



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 23, 2018 AT 6:00 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order**

The meeting was called to order by Mayor Charles Jessup, at 6:01 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tempore, Terry J. Henley  
Alderman, Rick J. Staigle

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Kelle K. Mills came in 6:03 p.m.

Alderman, Steven H. Bezner was not present.

**B. Status update on City Audit Report**

Anna Maria Weston, Finance Director, explained to Council that she just received the audit draft report today, but she has not had a chance to review it. She has been in contact with Jennifer Daily and things have been going smoothly. The W Airport reconciliation has been the hold up, but they are close to finalizing that and should be ready to present the report at the February Council meeting.

**C. Review Investment Policy and Possible Changes**

Anna Maria Weston, Finance Director, reported that current investments look good and interest rates are rising at both TexPool and Lone Star. She also reported that in mid-December staff moved \$1,200,000.00 from Bank of America to TexPool and linked to Independent Bank. She explained that the changes in the Investment Policy are limits on amount and time of investments and listing brokers for the City.

**D. Discussion regarding drones in the City of Meadows Place city limits**

Mayor Jessup reported that something showed on Facebook recently regarding drones flying over the lake and City property. Since he wasn't sure about the City's responsibility he called around and was relieved to learn that the City has no authority or responsibility regarding drones. Drones fall under FAA rules and the City outside any airport no fly zones. He also stated that you can shoot down a drone. If somebody is concerned they need to contact the FAA.

**E. Discussion regarding Solar Panel Roof Tiles**

Mayor Jessup showed a brief presentation on Facebook regarding Tesla Solar Panels and stated that he believes these new tiles may soon be an issue in the City. Alderman Staigle reported that he has been researching them. He stated that the panels are a first generation product and he believes that we are not ready for them yet. There was discussion that these solar roof panel tiles are a much nicer look and claim to be the same price as regular shingles. Council has concern regarding the battery and connections. Council discussed asking the Planning and Zoning Commission to research this product and report to Council. Alderman Henley would like the Planning and Zoning Commission to research cost and pay off of the tiles.

**F. Discussion of possible ordinance under the authority to “*protect public welfare and safety*” that would make it an ordinance violation to “*fail to repair a controllable leak.*”**

Mayor Jessup reported that the International Property Code states that residents must maintain the water system on their property. There is concern right now regarding a latent leak that is affecting the neighbors and the public sidewalk. Mayor Jessup reported that they are paying the bill, but have not repaired the leak and he believes it is a safety hazard. There was discussion among Council regarding the leak and government getting involved with private property. Council agreed that current ordinances already give the City authorization to address the leak and possibly turn the water off under safety and welfare. Council agreed to have staff contact the resident.

**G. Discussion regarding January 16 & 17 Freeze After Action Review**

Mayor Jessup reported that he met with Chief Stewart, Danny Segundo, Courtney Rutherford, and Colene Cabezas regarding the recent freeze. He was pleased with how staff worked during the freeze, but more impressed with how they came together and worked together in review of the event. He reported that the City responded to four (4) residential leaks/broken pipes due to the freeze and all homes did not have the pipes properly wrapped. He also reported that the City had a pipe bust in the WWTP building that was not wrapped. Staff is taking precautions to prevent these issues in the future. Staff will also have sand on hand in the future to address City roads/bridges, because the County was too busy to come out and sand City streets.

**H. Discussion regarding a plan to deal with Sidewalks and Driveways as laid out in Section 302.3 of the International Property Maintenance Code**

Mayor Jessup stated that current code Section 302.3 addresses hazardous conditions and repair of driveways. The City does not want this issue to fall on the new homeowner and is looking into a way to address the situation before the sale of the house takes place. The Code Enforcement Officer is going to start checking driveways and writing warnings in order to have the issue on file. If the Code Enforcement Officer sees a For Sale sign go up he will send a reminder regarding warning and state that a Certificate of Occupancy will not be issued to the new homeowner.

**I. W Airport Reconciliation**

Alderman Staigle reported that he recently came to City Hall and worked for several hours with Anna Maria Weston on the reconciliation. They reviewed the TxDOT breakdown and the total cost of the project was \$4,639,120.22. The City will get a refund of \$160,000.00 from TxDOT and owes the County \$211,058.00 for the project. The cost is mostly due to purple pipe and irrigation that the City knew would not be covered by the County, but adds value to the City. Alderman Staigle reported that City saved approximately \$1,700,000.00 on this project. The City is going to send the reconciliation to the County to make sure they agree and then we will ask that the funds be transferred to the Kirkwood project.

**J. Kirkwood Street Update**

Alderman Staigle reported that the project is a little behind where they wanted to be at this time, but they are working to move forward. He and Mayor Jessup met with a few residents regarding their driveways and have given them until mid-January to respond. The Mayor is going to reach out one more time in hopes of the getting the agreements signed. IF the residents do not respond

the City will move forward with the project and replace the driveways as is. He did explain that there is an item on the Regular Agenda for a change order for additional traffic control and median work. After approval of the change order and final answers on the driveways final plans will be presented. He hopes the City will be ready to go out for bid in April.

**K. Discussion and review of Hurricane Harvey claims filed with TML**

Courtney Rutherford, City Secretary, reported that they City filed two claims with TML regarding roof damage after Hurricane Harvey. The first claim was on the roof at City Hall, 1 Troyan Drive, and the second was for the Discovery Center, 11938 Amblerwood. The claim for City Hall was denied. The adjuster reported the damage was pre-existing and not caused by Harvey, however the City did receive a check for \$16,922.00 for damage at the Discovery Center.

**L. Review items on the January 23, 2018 Regular Agenda**

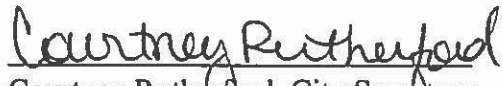
Council briefly reviewed the upcoming agenda items scheduled to be discussed at tonight's regular meeting.


**M. Adjourn**

There being no further business to discuss, Alderman Henley moved to adjourn the meeting. The motion was seconded by Alderman Staigle seconded the motion and with unanimous approval the meeting was adjourned at 7:25 p.m.

**These minutes were approved by the City Council on Tuesday, February 27, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 23, 2018 AT 7:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 7:32 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tempore, Terry J. Henley  
Alderman, Rick J. Staigle

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Kelle K. Mills

Alderman, Steven H. Bezner was not present.

Staff in attendance: Chief Gary Stewart, Meadows Place Police Department, Danny Segundo, Director of Public Works, and numerous officer from the Police Department.

**1. Pledge of Allegiance and Invocation**

Pledge by: Corporal Yonathan Mezegabe  
Invocation by: James Russell, Chaplain

**B. Presentations and Proclamations**

**1. Employee acknowledgement for service**

**a. Richard Simmons – Retired 16 Years of Service – Proclamation**

Chief Stewart acknowledged Lieutenant Simmons for his 16 years of service and presented him with his retirement badge. Mayor Jessup then presented a Proclamation proclaiming Tuesday, January 23, 2018 as Richard Simmons day in the City of Meadows Place.

**b. William Bill Nix – 15 Years of Service**

Chief Stewart acknowledged Officer Nix for his 15 years of service and presented him with his 15 year service pin.

**c. Jason Rebsch – 10 Years of Service**

Chief Stewart acknowledged Officer Rebsch for his 10 years of service and presented him with his 10 year service pin.

**d. Yonathan Mezegabe – 5 Years of Service**

Chief Stewart acknowledged Corporal Mezegabe for his 5 years of service and presented him with his 5 year service pin.



**e. Introduction of New Employees**

Chief Stewart reported that the department had approximately 60 applicants and after a thorough interview process he is happy to introduced three new Police Officers, Davon Jackson Ramirez, Solomon Manna, and Jazmine Manzanares.

Chief Stewart also introduced the Code Enforcement Officer, Robert Rivas. He also stated that Meadows Place Police Department has one open position remaining at this time.

**C. Reports**

**1. Police Department**

Police Chief Gary Stewart, gave an overview of the monthly statistics and activities report, for both December 2017 and January 2018, which was distributed to City Council and filed with the City Secretary.

Chief Stewart reported that TLC numbers up and they continue to educate to residents to lock their doors and not leave valuables in the vehicles.

He also reported that they have begun scheduling classes at the new Training Center and are putting together a calendar for the upcoming year.

**2. Public Works**

Public Works Director, Danny Segundo, reported on public works projects for the last quarter of 2017. Some of those improvements include outside lighting at City Hall, mud-jacking to improve drainage, water plant improvements, new WWTP Transfer Switch for the generator in the event of a power outage.

He also reported that contractors will begin working on replacing the roof at City Hall in the upcoming week.

Mr. Segundo also reported leak repairs

**3. Fire Department Monthly Report for November and December 2017**

Mayor Jessup provided an overview of the Stafford Fire Department report for November and December 2017 which was filed with the City Secretary. Mayor Jessup also reported that the City of Stafford has taken over all IT at the Fire Department and EMS building.

**D. Mayor's Comments**

**1. Upcoming Elections**

Mayor Jessup stated that the upcoming election season could be confusing, because there are two elections coming up. The Primary Election will take place March 6<sup>th</sup> with Run-Offs on May 22<sup>nd</sup>. The City General Election will be held on May 5, 2017. He advised everybody to be sure to pay attention to the different election schedules and more information can be found on the City website.

## **2. Moody's Report**

Mayor Jessup stated that he recently received the Moody's Report and it will be posted on the City website by the end of the week. The City got an Aa3 rating. The report states that the City is doing very well financial and has very low debt. We have a healthy wealth and income. Mayor Jessup stated that Council and staff are doing a really great job with City funds and property values are up.

## **3. Freeze After Action Review**

Mayor Jessup reported that he met with all of the Department Heads regarding the recent freeze and he was pleased with how staff worked during the freeze and afterwards. Staff created a summary of the recent freeze and made plans of action for the future. A few things to consider for the future are sand for the streets and handling commercial irrigation.

## **4. Payroll and Banking Conversion**

Mayor Jessup stated that the City recently changed banks and moved payroll in house. He reported that this has been a somewhat stressful process and wanted to congratulate Courtney Rutherford, Anna Maria Weston, and Oralia Naccarino for a great job and saving the City approximately \$20,000.00 a year.

## **E. Council Comments:**

### **1. W Airport Reconciliation – Alderman Rick Staigle**

Alderman Staigle explained that he and Anna Maria Weston, the Finance Director, spent several hours working through the numbers with the auditors. They completed a breakdown between City and County costs of the 2007 Mobility Bond. He explained that the City spent approximately \$600,000, the County spent approximately \$900,000 and TX DOT spent approximately \$3,200,000 which is a \$4,700,000 asset for the City of Meadows Place. He explained that without TX DOT funding the City's cost would have been around \$1,700,000 and the County's portion would have been about \$2,300,000 so TX DOT saved us about \$1,500,000 on the project. Alderman Staigle explained that there funds left over from the W Airport project and the City will be asking that these funds be transferred to the Kirkwood project.

Mayor Jessup stated the he wanted to publicly thank Alderman Staigle for all of his hard work. He know that his leadership and knowledge saved the City a lot of money.

### **2. Kirkwood Street Reconstruction Update – Alderman Rick Staigle**

Alderman Staigle stated that this project is a little behind due to Hurricane Harvey. He stated that he and the Mayor met with eight (8) property homeowners out of ten (10) that will be affected and followed up with a letter. He stated that they only heard back from three (3) and Mayor Jessup will reach out to those who have not responded one more time. He hopes that the City will be ready to go out for bid in March or April of this year.

### **3. H-GAC Update – Mayor Pro-Tem Terry Henley**

Mayor Pro-Tem Henley stated that he was Re-Elected to H-GAC Counsel as a representative for General Law Cities and this is his 25<sup>th</sup> term. This is a volunteer committee who work on local government needs. He also explained that they were the ones who alerted us to the federal funds for W Airport.

### **4. TML Update – Mayor Pro-Tem**

Mayor Pro-Tem Henley stated that he wanted to give a brief update on TML. There is a seminar coming up at the end of the month regarding Public Information and Facebook. He encouraged others to sign up and attend. He also stated that SB1004 authorizes small cell nodes in City of rights-of-way. They can attach to existing poles, traffic signals, and/or signs and be as high as 50 feet and capped the amount that the City can charge per node is \$250.00. Alderman Staigle stated that he's been dealing with this through the County and they are putting these poles every 2-3 feet and they can be as high 55 feet and there is nothing we can do about it.

### **5. House on Amblerwood – Mayor Pro-Tem Terry Henley**

Mayor Pro-Tem Henley stated that back in September he visited 11938 Amblerwood, which the City purchased to expand City recreations and meeting space. He noticed an issue with the electrical wiring and it needed to be copper, which caused him concern for safety. He stated that on October 15<sup>th</sup> the City electrical inspector, Joe Scanlin, failed the electrical inspection due to wrong gauge and aluminum wiring. He was informed at the October 23<sup>rd</sup> Council meeting all was replaced with copper and proper size. On October 24<sup>th</sup> he stopped by the house to check the progress, but not all was replaced. There was scrap wire on the ground so he grabbed some to have as samples, which he brought to the meeting in a bag. He stated that there was a Parks employees present while he was there and took the wire. He was later confronted by the Mayor and was accused of stealing. Alderman Henley stated that he was very offended and felt this was a slam against his character, integrity, and what he stands for. He explained that the wire he took was scrap and going to be thrown away. He will be happy to speak with the Parks employee so they understand his reasoning. He was concerned for the safety of the citizens and wanted to make sure the work was done right.

Mayor Jessup told Alderman Henley that he was sorry for offending him and that was not the intent. He felt it was his responsibility to ask him about the wires. He again apologized for upsetting him and his intentions were not accuse of stealing. He was just trying to have a conversation.

## **F. Regular Agenda**

### **1. Accept the Quarterly and Annual Investment Report**

Alderman Staigle moved to accept the Quarterly and Annual Investment Report. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Aldermen Bezner was not present.

The motion carried

2. **Consider Ordinance No. 2018-01 calling a general election to be held on Saturday, May 5, 2018 for the purpose of electing city officials of the City of Meadows Place to Mayor, Alderman Place I, Alderman Place II, and Alderman Place III, providing for early voting and providing for notice of said election.**

Alderman Henley moved to approve Ordinance No. 2018-01 calling a general election to be held on Saturday, May 5, 2018 for the purpose of electing city officials of the City of Meadows Place to Mayor, Alderman Place I, Alderman Place II, and Alderman Place III, providing for early voting and providing for notice of said election. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

3. **Consider Ordinance No. 2018-02 appointing a Presiding Judge to serve in the Municipal Court of the City of Meadows Place, Texas.**

Alderman Isbell moved to approve Ordinance No. 2018-02 appointing a Presiding Judge to serve in the Municipal Court of the City of Meadows Place, Texas. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

4. **Consider Ordinance No. 2018-03 appointing an Associate Judge to serve in the Municipal Court of the City of Meadows Place, Texas.**

Alderman Staigle moved to approve Ordinance No. 2018-03 appointing an Associate Judge to serve in the Municipal Court of the City of Meadows Place, Texas. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

- 5. Consider Resolution No. 2018-01 approving an amendment to the bylaws of the city of Meadows Place, Texas 4B Economic Development Corporation, adopted by the Corporation on January 4, 2018**

Alderman Isbell moved to approve Resolution No. 2018-01 approving an amendment to the bylaws of the city of Meadows Place, Texas 4B Economic Development Corporation, adopted by the Corporation on January 4, 2018. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

- 6. Consider Resolution No. 2018-02 appointing four (4) members to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2019.**

Alderman Isbell moved to approve Resolution No. 2018-02 appointing four (4) members to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2019. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

- 7. Consider Resolution No. 2018-03 appointing three (3) members to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2019.**

Alderman Staigle moved to approve Resolution No. 2018-03 appointing three (3) members to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2019. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

- 8. Consider Resolution No. 2018-04 appointing five (5) members to the Board of Adjustment for a term commencing immediately upon passage of this resolution and ending December 31, 2019.**

Alderman Henley moved to approve Resolution No. 2018-04 appointing five (5) members to the Board of Adjustment for a term commencing immediately upon passage of this resolution and ending December 31, 2019. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

- 9. Consider Resolution No. 2018-05 authorizing the Mayor to sign Contract Agreement, Amendment #1, with HDR Engineering for revisions to Traffic Control Plans and Median Improvements for the Kirkwood Road Reconstruction Project.**

Alderman Staigle moved to approve Resolution No. 2018-05 authorizing the Mayor to sign Contract Agreement, Amendment #1, with HDR Engineering for revisions to Traffic Control Plans and Median Improvements for the Kirkwood Road Reconstruction Project. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

- 10. Consider Resolution No. 2018-06 authorizing the Mayor to enter into an Interlocal Agreement with the City of Stafford for parking lot pending approval from CenterPoint.**

Alderman Isbell moved to approve Resolution No. 2018-06 authorizing the Mayor to enter into an Interlocal Agreement with the City of Stafford for parking lot pending approval from CenterPoint. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried



**11. Consider Resolution No. 2018-07 approving the amended 2017-2018 City of Meadows Place Investment Policy and Strategy Guidelines.**

Alderman Isbell moved to approve Resolution No. 2018-07 approving the amended 2017-2018 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried

**G. Consent Agenda**

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

November 28, 2017 – Workshop Meeting

November 28, 2017 – Regular Meeting

**2. Presentation of Bills**

McGall Gibson Swedlund Barfoot PLLC	\$16,000.00
Joe L. Salvide	\$5,770.00
Joe L. Salvide	\$5,765.00
Concrete Raising Corporation	\$32,776.44
Kinloch Equipment & Supplement, Inc.	\$6,126.16
James Creasser	\$7,481.00
Joe Salvide	\$13,275.00

Alderman Mills moved to approve all items of the consent agenda. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Aldermen Bezner was not present.

The motion carried

**H. Audience Comments**

**James Thomas, resident at 11627 Brighton Lane**, stated that he is unhappy with Kirkwood reconstruction project. He feels like he is being told what to do and he would like to have an

opinion. Mayor Jessup told Mr. Thomas that he would like to schedule a meeting and go over the drawings.

**Mark McGrath, resident at 11623 Brighton Lane**, stated that he is also unhappy with the Kirkwood reconstruction project. His daughter-in-law owns the house at 11703 Brighton Lane. He believes that the residents in the corner houses will no longer be able to park in front of their houses. He thinks Council needs to hold a public hearing and solicit resident opinions.

**Art Keepers, resident at 12243 Alston Drive**, stated that he has concern about a property in the City that is operating a business out of the home. He suggested that Code Enforcement patrol the City on the weekends in order to witness some of these violations. He asked to meet with the Mayor after the meeting and discuss his concerns. Several members of the audience who did not give their names also stated that they have the same concerns as Mr. Keepers. Alderman Staigle and Mayor Jessup stated that they believe they know which house Mr. Keepers is referencing and the City has moved forward with legal action and filed in County court, but it is a long process.

#### **I. Adjourn**

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

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

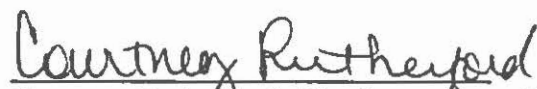
Aldermen Bezner was not present.

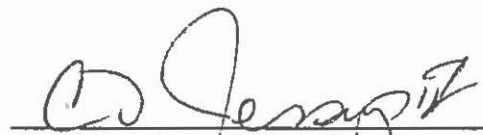
The motion carried

The meeting was adjourned at 8:58 p.m.

**These minutes were approved by City Council on Tuesday, February 27, 2018.**

ATTEST:

  
Courtney Ruthford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON FEBRUARY 27, 2018 AT 5:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

A quorum of City of Meadows Place City Council was present for a Special meeting to shoot video footage for an upcoming City of Meadows Place video.

The City Council met at 5:30 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tempore, Terry J. Henley  
Alderman, Steven H. Bezner

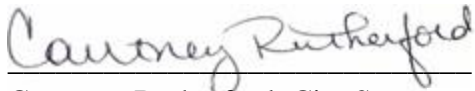
City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

Alderman, Kelle K. Mills was not present.

No City business was discussed and Special Meeting adjourned at 5:51 p.m.

**These minutes were approved by the City Council on Tuesday, March 27, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON FEBRUARY 27, 2018 AT 6:00 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order**

The meeting was called to order by Mayor Charles Jessup, at 6:03 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tempore, Terry J. Henley  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

Also in attendance: Anna-Maria Weston, Finance Director, and Jennifer Day, CPA, Audit Manager, McCall Gibson Swedlund Barfoot, PLLC.

**B. Discussion regarding resale certificates**

Mayor Jessup explained that at the last EDC meeting there was discussion regarding Resale Certificates for the homes in the City of Meadows Place. The EDC wanted to consider this option, because they recently heard that some Home Owner Associations issue them. Mayor Jessup checked with legal and the City cannot issue resale certificates, therefore Code Enforcement needs to be strictly enforced. The Code Enforcement Officer will start tracking driveway violations and issue Notices of Violation to keep it on file.

**C. Discussion regarding road work on Dorrance near Texas Direct Auto**

Mayor Jessup, Alderman Staigle, and Public Works Director, Danny Segundo, had a phone conference regarding the driveway issues along Dorrance. Trucks are bottoming out due to the layout over Dorrance. The City then had a conversation with VROOM representatives, new owners of Texas Direct Auto, regarding options to fix the driveways. They proposed, and stated that would pay, to widen the driveways and then feathering out into the street. Alderman Staigle stated that the change should not affect the asphalt, but if we see raveling VROOM will pay for the repair.

**D. Discussion regarding in-house warrants**

City Secretary, Courtney Rutherford, explained that she recently issued and served an Inspection Warrant for a property in the City and briefly explained the process. First of all the process began when a neighbor called in with the complaint and allowed the Code Enforcement Officer in his backyard to view the violation. This is the probable cause that allowed staff to contact the Judge and get an Inspection Warrant. The Code Enforcement completed an Affidavit for Inspection Warrant for Fire, Health, & Code Violations, the Judge then Judge then issued an Inspection Warrant for Fire, Health, and Code Violations, the Code Enforcement Officer then completed a return and went to the property to inspect with a Police Officer. Code Enforcement then followed up with the proper notice of violations and/or citations.

**E. Discussion regarding a possible Substandard Housing Hearing**

Mayor Jessup stated that the City may have a Substandard Housing Hearing in the near future. He hopes to get the home owner re-engaged and to repair the house; if not staff will move forward with the hearing.

**F. Review items on the February 27, 2018 Regular Agenda**

Council reviewed the upcoming agenda items scheduled to be discussed at tonight's regular meeting.

At this time Anna-Maria Weston, Finance Director, and Jennifer Day, CPA, Audit Manager, McCall Gibson Swedlund Barfoot, PLLC, entered the meeting to review the City's audit report. Ms. Day explained that this is a draft report and the City's audit was unmodified and there were no issues that needed to be addressed. She explained that there were two numbers that needed to be changed on page 32 and she would have them corrected in the final report. She suggested that Council accepts the report tonight as amended and the final copy will have the corrections.

Council then briefly reviewed the remaining items on the upcoming agenda.

**G. Discussion regarding eliminating the Workshop Meeting prior to the Regular City Council Meeting.**

Alderman Bezner requested for this item to be added to the agenda. He said that the majority of Council's discussion happens in the Workshop meeting and believes that is the real action. He thinks if Council moves all of the discussion to the Regular Council Meeting provides more transparency and more public may attend.

There was discussion among Council that that the Workshop is a more relaxed and casual atmosphere for discussion, but it might be more efficient to read the agenda items once

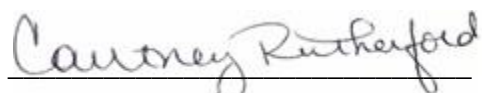
Council agreed to review an item at the next Regular meeting to amend the City ordinance moving the Regular Council meeting to 6:30 p.m. and eliminating the workshop.

