

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 28, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 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, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Kurt Kopczynski

Staff in attendance: Police Chief Gary Stewart and Captain Jack Aston of Meadows Place Police Department, and Erik Tschanz, Public Works Director.

**1. Pledge of Allegiance and Invocation**

Pledge by: Erik Tschanz, Public Works Director

Invocation by: Jimmy Fenwick, Pastor and Resident

**B. PRESENTATIONS**

**1. Presentation of Audit Report for Fiscal Year 2018-2019**

Jennifer Day of McCall Gibson Swedlund Barfoot PLLC presented the Audit Report for Fiscal Year 2018-2019.

She stated that the audit was given an Unmodified opinion, which is the best you can get. They did not find any issues.

Ms. Day reviewed revenues and expenditures and stated that City currently has a fund balance about 1 year of expenditures. She also stated that the final bond payment will be made this year and then the City will have no more outstanding debt.

**C. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Stewart gave an overview of the monthly statistics and activities report, for January 2020, which was distributed to City Council and filed with the City Secretary.

He reported that there were 9 accidents this month and none were in Kirkwood Road roundabouts.

He also reported that Burglary of Motor Vehicles were up this month and 8 of the 12 were unlocked vehicles. He reminded everybody to lock their vehicles and don't leave valuable items in sight. He also stated that the majority of the burglaries were cleared by arrest. Officers caught the suspects during a suspicious vehicle stop and found stolen items.

Meadows Place Police Department also arrested a suspect in a fraud case who hit multiple dealerships. This arrest involved multiple agencies.

Chief Stewart reminded everybody that the next Neighborhood Watch meeting will be February 20, 2020 at 7:00 p.m. and the topic will be tax scams and fraud.

Chief Stewart stated that his department is currently working a grant for license plate reader cameras, LPRs. They have asked for 5 LPR. These cameras are not monitored. It only takes a picture of the vehicle and license plate, however if that vehicle has been flagged in a crime it will alert the Police Department immediately.

Alderman Staigle asked about coding in commercial vehicles to help catch the car hauler trucks going down Dorrance. Chief Stewart stated that this is not possible with these cameras.

Alderman Isbell asked if the camera actually reads the number and Chief Stewart stated that it does read the plates including paper plates. He reminded Council that it only flags license plates that have been reported stolen or reported in a previous crime.

## **2. Public Works – Public Works Director Erik Tschanz**

Public Works Director, Erik Tschanz, gave a brief recap of Public Works activity for the last quarter. Below is a brief recap:

### **November (2019):**

- Water Pumped (All 3 wells) for month = 11,339,000 / Reclaimed = 545,000
- Road repairs made during month = \$ 13,465.00/1,085 SF (Brighton)
- Installed handicap signage/re-painted parking spaces adjacent to tennis courts prior to McDonald Park grand opening.
- STP - Traveling bridge(s) Issues
- Completed FY 2019-2020 Sidewalk Repair List – Thanked Council for increasing the budget for these repairs.

### **December (2019):**

- Water Pumped (All 3 wells) = 11,189,000 / Reclaimed = 627,000
- Road repairs made during month = \$ 16,955.00/1,366 SF (Mulholland/Scottsdale)
- Took down fencing at Majors ballfield - Meadows Elementary school construction
- Repaired/Replaced barbed wire strands on hurricane fence at both water well #1 & 2
- Assisted with Christmas Memories special event
- Established the Christmas recycling tree area

- Repairs made to bay door @ fire station
- Repaired broken glass front door @ EMS building
- STP Plant Tour with Mayor Jessup and Aldermen Bezner and Kopczynski
- Drained effluent basin @ STP; Problem Found (Metal Valve Key, about 6 feet long, fell from top deck into drainage basin); Approximately \$15,000 in Savings to City

