



**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON DECEMBER 17, 2019 AT 6:30 P.M. AT MEADOWS PLACE CITY HALL, ONE 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	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 Ashton and Jennifer Cabello, Code Enforcement Official.

**1. Pledge of Allegiance and Invocation**

Pledge by: Captain Jack Ashton, Meadows Place Police Department

Invocation by: Jimmy Fenwick, Meadows Place Resident

**B. Presentations and Proclamation**

None

**C. Reports**

**1. Police Department**

Captain Jack Ashton gave an overview of the monthly statistics and activities report, through December 16, 2019, which was distributed to City Council and filed with the City Secretary.

Code of Ordinance violation there were four for loud noise/party, but all were at different locations. He also stated that of the reported accidents none were in the construction area.

Last month there was an aggravated robbery at Kelly's Country Kitchen and Corporal Kenig identified the suspect, a warrant was issued, and an arrest was made. Captain Ashton recognized Officer Campbell and Corporal Kenig

Captain Ashton gave a brief recap of the Police Department's annual awards dinner. This year there was a tie for Officer of the year which is a first in the department's history. Officers Ramirez and both received the Officer of the Year award.

Officer Jackson received an award for his 13<sup>th</sup> year of perfect attendance.

Preparing for Christmas and New Year's Eve which will conclude their busy season.

Mayor Jessup thanked the Police Department for their hard work and congratulated those who won awards.

Officer Bezner is there anything that stands out or seems to be trending. Captain Ashton stated how important it is to call and report incidents and suspicious activity.

Alderman Staigle asked how can we get our businesses to help us help them? He has noticed that several businesses do not have surveillance videos. Captain Ashton stated that their first question is "is there video available?" He'd like to see this handled at staff level, but if it needs to move higher up please let Council know. Alderman Staigle stated that he has seen other cities declare these businesses as a nuisance in the city.

Mayor Jessup asked that the Police Department provide a list of businesses without cameras and the City will prepare a letter to send to the local office plus the corporate office.

Alderman Mills thanked the Police Department for helping her and her husband at Christmas Memories.

## **2. Code Enforcement**

Code Enforcement Official, Jennifer Cabello gave an overview for November 11, 2019 to December 16, 2019, which was distributed to City Council and filed with the City Secretary.

Alderman Bezner asked the difference between a case and violations. Ms. Cabezas explained that the case is issued for the address and could have multiple violations.

Alderman Bezner what is the follow up on 11838 Mulholland for January 6, 2020. Ms. Cabezas stated that she gave 30-day notice to come into compliance. What is the follow up? Ms. Cabello stated that she will inspect to see if they have come into compliance. If not, she will move to citation or inspection warrant. He can get access to the property if she needs it.

Alderman Staigle addressed item 9e, tree clearance. Stafford Fire Department will be bringing in a new ladder truck and trees to be trimmed so that the truck can pass underneath.

Alderman Isbell asked about pending cases from the previous employee. Ms. Cabezas stated that there were approximately 100+ that were pending and she has closed over 50% to date. He would also like to see more history on her report.

Alderman Kopczynski asked about section 4, charges files in court, and the cases that do not show. City Secretary, Courtney Rutherford, stated that a Failure to Appear will be issued and the case will eventually be handed over to collections. Mayor Jessup stated that Code Enforcement can get an inspection warrant and abate if necessary and file a lien.

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

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

Fire Marshal has approved the plans for Meadows Elementary. Fire Marshal has also reviewed plans for a new strip center on W Airport at Kirkwood.

Pulled the power reel from the ceiling.

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

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

#### **a. FBCAD 2019 Tax Collections**

Meadows Place has collected 13.19% of the 2019 taxes versus 7% of other cities in the county. The cities overall collection is 99%. This collection rate helps with the city's budget process.

#### **b. Instagram**

The City now has an Instagram account and he will be getting a lesson tomorrow and will be posting more.

#### **c. Election Information**

The laws have changed, and we now have to a permanent link on the city's website homepage for election information. The City Secretary has posted information for the May 2, 2020 election.

#### **d. Christmas Memories**

The event was outstanding and probably has to largest attendance to date. The Parks Department and Police Department do a great job at the event. The event is special for Meadows Place.

**e. Where in the World is Meadows Place - Water Bottle Contest**

This is a Facebook contest asking people to take a Meadows Place water bottle on vacation and send in pictures to the City Secretary with the water bottle to be entered for a chance to win dinner.

**f. Road Repair Update**

Mayor Jessup reported that from October to current Public Works has spent \$11,225 on concrete raising and they have replaced 7,207 square feet of concrete totaling \$89,455.