**H. Adjourn**

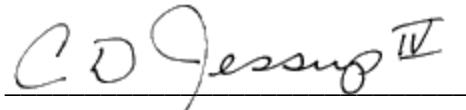
There being no further business to discuss, Alderman Staigle moved to adjourn the meeting. The motion was seconded by Alderman Henley seconded the motion and with unanimous approval the meeting was adjourned at 7:21 p.m.

**These minutes were approved by the City Council on Tuesday, March 27, 2018.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON FEBRUARY 27, 2018 AT 7:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 7:30 p.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Mayor Pro Tempore, Terry J. Henley	Alderman, John F. Isbell
Alderman, Steven H. Bezner	Alderman, Rick J. Staigle
Alderman, Kelle K. Mills	

Staff in attendance: Captain Jack Ashton, Meadows Place Police Department, Colene Cabezas, Director of Parks, and Anna-Maria Weston, Finance Director

**1. Pledge of Allegiance and Invocation**

Pledge by:	Chuck McClurkin, Resident
Invocation by:	James Russell, Chaplain

*Mayor Jessup called the following Regular Agenda item out of order:*

**1. Accept the Audit Report**

Jennifer Day, CPA, Audit Manager, McCall Gibson Swedlund Barfoot, PLLC, stated the report was unmodified, which is the best decision with no issues to discuss.

Alderman Henley moved to accept the Audit Report with the changes on page 32 discussed in the workshop meeting. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

*Mayor Jessup then returned to agenda as posted.*

**B. Reports**

**1. Police Department**

Police Chief Gary Stewart was unable to attend the meeting so Captain Jack Ashton gave an overview of the monthly statistics and activities report for February 2018. A copy was distributed to City Council and filed with the City Secretary.



Captain Ashton reported that Officer Kenig made a traffic stop at Meadow Valley and Brighton for no license plate and running a stop sign. When he approached the vehicle, he noticed criminal instruments inside. Officer Kenig took the defendant into custody who was later charged with organized crime. They later found out that the defendant was wanted by multiple agencies for over 14 months.

Captain Ashton then reported that there have been multiple burglaries at the strip center on W Airport near Kirkwood. The Chief started strategizing and working with patrol to catch the person responsible. Officers Mezegabe and Kenig were able to catch the defendant in the act and took him into custody. This arrest cleared up six burglaries.

Mayor Jessup credited the Chief and Captain for reallocating officers to catch these guys and get them off the street.

Alderman Henley stated that he noticed that Burglary of Motor Vehicles was up. Captain Ashton said that they were up, but it is mostly along the 59 corridors.

#### **a. Accept Annual Contact Report**

Captain Ashton presented the Annual Contact Report and a copy was filed with the City Secretary. Alderman Henley moved to accept the Annual Contact Report. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried

## **2. Parks**

Parks & Recreation Director, Colene Cabezas, gave the quarterly report for Parks and Recreation and a brief recap over the Parks and Recreation events from November 2017 to current.

Ms. Cabezas first reported on projects that her department is currently working on.

- **Discovery & Nature Center**-Exterior Trim, front deck, driveway, cabinets, counters, laid tile and sheetrock work. By end of next week, the roof, exterior / Interior paint, doors, stairs and fixtures will be complete. The flooring will be the final install which will occur the week of March 12
- **Installed the McDonald Park self-sustainable restroom.** Sidewalk to be installed then it will open for use.
  - **Monarch Gateway Project** has begun to monitor growth of the grasses. 6 inches will indicate time to remove invasive then plant a cover crop.
  - **Inclusive Playground** Continuing to raise funds working on a Go Fund Me Video and a telethon Fund Raiser

- **Community Center – Booked solid Feb – April / Longstanding Church rental every Sunday**
- **Rental Request for Discovery Center** already beginning – Baseball Board, Scouts, Church Youth group, Ladies Bunco.
- **Survey** – Positive results – requesting night programs, cooking, dancing, gardening, etc. / More Active Adults

Ms. Cabezas then gave a brief overview of events from the last quarter. These events included the following:

- TX Outdoor Family Camping Trip to Huntsville in November – 15 YAC
- Opus 4 performed a Christmas Concert for the Community
- Christmas Memories – 800 / 102 can goods / 368 Toys 4 Tots
- Community Hayrides – Full each hour
- YAC Summit in Cedar Hill – 18 on trip

The Parks Department is continuing to work with the following partnerships:

- **Monarch Gateway Project**
- **CenterPoint Energy** – Trees 5gal – 100gal as many as we want” Right Tree Right Place ‘Project
- **Regas Construction** – Discovery Center
- **Sugar Grove Church** – Volunteers and Facility Use
- **Stafford Buddhist Temple** – Classes, Tea Ceremony, Film and video support for the inclusive park project
- **Helfman Ford** – YAC support, Video concept and marketing support for telethon for inclusive park project.

She then stated that from November to February volunteers contributed 747 hours of work. This includes one Experience Works employee and the YAC group. The hours total an approximate savings of in salary cost.

She is looking forward the to Discovery Center Grand Opening in April. Staff is also working to organize a City/Community tree planting event in April or May. The following are a list of events planned for the upcoming quarter:

- Family Campout in the Park – March 17
- Light Up the Night Concert – April 6
- Home & Garden Tour and After Party concert – April 21
- Spring Concert – May 4

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

Mayor Jessup provided an overview of the Stafford Fire Department report for January 2018 which was filed with the City Secretary.

## **C. Mayor's Comments**

### **1. Elections**

Mayor Jessup stated that the City will be a polling location for the Primaries coming up. This election will cover Federal, State, and County matters. He encouraged residents to vote, because when issues come up and the City goes to the representatives they look at voter turnout for the area.

### **2. Staff Training**

Mayor Jessup reported that several employees have recently attended different trainings and classes. He reported that Leigh Ylanan and Dan Denny from Parks attended Leadership and Aquatics training. Isela Hernandez, Permit Clerk, recently attended permit clerk training. The new Code Enforcement Officer, Robert Rivas, attended a week long Code Enforcement Training. Judge McMinn just got back from her annual judge school and the City Secretary, Courtney Rutherford, attended a Records Management seminar. The Police Department continues to train and will soon be hosting training at the new Training Center. He is proud that staff takes the time to train, because it makes them more efficient and better for the City.

### **3. Maintenance at City Hall**

Mayor Jessup reported that City Hall was built in 1991 and the administrative side has not had much major maintenance. Staff has contracted to replace the roof that has been leaking for years and is in the process of getting a new AC unit as well.

### **4. Meeting with Vroom**

Mayor Jessup stated that Texas Direct Auto was recently sold to VROOM and he is excited about the new relationship. City Staff and VROOM recently talked about driveway issues on Dorrance and maintenance of the dog park. He was pleased with the conversations and looks forward working with VROOM.

## **D. Council Comments:**

### **1. 2018 Meadows Place Home and Garden Tour and Spring Fling – Alderman John Isbell**

Alderman Isbell stated that the Home & Garden Tour has been set for April 21<sup>st</sup> from 2:00 p.m. to 5:00 p.m. followed by the Spring Fling with music and food trucks. He and his wife, Shirley, are co-chairing the event. They want residents in the City to improve not move! The homes along the tour will give ideas on how to upgrade your home at low costs. The funds raised will go back towards the Home & Garden Club scholarship fund and the all-inclusive park. YAC will provide babysitting. He also thanked Mayor Jessup and Parks Director, Colene Cabezas, for their help with the event. He stated that Bob Dybala, Home and Garden President, was present and would be selling tickets after the Council meeting.

### **2. H-GAC Update – Mayor Pro-Tem Terry Henley**

Mayor Pro-Tem Henley gave a brief update regarding the last H-GAC meeting. He stated that H-GAC is a board of volunteers, that he is on, and they help governments in our region and provide training. The H-GAC annual dinner is coming up on March 9<sup>th</sup> and he encouraged Council to attend.

**3. TML Update – Mayor Pro-Tem Terry Henley**

Mayor Pro-Tem Henley gave a brief update on TML. He stated that the Governor and Lt. Governor have ads out to cap property taxes. He reminded everybody that this has nothing to do with property tax and that taxes are high, because the state has reduced funding for public education. He encouraged everyone to keep on their legislatures.

**4. Road Projects – Alderman Rick Staigle**

Alderman Staigle stated that there is not much to report at this time. He and the Finance Director, Anna-Maria Weston, spent several hours reconciling the W Airport project and had a minor change due to trees at Sugar Grove Church. He stated that City owes approximately \$212,000 back to the County which was refunded from TX Dot. He also stated that City saved over \$1,000,000.00 on this project.

Alderman Staigle then reported that he and staff are still working with engineers on the Kirkwood project. He hopes the City will be able to go out for bid in May or June of this year.

Mayor Jessup thanked Alderman Staigle for all of his help on the road projects. He stated that it was his experience and expertise that saved the city so much money.

**E. Regular Agenda**

***1. Accept the Audit Report – discussed out of order at the beginning of the meeting.***

**2. Consider Resolution No. 2018-08 approving the 2018 Fort Bend County, Texas Hazard Mitigation Plan.**

Alderman Bezner moved to approve Resolution No. 2018-08 approving the 2018 Fort Bend County, Texas Hazard Mitigation Plan. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**3. Consider Resolution No. 2018-09 authorizing the Police Chief, Police Captain, and City Secretary as authorized representatives of the City and its Police Department to the City of Meadows Place Police Department account at Wallis State Bank.**

Alderman Isbell moved to approve Resolution No. 2018-09 authorizing the Police Chief, Gary Stewart; Police Captain, Jack Ashton; and City Secretary, Courtney Rutherford as authorized representatives of the City and its Police Department to the City of Meadows

Place Police Department account at Wallis State Bank. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Consider Ordinance No. 2018-04 amending the Code of Ordinances of the City of Meadows Place to comply with the requirements of Chapter 284, Texas Local Government Code, governing deployment of network nodes in public right-of-way.**

Alderman Staigle moved to approve Ordinance No. 2018-04 amending the Code of Ordinances of the City of Meadows Place to comply with the requirements of Chapter 284, Texas Local Government Code, governing deployment of network nodes in public right-of-way. No second.

The motion failed.

**5. Consider Ordinance No. 2018-05 authorizing coverage under Chapter 212, Subchapter B, of the Texas Local Government Code.**

Alderman Staigle moved to approve Ordinance No. 2018-05 authorizing coverage under Chapter 212, Subchapter B, of the Texas Local Government Code. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**F. Consent Agenda**

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

January 23, 2018 – Workshop Meeting

January 23, 2018 – Regular Meeting

**2. Presentation of Bills**

Green Flush	\$66,503.00
Asakura Robinson	\$ 6,520.33
Joe L. Salvide	\$ 8,910.00
Joe L. Salvide	\$15,000.00
Joe L. Salvide	\$11,310.00
Joe L. Salvide	\$ 9,930.00
Joe L. Salvide	\$20,925.00

Randle Law Firm	\$ 5,115.00
Randle Law Firm	\$ 6,377.29
Randle Law Firm	\$ 58.50
Randle Law Firm	\$ 1,375.50
Randle Law Firm	\$ 546.00
Randle Law Firm	\$ 546.00

Alderman Staigle moved to approve all items of the consent agenda. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

#### **G. Audience Comments**

**Mark McGrath, resident at 11623 Brighton Lane,** spoke against the roundabouts asked Council to hold another public hearing before going out to bid. He believes that there is some confusion.

**Carlotta Thomas, resident at 11627 Brighton Lane,** spoke against the roundabouts and stated that residents need better communication about them.

**Bob Dybala, resident at 11922 Cedar Form,** stated that he is the President of the Meadows Place Home and Garden Club and he thanked John & Shirley Isbell and Colene Cabezas for working together on the Home & Garden Tour coming up April 21<sup>st</sup>. He stated that he would be in the lobby after the meeting selling tickets. He also stated that Home & Garden Club meets on the second Tuesday of the month and will have Home Improvement Speaker at the next meeting.

**Nadva Shelton, resident at 11942 Brighton,** spoke against the roundabouts. She also stated that she has concerns regarding the parking at the new Discovery Center. She asked what the parking plans will be for events.

Mayor Jessup sated that he understands her concerns and that the City is looking into it, but don't know the impact at this time.

**Benet Gaytos, resident at 12123 Monticeto,** stated that he has concerns regarding Code Enforcement and wants the city to prioritize roads before luxuries. He also stated that he thinks the City ordinances need to be improved. Finally he asked Council to look at new and innovated ways to communicate to residents.

**James Thomas, resident at 11627 Brighton Lane,** stated that he recently attended the Retired Educators Meeting and they also discussed the tax issues.



**Sara Krouskop, resident at 12122 Meadow Hollow**, stated that people have been talking to her against the roundabouts, but she hasn't had the opportunity to give input. She would like a public hearing to receive community input and voice some concerns.

Mayor Jessup reminded her that Council can only respond with certain information, but the City did hold public hearings on the roundabout.

**Julie King, resident at 11514 Brook Meadows**, spoke in favor of the roundabouts, because she has watched so many cars fly through the stop signs, but she is concerned that it might bring vehicles too close to the homes and that some sidewalks will not be put back.

**Dan Tevis, resident at 12310 Dorrance**, stated that he is in favor of the roundabouts and he Council has made a good effort to put the information out.

**Chris Gawlik, resident at 11419 Scottsdale**, spoke against the roundabouts and believes they will divert traffic to other streets.

Mayor Jessup invited him to come by his office and together they could do research and call other cities.

**Donna Nava, resident at 11918 Scottsdale**, spoke against the roundabouts and worries about children crossing the street.

Alderman Staigle stated that the roundabouts will actually allow more time for crossing the street. He also offered to meet her on Kirkwood and time the traffic for crossing.

**Emily Merkley, resident at 11702 Scottsdale**, stated that she currently rents a home on the corner of Kirkwood and does not want to purchase the house now due to the roundabouts. She is not happy with losing access to her home during the construction.

## **H. Adjourn**

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

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


Nays: None

The motion carried.


The meeting was adjourned at 9:42 p.m.

**These minutes were approved by City Council on Tuesday, March 27, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary



  
Charles D. Jessup, IV, Mayor



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 27, 2018 AT 6:00 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order**

The meeting was called to order by Mayor Charles Jessup, at 6:00 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tempore, Terry J. Henley  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

**B. Discussion regarding Kirkwood project.**

Alderman Staigle reported that he met with HDR a few weeks back. He previously proposed adding swells to relieve flooding of the streets. The current design is for 5 year storms and once they reviewed the swells it would only lower the water on the street by 2 inches, therefore they felt it was not worth the added expense. Removing the swells will allow for sidewalks on the east side of the street. Alderman Staigle stated that the finished plans should be available after May.

Alderman Staigle also stated that HDR has asked for additional funding due to negotiations with CenterPoint. CenterPoint agreed to provide drawings for the street lights, but they were lacking detail. Therefore HDR had to do additional work that was not planned for and they are asking the City to reimburse them for half of the total cost. There was brief discussion among the Council regarding the additional work done.

**C. Discussion regarding possible Interim Code Enforcement Officer**

Mayor Jessup reported that the current Code Enforcement Officer, Robert Rivas, had an accident and broke his hip. The injury is not as bad as it could have been. Mr. Rivas is waiting to see his doctor and the City has asked the doctor to review his job duties before signing a release.

Alderman Isbell stated that former employee, Jerry Parker, offered to come in as an interim until Mr. Rivas can return to work. Council briefly discussed the option of an interim Code Enforcement officer and agreed to wait and see how long Mr. Rivas is expected to be out.

Alderman Staigle stated that maybe the City should look at contract Code Enforcement versus an employee.

**D. Review items on the March 27, 2018 Regular Agenda**

Council reviewed the upcoming agenda items scheduled to be discussed at tonight's regular meeting.

Alderman Bezner stated that he is hesitant to pay HDR, because he thinks they should have contacted the City before doing the work. Alderman Staigle reminded Council that this bill is for half of the actual cost of work performed. He stated that it was done in good faith in order to keep the project moving. Mayor Jessup also stated that HDR has a good working relationship with the City and has done consulting at no cost.

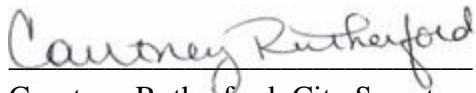
Council then briefly reviewed the remaining items on the upcoming agenda.

**E. Adjourn**

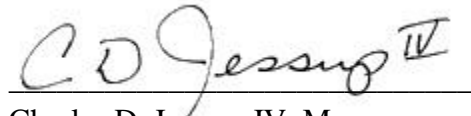
There being no further business to discuss, Alderman Bezner moved to adjourn the meeting. The motion was seconded by Alderman Staigle seconded the motion and with unanimous approval the meeting was adjourned at 7:14 p.m.

**These minutes were approved by the City Council on Tuesday, April 24, 2018.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 27, 2018 AT 7:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 7:30 p.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Mayor Pro Tempore, Terry J. Henley	Alderman, John F. Isbell
Alderman, Steven H. Bezner	Alderman, Rick J. Staigle
Alderman, Kelle K. Mills	

Staff in attendance: Sergeant William Nix, Meadows Place Police Department

**1. Pledge of Allegiance and Invocation**

Pledge by: Nadya Shelton, Resident  
Invocation by: Kurt Kopczynski, Resident

**B. Reports**

**1. Police Department**

Police Chief Gary Stewart was attending the Texas Police Chief Conference in Galveston with Captain Jack Ashton, therefore Sergeant William Nix gave an overview of the monthly statistics and activities report for March 2018. A copy was distributed to City Council and filed with the City Secretary.

Mayor Jessup asked how the new officers were doing now that they are patrolling on their own. Sergeant Nix reported that they are doing well. Officer Jackson Ramirez has even made several arrest.

Alderman Bezner asked if there was any update on Murphy's break-in. Sergeant Nix explained that the case is still under investigation, but that it was not an isolated event. There were five other similar incidents that night; four in Houston and one in Stafford.

Alderman Henley asked if they Police Department was now fully staffed. Sergeant Nix reported that the department just needs to hire a Lieutenant.

Alderman Isbell asked about the armed robbery at the Shell station. Sergeant Nix stated that is was also still under investigation.

## **2. Code Enforcement**

The current Code Enforcement Officer was out on medical leave so Mayor Jessup gave the report in his absence. He reported that Mr. Rivas had 56 cases since January and 32 cases are closed have come into compliance. He's been handling several violations regarding junk vehicles, rubbish and trash, and boats and trailers and getting compliance.

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

Mayor Jessup provided an overview of the Stafford Fire Department report for February 2018 which was filed with the City Secretary.

Mayor Jessup also reported that Public Works Director, Danny Segundo, has been working on some minor maintenance issues at the EMS building and fire station and all IT has been transferred to the City of Stafford.

## **C. Mayor's Comments**

### **1. Home Land Security Executive Education Seminar**

Mayor Jessup stated that he attended as a rep for small cities. He was surprised that people were not really concerned with hurricanes and are prepared. He said they covered a lot of "What if" situations. He was very pleased with the training and preparedness of Meadows Place.

### **2. Fort Bend Infrastructure Conference**

Mayor Jessup stated that the conference is County wide and Meadows Place is a sponsor city, at no cost. Staff will be taking the EDC funded banners to display at the City table.

### **3. Fort Bend County Drainage Repairs**

Mayor Jessup reported that Fort Bend Drainage District is performing the work to the drainage ditch at no cost to the City. He stated that the cost of this project is approximately \$500,000.

### **4. Opening of New Eco-Friendly Restroom**

Mayor Jessup stated that the new eco-friendly restroom is one way the City is working to meet the needs of the millennials and attract young professionals. He stated that the school and parents of young children playing at the parks are enjoying the new amenity.

### **5. Garden Club Home Tour Spring Fling**

Mayor Jessup stated that Alderman Isbell and his wife Shirley are the co-chairs for the Garden Club Home Tour. He thanked the Garden Club for this great opportunity and encouraged residents to attend.

Alderman Isbell stated that tickets are \$10.00 if purchased early and will be \$15.00 the day of the event.

#### **D. Council Comments:**

##### **1. Citizen involvement with City affairs and decision making – Alderman John Isbell**

Alderman Isbell stated that he was happy to see so many people in attendance, because most meetings are empty. He stated that this is the start to citizen involvement. This is a place to be heard and communicate with Council. He stated that all Council meetings are open to the public and that agendas are posted on the City website and City bulletin board 72 hours before the meetings. He also stated that all of Council's emails are the on the website.

##### **2. Kirkwood Project – Alderman John Isbell**

Alderman Isbell stated that there are a lot of rumors regarding the Kirkwood project. He stated that the City held an open public meeting in October 2015 and he had a booklet with photos and comments from 23 residents that were used to make decisions. He stated that the Kirkwood project has been on several agendas since then and nobody has attended the meetings. He also has some concerns, but he is waiting to see the final design.

Alderman Staigle stated that he is expecting the 99% design submission within the next week or so and then it will go to the landscaping architect for completion.

##### **3. H-GAC Update – Mayor Pro-Tem Terry Henley**

Mayor Pro-Tem Henley gave a brief update on H-GAC. He stated that the current Executive Director resigned and a selection committee is looking for a new director. It is very important that they chose the right director.

##### **4. Amblerwood House – Mayor Pro-Tem Terry Henley**

Mayor Pro-Tem Henley stated that he was in favor of the house purchased last year, but he is concerned with the remodel cost. The original budget was for \$25,000 and he figures the City has spent approximately \$90,000. He is concerned about the return and thinks the renovations are getting out of hand.

##### **5. New Eco-Friendly Restroom – Mayor Pro-Tem Terry Henley**

Mayor Pro-Tem Henley stated that he does not think the new bathroom is eco-friendly. He believes it to be a high fluent port-a-pot. The initial budget was \$45,000 to \$50,000 and as of today it has exceeded \$80,000. He believes there are design flaws and the ramp is too high and it still needs irrigation.

Mayor Jessup stated that the bathroom is eco-friendly, solar powered, and reuses rain water. Alderman Bezner asked how much it cost to operate and Mayor Jessup stated approximately \$1,400.00 a year.



## **E. Regular Agenda**

- 1. Consider Resolution No. 2018-10 authorizing the Mayor and City Secretary to enter into an agreement with Fort Bend County for City of Meadows Place May 5, 2018 General Election Services.**

Alderman Staigle moved to approve Resolution No. 2018-10 authorizing the Mayor and City Secretary to enter into an agreement with Fort Bend County for City of Meadows Place May 5, 2018 General Election Services. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

- 2. Consider Resolution No. 2018-11 authorizing the Mayor and City Secretary to enter into Contract Agreement, Amendment #2, with HDR Engineering for additional Design Tasks for the Kirkwood Road Reconstruction Project.**

Alderman Staigle moved to approve Resolution No. 2018-11 authorizing the Mayor and City Secretary to enter into Contract Agreement, Amendment #2, with HDR Engineering for additional Design Tasks for the Kirkwood Road Reconstruction Project. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Staigle, and Mills

Nays: None

Abstain: Aldermen Isbell and Bezner

The motion carried.