**January (2020):**

- Water Pumped (All 3 wells) Thru 1/15/2020 = 5,006,000 / Reclaimed = 231,000
- Road repairs made so far = \$ 17,865.00/ (Brighton/Oak Meadow Dr.) current contractor is staying on schedule and doing a great job.
- (26 separate) Sidewalk Repairs (West of Bayou) = \$ 21,330.00/5,339 SF/(Additional requests placed on new list)
- Employee Resigned: Advertised on city website and TML and will be posted in the Fort Bend Star and Fort Bend Herald within the next week.
- Rail Track @ STP installed; (4) wheels were removed and at machine shop – (3) weeks out until reassembly and completion.
- Air Blower # 4 repaired/installed back on 1/23/2020
- Solidified water main valve stack list to be raised – (35) begin in March / completion by mid-April
- Jockey Pump @ Lift Station repaired and re-installed
- Took 52 Christmas trees to Surfside for dune restoration project
- Painted ADA ramp – installed signage – south end of City hall parking lot – aiding Court process
- BB Inlet Top Concerns – S. Kirkwood Project – a total of 4 have been hit by 18-wheeler trucks and cost about \$1,500 each to repair. Alderman Staigle stated that now that the road is open this should be happening less. This damage was during the construction and along the temporary asphalt. City is looking at options to help get compliance.
- USW – STP Project/gathering equipment information (End of February 2020-CIP Report)
- Today Huitt-Zollars came out to begin the facilities assessment review. They started today by checking the condition of each building.

Alderman Isbell thanked Erik for the sidewalk list and stated that it's not to see the progression in the City.

**3. Fire Department Monthly Report for December 2019 – Mayor Charles Jessup IV**

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

Mayor Jessup wanted to let everybody know that the facilities review does include the Fire station and the EMS building.

## **D. MAYOR AND COUNCIL COMMENTS**

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

#### **a. Census Update**

Mayor Jessup let everybody know that they will start seeing a lot of information on the Census and this is a big deal for the country, state and our city. He encouraged residents to complete their Census report. Last census report Meadows Place population was 4,660.

#### **b. Meadows Place Pony Baseball League Baseball Field**

**James Fields, resident at 11706 Kangaroo Court**, and President of Meadows Place Pony Baseball Board. The field has been removed due to the school construction and the league is working with the Parks Department to relocate the field. Thanked Council for working with them and providing an area for a temporary field. Mayor Jessup state that this league was started over 30 years ago and is important to the City.

#### **c. City Administrator Update**

Mayor Jessup stated the City received 42 applications that have been narrowed down to five candidates by the Hiring Committee. The Committee will start this weekend with Skype interviews and hope to narrow it down to 3 applicants. The Committee will then have a more extensive interview for those applicants. This Friday staff will attend a presentation regarding the transition to City Administrator.

Alderman Bezner asked if there will be follow up to address concerns. Mayor Jessup stated that if there are specific concerns there will follow up.

#### **d. May 2, 2020 Election**

Mayor Jessup stated that they City will have a General Election on May 2,2020 to elect Mayor, Alderman Place 1, Alderman Place 2, and Alderman Place 3. He encouraged all to get out and vote.

### **2. Council Comments**

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

Alderman Staigle stated that the contractor has moved off the job. He is done until CenterPoint comes in and installs the lights. They were supposed to be in November then December and then this week, but with the rain postponed again. CenterPoint has put us 4 months behind on the project. There will be additional cost for the contractor to move back in, but the project is currently under contract cost.

There has been chatter about the speed limit and 30 MPH signs will be installed soon. If Council wants to go to 25 MPH it comes with a lot of reported that is required, every year. If you don't report it could void the speed limit.

Alderman Bezner asked if we have to post the speed limit and Alderman Staigle stated that yes, the signs are needed since this roadway is not considered residential.

Mayor Jessup asked about signs that say roundabout speed of 15 MPH is recommended. Alderman Staigle stated that you could remove the roundabout ahead sign with these, but he doesn't think they are needed.

Alderman Kopczynski asked if all signs there are required. Alderman Staigle said the only sign not required are the street name signs, but they help to navigate.

**b. Live Streaming of City Council Meetings Update – Alderman Kurt Kopczynski**

Alderman Kopczynski gave a quick update on livestreaming. He has been doing research and met with several companies regarding cameras and streaming. He said that they are very expensive, about \$10,000 for equipment and \$7,000 a year for maintenance. Currently work with Wright Technologies and ProCam are a cheaper version. He is waiting on cost from Wright Technologies. He hopes to have a quote and proposal by next month.