**g. Court Arraignment Times**

Due to overtime and long days on arraignment court dates the Judge, prosecutors and staff have agreed to move arraignments from 5:30 p.m. to 1:30 p.m.

**2. Council Comments**

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

Alderman Staigle stated that Kirkwood is coming along and opened the traffic a couple of weeks. Met with CenterPoint and they were supposed to start foundation this week, but we have not seen them yet. A big question about the speed limit and the 15-mph sign is not enforceable. The speed limit is 30 mph and will be posted at completion of the project. Lower to 25 mph we have to meet certain specifications including a yearly report to the state with citation data and accident data.

Mayor Jessup stated that he is in favor of a speed limit of 25 mph. Alderman Staigle stated that this is not an action item tonight but could be on the agenda in January if Council wants to move forward with changing the speed limit.

John Macasaet, resident at 11618 Brook Meadows, asked about landscaping that was removed. He stated that he has matching flowerbeds on either side of his driveway and asked if it will be reinstalled. Alderman Staigle asked that he send the information to the City Secretary.

**E. Regular Agenda**

- 1. Discussion and consideration of Ordinance No. 2019-33 setting the 25<sup>th</sup> day of February 2020 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing to receive public comment regarding proposed street and infrastructure maintenance and/or repair in the city limits.**

Alderman Isbell moved to approve Ordinance No. 2019-33 setting the 25<sup>th</sup> day of February 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing to receive public

comment regarding proposed street and infrastructure maintenance and/or repair in the city limits. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**2. Discussion and possible action regarding the creation of a hiring/interview committee for the City Administrator position.**

Mayor Jessup recommended Bob Graf and Tia Baker as the two residents to serve on the committee. He also asked Aldermen Staigle and Bezner to serve on the committee. He then asked for discussion on the committee.

Alderman Isbell stated that he thinks that is a great committee with lots of experience.

Alderman Isbell moved to appoint Mayor Jessup, Alderman Staigle, Alderman Bezner, Bob Graf, and Tia Baker, Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Council then reviewed a hiring process for the City Administrator position.

Applicants to Bob and Rick by Friday, December 20<sup>th</sup>. The Committee will meet the week of January 19<sup>th</sup>. The City Secretary will send an email to set the date and time.

**3. 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.**

There was brief discussion regarding first responder access during a significant event.

Alderman Bezner moved to approve 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. Alderman Staigle 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. 2019-34 amending building permit fees for tear down and rebuilds.**

Alderman Staigle moved to approve Ordinance No. 2019-34 amending building permit fees for residential tear down and rebuilds to \$.56 per square foot. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Mills

Nays: None

Alderman Kopczynski abstained from the vote.

The motion carried

Staigle make cost effective and encourage rebuilds in the City.

**5. Discussion and consideration of Resolution No. 2019-32 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof.**

Alderman Staigle moved to approve Resolution No. 2019-32 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof. Alderman Isbell 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 Wastewater Treatment Plant improvements.**

Public Works Director, Erik Tschanz was present, and Corey Bostick with USW was also present

A couple days after Thanksgiving the 2 traveling bridges malfunctioned, 2 days apart, and are in need of repair. These are a major expense and other items that need to be repaired.

Alderman Staigle stated that it looks to be over \$350,000 in repairs. Council asked the cost for repair or new bridges. If you don't repair the weirs and troughs the overall cost repair is about \$150,000. There is approximately \$750,000 in reserves.

Mr. Bostick stated daily operator of the facility and take pleasure in working with these facilities. He stated that the facilities are well over 40 years in age and in need of repair. Discussed options for repair and material to be used. He suggested fiberglass instead of metal for the repairs because fiberglass will hold up better over time.

Alderman Bezner would like to tor facility and see what needs to be repaired.

Alderman Staigle stated that there is enough in reserve to pay for the repairs. Mr. Bostick stated that the got an estimate of \$750,000 for replacement. Alderman Staigle suggested making the repair and Council start preparing for the replacement in the future.

There is also a blower mower down currently. The blower is at the shop being repaired.

Council asked that Mr. Tschanz and Mr. Bostick to put together 5-year plan to be presented to Council in February.

Alderman Kopczynski asked if they will be getting more bids for the repair? Mr. Bostick stated that they will get more repairs.

Council agreed to meet on Friday, December 20<sup>th</sup> at 2:00 p.m. to meet and review the facilities.

**7. Discussion and consideration of Resolution No. 2109-33 authorizing the Mayor and City Secretary to negotiate amendment #2 to the current contract with HDR Engineering, Inc. to revise the fees related to construction management for additional part-time construction inspection services for the Kirkwood Road reconstruction.**

Due to project running into February.