- 3. Consider Ordinance No. 2018-06 amending the Code of Ordinances of the City of Meadows Place to comply with the requirements of Chapter 284, Texas Local Government Code, governing deployment of network nodes in public right-of-way.**

Alderman Staigle moved to approve Resolution No. 2018-06 amending the Code of Ordinances of the City of Meadows Place to comply with the requirements of Chapter 284, Texas Local Government Code, governing deployment of network nodes in public right-of-way. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

- 4. Consider Ordinance No. 2018-07 amending the Code of Ordinances of the City of Meadows Place Chapter 30 Section 30.15, City Council Time and Place for Council Meetings amending the regular monthly meeting time to 6:30 p.m.**

Alderman Bezner moved to approve Ordinance No. 2018-07 amending the Code of Ordinances of the City of Meadows Place Chapter 30 Section 30.15, City Council Time and Place for Council Meetings amending the regular monthly meeting time to 6:30 p.m. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**5. Consider Resolution No. 2018-12 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof.**

Alderman Isbell moved to approve Resolution No. 2018-12 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**6. Consider Ordinance No. 2018-08 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$66,000.00 to line item 100-040-561501, Street Repair/Road Fee, from the Road Use Fund Reserve in order to cover needed street repairs.**

Alderman Staigle moved to approve Ordinance No. 2018-08 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$66,000.00 to line item 100-040-561501, Street Repair/Road Fee, from the Road Use Fund Reserve in order to cover needed street repairs. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**7. Consider Ordinance No. 2018-09 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$111,242.00 to line item 100-040-580000, Capital Outlay, from the General Fund in order to cover a new AC and roof repairs at City Hall.**

Alderman Isbell moved to approve Ordinance No. 2018-09 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$111,242.00 to line item 100-040-580000, Capital Outlay, from the General Fund in order to cover a new AC and roof repairs at City Hall. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

- 8. Consider Ordinance No. 2018-10 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$10,000 to increase line items 100-020-580000 Capital Projects from line items 100-020-521030, Payroll Services, and 100-020-521030, Financial Services, 100-020-521030, and from 300-020-521030, Financial Services, to 300-020-580000, Capital Projects in order to purchase a new server for City Hall.**

Alderman Isbell moved to approve Ordinance No. 2018-10 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$10,000 to increase line items 100-020-580000 Capital Projects from line items 100-020-521030, Payroll Services, and 100-020-521030, Financial Services, 100-020-521030, and from 300-020-521030, Financial Services, to 300-020-580000, Capital Projects in order to purchase a new server for City Hall. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion carried.

- 9. Consider Ordinance No. 2018-11 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$13,000 to increase line items 100-060-58000, Parks Capital Projects from the General Fund to cover the cost of the driveway/sidewalk at the new Discovery Center.**

Alderman Staigle moved to approve Ordinance No. 2018-11 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$13,000 to increase line items 100-060-58000, Parks Capital Projects from the General Fund to cover the cost of the driveway/sidewalk at the new Discovery Center. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

## **F. Consent Agenda**

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

February 27, 2018 – Special Meeting

February 27, 2018 – Workshop Meeting

February 27, 2018 – Regular Meeting

## 2. Presentation of Bills

Brown & Root Industrial Services	\$68,297.59
Roofing Contractors of Texas (Invoice 1159)	\$ 4,050.00
Roofing Contractors of Texas (Invoice 1157)	\$ 4,050.00
Medrano Painting	\$10,495.00
Joe E. Salvide (Invoice 18-0313-2)	\$20,950.00
Joe E. Salvide (Invoice 18-0313-1)	\$ 7,475.00
Joe E. Salvide (Invoice 18-0306-1)	\$ 7,475.00
Joe E. Salvide (Invoice 18-0306-2)	\$ 5,000.00
Joe E. Salvide (Invoice 18-0306-3)	\$ 9,930.00
Joe E. Salvide (Invoice 18-0306-4)	\$20,475.00
Joe E. Salvide (Invoice 18-0228-2)	\$10,000.00
Randle Law Office LTD., L.L.P. (Inv 8705)	\$ 994.50
Randle Law Office LTD., L.L.P. (Inv 8704)	\$12,775.89
Randle Law Office LTD., L.L.P. (Inv 8708)	\$15,636.84
Randle Law Office LTD., L.L.P. (Inv 8706)	\$ 78.00
Randle Law Office LTD., L.L.P. (Inv 8707)	\$ 39.00
Randle Law Office LTD., L.L.P. (Inv 8709)	\$ 1,625.06
Randle Law Office LTD., L.L.P. (Inv 8710)	\$ 390.00
Perdue, Brandon, Fielder, Collins & Mott LLP	\$ 5,019.82

Alderman Bezner moved to approve all items of the consent agenda. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

## G. Audience Comments

**Charles Jessup IV, resident at 11919 Valencia St.** stated that FBISD is considering closing Meadows Elementary. He encouraged all residents to attend the upcoming school district meetings on April 2, 3, 10, and 11<sup>th</sup> and let them know that the school is important the community. Details will be posted on the City website. He stated that Meadows Elementary is the heartbeat of the City.

**John Isbell, resident at 12326 Scottsdale Dr.**, spoke in support of Meadows Elementary. He stated that his family moved to Meadows Place for the small town feel and the school.

**James Thomas, resident at 11627 Brighton Ln**, Mr. Thomas signed up to speak, but stated that he had no comment.

**Anne Green, resident at 12303 Hoggard St**, asked how the City was handling Code Enforcement since the current officer is on medical leave. Mayor Jessup stated that the Police Department is helping with Code Enforcement for now. Ms. Green also asked if the residents could vote on the roundabouts. Alderman Bezner stated that he spoke with legal counsel regarding a vote and was advised that since we are a General Law City a vote is not allowed.

Alderman Isbell stated that in October 2015 Council held a public meeting regarding the roundabouts and received 23 comments.

**Charles Teague, resident at 11611 Dorrance**, stated that he was impressed with the improvements to W Airport, but he believes the roundabouts are a bad idea and not safe for children.

**Cheryl Teague, resident at 11611 Dorrance**, spoke against the roundabouts and not safe for children.

**Bryan Teague, resident at 11611 Dorrance**, spoke against the roundabouts. He stated that they are not safe and will make it hard to cross the street.

Mayor Jessup congratulated him for standing up and addressing Council.

**Jesse Rodriguez, resident at 11707 Brook Meadows**, stated that he believes that last month there was possible misrepresentation. He believes the design of the roundabouts are not the same as originally proposed and residents will be losing a lot of trees.

Alderman Staigle stated that he and the Mayor met with several residents and they elected to lose the trees and wanted to adjust their driveways.

**Diana Donatti, resident at 12239 Monticeto**, spoke in support of the roundabouts and that she thinks the parks are fantastic. She encouraged residents to attend the meetings regarding Meadows Elementary. She advised them to loud, clear, and organized. She believes the City can change the vote.

**Scott Holland, resident at 12226 Hoggard St**, stated that he is concerned about the parking at the new Discovery Center.

**Art Keepers, resident at 12243 Alston**, spoke against the roundabouts and thinks Council should look at other options.

**Sharon Leal, resident at 12015 Meadowdale Dr. spoke against the roundabouts.** She also asked about an amphitheater being built on the baseball fields. Alderman Staigle asked where she heard about an amphitheater and said that City does not have any plans any this time for an amphitheater.

**Sandra Olive, resident at 12226 Dorrance,** spoke in support of Meadows Elementary. She stated that Meadows Elementary is the heart of the City and we need to keep the school.

**Kurt Kopczynski, resident at 12019 Meadowhollow Dr,** thanked Council for their leadership and stated that not it is not usual to see a full room during the Council meetings. He encouraged residents to continue coming to the meetings. He also spoke in support of Meadows Elementary and stated that property values will drop if the City loses the school.

**Nadva Shelton, resident at 11942 Brighton Ln,** spoke about transparency and communication. She asked for meeting notices to be posted sooner and possibly through email or text blast.

Alderman Isbell stated that all meetings are posted on the City website.

## **H. Adjourn**

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

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

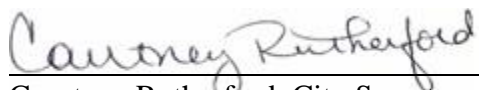
Nays: None

The motion carried.

The meeting was adjourned at 9:36 p.m.

**These minutes were approved by City Council on Tuesday, April 24, 2018.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF A QUORUM OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS AT A PUBLIC MEETING HELD ON MARCH 29, 2018 AT 7:00 P.M. AT THE MEADOWS PLACE COMMUNITY CENTER LOCATED AT 11975 DORRANCE LN, MEADOWS PLACE, TX 77477**

A quorum of City of Meadows Place City Council were present for a public meeting to discuss Meadows Place Elementary School.

The following members of City Council were present:

Mayor, Charles D. Jessup, IV  
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

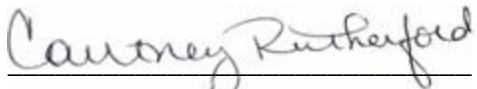
Mayor Pro Tempore, Terry J. Henley  
Alderman, Steven H. Bezner

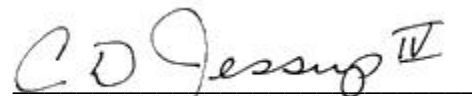
Alderman, Kelle K. Mills was not present.

No City business was discussed.

**These minutes were approved by the City Council on Tuesday, April 24, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF A QUORUM OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS AT A PUBLIC MEETING HELD ON APRIL 2, 2018 AT 6:30 P.M. AT THE MEADOWS ELEMENTARY LOCATED AT 12037 PENDER LN., MEADOWS PLACE, TX 77477**

A quorum of City of Meadows Place City Council were present for a public meeting to discuss Meadows Place Elementary School.

The following members of City Council were present:

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner

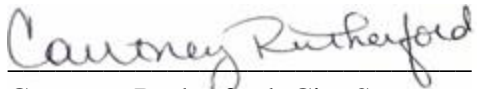
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

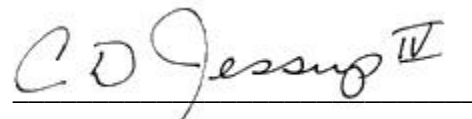
Mayor Pro Tempore, Terry J. Henley and Alderman, Kelle K. Mills was not present.

No City business was discussed.

**These minutes were approved by the City Council on Tuesday, April 24, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor







**MINUTES OF A QUORUM OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS AT A PUBLIC MEETING HELD ON APRIL 3, 2018 AT 7:00 P.M. AT TRAVIS HIGH SCHOOL LOCATED AT 11111 HARLEM RD, RICHMOND, TX 77406.**

A quorum of City of Meadows Place City Council were present for a public meeting to discuss Meadows Place Elementary School.

The following members of City Council were present:

Mayor, Charles D. Jessup, IV  
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

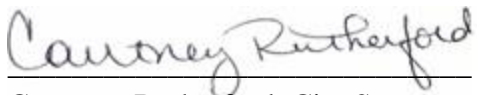
Mayor Pro Tempore, Terry J. Henley  
Alderman, Steven H. Bezner

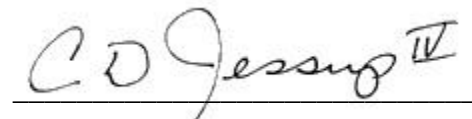
Alderman, Kelle K. Mills was not present.

No City business was discussed.

**These minutes were approved by the City Council on Tuesday, April 24, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF A QUORUM OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS AT A PUBLIC MEETING HELD ON APRIL 4, 2018 AT 7:00 P.M. AT MARSHALL HIGH SCHOOL LOCATED AT 1220 BUFFALO RUN, MISSOURI CITY, TX 77489.**

A quorum of City of Meadows Place City Council were present for a public meeting to discuss Meadows Place Elementary School.

The following members of City Council were present:

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner

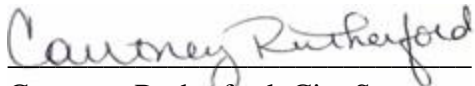
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

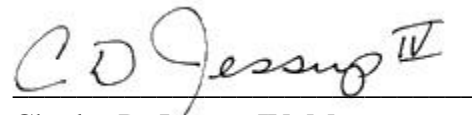
Mayor Pro Tempore, Terry J. Henley and Alderman, Kelle K. Mills was not present.

No City business was discussed.

**These minutes were approved by the City Council on Tuesday, April 24, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF A QUORUM OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS AT A PUBLIC MEETING HELD ON APRIL 10, 2018 AT 7:00 P.M. AT ELKINS HIGH SCHOOL LOCATED AT 7007 KNIGHTS COURT, MISSOURI CITY, TX 77459.**

A quorum of City of Meadows Place City Council were present for a public meeting to discuss Meadows Place Elementary School.

The following members of City Council were present:

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner

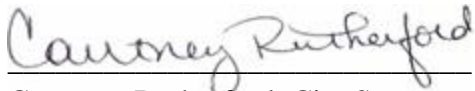
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

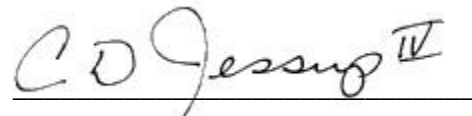
Mayor Pro Tempore, Terry J. Henley and Alderman, Kelle K. Mills was not present.

No City business was discussed.

**These minutes were approved by the City Council on Tuesday, April 24, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF A QUORUM OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS AT A PUBLIC MEETING HELD ON APRIL 11, 2018 AT 7:00 P.M. AT AUSTIN HIGH SCHOOL LOCATED AT 3434 PHEASANT CREEK DRIVE, SUGAR LAND, TX 77498.**

A quorum of City of Meadows Place City Council were present for a public meeting to discuss Meadows Place Elementary School.

The following members of City Council were present:

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner

Alderman, John F. Isbell  
Alderman, Rick J. Staigle

Mayor Pro Tempore, Terry J. Henley and Alderman, Kelle K. Mills was not present.

No City business was discussed.

**These minutes were approved by the City Council on Tuesday, April 24, 2018.**

ATTEST:

A handwritten signature in cursive script that reads "Courtney Rutherford".

Courtney Rutherford, City Secretary

A handwritten signature in cursive script that reads "C D Jessup IV".

Charles D. Jessup, IV, Mayor





**MINUTES OF A QUORUM OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS AT A PUBLIC MEETING HELD ON APRIL 16, 2018 AT 6:00 P.M. AT FORT BEND ISD ADMINISTRATION LOCATED AT 16431 LEXINGTON BLVD., SUGAR LAND, TX 77479.**

A quorum of City of Meadows Place City Council were present for a public meeting to discuss Meadows Place Elementary School.

The following members of City Council were present:

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner

Alderman, John F. Isbell  
Alderman, Rick J. Staigle

Mayor Pro Tempore, Terry J. Henley and Alderman, Kelle K. Mills was not present.

No City business was discussed.

**These minutes were approved by the City Council on Tuesday, April 24, 2018.**

ATTEST:

A handwritten signature in cursive script that reads "Courtney Rutherford".

Courtney Rutherford, City Secretary

A handwritten signature in cursive script that reads "C D Jessup IV".

Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON APRIL 24, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Mayor Pro Tempore, Terry J. Henley  
Alderman, Steven H. Bezner

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

Alderman, Kelle K. Mills was not present.

Staff in attendance: Police Chief, Gary Stewart, Police Captain, Jack Ashton, and Public Works Director, Danny Segundo

**1. Pledge of Allegiance and Invocation**

Pledge by: Mike Jones, Resident

Invocation by: Jack Ashton, Police Captain

**B. Presentation and Proclamations**

**1. Proclamation – Lupus Awareness Month – May 2018**

Mayor Jessup presented a Proclamation proclaiming the month of May 2018 as Lupus Awareness Month in the City of Meadows Place.

**C. Reports**

**1. Police Department**

Police Chief Gary Stewart gave an overview of the monthly statistics and activities report for April 2018. A copy was distributed to City Council and filed with the City Secretary.

Chief Stewart stated that last month he attended the annual Police Chiefs Conference and discussed current topics facing Police Departments. Meadows Place Police Department is going to work with Sugar Grove Church on active shooters. Active Shooters will also be the topic of discussion at the May 17<sup>th</sup> Neighborhood Watch meeting.

Chief Stewart also stated that the Police Department has started the CID interview process and should have a decision within the next month.

Mayor Jessup asked the Chief about the new Training Center. Chief Stewart stated that they have been holding trainings there and he expects to exceed 135 different trainings for the year.

Alderman Bezner asked about the promissory case mentioned in the monthly report. Chief Stewart stated that the FBI is working on this case. He stated that he can't any information, but this was not a door to door scheme.

Alderman Isbell asked if the new body armor coming up in the Regular Agenda. Chief Stewart stated that the grant will cover a vest for each officer, which cost approximately \$1,000 each. Once received the officers will go through training.

Alderman Henley stated that Homeland Security from Texas A&M would like to hold trainings at the training center. He will get with the Chief later and give him contact information.

## **2. Public Works**

The Public Works Director, Danny Segundo, reported on public works progress since his last report in January. He gave a brief recap on streets, Utility Projects, Water and Sewer updates, Maintenance updates, and training the Public Works employees.

Mr. Segundo reported that his department has completed the mud jacking, sidewalks, storm water inlet repairs, curb repairs, and handicap ramps for the fiscal year. He also reported that for this fiscal year his department has completed approximately \$160,000 in street repairs. These repairs were paid for out of the Road Use Fee Fund and the Street Fund.

There was brief discussion regarding the Road Use Fee balance. Mayor Jessup stated that the City has been letting these funds build up in order to make repairs. Mr. Segundo has a 5 year plan and will be making repairs annually. Alderman Isbell asked that Mr. Segundo put together a map showing the planned repairs.

Ms. Segundo stated that in last 3 months the roof and a/c unit at City Hall were both replaced.

Public Works employees attended training in Supervisor Skills, Irrigation Troubleshooting, and Vector Management. Public Works also completed the following reports: SM4 Report to TCEQ, Annual Water Survey, and Annual Loss Audit.

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

The March 2018 report from the Stafford Fire Department report was filed with the City Secretary.

## **D. Mayor's Comments**

### **1. May 5, 2018 Election**

Mayor Jessup stated that the City of Meadows Place needs a huge turnout. FBISD needs to see a good turnout for the City when making decisions after the election to save Meadows Elementary. He also reported that the City usually has a higher percentage turnout than the county average.

## **2. Save Meadows Elementary**

Mayor Jessup reported that the turnout of residents has been both satisfying and overwhelming. He reported that this one of the biggest items the City has faced and it will have a massive effect on our children and the city. He also stated that we have received a positive response from FBISD. We have had good publicity and we have been noticed. He recognized Chris Gawlik, Cameron Miller, Christina Stevens and Sean Ulrey for being a voice and getting groups together to show up for the meetings.

He stated that Meadows Place definitely changed some options regarding Meadows Elementary.

## **3. EOC/Training Center Video**

Mayor Jessup reported that this past Thursday staff finished filming of video to showcase the EOC and Training Center and EOC operations. The facility opened three (3) days before Hurricane Harvey and worked great. Once the video is complete it will be sent to others to promote the facility for training and police recruitment.

## **4. Six Month Budget Review**

Mayor Jessup stated that he and staff go through the budget monthly line by line. He and staff like to review after six (6) months into the fiscal year. At this time all departments are under 50% for the budget.

Mayor Jessup gave credit to the department heads for a great job in monitoring and staying within budget. He also gave credit to Anna-Maria Weston for keeping the budgeted updated and correct.

Alderman Staigle stated that both the Parks and Water departments are coming into heavy budget months.

Alderman Bezner stated that the current budget is close to previous years.

## **5. Value of the City**

Mayor Jessup stated that the Tour of Homes hosted by Home & Garden Club was amazing. He is waiting for pictures to post on the city website and Facebook. Working being done in these homes in amazing and Meadows Place property values continue to increase due to these improvements. Property values have increased 62% since 2010 and this is important when trying to attract young professionals. The Home Tour slogan was Don't Move Improve and there are already six (6) homes interested in being a part of the tour next year.



Alderman Staigle reported that a Meadows Place house recently under contract may set a new record for price per foot.

**E. Council Comments:**

**1. 18-Wheeler Trucks parked on residential driveways making – Alderman John Isbell**

Alderman Isbell stated that he received a complaint regarding an 18-wheeler truck parked on a residential driveway and he didn't see an ordinance that addressed parking in the residential area. Mayor Jessup stated that it is covered in Section 153.074. He also stated that this address was reported to the Police Department and a warning was issued. The truck has since been moved.

**2. Update on Fort Bend Drainage Project – Alderman Rick Staigle**

Alderman Staigle stated that the slope paving near the pool had been buckled for a while. The contractor is replacing all of the eastern slope with new paving that will be much thicker. This is scheduled to be complete by May 31<sup>st</sup> and cost approximately \$580,000, which the county paid for.

**3. Update on Kirkwood Street Project – Alderman Rick Staigle**

Alderman Staigle stated that HDR submitted another set of plans. He suggested some minor revisions regarding traffic control and hope to have final plans next month and then the City can decide what to do.

**4. H-GAC Update – Mayor Pro-Tem Terry Henley**

Mayor Pro-Tem Henley gave a brief update on H-GAC. H-GAC had a changing of the guard. The Executive Director stepped down after over 25 years. The board selected a new director and he believes they made an excellent choice. There is a dinner meeting coming up this month to recognize the director for his job well done and he encouraged Council to attend.

**F. Regular Agenda**

**1. Accept the Quarterly Investment Report.**

Alderman Staigle moved to accept the Quarterly Investment Report as presented. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Bezner, and Staigle

Nays: None

The motion carried.

Alderman Mills was not present.

- 2. Consider Resolution No. 2018-13 authorizing the Mayor and the City Secretary to negotiate an amendment to the current contract with American Janitorial Services to include the Emergency Operations Center to be cleaned once a week, with an effective date of May 1, 2018.**

Alderman Staigle moved to approve Resolution No. 2018-13 authorizing the Mayor and the City Secretary to negotiate an amendment to the current contract with American Janitorial Services to include the Emergency Operations Center to be cleaned once a week, with an effective date of May 1, 2018. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Bezner, and Staigle

Nays: None

The motion carried.

Alderman Mills was not present.

- 3. Consider Resolution No. 2018-14 authorizing the Police Chief to submit a grant application for rifle resistant body armor – City of Meadows Place – Grant #3445601.**

Alderman Isbell moved to approve Resolution No. 2018-14 authorizing the Police Chief to submit a grant application for rifle resistant body armor – City of Meadows Place – Grant #3445601. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Bezner, and Staigle

Nays: None

The motion carried.

Alderman Mills was not present.

- 4. Consider Resolution No. 2018-15 authorizing the Chief Financial Officer, City Treasurer, and Finance Director to open investment accounts with brokers and safe keeping bank (to house CD securities) and authorize the investment activity.**

Alderman Staigle moved to approve Resolution No. 2018-15 authorizing the Chief Financial Officer, City Treasurer, and Finance Director to open investment accounts with brokers and safe keeping bank (to house CD securities) and authorize the investment activity. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Bezner, and Staigle

Nays: None

The motion carried.

Alderman Mills was not present.

- 5. Consider Resolution No. 2018-16 authorizing the Mayor and City Secretary to invest up to \$1,000,000.00 from the City's TexPool account into four (4) separate CD's with staggered maturities from six (6) months to three (3) years.**

Alderman Staigle moved to approve Resolution No. 2018-16 authorizing the Mayor/Chief Financial Officer, City Secretary/Treasurer, and Finance Director to invest up to \$1,000,000.00 from the City's TexPool account into four (4) separate CD's with staggered maturities from six (6) months to three (3) years. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Bezner, and Staigle

Nays: None

The motion carried.

Alderman Mills was not present.

- 6. Approval of the CenterPoint Energy Houston Electric LLC application to amend its Distribution Cost Recovery Factor (DCRF).**

Alderman Henley moved to table the CenterPoint Energy Houston Electric LLC application to amend its Distribution Cost Recovery Factor (DCRF) indefinitely. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Bezner, and Staigle

Nays: None

The motion carried.

Alderman Mills was not present.

- 7. Approval of CenterPoint Energy 2018 Annual Gas Reliability Infrastructure Program (GRIP).**

Alderman Staigle moved to table the CenterPoint Energy 2018 Annual Gas Reliability Infrastructure Program (GRIP) indefinitely. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Bezner, and Staigle

Nays: None

The motion carried.

Alderman Mills was not present.

- 8. Discussion regarding Tesla solar roof shingles.**

Alderman Staigle moved to discuss Tesla solar roof shingles. Alderman Isbell seconded the motion.

