



MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, DECEMBER 15, 2020 AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., 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 via teleconference:

Mayor, Charles D. Jessup, IV
Alderman, John F. Isbell

Mayor Pro-Tem, Kurt Kopczynski
Alderman, Tia Baker

Aldermen, Rick J. Staigle and Kellie Mills joined via zoom.

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

The following staff were also in attendance: Jack Ashton, Police Captain; and Jennifer Cabello, Code Enforcement Official.

1. Pledge of Allegiance and Invocation

Pledge by: Charles D. Jessup IV, Mayor

Invocation by: Kurt Kopczynski, Alderman

B. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart was absent; therefore, Captain Ashton gave an overview of the monthly statistics and activities report for December 2020, which was distributed to City Council and filed with the City Secretary.

Captain Ashton spoke on a few highlights from the month as follows:

- Accident in the Kirkwood Round-About
- Thefts are high, multiple at Murphy Express – Stealing Beer, Walgreens, and CVS also
- Holiday season therefore crime is up
- Maintain COVID protocols and procedures
- COVID impact – 3 officers confirmed COVID positive with 9 in quarantine.
- Two (2) officers out on injury leave
- Training Center still closed to the public, but opened for training
- Police Tahoe is in for repair after accident and will be out of service for about 3 more weeks.

- LPR Grant finalized – performing site analysis tomorrow and then cameras will be installed
- Been awarded the Live Scan Fingerprint Grant

Mayor asked the time frame for the Live Scan equipment. Captain Ashton explained that it is a fairly quick turnaround, but maybe delayed due to holidays.

- Captain Ashton stated that the holiday season is here – Remember the bad guys are shopping too. PD is out in the community and reminds everybody to stay alert.
- They are conducting interviews for open officer positions and as of now have 2 potential candidates.
- Ghost car is still a huge in the community and within the department.
- New video system allows for more people to attend trainings at the Training Center.
- Temperature kiosks have been installed. Set up should be complete this week.
- 9th Annual Christmas MPPD Christmas Party and awards night has been rescheduled for March.

Alderman Isbell asked about the infrared camera cost that was installed in the ghost car. Captain Ashton stated that the unit cost about \$3,500 per camera.

Mayor Jessup noted the holiday season is here and crime is up in neighborhoods since people are doing less in store shopping.

Mayor Jessup mentioned that recruiting is always hard for small departments, but our department remains technically competent. The Chief is currently working on a Recruitment video with Merritt Media to assist with recruiting efforts.

Alderman Baker asked about the temperature kiosk if it will store the info. Captain Ashton stated that it can. It is based on how we set up.

2. Code Enforcement – Jennifer Cabello, Code Enforcement Official

Code Enforcement Official, Jennifer Cabello gave a brief over of code enforcement activities for the last three months. Below are a few highlights:

- Total Number of cases: October to Current 283
- Total Cases Opened: October to Current 221
- Total Cases Closed: October to Current 205
- Total Cases to Court: October to Current 27

- Working with Admin to get an active permit list weekly, especially on the weekends
- Working on issues with unoccupied homes and most cases have an upcoming court date

Mayor Jessup asked about property that can to city notice on December 3rd. If abatement takes place a lien will be filed on the property.

Alderman Isbell about work happening without the permit being posted in the window.

Alderman Kopczynski asked about the non-approve car cover. Asked what is an approved car cover. Ms. Cabello explained mirrors openings, clear plastic over registration, license plate visible, properly secured, and made to fit that vehicle.

3. Fire Department Monthly Report for November 2020 – Mayor Charles Jessup IV

Mayor Jessup provided an overview of the Stafford Fire Department activity report for November 2020 which was filed with the City Secretary.

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month.

Mr. Haby talked about code enforcement and condemning a house. He stated that the City does have an ordinance regarding this, and Council actually votes on condemning a house after getting a report from the building official and after conducting a public hearing.

He also told Council that staff is currently reviewing the personnel manual and hopes to update it and bring it to Council within the next few months.

Mr. Haby reported that staff is working to get a good inventory on computers with a replacement schedule.

Mr. Haby stated that the Council Chambers is currently under construction and will be complete by the end of the month.

Finally, he reported that there is a pending issue at the crosswalk near the new school. Staff is working on repair options and will be bringing a contract to Council soon.

Alderman Isbell thanked Mr. Haby for the getting the road and sidewalk repair schedule up on the City website.

Alderman Baker asked if it is possible to get a map showing what had been completed in the last few years.

Alderman Kopczynski asked about the Council construction. Mr. Haby stated that they are making progress and plan to be done by Christmas.

Mayor stated that City of Meadows Place is doing a great job of finding what is reimbursable and leading the way on getting reimbursed.

Mr. Bezner suggested a program where if a resident removes a tree causing the problem would the City repair the sidewalk. Mayor stated concern for how to run the program and keep up with the budget.

