



MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, DECEMBER 19, 2023, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

- A.** 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
David Mertins, Alderman
Kelle Mills, Alderman

Tia Baker, Mayor Pro Tem
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Rick Staigle, Alderman, was not present.

The following staff were also in attendance: Communications Director, Cameron Miller; Assistant Police Chief, Jack Ashton; Code Enforcement Officer, Jennifer Cabello; Parks and Recreation Director, Colene Cabezas; and Public Works Director, Rod Hainey.

- 1. Pledge of Allegiance:** Emily Merkley, Resident
- 2. Invocation:** David Mertins, Alderman and Resident

B. PROCLAMATION

- 1.** Acknowledging Audrey St. Germain Meadows Elementary Teacher of the Year

Mayor Jessup presented a Proclamation acknowledging Audrey St. Germain as Meadows Elementary Teacher of the Year for the 2023-2024 school year and proclaimed December 20, 2023, as Audrey St. Germain Day in the City of Meadows Place.

C. REPORTS

- 1. Police Department – Chief Gary Stewart**

Chief Stewart was not present. Assistant Chief Ashton gave a brief overview of the monthly statistics and activities report for December 2023, which was distributed to City Council and filed with the City Secretary. This is a shorter reporting period than normal due to the earlier meeting this month.

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

- Calls for Service – 2457
- Accidents – 6
- Arrest – 7

- Traffic Citations Issued – 301
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 1
- Robbery – 0
- City Ordinance – 0
- Theft – 4
- Property Checks – 2403 (these are up due to holiday season)
- Flock Safety Alerts – 65
 - Stolen Vehicles – 6
 - Sex Offender – 12
 - Stolen License Plates – 11
 - Gang/Suspected Terrorists – 16
 - Missing Person Alert – 0
 - Warrant – 0
 - Protection Order – 6
 - Other Agency Hot List – 9
 - Violent Person – 0

Additional Notes:

- MPPD went well in spite of the weather.
- Preparing the New Years Eve activities.
- Mesa: Quote for the Bridge Access Gate and Tennis Court project are delayed due to supply chain; however, equipment is expected this week.
- Grant Status (remains the same)
 - Radio Recorder grant approved - \$52,000 and recorder had been ordered.
 - Dispatch Console grant in review - \$197,000.
 - Portable Radio grant for 10 radios \$57,000 – Order has been placed.
 - PD is currently seeking a \$250,000 grant for in-car-cameras and body cameras.

2. Code Enforcement – Jennifer Cabello, Officer

Ms. Cabello presented the quarterly report on Code Enforcement which was distributed to City Council and filed with the City Secretary. This report covered activity for October, November, and December 2023. A few key points are listed below.

Top 5 Violations

- Grass/Weeds in excess of 9 inches – 56
- Dead Landscaping/Trees – 39
- Exterior Walls/Trims – Repair, Replace, or Repaint – 25
- Trashcans/Recycling Bins visible from the street – 25
- Trash next to curb area (not trash day) – 22

Ms. Cabello reported that there were 213 cases opened, 258 cases closed, and 17 citations issued for the quarter.

Ms. Cabello reminded Council and residents that stray animals must be secured in order for Fort Bend County Animal Control to come out and pick up the animal.

She reported that the home on Meadowdale with long standing violations has come into compliance and the son plans to move in after the first of the year.

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

Mayor Jessup presented the fire report for November 2023 which was distributed to City Council and filed with the City Secretary. He reported that the calls for service are up about 5% this year. There was a total of 45 incidents in Meadows Place over the last month and 26 of those were assist EMS with medical incidents. Mayor Jessup reported that Chief DiCamillo is thrilled with Meadows Place's response in maintaining the Fire House Station #3 in Meadows Place.

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

No report. Will report for Alderman Staigle on Fort Bend Mobility Project.

D. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Stranger Danger

Mayor Jessup stated that he recently observed the children playing in the parks and running free in the neighborhood. He also noticed the increase of delivery trucks and it got him to thinking about how to educate our children to be aware of strangers. He covered some points from a John Hopkins University article on how to educate our children. This information will be provided in the January Meadows Place newsletter.

He reminded everyone to talk to their kids about this very sensitive and important topic because our kids are our most precious possession.

b. Happy Holidays

Mayor Jessup stated this Meadows Place is a very festive looking city! He reminded everyone that it is the holiday season and crooks are also out so make sure packages are hidden in your car and put away when you get home. He also asked everyone to reflect on the holy days during this holiday season.