Mayor Jessup stated that he thinks the City should review these new options and consider taking action. Alderman Staigle suggested that the Planning & Zoning Commission review the city's current ordinance regarding solar panels and consider an amendment to include Tesla Roof Shingles. Alderman Isbell said that he would like to see some samples. After brief discussion City Council agreed that the Planning & Zoning Commission should review the solar panel ordinance.

## **G. Consent Agenda**

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

March 27, 2018 – Workshop Meeting

March 27, 2018 – Regular Meeting

March 29, 2018 – Possible Quorum – Save Meadows Place

April 02, 2018 – Possible Quorum – Save Meadows Place

April 03, 2018 – Possible Quorum – Save Meadows Place

April 04, 2018 – Possible Quorum – Save Meadows Place

April 10, 2018 – Possible Quorum – Save Meadows Place

April 11, 2018 – Possible Quorum – Save Meadows Place

April 16, 2018 – Possible Quorum – Save Meadows Place

### **2. Presentation of Bills**

Medrano Painting	\$6,150.00
HDR	\$36,015.00
Joe L. Salvide	\$5,715.00
Joe L. Salvide	\$11,575.00

Alderman Henley moved to approve all items of the consent agenda. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Bezner, and Staigle

Nays: None

The motion carried.

Alderman Mills was not present.

## **H. Audience Comments**

**Art Keepers, resident at 12243 Alston,** stated that he wanted to acknowledge those who are committed to the City. He also stated that he has submitted pictures of trucks with addresses that are violations of code and he feels like his concerns are being ignored. He also spoke against the 3 minute time limit for audience comments.

**Lisa Johnson, resident at 11407 Brighton,** asked that the City consider giving a brief description of the bills on the agenda for upcoming agendas.

**Lisa Fisher, resident at 11744 S Kirkwood St.,** spoke for her husband, who was not able to attend the meeting, regarding Code Red. She asked that Code Red be used for emergency notifications only and a separate number for non-emergency notifications.

**Carlotta Keepers, resident at 12243 Alston,** asked if residents should call the police when they code violations. She has noticed several houses that need to painted and with trash out on non-trash days.

**Nadya Shelton, resident at 11942 Brighton Ln,** stated that also would like the city to use Code Red for emergency notifications only.

**Denise Horner, resident at 12119 Valencia,** stated that she has noticed several cars parked at Meadow Crest and Mulholland for sale and wants to make sure the City looks into the issue.

**Scott Holland, resident at 12226 Hoggard,** stated that he works at Rice University Police Department and was notified by his HR representative that some people called to verify his work status. He was upset to hear that Cindy Barrowman of Neighborhood Watch called to inquire about his position. He said that she claimed he has applied for Neighbor Watch and that is not true. He stated that Mayor Jessup also called to inquire about his position.

Mayor Jessup stated that he didn't know about Ms. Barrowman, but he called, because some people has asked. Mayor Jessup did ask Mr. Holland when he saw him in person.

Mr. Holland stated if anybody wanted to inquire about his job they could contact him directly.

**John Isbell resident at 12326 Scottsdale,** stated that that Home & Garden Club tour was a huge success and just under 200 people attended the tour. He thanked the following home owners for opening up their homes for the tour.

Joe DeBruyn, Barbara Tansey, Stacie & Kurt Kopczynski, Amy & Steve Bezner, Marie & Mike Jones, Kelsey & Steve Pena, Leticia Rodriguez, Ryan Kimbrell, Betty Strickland, Colene Cabezas for opening the Discovery Center, and the numerous volunteers. He also think Alderman Staigle for purchasing 20 tickets so that members of FBISD could attend.

**Shirley Isbell resident at 12326 Scottsdale,** stated that the Home Tour raised approximately \$5,650. She thanks EDC Director Henley for notify them that they needed to open the tout up to people outside the city in order to use EDC funds. She stated that she also contacted local realtors and one relators shared that got an over asking price due to an open house held during the tour.

**Donna Nava, resident at 10918 Scottsdale Dr.**, stated that voting is new to her and felt like she didn't have the needed knowledge to make an informed decision. She also felt like the political shenanigans put a dark shadow over what people needed to know.

## **I. Adjourn**

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

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

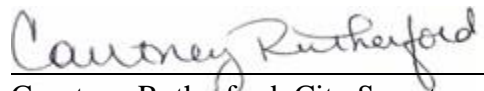
Nays: None

The motion carried.


The meeting was adjourned at 8:50 p.m.

**These minutes were approved by City Council on Tuesday, May 22, 2018.**

ATTEST:

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary



  
\_\_\_\_\_  
Charles D. Jessup, IV, Mayor



**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MAY 15, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Mayor Pro Tempore, Terry J. Henley  
Alderman, Rick J. Staigle

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell

Aldermen, Steven H. Bezner and Kelle K. Mills were not present.

**B. Election Matters**

- 1. Discussion and action to consider Ordinance No. 2018-12, canvassing the returns and declaring the results of the General Municipal Election held May 5, 2018 for the purpose of electing a Mayor and 3 City Council Members (Alderman Place 1, 2 and 3).**

Mayor Jessup called item number 1 and opened the sealed envelope containing the canvass report for the May 5, 2018 General Election for the City of Meadows Place. He instructed members of Council to open their envelopes to review the same. A summary is as follows:

<i>Name of Candidate</i>	<i>Early</i>	<i>Election Day</i>	<i>Total</i>
<b>Mayor</b>			
Mark McGrath	<b>265</b>	<b>105</b>	<b>370</b>
Charles D. "Charlie" Jessup	<b>335</b>	<b>176</b>	<b>511</b>
<b>Alderman Place 1</b>			
Lisa F. Johnson	<b>218</b>	<b>77</b>	<b>295</b>
John F. Isbell	<b>368</b>	<b>197</b>	<b>565</b>
<b>Alderman Place 2</b>			
Steve Bezner	<b>485</b>	<b>240</b>	<b>725</b>
<b>Alderman Place 3</b>			
Scott Holland	<b>264</b>	<b>122</b>	<b>386</b>
Rick Staigle	<b>321</b>	<b>152</b>	<b>473</b>

Mayor Jessup read the returns and announced the following: Charles D. “Charlie” Jessup, John F. Isbell, Steve Bezner, and Rick Staigle were duly elected to their respective positions.

Once the Council Members had completed their review of the canvass, Mayor Jessup called for a motion to approve Ordinance No. 2018-12, canvassing the returns and declaring the results of the General Municipal Election held May 5, 2018.

Alderman Staigle moved to approve Ordinance No. 2018-12, canvassing the returns and declaring the results of the General Municipal Election held May 5, 2018 for the purpose of electing a Mayor and 3 City Council Members (Alderman Place 1, 2 and 3). Alderman Henley seconded the motion. The vote follows:

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

Nays: None

Aldermen Bezner and Mills were not present.

The motion carried.

After the Ordinance passed, Mayor Jessup stated the following:

This concludes the canvass of the election of the General Election held on May 5, 2018 for the City Meadows Place with a total of 887 voters.

*Mayor Jessup called the next two items (2 and 3) together.*

## **2. Issuance of Certificate of Election to Newly Elected Officials.**

City Secretary, Courtney Rutherford, delivered Certificates of Election to the newly elected officials Charles D. Jessup, Mayor; John Isbell, Alderman Place 1; Steve Bezner, Alderman Place 2; and Rick Staigle, Alderman Place 3.

## **3. Administer Oath of Office to Elected and Newly Appointed Officials.**

City Secretary, Courtney Rutherford, administered the Oath of Office to newly elected officials Charles D. Jessup, Mayor; John Isbell, Alderman Place 1; Steve Bezner, Alderman Place 2; and Rick Staigle, Alderman Place 3.

Alderman Steve Bezner was not present.

## **C. Adjourn**

There being no further business on the agenda Alderman Staigle moved to adjourn. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

Aldermen Bezner and Mills were not present.

The motion carried.



The meeting was adjourned at 6:37 p.m.

**These minutes were approved by City Council on Tuesday, May 22, 2018.**

*Courtney Rutherford*

Courtney Rutherford, City Secretary

*CD Jessup IV*

Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MAY 22, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Mayor Pro Tempore, Terry J. Henley  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Rick J. Staigle

Staff in attendance: Police Captain, Jack Ashton and Parks & Recreation Director, Colene Cabezas

**1. Pledge of Allegiance and Invocation**

Pledge by: Bob Dybala, Resident  
Invocation by: Jack Ashton, Police Captain

**B. Presentation and Proclamations**

**1. Proclamation – Meadows Elementary Day**

Mayor Jessup presented a Proclamation proclaiming Friday, June 1, 2018 as Save Meadows Elementary Day in the City of Meadows Place. Mayor Jessup also acknowledged Michelle, Cameron Miller, Chris Gawlik, and Meadows Elementary Principal Shawna Hawthorne for helping to pull the community together. He then presented Chris and Cameron with Meadows Place wooden plaques. Chris Gawlik thanked the community for their help in saving our school. It was their dedication, sacrifice, and hard work that helped to Save Meadows Elementary. Mayor Jessup invited the community to attend a party in the park on June 1<sup>st</sup> in honor of saving Meadows Elementary. He asked the residents to bring their Save Meadows signs and fill the park.

**2. Presentation of Meadows Place Garden Scholarships**

Garden Club outgoing President, Bob Dybala the new President, Joe Debruyn and thanked all who helped make the Home & Garden Tour such a huge success. He then introduced the scholarship selection committee chair, Kay Lewis. This year the Garden Club is awarding five (5) scholarships. The scholarship recipients are Zekia Campbell, Maria Carmelita Gomez, Jessica Robinson, Caroline Cardwell and Deanna Hernandez.

**C. Reports**

## **1. Police Department**

Police Captain Jack Ashton gave an overview of the monthly statistics and activities report for May 2018. A copy was distributed to City Council and filed with the City Secretary.

Captain Ashton reported that Officer Manzanares has completed training and is now on patrol. He also reported that there are several events coming up that the Police Department will be involved in. Some of these events are Neighborhood Watch Meeting, Old Town Meadows, Bare Foot N Fridays, and the July 4<sup>th</sup> parade.

Captain Ashton then shared the new EOC/Training Center video that will be used for marketing and recruiting. Mayor Jessup thanked all of the departments for their help in making the video.

Alderman Isbell thanked Captain Ashton for the Neighborhood Watch Meeting last month and stated that he thought it was a great meeting. He counted 25 people in attendance and he believes that to be a record. Mayor Jessup stated that they did an outstanding job.

Alderman Bezner asked about the jump in thefts. Captain Ashton reported that a specific incident resulted in several thefts, but it is an open case therefore he cannot talk about it.

## **2. Parks & Recreation**

The Parks and Recreation Director, Colene Cabezas, reported on Parks & Recreation activity for last quarter, for March to May. Ms. Cabezas recognized her new summer staff. The Parks department has hired summer four Camp Counselors, six Swim Instructors, and fifteen Lifeguards. She introduced those that were able to attend the meeting. She reminded them that they represent the City and they are very important employees. She believes in them and trust them with their positions. She also explained that some of the employees will rotate between lifeguard and camp counselor.

Ms. Cabezas then recognized Dan Denny, Dionysius Torreros, Leigh Ylanan, Allie & Skyler Cabezas, and Regas Construction for all of their hard work and commitment to getting the new Discovery Center complete and ready to open. She also reported that permits were pulled and inspections were performed and passed. Ms. Cabezas also met with Department of Justice regarding ADA and the building is in compliance. The center is already very busy with request from schools, clubs, and different groups.

The pool will be open this weekend for Memorial Day and then opens full time June 1<sup>st</sup> for the summer. The diving board has been reinstalled and the slide is open as well.

A swing has been installed for the All-Inclusive Park and YAC hopes to make more progress over the summer.

Now that the Discovery Center is complete the Parks Department will be more focused on landscaping, irrigation, and the trails.

Ms. Cabezas stated that she wanted to clear up some misleading information regarding the new bathroom installed near the park. The cost to maintain the facility is

approximately \$0.08 per use which calculates to approximately \$1,200 annually. The system needs to be cleaned out once every 3 months.

Ms. Cabezas then reported on the events completed over the last 3 months. The annual camp out had 92 participants this year which is a record for the City. The Garden Club Home & Garden Tour raised \$2,000 for the All Inclusive Park. A few more events completed this quarter include 3 Spring Concerts, Light Up the Night, Community Tree Planting with CenterPoint donated trees, Discovery Center grand opening, Cultural Tea Ceremony, and the largest Bare Foot N Friday to date.

She then stated that from March to May volunteers contributed 650 hours of work. This includes one Experience Works employee and the YAC group. These hours total an approximate savings of \$13,650 in salary cost.

The upcoming Parks events include the annual Splash Night and the Save Meadows Elementary Party on June 1<sup>st</sup> and the 4<sup>th</sup> of July Parade that will start at 9:00 a.m. this year.

Mayor Jessup thanked Ms. Cabezas for all her and her departments hard work on getting the Discovery Center complete and opened.

Alderman Bezner asked where an application for YAC can be found. Ms. Cabezas reported that the application is online or they can contact her or Leigh directly.

Alderman Henley thanked Helfman Ford for their donation towards the all-inclusive park and asked how close the City was to starting the park. Ms. Cabezas stated that the park is being built with donation money. Currently the YAC group and the City have raised \$34,000 and the park will cost approximately \$250,000. They plan to build the park in three parts. So far \$4,000 has been spent on the swing and musical equipment.

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

Mayor Jessup provided an overview of the Stafford Fire Department report for April 2018 which was filed with the City Secretary.

## **D. Mayor's Comments**

### **1. Save Meadows Elementary**

Mayor Jessup stated that the updated was covered in the proclamation, but he reminded everybody to attend the Save Meadows Elementary on June 1<sup>st</sup>.

### **2. Election Turn Out**

Mayor Jessup stated that he was very pleased with the May 5<sup>th</sup> election turn out. He thanked all who voted and stated that the City has a group of Council. He also stated that he is honored to be re-elected. Mayor Jessup reported that the City of Meadows Place had a great turn out. We had 887 voters which is 27% of our registered voters. The City had a better turn out than Fort Bend County overall. Fort Bend County had 6.9% overall turn out, Sugar Land had 8.85% and Stafford had 8.86%. Only the City of Thompsons had a higher percentage than the City of Meadows Place.

He was also impressed by the curbside voting conducted by the Election Judge and Clerks.

Mayor Jessup stated that he gives the most dedicated voter award to Betty! She was farm sitting in Schulenburg and drive back into town just to vote and then drove back.

Finally Mayor Jessup reminded everybody to be sure to vote for the Fort Bend ISD bond issue.

**E. Council Comments:**

None at this time.

**F. Regular Agenda**

*Mayor Jessup called the next two items (1 and 2) together.*

**1. Issuance of Certificate of Election to Steve Bezner**

City Secretary, Courtney Rutherford, delivered Certificate of Election to the newly elected official Steve Bezner, Alderman Place 2.

**2. Administer Oath of office to Steve Bezner**

City Secretary, Courtney Rutherford, administered the Oath of Office to newly elected official Steve Bezner, Alderman Place 2.

**3. Consider Ordinance No. 2018-13 electing Mayor Pro Tem.**

Alderman Staigle moved to elect John Isbell, Alderman Place 1, as Mayor Pro-Tem and then rotate in ascending order annually through the elected alderman. Alderman Mills seconded the motion.

Alderman Bezner stated that Alderman Henley is currently on different boards and does being the Mayor Pro Tem effect his creditability? Alderman Henley stated that is could possibly have an impact.

Alderman Staigle that during the budget review he would like to consider lower the Mayor Pro Tem stipend to the same as all alderman.

With a motion and a second to elect John Isbell, Alderman Place 1, as Mayor Pro-Tem and then rotate in ascending order annually through the elected alderman. Mayor Jessup called the vote. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and possible action regarding Kirkwood Street Projection design.**

Alderman Staigle stated suggested that Council allow 5 minutes for the citizens to review the proposed design drawings which is approximately 99% complete.

*Council took a brie recess at 7:45 p.m. to allow citizens time to review the drawings.*

*7:55 p.m. reconvened into Regular Session.*

Mayor Jessup stated that he'd be happy to meet with any resident in his office that would like to review the plans.

Alderman Staigle that the design is complete for the most part with a few discrepancies. The sidewalk on the east side was not in the original contract and he suggested adding it as an alternate item in the contract. Council briefly reviewed the landscape design.

Alderman Staigle reported that that HDR estimated the construction cost at \$4.4 million, but he thinks it will be closer to \$3.7 million. This is why he would like to advertise for bid so that they City has true numbers to work with before moving forward with construction. He reminded Council that there are still bond funds available for this project. There was brief discussion among Council regarding funding for this project. Some ideas for funding include funding from EDC and the City's general fund.

**5. Authorize the Mayor and City Secretary to advertise for bids for construction of Kirkwood Street improvement project from W Airport Blvd. to north city limit line.**

Alderman Staigle moved to authorize the Mayor and City Secretary to advertise for bids for construction of Kirkwood Street improvement project from W Airport Blvd. to north city limit line. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Council also agreed to hold three (3) Town Hall meetings to clear up rumors and take public input.

**6. Discussion and possible action regarding Code violations fines.**

Alderman Staigle stated that he requested this item. He knows that Code Enforcement is important and he is struggling with the feedback he has received regarding fees and fines. He would like to see staggered fines for first offense to higher fines for repeat offenders. Mayor Jessup stated that the current fine is up to \$500. Alderman Staigle stated that he is getting feedback that the judge is setting the fine at \$500 for all violations.

Alderman Staigle moved to have the City Attorney revise the City ordinance with a stair step fine process with the first offense fine to \$100, second offense fine at \$250, and the third and higher offense fine at \$500. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Audience Comments regarding Code Enforcement:

**Shirley Isbell, resident at 12326 Scottsdale,** stated that yard debris from trash every week and leaving trashcans out is one issue and we have several that need to be addressed.

**Sharon Leal, resident at 12015 Meadowdale,** stated that she would like to see a change in the fines and questioned how the fine process would be enforced. She asked for a list of the codes.

Mayor Jessup stated that a sample list of code violations can be found on the City website and offered to meet with Ms. Leal.

**Art Keepers, resident at 12243 Alston,** stated that trash cans are issue, but there is also an issue with large trucks parked in residential driveways.

**David Lance, resident at 11946 Meadowcrest,** stated that he is in favor of stair step fines for code violations.

**7. Discussion and possible action to consider dates for a Council Budget Retreat/Vision meeting.**

Alderman Staigle moved to have the Council Retreat/Workshop on June 9<sup>th</sup> at 9 a.m. at the EOC/Training Center. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**8. Discussion and possible action to consider dates for budget workshops with Department Heads.**

Alderman Staigle moved to discuss table this item. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**G. Consent Agenda**

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

April 24, 2018 – Regular Meeting

May 15, 2018 – Special Meeting

## 2. Presentation of Bills

Brown & Root Industrial Services \$35,566.00  
Install 18 Ton Roof A/C Unit at City Hall

Alderman Isbell moved to approve all items of the consent agenda. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

## H. Audience Comments

**Terry Henley, resident at 12203 Alston**, stated that he is glad that election is over and it was the ugliest he seen in 35 years. He also stated that the Saved Meadows Effort was off the chart and residents need to be sure to vote in favor of the bond issue.

## I. Adjourn

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

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

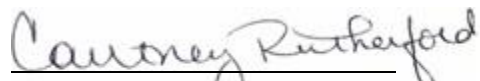
Nays: None


The motion carried.

The meeting was adjourned at 8:57 p.m.

**These minutes were approved by City Council on Tuesday, June 26, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor







**MINUTES OF THE SPECIAL SESSION TOWN HALL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 9, 2018 AT 9:00 A.M. AT THE MEADOWS PLACE TRAINING CENTER/EOC, 11975 W AIRPORT BLVD., MEADOWS PLACE, TX 77477.**

**The purpose of the meeting was to explain the scope of the project, duration, process of construction, and to give residents an opportunity to ask questions of City Council about the Kirkwood Street Construction project.**

The Mayor called the Town Hall meeting to order at 9:00 a.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Mayor Pro Tem, John F. Isbell	Alderman, Terry J. Henley
Alderman, Steven H. Bezner	Alderman, Rick J. Staigle
Alderman, Kelle K. Mills	

Staff in attendance: Parks & Recreation Director, Colene Cabezas

Mayor Jessup welcomed those in attendance and thanked them for attending. Council then allowed the residents a few minutes to review the proposed plans for the Kirkwood construction project.

There were 19 residents in attendance, one more resident showed after the meeting was over. The following signed the sign in sheet:

Robert Henderson	Bill & Lesley Smith
Sharon Easterlin	Alicia Dyer
Tracy Parks	Jonathan Marcantel
Dr. Dave Dyer	Mark & Danette Comardo
Joanna & Michael Trout	Silvia & Silverio Romano
Nadya Shelton	Deborah Braund
Donald Trask	Brenda Callow
Meghan Nolen	

Mayor Jessup explained that this project was part of the 2007 Mobility Project. And it has been reviewed and studied since then. It was recommended that a study be done by engineers and HGAC transportation planning department. The studies were done and they looked at numerous options and roundabouts were found to be the best option. The roundabouts will help slow traffic and decrease pollution due to less stopping and starting. Mayor Jessup stated that safety is the primary responsibility of City Council and was considered in this decision making.

Below is a summary of items discussed regarding the Kirkwood project:

- Kirkwood can handle up to 25,000 cars a day and current traffic counts show that approximately 11,000 cars travel Kirkwood daily.

- The current average speed on Kirkwood is 30 mph with the roundabouts the speed should reduce to approximately 20 mph.
- Kirkwood is approximately 40 years old and is at the end of its service life and needs to be replaced.
- This project is part of the 2007 mobility project and there are remaining funds to be transferred to this project.
- The bonds will only pay for the street reconstruction. The City will be responsible for the landscaping and purple pipe for the irrigation, and the street lights.
- Estimated cost for this project is approximately \$4,500,000 and the City's portion should be around \$700,000 to \$1,200,000.
- The City is working on additional funding from the County.
- The City will go out for bid to get hard cost. Once we have a cost the EDC and City will decide if the City is ready to move forward.
- The City is expecting \$3,000,000 from the County.
- The roundabouts are cheaper than going back with the current design, due to the cost of concrete.
- Studies show that roundabouts are safer for pedestrians.
- Crossing guards will remain for children.
- Due to traffic lights at each end there should be an approximate 60 second break in traffic.
- The City will work with Meadows Elementary to provide street crossing training and education.
- Kirkwood will be a 2 lane street versus the current 4 lanes.
- There will be less pollution and noise.
- The City is asking the EDC to fund the landscaping. Current landscaping may need to be scaled back to save money. EDC is funded through tax money.
- EDC has paid approximately \$400,000 in engineering cost.
- Landscaping will make Meadows Place unique and separate from Alief and Houston.
- The proposed landscaping is low maintenance and drought and freeze tolerant.
- Rocks will help with drainage and flow to the bayou.
- Fourteen live oaks will be removed, but approximately 100 trees will be replanted in their place. The City has a partnership with CenterPoint Energy for trees.


- Landscaping will create a visual barrier.
- Stamped concrete and colored concrete will be used for lower maintenance.
- Bike paths will continue from Kirkwood to the bayou and will eventually connect to the current paths in the City.
- The City will be looking into a HGAC grant for active trails.
- Bids are generally awarded to the low bidder, but they must be a responsible bid/contractor with experience in street construction.
- The sidewalks will be standard concrete. Crosswalks will be colored concrete.
- Once the final touches on the design are complete it will take approximately one week to review.
- The earliest construction is expected to start is late September.
- Current drainage bowls at Dorrance and Brighton. New design will drain directly to the bayou. The elevation will be lower towards the bayou.
- Construction time will be approximately 14 months.
- Only one intersection at a time will be closed during construction and one lane will remain open.
- New design will have less concrete, therefore allowing for better drainage.
- There will be no change in the storm sewer system.
- Sidewalks will be installed on both sides of the street.
- Drawings of the new design will be available on the City's website and in the lobby at City Hall.
- Two more public meetings will be held on June 20<sup>th</sup> and June 26<sup>th</sup>.