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. Charter Commission

Mayor Jessup thanked Council, Courtney, Nick, and Randle Law all members of the Commission for embarking on the journey to become a Home Ruled City. This will be months of hard work. Mayor and Council will not be involved in that process. This will fall all the Commission. The Commission will have their first meeting tomorrow.

b. Address Marking

Mayor Jessup stated this has been addressed by Police, Fire and EMS to have residents maintain a visible address on their property. There was a recent incident in the cul-de-sac at Meadows Place where a resident called 911 and didn't know the address of the location. He brought it to staff's attention and Public Works went out and marked the address on the curb and the field house.

Alderman Kopczynski suggested emergency poles in the parks. He asked if we could look into the cost of installing these poles throughout the City. Mayor stated that he can get with staff to work on it.

c. Court Notifications

Mayor Jessup stated that court got new software that will be able to send text messages to defendants regarding their upcoming court dates. Mayor stated this a huge improvement for court. Mayor thanked staff for getting this in place.

d. COVID Update

Mayor Jessup stated that tomorrow he will be meeting with FBC Mayors and Methodist Hospital regarding COVID vaccines. He thanked FBCMCA for arranging this meeting. He will keep Council up to date.

e. New Council Make-Up

Mayor Jessup welcomed Tia Baker to City Council. He stated that he knows this Council has the City's best interest at heart!

f. Holiday and Trash Schedule

Mayor Jessup thanked Kevin Atkinson and Texas Pride Disposal for stepping up to pick up trash December 26th and January 2nd following the holidays this year at no extra charge.

2. Council Comments

a. Kirkwood Construction Update – Alderman Rick Staigle

Alderman Staigle gave an update on the Kirkwood Road Reconstruction. Working on getting the final inspection scheduled. Should be final in January due to holidays. There was an accident involving a drunk driver and staff is working to make repairs. CenterPoint will have the light pole up by December 31st.

Mayor asked about the light pole cost and if we should keep a spare on hand. Staigle stated that it is CenterPoint's responsibility to replace and repair the pole.

We do have insurance information and Courtney has filed a claim and is working to get reimbursed for the damage.

There was brief discussion regarding the irrigation system.

b. Mobility Bond Project – Alderman Rick Staigle

Alderman Staigle gave an update on the Mobility Bond Project. He stated that the City of Meadows Place and the City of Stafford have been awarded the trail project for the Fort Bend County 2020 Mobility Bond. This project will tie into an existing trail system that ends at the border of Meadows Place/Fort Bend County and will be at natural extension for a future trail extension tying to the Keegans Bayou trail

which ties to the Braes Bayou system allowing hike and bike traffic to move from Stafford all the way to the Med Center area, on to UofH and Texas Southern University. In addition, this tie in to the proposed parking lot at the Training Center and the two existing parking lots will enhance the ability to draw a much larger crowd to such events as the Monarch Migration Festival generating a boost in tourism and revenue.

Alderman Staigle will be meeting with the City of Stafford soon to discuss funding of the City portions.

D. REGULAR AGENDA

1. Discussion and consideration of Resolution No. 2020-62 authorizing the Mayor and Police Chief to submit a grant application for the Live Scan System (AFIS) to the Office of the Governor – Grant Number 4080301.

Alderman Baker moved to approve Resolution No. 2020-62 authorizing the Mayor and Police Chief to submit a grant application for the Live Scan System (AFIS) to the Office of the Governor – Grant Number 4080301. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

2. Discussion and consideration of Ordinance No. 2020-40 calling a Joint Public Hearing before the City Council of the City of Meadows Place, Texas, and the Planning and Zoning Commission of the City of Meadows Place, Texas, to be held on the 5th day of January 2021 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an application for an amendment to Meadows Elementary Specific Use Permit to allow for an electronic sign located at 12037 Pender Ln, Meadows Place, TX 77477.

Alderman Baker moved to approve Ordinance No. 2020-40 calling a Joint Public Hearing before the City Council of the City of Meadows Place, Texas, and the Planning and Zoning Commission of the City of Meadows Place, Texas, to be held on the 5th day of January 2021 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, To receive public comment regarding an application for an amendment to Meadows Elementary Specific Use Permit to allow for an electronic sign located at 12037 Pender Ln, Meadows Place, TX 77477. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

Discussion and consideration of Ordinance No. 2020-41 amending Title III: Administration, Officials, Subsection 30.31(A) “Payment of Debts and Obligations,” contained within the Code of Ordinances of the City of Meadows Place.

Alderman Baker moved to approve Ordinance No. 2020-41 amending Title III: Administration, Officials, Subsection 30.31(A) “Payment of Debts and Obligations,” contained within the Code of Ordinances of the City of Meadows Place. Alderman Kopczynski seconded the motion.

Alderman Kopczynski asked if this for budget items and is this amount standard for a City our size.

Alderman Staigle stated that at the County they can spend up to \$50,000.

Mr. Haby stated that in the ordinance Council can request of report.

The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

3. Discussion and consideration of Resolution No. 2020-63 approving intradepartmental budget transfer of previously approved funding allocations without changing, modifying, adjusting, or amending the current budget.

