopczynski, Yanisel Hernandez, Lorenzo Ghashghaie, Abigail Romero, Jacob Ibarra and Ava Frame .

Mayor Jessup also recognized the Meadows Place Elementary teacher of the year, Audrey St. Germain.

Stacy Garcia from Meadows Elementary thanked Council for allowing the students to lead the prayer and see the city in action. She also reminded the community that the school is doing a food and blanket drive. You can drop off items at City Hall or the school.

2. Invocation: David Mertins, Alderman and resident

B. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for November 2023, which was distributed to City Council and filed with the City Secretary.

He spoke on a few highlights from the month as follows:

- Calls for Service – 2101

- Accidents – 9
- Arrest – 13
- Traffic Citations Issued – 351
- Assault – 6
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 2
- Robbery – 0
- City Ordinance – 2
- Theft – 5
- Property Checks – 2101
- Flock Safety Alerts – 51
 - Stolen Vehicles – 22
 - Sex Offender – 4
 - Stolen License Plates – 11
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 0
 - Warrant – 0
 - Protection Order – 3
 - Other Agency Hot List – 9
 - Violent Person – 0

Additional Notes:

- MPPD is preparing for Christmas Memories this Friday. Our IA is complete and will have final review tomorrow.
- Officer Manna was promoted to Sergeant. His new tour began at the beginning of November, and he has some additional training to attend, but has begun the transition. Officer Florian was promoted to Senior Officer and will be acting supervisor in the absence of a shift Sergeant.
- Training Center is in full swing. Multiple Agency training (this allows us to host classes we need by opening the training to other agencies, at little to no cost to us as the host). We are hosting more classes this month.
- Mesa: Quote for the Bridge Access Gate
- Grant Status (remains the same)
 - Radio Recorder grant approved in the amount of \$52,000.
 - Dispatch Console grant in the amount of \$197,000 is in review.
 - Portable Radio grant for 10 radios in review in the amount of \$57,000.
 - PD is currently seeking a \$250,000 grant for in-car-cameras and body cameras.

Mayor Jessup asked about the dispatch console grant. Chief Stewart stated that they are currently scheduled to assess the city’s current set up to ensure we can connect with Harris County.

2. Parks and Recreation – Colene Cabezas, Director

Ms. Cabezas presented the quarterly report on Parks and Recreation Events which was distributed to City Council and filed with the City Secretary. This report covered activity for September, October and November 2023. A few key points are listed below.

Event Re-Cap

- Fall Festival on October 14th
 - Approximately 800 people were in attendance.
 - Stein Contest had 75 kids and 15 adults
 - 20 Home and Garden Club Craft Booths
 - 2 Community Partners - Vessel & Pediatric Dentist
 - 8 Food Trucks, Carnival ride, inflates and petting zoo
 - Great support by PD
- Childrens Garden Pumpkin Patch
 - 3 Saturdays with 6 volunteers
 - Sold 74 pumpkins for a total of \$584

Projects Completed

- Sensory Park – Funded by General Fund and EDC
- Well 2 Landscaping – Funded by EDC
- Field House Painted – Funded by EDC
- Foundation Repairs – Funded by General Fund
- Street Name boulder installation – Funded by EDC
- Annual Well Check for NC Animals
- Christmas Decorating complete
- MPPB Discussion of Batting Cage Donation
 - Baseball will plan to present their request to council in January

Upcoming Projects

- Memorial program – Bench/Tree Donation
- New Rental Options for ½ day use
- Investigating Self Service Kayak Rental Kiosk
- Tennis Court Access Conversion
- Pool Reception Desk
- Dorrance Pender Fence Replacement
- Trail Work – Fill/Fluff

Upcoming Events

- Dec 1 – Christmas Memories – Funded by General Fund and EDC
 - Partners: Meadows Elementary Choir
 - Meadows Elementary NEHS
 - Virtue Tattoo
 - Meadows Marlins
 - MP Home & Garden

Mayor Jessup asked about the new tennis court access system. Ms. Cabezas explained that it has not been installed yet. They are scheduled to be out on Friday to start working on the installation. This process will not interrupt the current system.

Mayor Jessup also stated that the sensory park is a huge success. He has seen lots of children playing at on a regular basis including his grandchildren. He also met a family from Sugar Land that comes on a regular basis to the Meadows Place sensory park.

Alderman Mertins stated his grandchildren were in town last week. His daughter who lives in a planned community with a HOA stated that our parks are better than the parks in the neighborhoods. He also stated that the landscaping looks great throughout the city.

Alderman Kopczynski asked that when contacting card holders to remind them about the number of guests allowed.

Alderman Baker asked about the rainbow trout stocking at the lake. Ms. Cabezas stated that she talked to Texas Parks and Wildlife today, because they posted that they were going to be stocking today. They confirmed that they plan to deliver on December 12th.