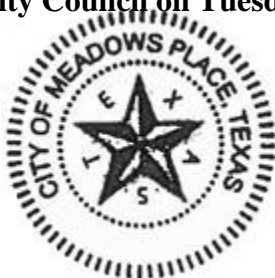
#### **A. Adjourn**


There being no further questions Mayor Jessup adjourned the Special Session Town Hall Meeting.

The meeting was adjourned at 9:56 a.m.

**These minutes were approved by City Council on Tuesday, June 26, 2018.**

  
Courtney Rutherford, City Secretary



  
Charles D. Jessup, IV, Mayor



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 9, 2018 AT 10:00 A.M. AT THE MEADOWS PLACE TRAINING CENTER/EOC, 11975 W AIRPORT BLVD, MEADOWS PLACE, TX 77477**

**A. Call to Order**

The meeting was called to order by Mayor Charles Jessup, at 10:21 a.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tem, John F. Isbell  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Terry J. Henley  
Alderman, Rick J. Staigle

**B. Discussion regarding Kirkwood Road Construction Process, Schedule and Finance Options.**

Alderman Staigle reported that he hopes to have bid packets by June 15<sup>th</sup>. He is still waiting on drawings from HDR. Once he receives the drawings he will review landscaping and make some changes on possible alternates for St. Augustine versus Bermuda grass. He stated that the bid process should take about three (3) weeks with one (1) week to review. He will review the drawings last time to make sure nothing is missing before going to bid. The earliest a bid could possibly be awarded is in September.

There was discussion regarding traffic diversion during the construction. Alderman Staigle stated that only one intersection will be closed at a time and one side of Kirkwood will always be open.

Total construction should take about 14 months.

Council discussed possible finance options, including funds from the county, the City general fund and Meadows Place Economic Development. The plan is to pay for the construction without taking on debt. The city's portion of the construction should be approximately \$700,000 to \$1,800,000. The City will review bids before making any decisions on the project.

**C. Discussion regarding Code Enforcement**

Mayor Jessup stated he is actively looking for a new Code Enforcement official/officer. He met with the City Secretary, Courtney Rutherford, and John Brown, the interim building official for the City of Fulshear. After reviewing the budget and meeting with Mr. Brown he has decided to post the agenda as a combination position for Building Inspector and Code Enforcement. Mr. Brown helped to build a new job description.

Alderman Bezner thinks the job description focuses more on building inspections than code enforcement and he thinks it needs to state more about code enforcement.

Alderman Henley suggested outsourcing code enforcement. There was brief discussion among Council regarding outsourcing and raising the salary for just code enforcement. Council agreed to see what kind of applications they receive and make a decision at a later date on the position.

**D. Discussion regarding Social Media and Council Response**

Mayor Jessup stated that he has concern regarding social media and responses on non-official pages. He reminded Council that they should not respond on the non-official pages and direct people the City's official Facebook or the City website. If a Council member does respond they need to keep it to factual information.

**E. Discussion regarding the proposed 2018-2019 Municipal Budget including preliminary FBCAD valuations, tax rate, exemptions, and upcoming departmental budget meetings/presentations, etc.**

Council reviewed the current tax and the proposed tax rate. There was brief discussion among Council regarding tax rates, property values, and increased revenue. The increased revenue could be used to pay off debt and then once the debt is paid off those funds could be used for infrastructure repair.

Alderman Henley stated that he would like to consider higher homestead and over 65 exemptions. There was brief discussion among Council regarding the decreased revenue if Council increases the tax exemptions. There was some concern among Council in becoming a retirement community and have less revenue. No decision was made at this meeting. Council will review exemptions options during budget planning workshops.

There was discussion regarding infrastructure and making repairs to the water and sewer lines with the streets. There was discussion that once the City's debt is paid off those funds can be used towards future infrastructure maintenance.

**F. Discussing regarding TML Intergovernmental Employee Benefits 2018-2019 Rerate for Medical and Dental Coverage.**

The City Secretary, Courtney Rutherford, presented options for the 2018-2019 TML Medical/Dental rerate. In order to keep the same benefit the City will see an 18% increase in premiums due to the "stop loss" rate of 2017-2018. Ms. Rutherford met with TML to look at additional options with a lower premium increase. These options will change the employee's benefits. The employee will get an increased deductible and out of pocket cost. The City's current plan is a deductible plan, which means the employee pays out of pocket until the deductible is met and then the plan pays 80% for in-network claims. The 18% premium cost will cost the City approximately \$87,000 for the year.

Council reviewed several options for insurance coverage including changes in the employee's coverage, options for two (2) types of plans, and increasing the employee's premium portion. Council discussed the employees currently working for the City and their dedication to the City. Council agreed that benefits are one of the key factors in hiring dedicated quality staff and agreed that they did not want to make changes to employees benefits.

**G. Discussion regarding the Welcome Packet and additional promotional materials.**

Mayor Jessup brought a copy of the City's current Welcome Packet and brochure. He stated that information in the packet is dated and he would like to update the packet. Council briefly discussed the packet and agreed that they would like for Erickson advertisement to update the brochure. It was even discussed adding a QR code that would direct people to the City's website.

**H. Discussion regarding infrastructure including streets, water lines, storm sewer, sidewalks, etc.**

There was brief discussion among Council regarding the City's current infrastructure. Council discussed working on a long term plan for infrastructure maintenance and repair. The would like both a financial and construction plan.

**I. Discussion regarding Park's projects.**

There was discussion regarding the previous Parks Masterplan and the possibility of an updated masterplan. Mayor Jessup stated that Park's does not have any large projects at this time or for the upcoming budget. Council would like to put together a committee to work with the Parks Director, Colene Cabezas, and work on a new masterplan to present to Council.

**J. Discussion regarding project management and reporting to Council.**

There was some concern among Council regarding projects going on in the City and not getting updates. City Secretary, Courtney Rutherford, stated that she met with Mayor regarding this issue. She will email staff weekly for an update on projects going on or coming up and she will report to Council in her weekly flash report.

**K. Discussion regarding Notification of Council for events.**

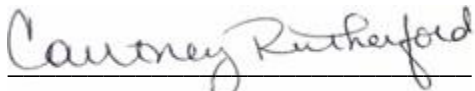
As discussed in the previous item the City Secretary will update Council weekly in her flash report.

**L. Adjourn**

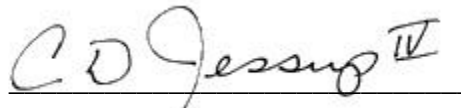
There being no further business to discuss, Alderman Mills moved to adjourn the meeting. The motion was seconded by Alderman Bezner seconded the motion and with unanimous approval the meeting was adjourned at 1:25 p.m.

**These minutes were approved by the City Council on Tuesday, June 26 2018.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE SPECIAL SESSION TOWN HALL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 20, 2018 AT 6:00 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DR., MEADOWS PLACE, TX 77477.**

**The purpose of the meeting was to explain the scope of the project, duration, process of construction, and to give residents an opportunity to ask questions of City Council about the Kirkwood Street Construction project.**

The Mayor called the Town Hall meeting to order at 6:00 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tem, John Isbell  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Terry J. Henley  
Alderman, Rick J. Staigle

Staff in attendance: Parks & Recreation Director, Colene Cabezas

Nobody from the public showed up to ask questions or review the plans. Council did review the drawing again and discussed some inlet, sign, and landscape options. No decisions were made in the meeting.

**A. Adjourn**

There being no further questions Mayor Jessup adjourned the Special Session Town Hall Meeting.

The meeting was adjourned at 7:00 p.m.

**These minutes were approved by City Council on Tuesday, June 26, 2018.**

A handwritten signature in cursive script that reads "Courtney Rutherford".

Courtney Rutherford, City Secretary

A handwritten signature in cursive script that reads "C D Jessup IV".

Charles D. Jessup, IV, Mayor





**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 20, 2018 AT 7:00 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order**

The meeting was called to order by Mayor Charles Jessup, at 7:06 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tem, John F. Isbell  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Terry J. Henley  
Alderman, Rick J. Staigle

City Attorneys, Grady Randle, and Brandon Miller were also in attendance.

**B. Discussion with City Attorney regarding Social Media**

Mayor Jessup stated that he had some concerns regarding some things he seen regarding social media, therefore he asked the Mr. Randle to attend a workshop and educate Council on social media posts. He is aware of several closed group Facebook pages; Save Meadows, You Can't Say that in Meadows Place, and What's Happening in Meadows Place. He wanted Mr. Randle to discuss open meetings and open records regarding social media and these closed groups.

Mr. Randle stated that there are concerns regarding all social media including Twitter, Snapchat, etc. It is okay for elected officials to have social media and it is best to keep them private and only post about their personal life. But once an elected official posts anything political or regarding city business that page becomes a public forum and is subject to open meetings and public information. There was also discussion regarding Council comments on social media and the risk of walking quorum. Council members stated that if they comment they keep it to factual information and direct people back to the City's official page or the City's website.

The attorney's reminded Council that if they post anything related to City business it needs to be captured in the event of a public information request. In order to avoid violations he encouraged Council to keep comments on the City's official page. He also told them to modify their conduct in order to reduce risk. Council was encouraged to keep their personal accounts private and do not link it City business in any way, including not listing that they are a member of Council.

The attorneys suggested that the City create and adopt a Social Media Policy. Council was reminded to be careful about their post, deleting and blocking people. No decisions were made this meeting.

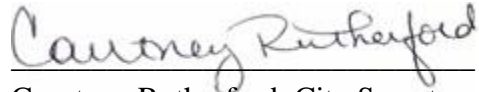


**C. Adjourn**

There being no further business to discuss, Alderman Bezner moved to adjourn the meeting. The motion was seconded by Alderman Henley seconded the motion and with unanimous approval the meeting was adjourned at 8:21 p.m.

**These minutes were approved by the City Council on Tuesday, June 26 2018.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE SPECIAL SESSION TOWN HALL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 26, 2018 AT 6:00 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477.**

**The purpose of the meeting was to explain the scope of the project, duration, process of construction, and to give residents an opportunity to ask questions of City Council about the Kirkwood Street Construction project.**

The Mayor called the Town Hall meeting to order at 6:00 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tem, John F. Isbell  
Alderman, Rick J. Staigle

City Secretary, Courtney Rutherford  
Alderman, Terry J. Henley  
Alderman, Kelle K. Mills

Staff in attendance: Parks & Recreation Director, Colene Cabezas

Alderman, Steven H. Bezner was not present for the meeting.

Mayor Jessup welcomed those in attendance and thanked them for attending. Council then allowed the residents a few minutes to review the proposed plans for the Kirkwood construction project.

There were 10 residents in attendance. The following signed the sign in sheet:

Jesse Rodriguez  
Silverio & Silvia Romano

Craig & Diedre Crowe

Mayor Jessup explained that this project was part of the 2007 Mobility Project and it has been reviewed and studied since then. Safety is Council's first responsibility. He stated that he has done extensive research on roundabout safety for children, seniors, and ADA compliance. He believes this is the best choice for Kirkwood.

Alderman Staigle explained that he has reviewed the most recent drawings, but he has been sick so his final comments have not been submitted. Alderman Staigle gave a brief background on the project and explained that Kirkwood is a 40 year old street at the end of its service life.

Below is a summary of items discussed regarding the Kirkwood project:

- The roundabouts are designed for firetrucks, ambulances, and school buses. Semi-trucks will be able to use the truck aprons.
- The City will not be taking any rights-of-way and will have impact on some driveways. Some residents met with City officials and agreed to have their

driveways relocated. Driveways will be put back as is for those who chose not to meet or did not want their driveways relocated.

- The bonds will only pay for the street reconstruction. The City will be responsible for the landscaping and purple pipe for the irrigation, and the street lights.
- Estimated cost for this project is approximately \$4,500,000 and the City's portion should be around \$700,000 to \$1,200,000.
- The City is working on additional funding from the County.
- The City will go out for bid to get hard cost. Once we have a cost the EDC and City will decide if the City is ready to move forward.
- The City is expecting \$3,000,000 from the County.
- The roundabouts are cheaper than going back with the current design, due to the cost of concrete.
- Studies show that roundabouts are safer for pedestrians.
- Crossing guards will remain for children.
- Due to traffic lights at each end there should be an approximate 60 second break in traffic.
- Kirkwood will be a 2 lane street versus the current 4 lanes.
- The City is asking the EDC to fund the landscaping. Current landscaping may need to be scaled back to save money. EDC is funded through tax money.
- EDC has paid approximately \$400,000 in engineering cost.
- Landscaping will make Meadows Place unique and separate from Alief and Houston.
- The proposed landscaping is low maintenance and drought and freeze tolerant.
- Rocks will help with drainage and flow to the bayou.
- Fourteen live oaks will be removed, but approximately 100 trees will be replanted in their place. The City has a partnership with CenterPoint Energy for trees.
- Landscaping will create a visual barrier.
- Stamped concrete and colored concrete will be used for lower maintenance.
- Bike paths will continue from Kirkwood to the bayou and will eventually connect to the current paths in the City.
- The City will be looking into a HGAC grant for active trails.

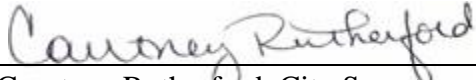
- Bids are generally awarded to the low bidder, but they must be a responsible bid/contractor with experience in street construction.
- The sidewalks will be standard concrete. Crosswalks will be colored concrete.
- Once the final touches on the design are complete it will take approximately one week to review.
- The earliest construction is expected to start is late September.
- Current drainage bowls at Dorrance and Brighton. New design will drain directly to the bayou. The elevation will be lower towards the bayou.
- Construction time will be approximately 14 months.
- Only one intersection at a time will be closed during construction and one lane will remain open.
- There will be no change in the storm sewer system.
- Sidewalks will be installed on both sides of the street.

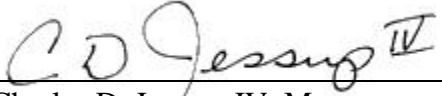
#### **A. Adjourn**

There being no further questions Mayor Jessup adjourned the Special Session Town Hall Meeting.

The meeting was adjourned at 6:31 p.m.

**These minutes were approved by City Council on Tuesday, July 24, 2018.**

  
 Courtney Rutherford, City Secretary

  
 Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 26, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Mayor Pro Tem, John F. Isbell  
Alderman, Terry J. Henley

City Secretary, Courtney Rutherford  
Alderman, Rick J. Staigle  
Alderman, Kelle K. Mills

Alderman, Steven H. Bezner was absent.

Staff in attendance: Police Captain, Jack Ashton and Parks & Recreation Director, Colene Cabezas

**1. Pledge of Allegiance and Invocation**

Pledge by: Bob Graf, Resident and EDC President

Invocation by: Jimmy Fenwick, Resident

**B. Presentation and Proclamations**

None.

**C. Reports**

**1. Police Department**

Police Chief Gary Stewart gave an overview of the monthly statistics and activities report for June 2018. A copy was distributed to City Council and filed with the City Secretary.

**a. Presentation of Promoted Officers**

Chief Stewart announced the following promotions within the Meadows Place Police Department. He stated that each officer went through an extensive interview process in order to get these promotions.

Sergeant Rebsch was promoted Detective.  
Corporal Mezegabe was promoted to Night Shift Sergeant.  
Officer Ronell was promoted to Night Shift Corporal.  
Reserve Officer Delgado was promoted to Reserve Sergeant.

Mayor Jessup congratulated the promoted officers.

Alderman Isbell thanked the Chief for his wonderful department and congratulated the promoted officers.

Alderman Mills thanked the officers for continuing to keep her safe.

## **2. Code Enforcement**

Mayor Jessup stated that the City has officially hired a new Code Enforcement Official, Karl Velasco. He is scheduled to start on Monday, July 2<sup>nd</sup>. Mayor Jessup thanked Aldermen Bezner and Isbell for participating in the interview. The Mayor also reported that Karl is certified in health inspections, therefore the City will bring the food and health inspections in house.

Alderman Henley asked if a background check was performed. The City Secretary, Ms. Rutherford, reported that it was as well as a drug and alcohol test.

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

Mayor Jessup stated that is proud of the great working relationship between the City and Stafford Fire Department. He then provided an overview of the Stafford Fire Department report for May 2018 which was filed with the City Secretary.

## **D. Mayor's Comments**

### **1. Subsidence District Increase**

Mayor Jessup stated that the City has received an increase from WCID #2 for the ground water reduction plan. The Fort Bend County Subsidence District increased the rate \$0.18 per 1,000 gallons and an additional increase is expected. Council will review the rate during budget planning and will have to consider passing this increase on to the residents.

### **2. 4<sup>th</sup> of July Election**

Mayor Jessup reminded everybody that the 4<sup>th</sup> of July Parade will start an hour earlier this year. This year's parade will start at 9:00 a.m. The Save Meadows group will lead this year's parade.

### **3. Fort Bend Chamber Update**

Mayor Jessup stated that the Fort Bend Chamber held their Young Professionals lunch earlier in the month in the City of Meadows Place at Avenida Brazilian Steakhouse. Alderman Staigle and EDC Director Kurt Kopczynski both attended.

### **4. Social Media Council Workshop**

Mayor Jessup stated that City Council met with the City Attorney on June 20<sup>th</sup> to discuss social media pitfalls and benefits. He stated the Council is working to be transparent through social media, but have to be careful of walking quorums and have severe restrictions when it comes to social media.

## **E. Council Comments:**

### **1. Update on Kirkwood Project**

Alderman Staigle stated that he is still reviewing the final set of drawings and hopes to go out for bid in the next couple of weeks. The City plans to allow three weeks for bid submittal and then will review the bids and determine the lowest responsible bid for the project. He also plans to get a list of contractors from the County and ask them to bid on the project.

## **2. Update on HGAC**

Alderman Henley stated that he doesn't have much to update at this time other than the new executive director is doing a good job. He also reported that they HGAC has received more FEMA funds which means more money for the County.

## **F. Regular Agenda**

### **1. Discussion and possible action to consider Resolution No. 2018-17 accepting the 2018-2019 Texas Multistate Intergovernmental Employee Benefits Pool Rerate Notice and Benefit Verification Form Setting the Employer Funded Defined Contribution Rate for Employee Medical, Dental, Long Term Disability, Basic Life and AD&D, Voluntary Dependent Life and Additional Employee Life and AD&D Coverage.**

Alderman Staigle stated that this is a substantial increase, 18%, and the City will absorb the cost. The City could not find better rates.

Alderman Henley stated that the increase was due to increased claims and pay out by TML insurance. Hopefully next year the claims will be down, therefore the premium will be reduced next year.

City Secretary, Courtney Rutherford, stated that she has informed staff that Council was going to keep insurance the same and absorb the increase. Staff was very appreciative.

Alderman Isbell moved to approve Resolution No. 2018-17 accepting the 2018-2019 Texas Multistate Intergovernmental Employee Benefits Pool Rerate Notice and Benefit Verification Form Setting the Employer Funded Defined Contribution Rate for Employee Medical, Dental, Long Term Disability, Basic Life and AD&D, Voluntary Dependent Life and Additional Employee Life and AD&D Coverage. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

### **2. Discussion and possible action to consider Resolution No. 2018-18 accepting the 10/20 Year Write Off per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Patsy Schultz, PCC.**

Alderman Staigle moved to approve Resolution No. 2018-18 accepting the 10/20 Year Write Off per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas"

from Fort Bend County Tax Assessor/Collector, Patsy Schultz, PCC. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**3. Discussion and possible action to consider Resolution No. 2018-19 amending the City's Employee Policy Manual adding a new Section VIII. Emergency-Inclement Weather Compensation.**

Ms. Rutherford explained that a policy must be in place at the time of significant event in order to get reimbursed, if reimbursements are possible. The City will not get reimbursement from FEMA for salaries during Hurricane Harvey, because a pay policy was not in place. Alderman Henley confirmed that the City would not be getting reimbursed since there was not a policy a prior to Hurricane Harvey.

Alderman Staigle moved to approve Resolution No. 2018-19 amending the City's Employee Policy Manual adding a new Section VIII. Emergency-Inclement Weather Compensation. Alderman Henley seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**4. Discussion and possible action to consider Ordinance No. 2018-14 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$42,000.00 to increase line item 100-060-580000, Capital Improvement – Parks in order to cover capital improvements to the Discovery/Nature center.**

Mayor Jessup explained that this amendment was just moving between line items in the Parks Departmental budget in order to cover cost of the Discovery/Nature Center. Staff was not requesting funds from the General Fund and not increasing the overall budget. Alderman Henley asked Council if they were aware of how much was spent overall on the Discovery/Nature Center. HE stated that Council originally approved a \$25,000 remodel budget and he calculates staff has spent approximately \$100,000 between fiscal years 2016-2017 and 2017-2018.

Council agreed that they want better reporting is needed in the future on capital improvements. Alderman Staigle stated that staff should request the amendment before spending the funds.

Mayor Jessup reminded Council that staff is just requesting to move funds within the budget and not increasing the budget.



Alderman Isbell moved to approve Ordinance No. 2018-14 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$42,000.00 to increase line item 100-060-580000, Capital Improvement – Parks in order to cover capital improvements to the Discovery/Nature center. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Mills

Nays: Alderman Henley

Alderman Bezner was not present.

The motion carried.

- 5. Discussion and possible action to consider Ordinance No. 2018-15 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018, in the amount not to exceed \$2,500 to increase line item 100-060-571510, Parks Programming Expenses from line item 100-060-571505, Parks Instructor & Class Supplies in order to better track parks programming expenses that have no fee.**

Mayor Jessup explained that this is to create a new line item so that staff can better tack expenses.

Alderman Staigle moved to approve Ordinance No. 2018-15 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018, in the amount not to exceed \$2,500 to increase line item 100-060-571510, Parks Programming Expenses from line item 100-060-571505, Parks Instructor & Class Supplies in order to better track parks programming expenses that have no fee. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

## **G. Consent Agenda**

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

May 22, 2018 – Regular Meeting

June 9, 2018 – Special Session Town Hall Meeting

June 9, 2018 – Workshop Meeting

June 20, 2018 – Special Session Town Hall Meeting

June 20, 2018 – Workshop Meeting

## 2. Presentation of Bills

<b>Cap Fleet Upfitters</b> Emergency Equipment Install for Shop 33	<b>\$ 11,620.04</b>
<b>McCall Gibson Swedlund Barfoot PLLC</b> 207 Auditors Remaining Fees	<b>\$ 10,300.00</b>
<b>Perdue, Brandon, Fielder, Collins, &amp; Mott LLP</b> Fines collected in March & April	<b>\$ 6,340.63</b>
<b>Wright Business Technology</b> New Server for City Hall	<b>\$ 13,989.00</b>
<b>Randle Law Office LTD, L.L.P.</b> General Legal Fees for May	<b>\$ 617.11</b>
<b>Randle Law Office LTD, L.L.P.</b> Code Enforcement Legal Advice (Alston – Property A)	<b>\$ 58.50</b>
<b>Randle Law Office LTD, L.L.P.</b> Code Enforcement Legal Advice (Alston – Property B)	<b>\$ 58.50</b>
<b>Randle Law Office LTD, L.L.P.</b> Texas Voices Legal Fees for May	<b>\$ 2,686.13</b>
<b>Randle Law Office LTD, L.L.P.</b> Legal Fees Regarding Oasis	<b>\$ 409.50</b>
<b>Randle Law Office LTD, L.L.P.</b> General Code Enforcement Legal Advice	<b>\$ 1,883.00</b>

Alderman Henley moved to pull item #2 from the consent agenda for discussion and approve item #1 of the consent agenda. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

Alderman Henley stated that minutes for the June 9, 2018 workshop show the meeting location at City Hall and needs to be amended to the Training Center/EOC located at 11975 W Airport Blvd.