Alderman Baker moved to approve Resolution No. 2020-63 approving intradepartmental budget transfer of previously approved funding allocations without changing, modifying, adjusting, or amending the current budget. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

4. Discussion and consideration of Ordinance No. 2020-42 repealing and amending Title XV: Land Usage, Chapter 150: Buildings, Section 150.09 “Certificate of Occupancy Required; Fee” contained in the Code of Ordinances of the City of Meadows Place.

Mayor Jessup reminded Council that they discussed this last month and removed the requirement for new owners.

Alderman Baker moved to approve Ordinance No. 2020-42 repealing and amending Title XV: Land Usage, Chapter 150: Buildings, Section 150.09 “Certificate of Occupancy Required; Fee” contained in the Code of Ordinances of the City of Meadows Place. Alderman Kopczynski seconded the motion.

Alderman Baker asked about the Commercial inspections. Mr. Haby stated that commercial property will still be inspected by the Fire Marshal.

Alderman Kopczynski asked about a handout for new homeowners regarding smoke detectors. He suggested putting it in the Welcome Packet for new residents.

The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

5. Discussion and consideration of Ordinance No. 2020-43 amending the General Fund Budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 in the amount not to exceed \$35,500 from the General Fund Balance to Parks & Recreation budget for a Recreation Coordinator.

Mayor Jessup stated that Colene asked for this item to re-hire a Recreation Coordinator. Ms. Cabezas explained why this position is important for her department. She stated that this position is needed for Parks programs and oversees the summer/pool staff. She would like to post and hire for this position in January with hopes of opening the Nature Center in February.

Alderman Baker moved to approve Ordinance No. 2020-43 amending the General Fund Budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 in the amount not to exceed \$35,500 from the General Fund Balance to Parks & Recreation budget for a Recreation Coordinator. Alderman Isbell second the motion.

Alderman Isbell asked about the budget impact for the next budget year. Mr. Haby stated that the full year impact of this position is approximately \$74,500. That is salary plus benefits.

Alderman Baker asked are we sure that we are going to be able open all of facilities and provide all of the services the position will manage. Ms. Cabezas stated that due to COVID we are not sure if we will be able to re-open all facilities and programs.

Alderman Isbell asked if this person will be able to work in other areas of the Parks Department if the programs remain closed.

Mayor Jessup asked if the Nature Center is open now or not? Ms. Cabezas stated that is it not open, but they do allow organizations to hold meetings in the Discovery Center.

Alderman Kopczynski asked if she has somebody in mind for the position. She stated that she does have a person in mind, but she will post the position and interview.

Mayor Jessup asked how many hours Doris is currently working at the Nature Center. Ms. Cabezas stated that she is currently working 3-5 days a week for animal care and cleaning the facility.

Alderman Baker thanked her for keeping it open for meetings.

Mayor Jessup asked what this position has to do with the pool? Ms. Cabezas stated this position is over the summer staff and summer programs.

There was brief discussion among Council regarding the facilities and programs due to COVID.

Cheryl Teague, resident at 11611 Dorrance Ln, asked what about Colene Cabezas' job duties and the facial recognition software on the temperature kiosks. Ms. Cabezas explained that she is over the department and supervisors the staff.

Mayor Jessup explained that the temperature kiosks are not keeping pictures. It is to monitor temperatures of those entering the building.

She stated that she is a part of group that does not agree with temperature checks or masks.

Steve Bezner, resident at 12222 Meadow Crest stated that he is in favor of temperature checks and protecting his constitutional rights.

The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

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:

November 17, 2020 – Special Council Meeting Minutes

December 4, 2020 – Possible Quorum Minutes (Christmas Memories)

2. Ratification of Bills

Amanzi (Ice Skating Rink Christmas Memories – Final Payment)	\$	6,426.69
McCall Gibson Swedlund Barfoot PLLC (Interim Audit Fee)	\$	20,000.00
Tyler Technologies (Content Manager/Court Scheduler Installation)	\$	4,200.00
Tyler Technologies (Content Manager/Court Scheduler License and Annual Fee)	\$	10,137.00
Joe Salvide (2020-2021 Sidewalk Repairs - Deposit)	\$	16,800.00

Alderman Kopczynski moved to approve the Consent Agenda. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion carried.

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

Charles Teague, resident at 11611 Dorrance, last Saturday 50 people met up in the parks and celebrated taking their masks off in our parks. He spoke about liberty and the constitution.

Steve Bezner, resident at 12222 Meadow Crest, stated that video has been great, but the audio has been in and out. He thinks it is much better. He then stated that he supports the City and County’s masks rules.

G. ADJOURN

Alderman Baker moved to adjourn. Alderman Isbell seconded the motion. There be no further business the meeting adjourned at 8:23 p.m.

These minutes were approved by City Council on January 26, 2021.

ATTEST:

Courtney Rutherford
Courtney Rutherford, City Secretary

CD Jessup IV
Charles D. Jessup IV, Mayor