Alderman Baker also stated that Christmas Memories is he daughter's favorite event because of the snow. Ms. Cabezas stated that there will be 20,000 pounds of snow this year!

Alderman Staigle stated that he likes the idea of the kayak rentals, but curious about signage of rent and use at your own risk. Ms. Cabezas stated that they are still looking into the process.'

Alderman Mills stated that all of the Christmas decorations look amazing.

3. Fire Department Monthly Report for October 2023 – Charles Jessup IV, Mayor

Mayor Jessup presented the fire report for October 2023 which was distributed to City Council and filed with the City Secretary. There was a total of 54 incidents in Meadows Place over the last month and 29 of those were assist EMS with medical incidents.

4. City Administrator's Report – Nick Haby, City Administrator

a. Restricted and Unrestricted Funds Analysis

City Administrator, Nick Haby, presented a brief report on the City's current restricted and unrestricted fund balances. He explained that from time-to-time staff brings budget amendments to City Council for unplanned expenditures. He stated that Council passed an ordinance for minimum fund balances. The city general fund currently has a balance of about 3.4 million dollars which is about \$400,000 short of the minimum fund balance. The utility fund currently has a fund balance about \$800,000 below the fund balance minimum. He reminded Council and staff to keep this in mind when thinking about unfunded projects in the future.

Mayor Jessup stated that he appreciated the update on the fund balances and that this is definitely in Council's thought process when approving projects.

Alderman Staigle reminded Council and staff that this is one of the lowest fund balance months and come February or march fund balances will be back up.

Alderman Mertins stated to review cash flow from past years to see what to expect in the future.

C. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Staff Appreciation

Mayor Jessup stated that the City will be hosting the annual employee appreciation luncheon on December 21st at 11:30 a.m. He stated that he enjoys the luncheon, but it is not enough to show his appreciation of staff. He publicly thanked the staff in attendance and asked that each department head share with their departments.

b. Drought affected roads

Mayor Jessup stated the drought affected the city in main breaks and streets dropped in some places close to 5 inches. The road damage across south Texas is real and this recovery will take years and millions of dollars. Public Works is working the best they can to repair streets in the city. Mr. Hainey maintains a list of repairs, as many as the budget will allow.

2. Council Comments

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

Alderman Staigle reported that we did get a submission of plans from the engineers, which he reviewed over Thanksgiving. He has reviewed and provided comments. He didn't see anything critical to hold up moving forward and asked that they submit to CenterPoint and... for review and approval. His main concern is CenterPoint since this project is on their land.

Mayor Jessup thanked Alderman Staigle for providing his expertise and time to work on these projects and saving the City thousands of dollars.

D. REGULAR AGENDA

1. Discussion and consideration regarding Resolution No. 2023-26 casting the city's vote for the candidate(s) for the 2024-2025 Fort Bend County Appraisal District Board of Directors per Property Tax Code, Chapter 6, Section 6.03, Board of Directors.

Alderman Staigle moved to approve Resolution No. 2023-26 casting the city's seven votes for Jim Rice for the 2024-2025 Fort Bend County Appraisal District Board of Directors per Property Tax Code, Chapter 6, Section 6.03, Board of Directors. 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 regarding Resolution No. 2023-27 authorizing the Mayor and City Secretary to execute an agreement with Granicus for Social Media eXstream renewal for the Facebook live stream of City Council meetings through December 2026.

Alderman Kopczynski moved to approve Resolution No. 2023-27 authorizing the Mayor and City Secretary to execute an agreement with Granicus for Social Media eXstream renewal for the Facebook live stream of City Council meetings through December 2026. Alderman Baker 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. 2023-28 authorizing the Mayor and City Secretary to execute an agreement with Texas Lawn Works for maintenance of the city's irrigation systems in the amount of \$40,320.00.

Mr. Haby stated that this is a new agreement for weekly inspections and a work schedule for irrigation repairs.

Alderman Staigle moved to approve Resolution No. 2023-28 authorizing the Mayor and City Secretary to execute an agreement with Texas Lawn Works for maintenance of the city's irrigation systems in the amount of \$40,320.00. Alderman Kopczynski 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 Ordinance No. 2023-39 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-566000, Sprinkler Maintenance, \$28,800 from the general fund balance for maintenance of the city's irrigation systems.

Alderman Mertins moved to approve Ordinance No. 2023-39 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-566000, Sprinkler Maintenance, \$28,800 from the general fund balance for maintenance of the city's irrigation

systems. Alderman Baker seconded the motion.

Alderman Baker asked if they are going to fix the issues moving forward with this new contract? Ms. Cabezas explained that this cost is just for the maintenance and identifying the problems.

The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration establishing a Special Fee entitled Utility Infrastructure Fee and Special Fund for the purpose of rehabilitation and construction of present and future public water and sewer utilities in the city.