Alderman Henley moved to approve Consent item #2 as amended. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

## H. Audience Comments

**Chuck McClurkin, resident at 11947 Brighton**, stated that he has noticed an increase in truck and trailer traffic on Dorrance. He stated that trucks are also running the stop signs. He asked that the City moved the “NO Trucks” sign closer to Highway 59, before the alley.

Alderman Staigle stated that he will get the Public Works Director, Danny Segundo, and discuss a larger sign closer to US 59. Mayor Jessup also stated that he will talk with the Police Chief regarding patrol of Dorrance.

**Dora Rodriguez, Resident at 12050 Cedar Form**, stated that she is having issues with her neighbors regarding the property line. Mayor Jessup stated that this is a civil issue that she needs to handle through the County court. Mayor Jessup agreed to meet with her to discuss the situation on June 27<sup>th</sup> at 4:00 p.m.

## I. Adjourn

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

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

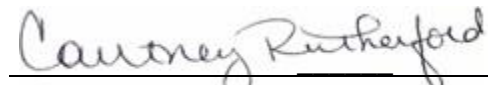
Alderman Bezner was not present.


The motion carried.

The meeting was adjourned at 7:37 p.m.

**These minutes were approved by City Council on Tuesday, July 24, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF THE SPECIAL SESSION AND BUDGET WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JULY 19, 2018 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 Jessup at 6:00 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tem, John F. Isbell  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Terry J. Henley  
Alderman, Rick J. Staigle

Police Chief, Gary Stewart, was also present. Parks Director, Colene Cabezas joined the meeting at 7:20 pm.

**B. Discussion and possible action to consider Resolution No. 2018-20 authorizing the Mayor and City Secretary to enter into an agreement with Cypress Creek Pest Control, Inc. for mosquito control spraying in the City.**

There was brief discussion among the Council regarding how many times a week to spray the City. Council agreed that Public Works Director, Mr. Segundo, will keep mosquito counts and spray as needed. The proposed agreement is \$150.00 per application.

Alderman Bezner, moved to approve Resolution No. 2018-20 authorizing the Mayor and City Secretary to enter into an agreement with Cypress Creek Pest Control, Inc. for mosquito control spraying in the City. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**C. Review and discuss the Proposed Fiscal Year 2018-2019 Budget**

*Mayor Jessup called item #3 out of order.*

**3. Review and discuss 2018-2019 Revenue Projections**

Council reviewed the FBCAD Appraisals, which reflected less revenue that originally predicted. Council discussed keeping the same tax rate to have the necessary funds to maintain the same level of service.

*Mayor Jessup then returned to the agenda as posted.*

**1. Review and discuss the proposed 2018-2019 Police Departmental budget**

Police Chief, Gary Stewart, presented a detailed overview of the proposed budget items for the Police Department. Questions were posed by Council and there was brief discussion among Council and Chief Stewart regarding staffing, vehicles, and facility use and possible expansion. A copy of the presentation was filed with the City Secretary.

*Council took a brief recess at 7:16 p.m. and then continued the meeting at 7:21 p.m. to review the Parks budget.*

**2. Review and discuss the proposed 2018-2019 Parks & Recreation Departmental budget**

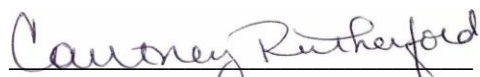
Parks and Recreations Director, Colene Cabezas, presented a detailed overview of the proposed budget items for the Parks and Recreations Department. Questions were posed by Council and there was brief discussion among Council and Ms. Cabezas regarding changes in aquatics expenses, future capital projects, and the Park's department vehicles. A copy of the presentation was filed with the City Secretary.

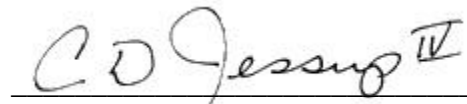
**D. Adjourn**

There being no further business to discuss, Alderman Mills made a motion to adjourn the Special Session and Budget Workshop Meeting. The motion was seconded by Alderman Isbell and with unanimous approval the budget workshop meeting was adjourned at 8:08 p.m.

These minutes were approved by the City Council on Tuesday, August 28, 2018.

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF THE SPECIAL SESSION AND BUDGET WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JULY 21, 2018 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 Jessup at 9:00 a.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Mayor Pro Tem, John F. Isbell	Alderman, Terry J. Henley
Alderman, Rick J. Staigle	Alderman, Kelle K. Mills

Alderman, Steven H. Bezner was not present.

Public Works Director, Danny Segundo was also present.

**B. Review and discuss the Proposed Fiscal Year 2018-2019 Budget**

**1. Review and discuss the proposed 2018-2019 Public Works Departmental budget**

Public Works Director, Danny Segundo, presented a detailed overview of the proposed budget items for the Public Works Department. Questions were posed by Council and there was brief discussion among Council and Mr. Segundo regarding mosquito control, road use fee, and facility maintenance. A copy of the presentation was filed with the City Secretary.

**2. Review and discuss the proposed 2018-2019 Utility Departmental budget**

Public Works Director, Danny Segundo, presented a detailed overview of the proposed budget items for the Utility Department. Questions were posed by Council and there was brief discussion among Council and Mr. Segundo regarding sludge hauling, WCID Surface Water fee increase, and moving salaries over to administration in the general fund. A copy of the presentation was filed with the City Secretary.

**3. Review and discuss the proposed 2018-2019 Sewer Departmental budget**

Public Works Director, Danny Segundo, presented a detailed overview of the proposed budget items for the Sewer Department. Questions were posed by Council and there was brief discussion among Council and Mr. Segundo. A copy of the presentation was filed with the City Secretary.

**4. Review and discuss the proposed 2018-2019 Administration Departmental budget**

City Secretary, Courtney Rutherford, presented a detailed overview of the proposed budget items for the Administration Department. Questions were posed by Council and there was brief discussion among Council and Ms. Rutherford regarding insurance premiums and salaries. A copy of the presentation was filed with the City Secretary.

**5. Review and discuss the proposed 2018-2019 Municipal Court Departmental budget**

City Secretary, Courtney Rutherford, presented a detailed overview of the proposed budget items for the Municipal Court Department. Questions were posed by Council and there was brief discussion among Council and Ms. Rutherford regarding an additional clerk. A copy of the presentation was filed with the City Secretary.

**6. Review and discuss the proposed 2018-2019 City Council Departmental budget**

City Secretary, Courtney Rutherford, presented a detailed overview of the proposed budget items for the City Council Department. Questions were posed by Council and there was brief discussion regarding the rotation of Mayor Pro Tem. A copy of the presentation was filed with the City Secretary.

**7. Review and discuss 2018-2019 Revenue Projections**

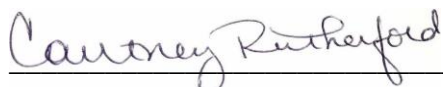
Council briefly reviewed the revenue projections and discussed increasing the homestead and over 65 tax exemption.

**C. Adjourn**

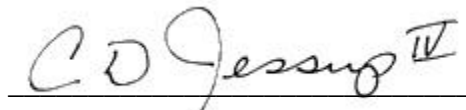
There being no further business to discuss, Alderman Mills made a motion to adjourn the Special Session and Budget Workshop Meeting. The motion was seconded by Alderman Henley and with unanimous approval the budget workshop meeting was adjourned at 12:24 p.m.

These minutes were approved by the City Council on Tuesday, August 28, 2018.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JULY 24, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Mayor Pro Tem, John F. Isbell  
Alderman, Terry J. Henley

City Secretary, Courtney Rutherford  
Alderman, Rick J. Staigle  
Alderman, Kelle K. Mills

Alderman, Steven H. Bezner was absent.

Staff in attendance: Police Chief, Gary Stewart and Public Works Director Danny Segundo.

**1. Pledge of Allegiance and Invocation**

Pledge by: Quade Weber, Resident and Boy Scout  
Invocation by: Chaplain Jim Russell

**B. Reports**

**1. Police Department**

Police Chief Gary Stewart gave an overview of the monthly statistics and activities report for June 2018. A copy was distributed to City Council and filed with the City Secretary.

Mayor Jessup stated that there was an issue with the car track software and he appreciated the Chief getting the issue resolved and presenting an updated report so quickly.

Alderman Henley also thanked the Chief for getting the vehicle report corrected.

**2. Public Works**

The Public Works Director, Danny Segundo, reported on public works progress since his last report in April. He gave a brief recap on streets, Utility Projects, Water and Sewer updates, Maintenance updates, and training the Public Works employees.

Mr. Segundo stated that the street repair projects for the 2017-2018 fiscal year have been complete and he is working a plan for the 2018-2019 fiscal year. He also reported that the City Hall roof and new ac installs have both been completed. The Hydraulic travel bridge is also back online. Below is a list of few items that the Public Works Department has completed over the last three (3) months.



- Annual drinking water quality report completed and mailed out to each resident. Continuing to monitor the mosquito counts.
- Repainted the EOC/Training Center Building
- Ground storage tank was inspected and is in good condition
- The AC was out at City Hall was out this past Saturday due to a power surge, but the issue has been fixed.

Alderman Henley asked why the EOC/Training Center needed to be painted. Mr. Segundo stated that staff power washed the building and paint flaked off.

Alderman Isbell asked Mr. Segundo to prepare a map that shows a plan for the street repairs.

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

Mayor Jessup provided an overview of the Stafford Fire Department report for June 2018 which was filed with the City Secretary.

## **C. Mayor's Comments**

### **1. Texas Voices Lawsuit Update**

Mayor Jessup was happy to report that the appeal has been dismissed. He stated that this resulted in above average legal bills for the City, but we were the last City to fight and it was dismissed. He thanked the Council and residents of Meadows Place for leading the charge and fighting.

### **2. Educational Trash & Recycle Video funded by Texas Pride and our EDC**

Mayor Jessup stated that Texas Pride and the EDC are working together, and funding an education video on trash and recycling. The City will promote it on our website, Facebook, and in the newsletter.

### **3. Calling 911**

Mayor Jessup reminded residents that when calling 911 after hours be sure to state that you are in Meadows Place in Fort Bend County especially on a cell phone. The calls go to the closest cell tower and sometimes that falls in Harris County or Houston.

### **4. Budget Meeting and Hearings**

Mayor Jessup stated that City Council met with staff to review the upcoming budget and there will be possible tax hearing coming up. He encouraged the residents to attend the hearings.

## **D. Council Comments:**

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

Alderman Henley stated that he has been on the board for a number of years and they are working on a resolution to allow City's to use their websites for legal notice instead of local newspapers. This would save cities thousands of dollars. He also briefly reviewed revenue caps and encouraged everybody to contact their local state representative.

## **2. CSEC Update – Alderman Terry Henley**

Alderman Henley stated they are fighting to get 911 to use GIS when calls come in from cell phones.

## **E. Regular Agenda**

### **1. Accept the Quarterly Investment report for the 2018 second quarter.**

Alderman Henley moved to accept the Quarterly Investment report for the 2018 second quarter. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

It was noted that the City has had a small increase in interest.

### **2. Discussion and possible action to consider Ordinance No. 2018-16 amending section 51.99 of Chapter 51 of the City of Meadows Place Code of Ordinance regulating penalties for provisions applicable to water and sewer.**

Mayor Jessup stated that this item is to increase the current penalty for tampering with the City meters. The current penalty is \$200 and that does not cover the cost of the meter repair/replacement.

Alderman Staigle moved to approve Ordinance No. 2018-16 amending section 51.99 of Chapter 51 of the City of Meadows Place Code of Ordinance regulating penalties for provisions applicable to water and sewer. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

## **F. Consent Agenda**

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

June 26, 2018 – Special Session Town Hall Meeting

June 26, 2018 – Regular Meeting

### **2. Presentation of Bills**

**Brown & Root Industrial Services LLC**

**\$ 7,378.41**

Alderman Henley moved to pull item #2 from the consent agenda for discussion and approve item #1 of the consent agenda. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

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

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

#### **G. Audience Comments**

**Mike Scofield, resident at 12108 Meadowdale**, gave a brief update on the upcoming bond election for Fort Bend ISD and stated that it will be in two (2) parts.

Mayor Jessup stated that he was correct, and the Meadows Elementary project will be in the first part.

**Regina Weber, resident at 12221 S Kirkwood, Meadows Place Senior Living**, stated that the sign on W Airport near Kirkwood blocks their view and not that it is damaged asked that the City take it down.

Mayor Jessup stated that this is the first complaint they have received, but staff has already ordered the materials to repair the sign.

Alderman Staigle stated that he will take a look at the sign.

**Dominic Weber, resident at 12207 Montecito**, stated that he is with Troop 31 and he attended the meeting to fulfill his Citizenship in the Community requirement.

**Tynan Weber, resident at 12207 Montecito**, stated that he is with Troop 31 and he attended the meeting to fulfill his Citizenship in the Community requirement.

**Quade Weber, resident at 12207 Montecito**, stated that he is with Troop 31 and he attended the meeting to fulfill his Citizenship in the Community requirement.

Mayor Jessup stated that the City used to sponsor scouts many years ago, but it is no longer allowed. He stated that each of them spoke beautifully and did a wonderful job,

Mayor Jessup also thanked Richard Ramirez, EDC Commissioner, for attending the meeting.

## **H. Adjourn**

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

Ayes: Aldermen Isbell, Staigle, Henley and Mills

Nays: None

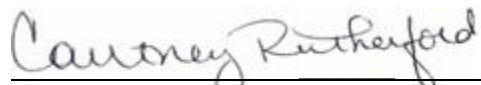
Alderman Bezner was not present.

The motion carried.

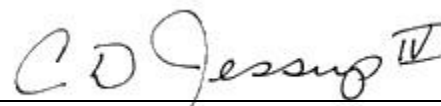
The meeting was adjourned at 7:41 p.m.

**These minutes were approved by City Council on Tuesday, August 28, 2018.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE SPECIAL SESSION AND BUDGET WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON AUGUST 4, 2018 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 Jessup at 8:30 a.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Alderman, Terry J. Henley	Alderman, Rick J. Staigle
Alderman, Steven H. Bezner	Alderman, Kelle K. Mills

Mayor Pro Tem, John F. Isbell arrived at 10:38 p.m.

Public Works Director, Danny Segundo was also present.

**B. Review and discuss the Proposed Fiscal Year 2018-2019 Budget**

**1. Discussion regarding the current Sex Offender Lawsuit.**

Mayor Jessup stated that the current sex offender lawsuit was officially dismissed, and the defendant was moved out of the City. He stated that the defendant is currently appealing four (4) citations in court and still has 17 pending in our Court. He talked with legal counsel and they advised that it would be best to dismiss those cases since the defendant has moved and the other case has been dismissed. The Council agreed that it would better economically for the City to dismiss the cases.

**2. Review and discuss the proposed 2018-2019 Fiscal Year Budget, including Expenditures and Revenue Projections.**

Mayor Jessup reminded Council that they have previously reviewed expenditures with the Department Heads, but there are still a few items for Council to review. Council reviewed revenues, possible increase in homestead tax exemption increases, city vehicles, salaries, moving funds to a capital improvement account for facilities maintenance, and the increase in the WCID Surface Water Rate.

Alderman Bezner stated that he would like Council to consider setting the excess funds in the Police Department salaries into a capital funds line item to prepare for facilities expansion for the Police Department. He would like for Council to look at adding to this line at the end of each fiscal year to expand the Police Department. Council briefly reviewed the item and asked the City Secretary to put a budget amendment on the August 28<sup>th</sup> agenda.

There was a brief discussion among Council regarding the WCID Surface Water Rate increase. The City is looking at a \$0.36 increase per one thousand (1,000) gallons. This

is a state mandated fee that the City must pay. Council reviewed utility revenue and agreed that this fee needs to be passed on to the residents in order to cover the cost. Council asked the City Secretary to put an item on the August 28<sup>th</sup> agenda increasing the Surface Water Rate \$0.36.

Alderman Henley stated that he would like Council to consider an increase in the tax exemptions for homestead and over 65. Alderman Bezner stated that he would be in favor to increase the tax exemption for the homestead, because that would affect all residents in the City. The current exemption is 13%. There was discussion among Council regarding the percentage increase. Council asked the City Secretary to put an item on the August 28<sup>th</sup> agenda increasing the homestead tax exemption to 20%.

**3. Discussion and possible action to consider Resolution No. 2018-20, setting the maximum proposed tax rate, setting dates for any necessary public hearings on the proposed tax rate; and setting the date City Council will adopt the fiscal year 2018-2019 tax rate.**

Council briefly reviewed dates and times for the upcoming public hearings on the proposed tax rates.

Alderman Staigle, moved set August 28, 2018 at 6:30 p.m. for the first public hearing and September 18, 2018 at 6:30 p.m. for the second public hearing to allow for public comment on the proposed tax rate. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

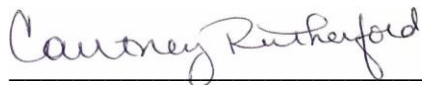
The motion carried.

**C. Adjourn**

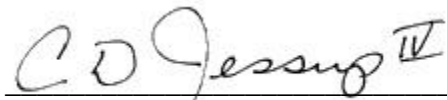
There being no further business to discuss, Alderman Staigle made a motion to adjourn the Special Session and Budget Workshop Meeting. The motion was seconded by Alderman Henley and with unanimous approval the budget workshop meeting was adjourned at 10:49 a.m.

These minutes were approved by the City Council on Tuesday, August 28, 2018.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON AUGUST 28, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Mayor Pro Tem, John F. Isbell  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Rick J. Staigle

Aldermen, Terry J. Henley and Steven H. Bezner were absent.

Staff in attendance: Police Captain, Jack Ashton and Parks Director, Colene Cabezas.

**1. Pledge of Allegiance and Invocation**

Pledge by: Kurt Kopczynski, Resident  
Invocation by: Chaplain Jim Russell

**B. Presentations and Proclamations**

1. National Night Out Proclamation

**C. Reports**

**1. Police Department**

Police Captain Jack Ashton gave an overview of the monthly statistics and activities report for August 2018. A copy was distributed to City Council and filed with the City Secretary.

Captain Ashton invited everybody to attend the Neighborhood Watch meeting on September 20, 2018.

He stated that Police Department is continuing to work with Northern Tool Equipment. Suspects have been walking out with large items such as generators and tool sets. The Police Department has advised Northern Tool to move the items to a different location in the store and not so close to the doors. So far, they have identified two (2) of the four (4) suspects.

He also stated that the CRASE drill at Sugar Grove Church has been postponed.

Meadows Place PD provided security and traffic control at JCI for their Nickel Dog Day, which was very busy and a success.

The Police Department continues to have trainings at the new Training Center and our officers can attend at no charge. Bellaire Police Department participated in our recent assessment at the Training Center and have asked to hold their upcoming Assistant Chief assessment there.

Mayor Jessup stated the Chief was out on vacation, but he wanted to thank him, Colene Cabezas, and Courtney Rutherford for completing the application for the new parking lot at the Training Center. All paperwork and fees have been submitted to CenterPoint.

Alderman Mills thanks the Police Department for helping at her house recently.

Alderman Henley also thanked the Chief for getting the vehicle report corrected.

## **2. Parks & Recreation**

The Parks Director, Colene Cabezas, reported on parks progress and events since her last report in May and stated that her budget for this fiscal year is right on target at 90.21% and looks to end on a positive note.

Ms. Cabezas was happy to report that the new Discovery/Nature Center opened in late Spring and started summer camps in June. There were 10 different week-long camps and averages 15 youths per week. The target number of participation to cover the camp expense was 10 youths per week. These camps raised an estimated \$17,000 in revenue. They partnered with different organizations like Meadows Place Police, Stafford Fire and Fort Bend Master Gardeners for presentations at the camps.

This facility is also available for rental and currently has nine (9) different organizations using it for meetings.

She stated that pool season started and ended this quarter. It was another successful season and pool pass sales exceeded the previous year.

She completed a Trail survey as part of the parking lot application and can add additional trails at no additional cost to the city.

Splash Night was a huge success with approximately 400 people attending. Mayor Jessup stated that this is a special event for our community and this year he combined it with a party for saving Meadows Elementary. He thanked Ms. Cabezas for all her work toward the party.

We had another successful and well attended July 4<sup>th</sup> Parade despite the rain.

She then stated that from June to August volunteers contributed 600 hours of work. This includes two Experience Works employees. These hours total an approximate savings of \$12,600 in salary cost.

Ms. Cabezas then gave a brief overview of events scheduled for the upcoming quarter. These events include completing the backyard at the Discovery Center, McGrath trailhead



behind the field house for the Monarch Gateway, Monarch Madness on October 6<sup>th</sup>, Oktoberfest on October 26<sup>th</sup>, and Christmas Memories on December 7<sup>th</sup>.

Alderman Isbell congratulated Ms. Cabezas on a successful Splash Night. He had a great time. He also stated good job on her budget being at 90% and asked how the volunteers contributed to that. She stated that a volunteer works the Nature Center daily from 12:00 p.m. to 5:00 p.m. He also stated that his three (3) grandchildren attended the camps and has a great time.

Alderman Staigle stated that HGAC will have a call projects for future trails on September 4<sup>th</sup> and he will get the information to her.

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

Mayor Jessup provided an overview of the Stafford Fire Department report for July 2018 which was filed with the City Secretary. Mayor Jessup stated that Ms. Segundo, Public Works Director, works great with the Fire Department and EMS and takes care of building maintenance. Some of the recent projects include Door repairs, lighting in the parking lot, and a CIP project for a generator at the EMS building. The City has happy to have them here and wants to work to keep them happy.

### **D. First Public Hearing for Proposed Tax Rate**

Mayor Jessup opened the public hearing at 7:20 p.m. and stated the purpose of today's hearing to give all interested parties the right to appear and be heard regarding the City's proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by 4.24 percent. Mayor Jessup called upon anyone desiring to speak.

Mayor Jessup then waited to see if anybody wanted to speak at the Public Hearing.

Alderman Staigle stated that the law requires the city to stated that the tax revenue will increase but does not consider the possible Homestead Exemption increase that Council will consider later in the Regular Agenda. If passed the tax revenue will decrease.

Mayor Jessup stated The City Council will meet on Tuesday, September 25, 2018 at 6:30 p.m. at the Meadows Place City Hall, 1 Trojan Drive, Meadows Place, Texas, for the purpose of voting on the proposed tax rate. There being no one desiring to speak, Mayor Jessup closed this public hearing at 7:22 p.m.

### **E. Mayor's Comments**

#### **1. Thank you to everyone for their hard work on the budget process**

Mayor Jessup that he wanted to thank Alderman Staigle, City Secretary, Courtney Rutherford; Finance Director, Anna-Maria Weston, and all of the Department Heads for their hard work on the budget. It is an intense and complex process, and all have the best interest of the City at heart.

#### **2. Increase in WCID Surface Water Fee**

Mayor Jessup stated that city recently received a 23% rate increase from WCID and this is still lower than most of Fort Bend Subsidence District. Meadows Place is in great shape for water and thanked those before him for signing the contract.

**3. Thank you to Alderman Rick Staigle for his time and efforts on the Kirkwood Reconstruction Project.**

Mayor Jessup thanked Alderman Staigle for all of his time and hard work on the Kirkwood project. The City is going out for bid and Alderman Staigle played a huge role in that. He is a certified traffic engineer and he is very thankful for expertise.

**F. Council Comments:**

**1. Update on the Kirkwood Reconstruction Project – Alderman Rick Staigle**

Alderman Staigle stated that project is going out for bid this week. The city will host a pre-bid meeting with HDR on August 30<sup>th</sup> for interested contractors and the bid opening will be September 19<sup>th</sup> which will give the city actual cost. HDR and the city will be looking not only the low bid, but the most responsible bid. References will also be checked. The current bid also has a 90-day clause to honor the bid, so that the city can evaluate funds. As of now the EDC and Fort Bend County Mobility Bond will help fund the project. The intent is for no funds to come from the city general fund.