Alderman Staigle moved to approve Resolution No. 2109-33 authorizing the Mayor and City Secretary to negotiate amendment #2 to the current contract with HDR Engineering, Inc. to revise the fees related to construction management for additional part-time construction inspection services for the Kirkwood Road reconstruction not to exceed \$16,000.00. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried

**8. Discussion and consideration of Resolution No. 2019-34 authorizing the Mayor and City Secretary to enter into agreement with Huitt-Zollars for professional architectural and engineering services for a facility condition and needs assessment.**

Chris Casey, Vice President of Huitt-Zollars. Been in Texas for 40 years and in the Houston area over 20 years. Come do visual inspection of all 5 facilities. They will then put together a cost assessment to make improvements based on maintenance, needs and projected growth.

Alderman Staigle stated that this proposal does not include all facilities. If Council wants to review more facilities, we will need to increase the budget. Public Works facilities are not included in the proposal and Council could ask for a proposal to review these facilities.

Alderman Bezner suggested that Council review all of the facilities. Mr. Casey stated that it would be more thorough to review all facilities, but that will cost more.

There was discussion to add more facilities to the proposal. Facilities to consider adding would be the EOC and Fire Station.

Alderman Staigle moved to approve Resolution No. 2019-34 authorizing the Mayor and City Secretary to enter into agreement with Huitt-Zollars for professional architectural and engineering services for a facility condition and needs assessment not to exceed \$65,000.00. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried

**9. Discussion and consideration of Resolution No. 2019-35 authorizing the Mayor and City Secretary to enter into agreement with Fort Bend County Water Control and Improvement District No. 2 (WCID2) for Emergency Water Interconnect.**

Mayor Jessup stated that we currently have a connection for emergency water, and we were called on it by TCEQ, therefore we must get an agreement in place and filed with the state. Alderman Staigle stated that this interconnect was installed as part of the W Airport project and had not been in place for very long.

Alderman Staigle moved to approve Resolution No. 2019-35 authorizing the Mayor and City Secretary to enter into agreement with Fort Bend County Water Control and Improvement District No. 2 (WCID2) for Emergency Water Interconnect. Alderman Mills seconded the motion. 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:**

November 23, 2019 – Special Meeting & Workshop

November 26, 2019 – Regular Meeting

**2. Ratification of Bills**

<b>Joe Salvide</b> (Concrete work – 12318 Brighton)	<b>\$13,465.00</b>
<b>Joe Salvide</b> (Concrete Work – 12210 Scottsdale, 12051 Mulholland)	<b>\$8,480.00</b>
<b>Joe Salvide</b> (Concrete Work – 12210 Scottsdale & 12051 Mulholland Complete)	<b>\$8,475.00</b>
<b>Joe Salvide</b> (Granite Installation)	<b>\$5,850.00</b>
<b>HDR, Inc.</b> (Kirkwood Engineering for October 2019)	<b>\$23,686.67</b>
<b>HDR, Inc.</b> (Kirkwood Engineering for November 2019)	<b>\$24,910.54</b>
<b>Mar-Con Services, LLC</b> (Kirkwood Pay Estimate #10)	<b>\$226,457.11</b>
<b>BBG Consulting, Inc.</b> (Building Official Duties for October 2019)	<b>\$2,700.00</b>
<b>BBG Consulting, Inc.</b> (Building Official Duties for November 2019)	<b>\$2,700.00</b>
<b>McCall Gibson Swedlund Barfoot PLLC</b> (Audit FY Ending 09/30/2019)	<b>\$20,000.00</b>
<b>Ice Express</b> (Snow for Christmas Memories)	<b>\$7,200.00</b>
<b>Motorola Solutions</b> (Mobile & Portable Radios per Grant)	<b>\$44,031.18</b>
<b>Regas Contracting</b> (Complete Remodel of City Hall Lobby Bathrooms)	<b>\$8,472.05</b>
<b>Avery Knapp Caldwell Chevrolet</b> (2020 Chevy Tahoe for Police)	<b>\$24,440.00</b>

Alderman Bezner moved to approve the consent agenda. Alderman Isbell 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 Bezner moved to adjourn the meeting. Alderman Mills seconded the motion. The vote follows:

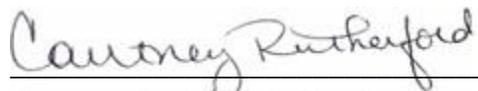
Ayes: Aldermen Isbell, Bezner, Staigle, Kopczynski, and Mills

Nays: None

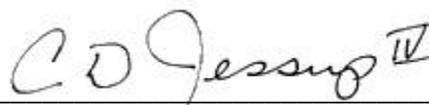
The motion carried.

The meeting was adjourned at 8:29 p.m.

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