City Attorney, Grady Randle, from Randle Law was in attendance to discuss this item with City Council and staff. He explained that the current utility fund is an enterprise fund that covers both water and wastewater. The current budget is approximately five (5) months underfunded. He explained that the purpose of this fund is to cover the cost of rehabilitation and construction of the present and future public water and sewer facilities in the city. He then asked Council is this fee going to be used to cover the expenses to provide utility services for which the customers are being billed. He then explained that the water code gives the city the authority to fix the revenue to permit a reasonable opportunity to earn a reasonable return on its invested capital are used and useful in rendering service to the public, providing water and wastewater, over and above its reasonable and necessary operating expenses and to preserve financial integrity of the utility. Therefore, the current budget proves that this fee is needed in order preserve the financial integrity of the utility.

Mr. Randle stated that his office has a copy of the ordinance created by staff in August and they will revise it and send it back to staff for approval at the December meeting.

6. Discussion and consideration regarding rules and regulations for use of city parks and public grounds.

Ms. Cabezas requested additional rules for the city parks and public grounds. The parks are becoming more heavily used by residents and non-residents. She would like to update the rules and post signs stating what is not allowed in the city parks.

There was brief discussion among Council and staff regarding rules and regulations for use of city parks and public grounds.

Alderman Staigle stated that some of these items are going to be hard to enforce, like pinatas and confetti.

Council directed staff to bring a a mockup of the sign to the Council meeting next month for

review.

7. Discussion and consideration regarding political signs.

Mayor Jessup stated that he requested this item. His concern is political signs in residential yards and at City Hall during elections. He asked to create restrictions for political signs at City Hall. Mr. Randle stated that the city cannot regulate political signs at City Hall. The only regulation is that the signs must be 100 feet from the polling location entrance. There was no further discussion regarding political signs.

8. Discussion and consideration regarding travel and training, including annual travel budget for the city's TML Representative.

Alderman Staigle stated that he requested this item at the request of Terry Henley, the City's TML Representative. The budget current budget for his travel is \$1200 and he spent over \$1,500 at the TML Annual Conference. Mr. Henley also attends the TML Regional meeting yearly and he asked Council to increase this line item to cover his travel for these two (2) events. Alderman Staigle asked if the city wants to continue have Terry Henley serve as the TML Rep for the city.

Council agreed to have Mr. Henley continue as the City's representative with TML. They believe he has done a great job representing the city. However, they would like for him to report to Council after attending these events. Once Mr. Henley steps down they would like to see another person take on this position, possibly a board member.

Alderman Staigle moved to increase the TML Rep travel budget to \$2,000. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

There was brief discussion regarding a Training and Travel policy for Council and staff. Council directed staff to create a policy for the December meeting for review and approval.

9. Discussion and consideration to reschedule the Regular City Council Meeting in December to December 19, 2023, due to the Christmas holidays.

Alderman Baker moved to reschedule the Regular City Council Meeting in December to December 19, 2023, due to the Christmas holidays. Alderman Kopczynski 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:

October 24, 2023 – City Council Regular Meeting

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Baker 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)

None.

G. RECESS REGULAR MEETING

Mayor Jessup recessed the regular meeting at 8:27 p.m. for Council to meet in executive session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney.

H. EXECUTIVE SESSION

1. Pursuant to the Texas Open Meetings Act, Government Code 551.071 – Consultation with Attorney regarding VROOM’s request to Terminate Development Agreement with the City.

The executive session adjourned at 9:10 p.m. and Council reconvened into regular session at 9:12 p.m.

I. RECONVENE REGULAR MEETING

1. Discuss and take appropriate action regarding VROOM’s request to Terminate Development Agreement with the City.

Mayor Jessup stated that Council has decided not to terminate the agreement with VROOM at this time.

Alderman Mertins stated that the current contract is for one more year with a \$10,000 monthly payment to the city in place of sales tax. Council agreed to terminate the agreement if VROOM agrees to a settlement of \$80,0000.

Patrick Hamilton was present on behalf of VROOM. He will take the City's counter back to his company. He stated that the permit is for a specific use and the use is no longer working. He also stated that VROOM's lease is terminating effective December 31, 2023. He stated that part of the agreement was to be an agreement on credit for sales tax from the other businesses in the complex and if the exceeded \$10,000 a month, then VROOM would not have to pay the monthly fee. He believes VROOM is actually due a reimbursement on sales tax.

Mayor Jessup stated that he believes that the City has met its obligations regarding sales tax.

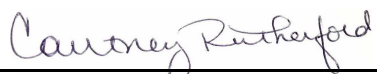
Alderman Staigle stated that he can talk to his side and communicate through the City Administrator, Nick Haby.

J. ADJOURN


There being no further business to discuss Mayor Jessup adjourned the meeting at 9:23 p.m.

These minutes were approved by City Council on December 19, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