**G. Regular Agenda**

**1. Discussion and possible action to consider Ordinance No. 2018-17 amending the tax exemption of the appraised value of residential homestead property from 13% to 20 % for the tax year beginning January 1, 2019.**

Alderman Isbell moved to approve Ordinance No. 2018-17 amending the tax exemption of the appraised value of residential homestead property from 13% to 20 % for the tax year beginning January 1, 2019. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Mills

Nays: None

Aldermen Henley and Bezner was not present.

The motion carried.

Alderman Staigle stated that this exemption will decrease revenue by approximately \$924910.00 and is equivalent to \$0.03 cent decrease in the tax rate. Each home owner will save approximately \$100.00 per year.

Council also stated that they chose to increase the homestead exemption versus the tax rate so that the residents of Meadows Place would be the ones to benefit.

**2. Discussion and possible action to accept the 2018 Tax Year Anticipated Collection Rate from Patsy Schultz, PCC, Fort Bend County Tax Assessor Collector.**

Alderman Staigle moved to accept the 2018 Tax Year Anticipated Collection Rate from Patsy Schultz, PCC, Fort Bend County Tax Assessor Collector. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Mills

Nays: None

Aldermen Henley and Bezner was not present.

The motion carried.

**3. Discussion and possible action to consider Resolution No. 2018-21 selecting an individual to serve on the TML Intergovernmental Risk Pool Board of Trustees Places 11 – 14.**

Alderman Mills moved to approve Resolution No. 2018-21 selecting an individual to serve on the TML Intergovernmental Risk Pool Board of Trustees Places 11 – 14 nominating the Board of Trustees as follows:

Place 11     Dietrich von Biedenfelf

Place 12     Bert Lumbreras

Place 13     Byron Black

Place 14     David Rutledge

Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Mills

Nays: None

Aldermen Henley and Bezner was not present.

The motion carried.

**4. Discussion and possible action to consider Ordinance No. 2018-18 providing for schedule of fees; updating fees for surface water rates; repealing all ordinance or resolutions in conflict herewith; providing a penalty; providing for severability; and providing an effective date.**

Alderman Staigle moved to approve consider Ordinance No. 2018-18 providing for schedule of fees; updating fees for surface water rates; repealing all ordinance or resolutions in conflict herewith; providing a penalty; providing for severability; and providing an effective date. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Mills

Nays: None

Aldermen Henley and Bezner was not present.

The motion carried.

Alderman Staigle explained that this fee is state mandated and if the City does not comply they will be penalized. The city has covered the last couple of increase, but unfortunately, they can no longer absorb this cost, therefore they must pass the increase on to the water customers.

This ordinance will increase the Surface Water Fee from \$1.82 to \$2.18

- 5. Discussion and possible action to consider Ordinance No. 2018-19 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$50,000.00 from line item 100-050-510100, Police Department Salaries, to increase a new line item in Capital Improvement for Facilities Maintenance in order to plan for possible facility expansions and improvements.**

Alderman Staigle moved to approved Ordinance No. 2018-19 amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$50,000.00 from line item 100-050-510100, Police Department Salaries, to increase a new line item in Capital Improvement for Facilities Maintenance, 100-271300, in order to plan for possible facility expansions and improvements. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Mills

Nays: None

Aldermen Henley and Bezner was not present.

The motion carried.

Alderman Staigle explained that these funds will be transferred the Police salary line item. Due to vacant positions the Police Department has funds remaining in the 2017-2018 municipal budget. These funds will be put in Capital Improvements to plan for possible build outs/expansions.

- 6. Discussion and possible action to set the date for a public hearing regarding permits, general contractors, inspections, and home owner's responsibility.**

Council agreed to hold a workshop on September 25<sup>th</sup> after the Regular City Council meeting to discuss permits, general contractors, inspections, and home owner's responsibility.

## **H. Consent Agenda**

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

July 19, 2018 – Special Session and Budget Workshop Meeting

July 21, 2018 – Special Session and Budget Workshop Meeting

July 24, 2018 – Regular Meeting

August 4, 2018 – Special Session and Budget Workshop Meeting

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

Ayes: Aldermen Isbell, Staigle, and Mills

Nays: None

Aldermen Henley and Bezner were not present.

The motion carried.

## **I. Audience Comments**

**Art Keepers, resident at 12243 Alston,** asked Council to do more regarding rental properties and code enforcement of those properties.

**Donna Navarro, resident at 11918 Scottsdale,** stated that the city should use Code Red to contact residents when water is to be turned off for repairs. She also stated concern for the maintenance of rental properties in the City.

## **J. Adjourn**

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

Ayes: Aldermen Isbell, Staigle, and Mills

Nays: None

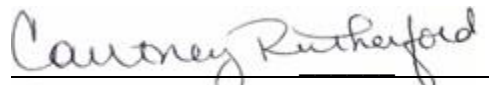
Aldermen Henley and Bezner were not present.


The motion carried.

The meeting was adjourned at 7:57 p.m.

**These minutes were approved by City Council on Tuesday, September 25, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SEPTEMBER 18, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Aldermen, Terry J. Henley  
Alderman, Rick J. Staigle

City Secretary, Courtney Rutherford  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Mayor Pro Tem, John F. Isbell was absent.

**B. Second Public Hearing for Proposed Tax Rate**

- 1. Conduct the second public hearing giving all persons interested the right to appear and to be heard on the proposal to decrease total tax revenues from properties on the tax roll in the preceding tax year by 0.39 percent (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax rate calculated under Chapter 26, Tax Code).**

Mayor Jessup opened the public hearing at 6:31 p.m. and stated the purpose of today's hearing to give all interested parties the right to appear and be heard regarding the City's proposal to decrease total tax revenues from properties on the tax roll in the preceding tax year by 0.39 percent. Mayor Jessup called upon anyone desiring to speak.

Mayor Jessup then waited to see if anybody wanted to speak at the Public Hearing.

Jared Hallmark, resident at 11922 Scottsdale, stated that he was interested in the public hearing and thanked Council for allowing the public to attend and speak. He is a senior at Dulles High School and is going into the Naval Academy. He thanked Mayor Jessup and Pete Olson for their support and letters of recommendation.

Alderman Staigle stated that the 0.39% decrease in tax revenue is due to the Homestead Exemption increase passed by City Council at the August 28<sup>th</sup> Regular Council meeting.

Alderman Bezner asked if this budget will still be in the black? Mayor Jessup stated that the budget is still in the black, but very thin.

Mayor Jessup then stated the City Council will meet on Tuesday, September 25, 2018 at 6:30 p.m. at the Meadows Place City Hall, 1 Troyan Drive, Meadows Place, Texas, for the purpose of voting on the proposed tax rate. There being no one desiring to speak, Mayor Jessup closed this public hearing at 6:36 p.m.

**2. Discussion and possible action to consider Ordinance No. 2018-20 authorizing the Mayor and City Secretary to enter into an Amendment to the Interlocal Agreement for Kirkwood and West Airport Improvements.**

Mayor Jessup explained that this ordinance is to re-allocate the refunding payment due to the County by the City and the County's additional funding under the West Airport Agreement to complete the Kirkwood Project. Per this agreement the County will transfer the remaining funds/savings in the amount of \$212,297.30 from the W Airport project, will contribute additional funding from the W Airport project I the amount of \$1,270,705.24, and still contribute the initial \$1,500,000.00 to the Kirkwood project. The total amount payable to the City for this project should not to exceed \$3,885,000 from the County.

Alderman Bezner moved to approve Ordinance No. 2018-20 authorizing the Mayor and City Secretary to enter into an Amendment to the Interlocal Agreement for Kirkwood and West Airport Improvements. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Henley, Bezner, Staigle, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**C. Adjourn**

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

Ayes: Aldermen Henley, Bezner, Staigle, and Mills

Nays: None


Aldermen Isbell was not present.

The motion carried.


The meeting was adjourned at 6:53 p.m.

**These minutes were approved by City Council on Tuesday, September 25, 2018.**

ATTEST:

  
Courtney Rutherford, City Secretary



  
Charles D. Jessup, IV, Mayor



**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SEPTEMBER 25, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Mayor Pro Tem, John F. Isbell  
Alderman, Rick J. Staigle  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Steven H. Bezner  
Aldermen, Terry J. Henley

Staff in attendance: Police Chief Gary Stewart

**B. Pledge of Allegiance and Invocation**

Pledge by: Kurt Kopczynski, Resident

Invocation by: Chaplain Jim Russell

**C. Presentations and Proclamations**

**1. Proclamation honoring Susan Smith, Executive Director TML Multistate Intergovernmental Employee Benefit Pool.**

Mayor Jessup presented a Proclamation honoring Susan Smith, Executive Director of TML Multistate Intergovernmental Employee Benefit Pool and proclaiming September 27, 2018 as Susan Smith Day.

**D. Budget Public Hearing**

1. Conduct a Public Hearing on the City of Meadows Place municipal budget for fiscal year 2018-2019.

Mayor Jessup open the Public Hearing at 6:36 p.m. and stated that the purpose of the hearing was is to give all interested parties the right to appear and be heard concerning the City of Meadows Place proposed municipal budget for the fiscal year 2018-2019.

Mayor Jessup called upon anyone desiring to speak. There being no one desiring to speak, Mayor Jessup closed this public hearing at 6:37 p.m.

**E. Reports**

**1. Police Department**

Police Chief Gary Stewart gave an overview of the monthly statistics and activities report for September 2018. A copy was distributed to City Council and filed with the City Secretary.



Chief Stewart thanked Council for the service, dedication, and time at all of the budget meetings. Alderman Isbell stated that Chief Stewart's preparation makes the budget process easier.

Chief Stewart invited everybody to attend National Night Out on Tuesday, October 2<sup>nd</sup> from 6:00 p.m. to 8:00 p.m. He also reminded everybody that the next Neighborhood Watch Meeting will be October 18<sup>th</sup> at 7:00 p.m. Captain Ashton will cover Traffic Stops and Distracted Drivers.

Mayor Jessup encouraged all residents to be outside for National Night Out and show their support for Meadows Place Police Department and the community.

## **2. Code Enforcement**

The Code Enforcement Official, Karl Velasco, reported on code enforcement progress since he began working in Meadows Place on July 2, 2018. A copy was distributed to City Council and filed with the City Secretary.

Mr. Velasco reported that a lot of people are coming into compliance now that they see him out enforcing the codes.

Mayor Jessup thanked Mr. Velasco for his report and asked that in the future he include his weekend hours.

There was brief discussion among Council and Mr. Velasco regarding his first couple of months with the City and the process he follows when filing charges. Mr. Velasco stated that he usually starts with a warning and if they resident doesn't come into compliance he will file a complaint through the Court.

Council thanked him for work and asked that next time he report the number of violations that have come into compliance.

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

Mayor Jessup provided an overview of the Stafford Fire Department report for August 2018 which was filed with the City Secretary. Mayor Jessup stated that Ms. Segundo, Public Works Director, works great with the Fire Department and EMS and takes care of building maintenance. Some of the recent projects include a new door and alarm system at the EMS building and a new door panel at the Fire Station. The City has plans for a generator at the EMS building as part of the 2018-2019 CIP budget.

## **F. Mayor and Council Comments**

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

#### **a. Appreciation Dinner**

Mayor Jessup thanked Courtney Rutherford for her work putting together the Volunteer Appreciation dinner for the City's board and commission members. He said everyone really enjoyed it and thanked Council for attending.

**b. 2017-2018 – A Look Back**

Mayor Jessup reported that he believes this has been the best year he's had in Meadows Place. He will be meeting with Department Heads on Monday to review their accomplishments from last year and their goals for the upcoming year. He stated that staff is working hard to raise the standard in Meadows Place.

**c. Meadows Place Ads on Freeway Marquee**

Mayor Jessup thanked the EDC and Erickson Advertisement for the three new ads on the Sterling McCall marquee. He has been getting feedback which shows that there are getting noticed.

**d. Jared Hallmark**

Mayor Jessup thanked Jared Hallmark, a resident and employee in Meadows Place, for being the only person that showed up for the Second Tax Rate Public Hearing. Mr. Hallmark currently attends Dulles High School where he plays football and baseball and received an award for academic excellence. Mayor Jessup recently wrote a letter of recommendation to Congressman Olson for Mr. Hallmark to join the US Naval Academy.

**e. National Night Out**

Mayor Jessup reminded everybody that National Night Out is October 2<sup>nd</sup> at 6:00 p.m.

**2. Council Comments**

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

Alderman Staigle reported that the City held a public bid opening on September 19<sup>th</sup> and received right bids. HDR is currently double checking the bids and checking the references on the low bid. The review should be complete by the October meeting and Council will be able to consider acceptance of a contract.

**G. Regular Agenda**

**1. Discussion and consideration of Resolution No. 2018-22 accepting the Auditor's Engagement Letter.**

Alderman Bezner moved to approve Resolution No. 2018-22 accepting the Auditor's Engagement Letter. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**2. Discussion and consideration of Ordinance No. 2018-21 adopting the City of Meadows Place municipal budget for fiscal year 2018-2019.**

Mayor Jessup called for a motion to approve Ordinance No. 2018-21 adopting the City of Meadows Place municipal budget for fiscal year 2018-2019. This budget will raise

less revenue from property taxes from last year's budget by an amount of \$11,435.00, which is a 0.39% decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$216.40.

Alderman Henley moved to approve Ordinance No. 2018-21 adopting the fiscal year 2018-2019 Municipal Budget for the City of Meadows Place, Texas, and appropriating the several sums set up therein to the objects and purposes therein named. Alderman Staigle seconded the motion.

Mayor Jessup then called upon each Alderman for their vote. The vote follows:

Alderman Bezner:	Aye
Alderman Mills:	Aye
Alderman Henley:	Aye
Alderman Staigle:	Aye
Alderman Isbell:	Aye

The motion carried

**3. Discussion and possible consideration of Ordinance No. 2018-22 approving the fiscal year 2018-2019 budget for the City of Meadows Place Economic Development Corporation as adopted by the Board of Directors at its September 6, 2018 Meeting.**

Alderman Henley stated that the proposed budget was amended but the EDC increasing the expenditures for line item 070-584009, Capital Improvement, from \$15,000 to \$30,000.

Alderman Bezner moved to approve Ordinance 2018-22 approving the amended fiscal year 2018-2019 budget for the City of Meadows Place Economic Development Corporation as adopted by the Board of Directors at its September 6, 2018 Meeting. Alderman Henley seconded the motion. The vote follows:

Ayes:	Aldermen Henley, Isbell, Bezner, Staigle, and Mills
Nays:	None

The motion carried.

**4. Discussion and possible consideration of Ordinance No. 2018-23 levying a tax rate for the City of Meadows Place, Texas for the Tax Year 2018.**

Alderman Isbell moved to approve Ordinance No. 2018-23 levying a tax rate for the City of Meadows Place, Texas for the Tax Year 2018. Alderman Henley seconded the motion.

Council reminded the Public that at the last Regular City Council Meeting Council increased the Homestead Exemption from 13% to 20%. The vote follows:

Ayes:	Aldermen Henley, Isbell, Bezner, Staigle, and Mills
Nays:	None

The motion carried.

**5. Discussion and possible consideration of Ordinance No. 2018-24 repealing subsection 150.02(b) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(b) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Building Code.**

Alderman Isbell moved to approve Ordinance No. 2018-24 repealing subsection 150.02(b) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(b) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Building Code. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**6. Discussion and possible consideration of Ordinance No. 2018-25 repealing subsection 150.02(I) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(I) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Fire Code.**

Alderman Henley moved to approve Ordinance No. 2018-25 repealing subsection 150.02(I) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(I) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Fire Code. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**7. Discussion and possible consideration of Ordinance No. 2018-26 repealing Subsection 150.02(H) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(H) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Fuel Gas Code.**

Alderman Bezner moved to approve Ordinance No. 2018-26 repealing Subsection 150.02(H) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(H) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Fuel Gas Code. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**8. Discussion and possible consideration of Ordinance No. 2018-27 repealing subsection 150.02(F) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(F) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Mechanical Code.**

Alderman Staigle moved to approve Ordinance No. 2018-27 repealing subsection 150.02(F) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(F) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Mechanical Code. Alderman Henley seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**9. Discussion and possible consideration of Ordinance No. 2018-28 repealing subsection 150.02(E) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(E) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Plumbing Code.**

Alderman Isbell moved to approve Ordinance No. 2018-28 repealing subsection 150.02(E) of Section 150.02 of Chapter 150 of the Code of Ordinances and substituting a new subsection 150.02(E) of Section 150.02 of Chapter 150 of the Code of Ordinances; adopting with amendments the 2015 International Plumbing Code. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**10. Discussion and possible consideration of Ordinance No. 2018-29 repealing Sections 115.01 and 115.02 of Chapter 115 of the Code of Ordinances and substituting a new Subsection 115.01 and 115.02 of Chapter 115 of the Code of Ordinances; adopting with amendments the 2015 Texas Food Establishment Rules.**

Alderman Bezner moved to approve Ordinance No. 2018-29 repealing Sections 115.01 and 115.02 of Chapter 115 of the Code of Ordinances and substituting a new Subsection 115.01 and 115.02 of Chapter 115 of the Code of Ordinances; adopting with amendments the 2015 Texas Food Establishment Rules. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**11. Discussion and possible consideration of Resolution No. 2018-23 designating a city representative and an alternate representative to the Houston-Galveston Area Council's 2019 General Assembly**

Alderman Staigle moved to designate Terry Henley as the City representative and Charles Jessup, IV as the alternate representative to the Houston-Galveston Area Council's 2019 General Assembly. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**H. Consent Agenda**

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

August 28, 2018 – Regular Meeting

September 18, 2018 – Special Session & Public Hearing

**2. Presentation of Bills**

<b>Fort Bend Central Appraisal District</b>	<b>\$ 5,089.00</b>
2018-2019 First Quarter Payment	
<b>Randle Law Office LTD., L.L. P.</b>	<b>\$ 6,933.00</b>
General Legal Counsel	
<b>Randle Law Office LTD., L.L. P.</b>	<b>\$ 2,137.50</b>
Texas Voices Legal Counsel	
<b>Randle Law Office LTD., L.L. P.</b>	<b>\$ 97.50</b>
Code Enforcement Legal Counsel (Alston)	
<b>Randle Law Office LTD., L.L. P.</b>	<b>\$ 4,855.50</b>
Code Enforcement Legal	
<b>City of Stafford</b>	<b>\$ 229,000.00</b>
Fire Services in the City	

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

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

Nays: None

The motion carried.

## **I. Audience Comments**

None

## **J. Work Shop Agenda**

1. Discussion with Legal Counsel regarding permits, general contractors, inspections, and home owner's responsibility.

City Attorney, Grady Randle, was attendance to review permitting requirements for home owners in Meadows Place. Meadows Place Permit Clerk, Isela Hernandez, was also in attendance.

Mayor Jessup stated that he is overall happy with the permit process and department but believes a few adjustments may be needed. He's been hearing from residents that they can do whatever they want, because it is their house. He stated that homeowners can do the work herself, but a permit must still a permit.

Alderman Bezner read a lengthy email he received from resident voicing their frustration during a recently permitted remodel project in the City. Council agreed that the City needs to follow the laws but could maybe be a little relaxed. They would like for staff to create a procedure for pulling permits and include a booklet and possible check list.

There was also discussion among City Council regarding the current building official. It has been brought to Council's attention that it is hard to get a straight answer and sometimes he gives different answers.

City Attorney, Grady Randle, suggested that Council might want to discuss this issue in an executive session in the future. He advised Council against allowing home owners to do all work without permits. He also pointed that there is quite a bit of work that exempt from pulling a permit. This information can be found in the news codes that Council just passed.

Staff will work over the next month or so to put together procedures and guidelines for pulling a permit.

## **K. Adjourn**

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

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

Nays: None

The motion carried.

The meeting was adjourned at 9:02 p.m.

**These minutes were approved by City Council on Tuesday, October 23, 2018.**

ATTEST:

*Courtney Rutherford*

Courtney Rutherford, City Secretary

*C D Jessup IV*

Charles D. Jessup, IV, Mayor







**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON OCTOBER 9, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

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  
Mayor Pro Tem, John F. Isbell  
Alderman, Rick J. Staigle

City Secretary, Courtney Rutherford  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Aldermen, Terry J. Henley was not present.

Bob Graff, EDC President, was also present.

The following members of the Planning and Zoning Commission we also present.

Ever Ramirez  
Sean Ulrey

Beau Abdulla  
Bryan Swinney

**B. Joint Work Session with the Planning and Zoning Commission to receive a presentation from Trent Perez with PRD Land Development Services on the possible development of a carwash on W Airport.**

The following were in attendance for the presentation.

Nick Addison and David Pemberton from Boos Development Group.

Trent Perez and Crystal Adams from PRD Land Development.

Mr. Pemberton gave a brief presentation regarding the carwash that his client is considering developing on W Airport Blvd. at Kirkwood Street. He stated that they were looking for feedback from City Council and the Planning & Zoning Commission before moving forward with an application for Specific Use.

Mr. Pemberton stated that his company looks for sites and then works with the developers. Mr. Carwash is the largest carwash in the nation and they consider this location to be a good spot for their next development based on demographics and traffic counts.

The City questioned water usage and if they recycle water. Mr. Pemberton stated that Mr. Carwash recycles approximately 30% of the water.

There was concern among Council and the Planning & Zoning Commission regarding sales tax, failure of the carwash and what will happen with the building, potential traffic on W

Airport, and the water shed from the carwash. Mr. Perez said that he would work to get answers to these questions.

City Council and the Planning and Zoning Commission will hold a joint work session on Tuesday, October 23<sup>rd</sup> to discuss in more detail.

**C. Discussion and possible consideration of Resolution No. 2018-24 authorizing the Mayor and Alderman Rick Staigle to submit an application for a Call for Projects to Houston-Galveston Area Council (H-GAC) for Meadows Place-Stafford Shared-Use Paths.**

Alderman Isbell moved to approve Resolution No. 2018-24 authorizing the Mayor and Alderman Rick Staigle to submit an application for a Call for Projects to Houston-Galveston Area Council (H-GAC) for Meadows Place-Stafford Shared-Use Paths. Alderman Bezner seconded the motion.

Alderman Staigle stated that this agreement commits the City to 20% of the cost.

The vote follows:

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

Nays: None

Aldermen Henley was not present.

The motion carried.

**D. Adjourn**

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

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

Nays: None

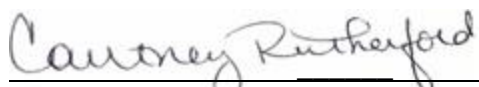
Aldermen Henley was not present.

The motion carried.

The meeting was adjourned at 7:39 p.m.

**These minutes were approved by City Council on Tuesday, October 23, 2018.**

ATTEST:



Courtney Rutherford, City Secretary





Charles D. Jessup, IV, Mayor



**MINUTES OF THE CITY COUNCIL AND PLANNING & ZONING JOINT WORK SESSION OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON OCTOBER 23, 2018 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 Jessup at 6:01 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tem, John F. Isbell  
Alderman, Rick J. Staigle

City Secretary, Courtney Rutherford  
Alderman, Terry J. Henley  
Alderman, Kelle K. Mills

Alderman, Steven H. Bezner was not present.

The following were present from the Planning and Zoning Commission:

Chair, Ever Ramirez  
Commissioner, Sean Ulrey

Vice Chair, Bryan Swinney

Commissioners Matt Oltremari and Bea Abdulla were not present.

Bon Graf, EDC President, was also present.

**B. Joint Works Session to review and discuss presentation regarding the possible development of a carwash on W Airport.**

Mayor Jessup introduced the item and stated that he wanted Council and Planning & Zoning to discuss the recent presentation regarding the development of carwash on W Airport. He also stated that he received confirmation that carwash will not bring any sales tax revenue to the City. There was brief discussion among Council and the Commission regarding the lack of revenue from a carwash.