2. Council Comments

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

Alderman Staigle was not present so City Administrator, Mr. Haby, gave a brief report. He stated that the 100% plans have been submitted and Alderman Staigle has reviewed the plans and submitted a number of comments. They met with the engineer and addressed all his comments. We are still waiting on CenterPoint and once we get their comments will be prepared to go out for bid. The plans for the locking mechanism for the bridge have been submitted to the City by Mesa and have been forwarded to the engineer.

Alderman Mills thanked Colene for allowing her to use the Community Center to gifts for Meadows Place Senior Village. She had about a dozen youth volunteers from the community that were able to put together 200 gift mugs. She thanked each them by name for attending: Elise and Elaine Tran, Kristen Bedford, James Autry, Sarah Kate, Matthew Autry, Olivia, Dominic, Julie Banos, Junior Bettencourt, Kristen Mahand, Dean Mahand, Andy Mahan, and Brandon.

E. REGULAR AGENDA

- 1. Discussion and consideration regarding Ordinance No. 2023-40 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.**

Alderman Mertins moved to approve Ordinance No. 2023-40 establishing a Special Fee entitled Utility Infrastructure Fee in the amount of \$10.00 per month and Special Fund for the purpose of rehabilitation and construction of present and future public water and sewer utilities in the city. Alderman Baker seconded the motion.

Alderman Mertins stated that when Council and staff reviewed the Capital Improvement Projects list, they realized that there was not enough funding in the Utility Fund to cover these projects and the city just spend a big portion of the reserve fund in the last year on unplanned repairs. This fee will go into a Special Fund specifically for those utility projects.

The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

- 2. Discussion and and consideration of Resolution No. 2023-39 appointing four (4) Directors to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2025.**

Alderman Baker moved to approve Resolution No. 2023-39 appointing Tim Gooding, Tia Baker, Richard Ramirez, and Charles Jessup as Directors to the Economic Development Corporation for

a term commencing immediately upon passage of this resolution and ending December 31, 2025. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

3. Discussion and consideration of Resolution No. 2023-40 appointing three (3) Commissioners and three (3) alternates to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2025.

Alderman Baker moved to approve Resolution No. 2023-40 appointing Sean Ulrey, Mike Elmore, and Stuart Barrowman as Commissioners and Sammy Skemp, Anne Green, and Nathan Mahand as alternates to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2025. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

4. Discussion and consideration of Resolution No. 2023-41 appointing five (5) members and four (4) alternates to the Meadows Place Board of Adjustment for a term commencing immediately and ending December 31, 2025.

Alderman Kopczynski moved to approve Resolution No. 2023-41 appointing David Piwonka, Chris Gawlik, Terry Henley, Joe DeBruyn, and David Lantz as members and Joseph Weymon, Audrey St. Germain, Ken Smith, and Ping Law as alternates to the Meadows Place Board of Adjustment for a term commencing immediately and ending December 31, 2025. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

5. Discussion and consideration of Resolution No. 2023-42 creating the City of Meadows Place Travel and Training Policy and Procedures.

Alderman Kopczynski moved to approve Resolution No. 2023-42 creating the City of Meadows Place Travel and Training Policy and Procedures as amended changing the vehicle rental allowance to a maximum of \$75.00 a day including tax. Alderman Baker seconded the motion.

Mr. Haby stated that staff created this policy after the meeting last month. He credited the City Secretary, Ms. Rutherford for pulling policies from other cities and helping to cater it to Meadows Place. He also thanked staff for their input on this policy. He also stated that policy exempts City Council from the travel radius.

The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

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

Ms. Cabezas presented a sample sign of rules and regulations. She stated the sign will be approximately 2.5 feet by 2 feet. They will also create a QR code sticker with the rules and regulations to be placed on the picnic tables and pavilions.

Alderman Baker asked about the pop-up tents being not allowed. How can we allow swim team and baseball to use them? Ms. Cabezas stated that these are for day users in the park and swim team and baseball will fall under their organizations. Those organizations will be responsible for making sure they are properly secured during their events. These rules will be enforced by the Police Department.

Staff will bring an ordinance amendment to the January meeting establishing all of these rules and regulations.

F. 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 28, 2023 – City Council Regular Meeting

December 12, 2012 – City Council Special Meeting

Alderman Kopczynski 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

Alderman Staigle was not present.

The motion passed unanimously.

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

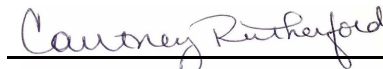
Tia Baker, alderman and resident, reminded everyone the swim team is hosting the Polar Plunge on January 1st as a fund raiser. Please come out and support the Meadows Marlins.

H. ADJOURN

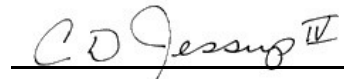
There being no further business to discuss Mayor Jessup adjourned the meeting at 7:39 p.m.

These minutes were approved by City Council on January 23, 2024.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