Alderman Staigle stated that he might be in favor if the development would agree to annual payment to the City in lieu of sales tax.

Planning & Zoning Chairman Ramirez stated that even though it did not bring revenue to the City it might be a nice amenity for the residents.

Mayor Jessup pointed out that this would be a part of the last 9 acres along W Airport available for development and EDC President Graf has been talking with the land owners and other possible developers. Mr. Graf first thought the carwash was a good idea, but now

believes it is economically beneficial for the City. The group also discussed that the development of the Grid on the other side of US59 has the potential to bring more interest to this tract of land.

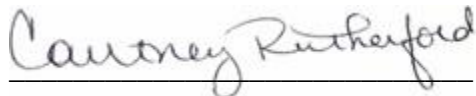
The majority of Council and the Planning & Zoning Commission stated that were not in favor of the carwash due to the lack of revenue.

**C. Adjourn**

There being no further business to discuss, Alderman Henley made a motion to adjourn the Joint Work Session. The motion was seconded by Alderman Mills and with unanimous approval the meeting was adjourned at 6:30 p.m.

These minutes were approved by the City Council on Tuesday, November 27,

2018. ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON OCTOBER 23, 2018 AT 6:30 P.M. AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477**

**A. Call to Order:**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:36 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro Tem, John F. Isbell  
Aldermen, Terry J. Henley

City Secretary, Courtney Rutherford  
Alderman, Rick J. Staigle  
Alderman, Kelle K. Mills

Alderman, Steven H. Bezner was not present.

Staff in attendance: Police Captain, Jack Ashton and Public Works Director, Danny Segundo.

**1. Pledge of Allegiance and Invocation**

Pledge by: Adam Morrison, Boy Scout

Invocation by: Chaplain Jim Russell

**B. Reports**

**1. Police Department**

Captain Jack Ashton gave an overview of the monthly statistics and activities report for October 2018. A copy was distributed to City Council and filed with the City Secretary.

Captain Ashton stated that there will be increased patrol due to Halloween. He also reminded everybody that the next Neighborhood Watch Meeting will be November 15<sup>th</sup> at 7:00 p.m. The topic will be CERT, Community Emergency Response Team.

Mayor Jessup complimented Captain Ashton and Chief Stewart on the Neighborhood Watch meeting. He stated that they have been outstanding and encouraged residents to attend.

**2. Public Works**

The Public Works Director, Danny Segundo, reported on public works progress since his last report in July. He gave a brief recap on Streets, Utility Projects, Water and Sewer updates, Maintenance updates, and training the Public Works employees.

Mr. Segundo reported that 30 sites for mud-jacking were approved in the 2018-2019 budget as well as 15 sidewalk repairs, handicap ramps, curb repairs, and storm inlets. His department has already started working on these improvements.

He stated that there are ten (10) locations for street repairs, which he has broken into three (3) phases. Phase I & II are funded by the road use fund and phase III will be funded out of the street repair budget line item.

Water and Sewer updates included water main breaks. Over the last three (3) months there have been 14 related leaks, which are main breaks, service tap leaks, fire hydrant issues. The average cost of repair is \$2,337.95. There were five (5) sanitary sewer collection issues. These are residential sewer tap issues that are broken or separated near the sewer main line. The average cost of repair is \$2,480.21.

Mr. Segundo also reported on a Sanitary Sewer Manhole Sealing Program to Prevent Infiltration into Sanitary Sewer Collection System. Public Works did pilot program regarding Sealing Manholes to prevent infiltration problems that are occurring in our collections system. They contracted with Spectra Shield to seal 6 manholes. The cost is \$13,530.00, for an average cost of \$2,255.00 per manhole.

Mr. Segundo then gave an updated on completed projects and upcoming projects.

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

Mayor Jessup provided an overview of the Stafford Fire Department report for September 2018 which was filed with the City Secretary. Mayor Jessup stated that the City continues to have a great working relationship with Stafford Fire Department and Fort Bend EMS. We are currently getting a new Fire Marshal and he has already come over to the City to introduce himself and make the transition as easy as possible.

## **C. Mayor and Council Comments**

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

Mayor Jessup thanked Adam Morrison, boy scout and the grandson of Alderman Henley, for attended the meeting and leading the pledge. He also introduced his dad, Jeff, and brother, Aaron, who attended the meeting with him.

Adam stated the was attending the meeting for his Service Award for attending a public meeting. He will receive his citizenship in the community merit badge which is needed for his star rank. He has been a boy scout for 7 years and his brother is also a boy scout.

Mayor Jessup thanked them both for their service and thanked them for choosing Meadows Place.

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

Mayor Jessup stated that this is a new publication and Meadows Place is featured on page 3. This publication is designed for businesses in Fort Bend County and he is proud that Meadows Place is the first city featured.

**b. Raising our Standards**

Mayor Jessup stated that everything we do in raising the standards in operations, efficiency, customer service, and the Police Department is led by the department heads, Courtney Rutherford, Gary Stewart, Danny Segundo, Colene Cabezas, and Anna-Maria Weston. Staff and Council continue to attend training and desire to improve.

He thanked staff for all that they do to continue to raise the standards of the City of Meadows Place.

**2. Council Comments**

Alderman Henley stated that he appreciated his grandsons Adam and Aaron for attending the meeting with their dad Jeff.

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

Alderman Henley stated that he attended the annual conference in Fort Worth along with Mayor Jessup, Aldermen Isbell and Staigle, and the City Secretary, Ms. Rutherford. He stated that the 5G small node technology is still a concern and a lot of people are still working to get it implemented. They must connect through fiber optic which he stated has limited the franchise fee to \$250.00 and this could carry to other utilities and TML is concerned about that possibility. TML has filed suit stating this is unconstitutional.

Mayor Jessup stated that Meadows Place was well represented and thanked those who attended.

Alderman Staigle stated an imminent threat to public safety regarding the Brazos River. He stated that the river is up, but not predicted to go to the flood stage.

**D. Regular Agenda**

**1. Discussion and acceptance of the Quarterly and Annual Investment Reports**

Alderman Henley moved to accept both the Quarterly and Annual Investment Reports. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**2. Discussion and consideration of Resolution No. 2018-24 adopting the 2018-2019 City of Meadows Place Investment Policy and Strategy Guidelines.**

Mayor Jessup explained that it is the same policy previously adopted and no changes have been made.

Alderman Staigle moved to approve Resolution No. 2018-24 adopting the 2018-2019 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**3. Discussion and consideration to accept HDR Engineering, Inc.'s recommendation regarding the Request for Bids for the Kirkwood Reconstruction Project.**

Alderman Staigle moved to accept HDR Engineering, Inc.'s recommendation regarding the Request for Bids for the Kirkwood Reconstruction Project. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**4. Discussion and consideration of Resolution No. 2018-25 accepting the bid for the Kirkwood Reconstruction project and authorize the Mayor and City Secretary to enter into a contract.**

Alderman Isbell to approve Resolution No. 2018-25 accepting the bid for the Kirkwood Reconstruction project and authorize the Mayor and City Secretary to enter into a contract. Alderman Henley seconded the motion.

Alderman Staigle stated that HDR Engineering did reference checks on Mar-Con Services the low bidder and they were good. There were previous issues with delays, but the City can work with them because we have liquidated consequences for delays in the project. Once approved we will get the contract and submit a Notice to Proceed to Mar-Con with a start date of January 2, 2019, due to the holidays.

The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**5. Discussion and consideration of Resolution No. 2018-26 accepting HDR Engineering, Inc. Proposal for Construction Management Services for the**



**Kirkwood Reconstruction Project and authorize the Mayor to enter in an agreement for construction administration, part-time site observation, and material testing services for the Kirkwood Reconstruction Project.**

Alderman Staigle moved to approve Resolution No. 2018-26 accepting HDR Engineering, Inc. Proposal for Construction Management Services for the Kirkwood Reconstruction Project and authorize the Mayor and City Secretary to enter in an agreement for construction administration, part-time site observation, and material testing services for the Kirkwood Reconstruction Project. Alderman Henley seconded the motion.

Alderman Staigle stated that this is a large number, but he has reviewed the proposal and it is in line with what the County pays for these services. This proposal covers 24 hours a week of inspectable work like watching concrete pours, etc.

Mayor Jessup stated having Alderman Staigle has been wonderful to work with the County and HDR. He again thanked him for his time and dedication to the project.

The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**6. Discussion and consideration of Ordinance No. 2018-30 amending City of Meadows Place Code Ordinances Sec. 153.094 C-1 Light Commercial District, to allow for Facilities for drive-thru banking and restaurants.**

Alderman Henley moved to approve Ordinance No. 2018-30 amending City of Meadows Place Code Ordinances Sec. 153.094 C-1 Light Commercial District, to allow for Facilities for drive-thru banking and restaurants. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**7. Discussion and consideration of Ordinance No. 2018-31 authorizing and allowing, under the act governing the Texas Municipal Retirement System, "updated service credits" in said system for service performed by qualifying members of such system who presently are members of the City of Meadows Place.**

Alderman Staigle moved to approve Ordinance No. 2018-31 authorizing and allowing, under the act governing the Texas Municipal Retirement System, "updated service

credits" in said system for service performed by qualifying members of such system who presently are members of the City of Meadows Place. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**8. Discussion and consideration to reschedule the Regular City Council Meeting in December due to the Christmas holiday.**

Alderman Henley moved to reschedule the Regular City Council Meeting in December to Tuesday, December 18, 2018, due to the Christmas holiday. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

**E. Consent Agenda**

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

September 25, 2018 – Regular Meeting

October 9, 2018 – Special Session Meeting

**2. Presentation of Bills**

<b>AAA Flexible Pipe Cleaning Co. Inc.</b>	<b>\$ 23,814.57</b>
Clean & TV Sanitary Sewer Lines	
<b>Artificial Plants</b>	<b>\$ 6,012.68</b>
Hanging Baskets Along W Airport	
<b>Concrete Conservation, LLC</b>	<b>\$ 13,530.00</b>
Manhole Liner	
<b>Galls</b>	<b>\$ 19,020.96</b>
Grant Funded Rifle Vests	
<b>HDR Engineering</b>	<b>\$ 14,818.41</b>
Engineering Services	
<b>Joe Salvide</b>	<b>\$ 6,542.00</b>
12251 Monticeto – Street repair (50%)	
<b>Joe Salvide</b>	<b>\$ 6,542.00</b>

12307 Monticeto – Street repair (50%)

**Joe Salvide** \$ 24,685.00

12018, 223, 247 Monticeto – Street repair (50%)

**Onsolve** \$ 5,100.00

CodeRed Annual Renewal

**Tyler Technologies** \$ 13,048.11

Annual Software Renewal

Alderman Mills moved to remove item 2, Presentation of Bills, from the consent agenda for discussion. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

Alderman Henley moved to approve the minutes as presented. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

Alderman Staigle stated that in item 2, Presentation of Bills, the invoice from HDR Engineering Services is for Engineering Services. Alderman Staigle moved to approve item 2, Presentation of Bills, as amended. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

Alderman Bezner was not present.

The motion carried.

#### **F. Audience Comments**

**Art Keepers, resident at 12243 Alston Drive**, stated there are still ongoing code enforcement issues with commercial grade trucks parked in residential areas. Mayor Jessup stated that the Code Enforcement Officer will investigate the issue.

**Rick Staigle, resident at 12327 Scottsdale**, stated that he believes Council needs to look into robot brothels at the next Council meeting.

## G. Adjourn

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

Ayes: Aldermen Henley, Isbell, Staigle, and Mills

Nays: None

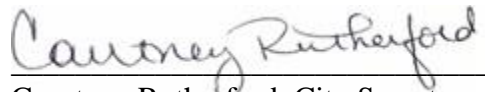
Alderman Bezner was not present.

The motion carried.

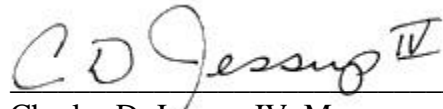
The meeting was adjourned at 7:45 p.m.

**These minutes were approved by City Council on Tuesday, November 27, 2018.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**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  
Mayor Pro Tem, John F. Isbell  
Alderman, Rick J. Staigle  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Steven H. Bezner  
Aldermen, Terry J. Henley

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 the 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 propertied 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 Salvade</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

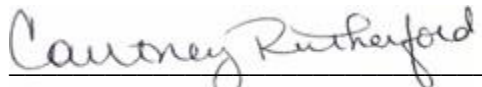
Nays: None

The motion carried.

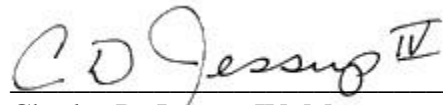
The meeting was adjourned at 7:51 p.m.

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

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor





**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON DECEMBER 18, 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  
Mayor Pro Tem, John F. Isbell  
Alderman, Rick J. Staigle  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Steven H. Bezner  
Aldermen, Terry J. Henley

Staff in attendance: Police Chief, Gary Stewart and Police Captain Jack Ashton

**1. Pledge of Allegiance and Invocation**

Pledge by: Kurt Kopczynski, Resident

Invocation by: Chaplain Jim Russell

**B. Reports**

**1. Police Department**

Police Chief, Gary Stewart gave an overview of the monthly statistics and activities report for December 2018. A copy was distributed to City Council and filed with the City Secretary. Chief Stewart stated that this a short reporting period due to the holidays and the December meeting being moved up.

Chief Stewart explained that he met with EMS and Stafford Fire Department regarding staging during the Kirkwood Road construction. Mayor Jessup thanked him for his professionalism and getting ahead of the issue.

**2. Code Enforcement**

Code Enforcement Officer, Karl Velasco, was not present therefore, Mayor Jessup gave a brief recap on code enforcement. Mayor Jessup pointed out that 67% of the code enforcement cases open this quarter were self-initiated by Mr. Velasco and the top

violation continues to be bandit signs. Code Enforcement filed charges on a property on Alston Drive and learned the process for abating property.

Mayor Jessup also reported that Mr. Velasco contacted Comcate regarding the software back up process. Comcate advised that they have security in place and they monitor and back up the system.

Alderman Isbell stated that he has seen Mr. Velasco around quite a bit and it appears that he is taking care of business.

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

Mayor Jessup provided an overview of the Stafford Fire Department report for November 2018 which was filed with the City Secretary.

## **C. Mayor and Council Comments**

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

#### **a. Christmas Memories**

Mayor Jessup stated that the Parks Department decided to move the event to Thursday due to the weather. This was a big deal, because most of the communities around Meadows Place canceled their events. Due to the hard work of staff this was one of the most successful Christmas Memories to date. The Parks Department even added a Polar Express trolley ride that was very popular.

#### **b. Moody's Report**

Mayor Jessup stated that the City received a great report due to our financial strength and the City's rating went up to AAA3 and in a robust financial position.

#### **c. Forthcoming Changes in the City**

Mayor Jessup stated that Meadows Place is very active for one square mile. The City is in the process of looking for a new prosecutor, since our current prosecutor, Brian Middleton, was elected as the District Attorney for Fort Bend County. Mayor Jessup hopes to bring a replacement prosecutor to Council at the January meeting.

Mayor Jessup also reported that the current Public Works Director, Danny Segundo, will be leaving. He was offered a City Administrator position. He has been doing a great job planning for the future of Meadows Place and will be greatly missed.

Mayor Jessup reported that he and staff met with a new company for Building Official Duties and inspections, which is on the agenda farther down for approval.

Another big change coming in the City is the rebuilding of Meadows Place Elementary and this is another example of raising the standards in Meadows Place.

**d. Changed in Fort Bend County Mayor and Council Association**

Mayor Jessup stated that Meadows Place has been an active participant in the Fort Bend County Mayors & Councils Association and usually have the highest percentage of Council in attendance. Effective January 1<sup>st</sup> Meadows Place will be taking over leadership of the FBCMCA currently led Mayor Allen Owen.

**2. Council Comments**

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

Alderman Staigle stated that the City is still waiting on a schedule from the contractor, but they Notice to Proceed date is January 2, 2019 and should last about one year.

**b. H-GAC Update – Alderman Terry Henley**

Alderman Henley stated they have a new Director that is taking a very proactive approach on the legislative agenda and supportive of Cities and Counties.

**c. TML Update – Alderman Terry Henley**

Alderman Henley stated that he attended the legislative agenda last week and they had a great speaker, Dennis Bowman. They are encouraging cities to pass a resolution against revenue caps. TML plans to address state legislature regarding the loss of revenue for cities.

He also stated that TML is supporting a bill to allow postings on City websites for legal publications instead of posting in the newspaper.

**D. Regular Agenda**

**1. Discussion and consideration of Resolution No. 2018-29 accepting the proposal from BBG Consulting, Inc. and entering into a contract for building official duties, residential and commercial plan reviews, inspections, and consultations for the City.**

Alderman Staigle approve moved to approve Resolution No. 2018-29 accepting the proposal from BBG Consulting, Inc. and entering into a contract for building official duties, residential and commercial plan reviews, inspections, and consultations for the City with a monthly rate of \$2,000.00. Alderman Bezner seconded the motion.

Evan Duvall from BBG Consulting was in attendance to answer any questions that Council might have. He explained that the monthly fee for building official services is

\$2,000 per month. BBG will only charge extra for commercial jobs over \$1,000,000.00. The fee for these projects is 25% of the permit cost.

**Kurt Kopczynski, resident at 12019 Meadowhollow**, stated that he was a little apprehensive when he first saw this item on the agenda, but he is thankful to see that the City did the work ahead of time. He hopes that the new company understands the City's small-town feel

The vote follows:

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

Nays: None

The motion carried.

- 2. Discussion and consideration of Ordinance No. 2018-33 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 22<sup>nd</sup> day of January, 2019, at 6:30 p.m. at the City of Meadows Place City Hall, One Troyan Drive, Meadows Place, Texas, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a proposal to adopt a new Chapter 154 to the City of Meadows Place Code of Ordinances, providing rules and regulations for sexually oriented businesses.**

Alderman Staigle moved to approve Ordinance No. 2018-33 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 22<sup>nd</sup> day of January, 2019, at 6:00 p.m. at the City of Meadows Place City Hall, One Troyan Drive, Meadows Place, Texas, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a proposal to adopt a new Chapter 154 to the City of Meadows Place Code of Ordinances, providing rules and regulations for sexually oriented businesses. 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. 2018-34 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 22<sup>nd</sup> day of January, 2019, at 6:30 p.m. at the City of Meadows Place City Hall, One Troyan Drive, Meadows Place, Texas, to hear any and all persons desiring to be heard on or in connection with any matter or question regarding a new Section**

**153.094 of Chapter 153 of the Code of Ordinances; regulating provisions applicable to the C-1 Light Commercial District regarding veterinary services.**

Alderman Staigle moved to approve Ordinance No. 2018-34 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 22<sup>nd</sup> day of January, 2019, at 6:00 p.m. at the City of Meadows Place City Hall, One Troyan Drive, Meadows Place, Texas, to hear any and all persons desiring to be heard on or in connection with any matter or question regarding a new Section 153.094 of Chapter 153 of the Code of Ordinances; regulating provisions applicable to the C-1 Light Commercial District regarding veterinary services. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration of Resolution No. 2018-30 accepting the proposal from Asakura Robinson and entering into a contract for construction phase service for Kirkwood linear park landscape architecture.**

Alderman Staigle moved to approve Resolution No. 2018-30 accepting the proposal from Asakura Robinson and entering into a contract for construction phase service for Kirkwood linear park landscape architecture. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**5. Discussion and consideration of Resolution No. 2018-31 expressing opposition to legislative interface with local services, local, revenue, and local control.**

Alderman Staigle moved to approve Resolution No. 2018-31 expressing opposition to legislative interface with local services, local, revenue, and local control. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.



## **6. Discussion and possible action on City code regarding signs.**

Mayor Jessup explained that Wallis Bank recently submitted plans for a new sign with an electronic message. He explained that per City ordinance electronic message signs are only allowed along the frontage of U.S. Highway 59. Alderman Henley stated that he thinks the electronic signs are the way of the future and that allowing them is business friendly. Alderman Staigle stated that there is a different Council now and maybe they should revisit the issue. He stated that Planning and Zoning should review the ordinance and make a recommendation to City Council. Mayor Jessup said that the City still needs to have some control if electronic signs are allowed.

Theresa Ballow of Sign Co. was in attendance for Wallis State Bank. She brought documentation on the newer electronic signs and explained that are much better quality. She also brought to Council's attention that both Kelly's Kitchen and Walgreens on W Airport have electronic message signs. She explained that is approved Wallis State Bank would run City business on the electronic message sign.

Alderman Staigle moved to have the Planning and Zoning Commission review the current ordinance on signs and make a recommendation to Council. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

## **7. Discussion and possible action on commercial vehicles in residential areas.**

Mayor Jessup explained that the City has received some complaints regarding commercial vehicles. He asked how to do determine what constitutes a commercial vehicle. He said that the City code states a weight limit, but some personal pickup trucks could exceed the 1-ton capacity. Mayor Jessup stated that the City needs a clear definition of what's a commercial vehicle. This clarification is needed for code enforcement.

Alderman Staigle moved to have the Planning and Zoning Commission review the current ordinance on commercial vehicles and make a recommendation to Council. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

## **8. Discussion and possible action regarding occupancy inspections.**

There was discussion among City Council and resident, Kurt Kopczynski regarding residential occupancy inspections. One issue discussed is why does the City require it on a purchased home when most home owners have a thorough inspection before purchasing the home. It was also pointed out that the City's occupancy inspection is more a health and safety inspection. Items looked at in the occupancy inspection are vacuum breakers, smokes detectors, and driveway conditions.

Council agreed that they should have a work shop meeting with the City Attorney and Planning and Zoning to consider possible changes.

## **E. Consent Agenda**

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

November 27, 2018 – Regular Meeting

### **2. Ratification of Bills**

<b>Concrete Raising Corp.</b>	<b>\$ 7,843.36</b>
Street Raising Program (Oct2018)	
<b>Concrete Raising Corp.</b>	<b>\$ 16,583.70</b>
Street Raising Program (Nov2018)	
<b>Watchmen Community Services, LLC</b>	<b>\$ 6,585.00</b>
Landscaping at City Hall	
<b>Randle Law Office LTD., L.L.P.</b>	<b>\$ 3,120.00</b>
12027 Alston	
<b>Randle Law Office LTD., L.L.P.</b>	<b>\$ 6,981.00</b>
General Code Enforcement	
<b>McCall Gibson Swedlund Barfoot PLLC</b>	<b>\$ 16,000.00</b>
Audit as of September 30, 2018	
<b>Brown &amp; Root Industrial Services LLC</b>	<b>\$ 6,646.00</b>
Replace brick flashing on roof at City Hall	
<b>Joe L. Salvide</b>	<b>\$ 16,118.00</b>
Street Repairs	
<b>Tree Master</b>	<b>\$ 22,000.00</b>
Tree trimming throughout the City	

Alderman Bezner 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.

## **F. Audience Comments**

**Sharon Leal, resident at 12105 Meadowdale Drive** and committee member for the Community Garden talked to Council about bringing more attention to the Community Garden. She stated that the Community Garden is at a crossroads and needs City help with advertising to help it flourish or the Community Garden might just go away.

Mayor Jessup stated that Community Garden is not a City maintained garden, but he would be happy to meet with her January to discuss ways the City could help get the word out.

## **G. Adjourn**

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

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

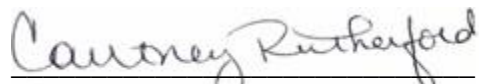
Nays: None

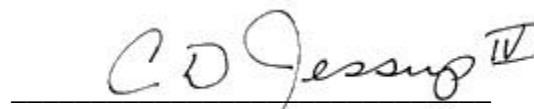
The motion carried.

The meeting was adjourned at 8:54 p.m.

**These minutes were approved by City Council on Tuesday, January 22, 2019.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup, IV, Mayor