Mayor Jessup thanked Alderman Kopczynski for taking on this project and would like a demonstration at the next Council meeting.

Alderman Isbell asked that the demo use the same camera that would be installed.

**E. REGULAR AGENDA**

**1. Discussion and consideration to accept the Audit Report for Fiscal Year 2018-2019.**

Mayor Jessup stated that this was the report presented at the beginning of the meeting.

Finance Director, Anna-Maria Weston, stated that she has reviewed the report and believes it is well prepared. She has one change on page 9, under pension liability, this is in disagreement with page 37. She asked that these numbers be checked. Ms. Day stated that number on page 37 is most likely the correct number \$2,520,959, but she will check to be sure.

Alderman Bezner had a question regarding the comment of "material weakness". Ms. Day stated this is due to the city having USW as an outside contractor doing work for the city and is based on the financial impact on the city.

Alderman Isbell moved to table this item until next month pending the correction of the Net Pension Liability on pages 9 and 37. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**2. Discussion and acceptance of the Quarterly & Annual Investment Report.**

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

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

Nays: None

The motion carried

**3. Discussion and receive report from Planning and Zoning Commission regarding massage establishments.**

Planning and Zoning Commissioner Chair Ever Ramirez presented P&Z's report to Council recommending that Council amend City of Meadows Place Ordinances Section 153.096 and recommend that the City Council consider amending Chapter 153 providing rules and regulations for massage establishments in C-3 Special Commercial District.

Mr. Ramirez stated that he believes the City is be proactive and wants to set guidelines for the businesses.

Alderman Staigle moved to accept the report from Planning and Zoning Commission regarding massage establishments. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried

**4. Discussion and consideration of Ordinance No. 2020-01 amending Section 153.096 of Chapter 153 of the Code of Ordinances regulating provisions applicable to the C-3 Special Commercial District; and adopting a new Chapter 117 to the City of Meadows Place Code of Ordinances, providing rules and regulations for massage establishments.**

Alderman Staigle moved to approve Ordinance No. 2020-01 amending Section 153.096 of Chapter 153 of the Code of Ordinances regulating provisions applicable to the C-3 Special Commercial District; and adopting a new Chapter 117 to the City of Meadows Place Code of Ordinances, providing rules and regulations for massage establishments. Alderman Bezner seconded the motion.

Alderman Kopczynski stated that this item was brought to Council by a resident.

The vote follows:

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

Nays: None

The motion carried

**5. Discussion and consideration of Resolution No. 2020-01 authorizing the adoption the ES&S EVS 6020 voting system.**

Alderman Staigle moved to accept Resolution No. 2020-01 authorizing the adoption the ES&S EVS 6020 voting system. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried

**6. Discussion and consideration of Ordinance No. 2020-02 calling a general election to be held on Saturday, May 2, 2020 for the purpose of electing city officials of the City of Meadows Place to Mayor, Alderman Place 1, Alderman Place 2, and Alderman Place 3, providing for early voting and providing for notice of said election.**

Alderman Bezner moved to accept Ordinance No. 2020-02 calling a general election to be held on Saturday, May 2, 2020 for the purpose of electing city officials of the City of Meadows Place to Mayor, Alderman Place 1, Alderman Place 2, and Alderman Place 3, providing for early voting and providing for notice of said election. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried

**7. Discussion and consideration of Resolution No. 2020-02 authorizing the Mayor and City Secretary to enter into an agreement with HDR Engineering Inc., for professional engineering services of the reclaimed water system storage evaluation.**

Alderman Kopczynski moved to accept Resolution No. 2020-02 authorizing the Mayor and City Secretary to enter into an agreement with HDR Engineering Inc., for professional engineering services of the reclaimed water system storage evaluation not to exceed \$5,700.00. Alderman Isbell seconded the motion.

There was brief discussion regarding how this water will be used; this water will be used for City irrigation.

**Terry Henley, resident and EDC Member, at 12203 Alston Drive**, stated that the EDC has allotted \$15,000 for this study and this will help determine how much reclaimed water is needed and will save the city money in the long run.

The vote follows:

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

Nays: None

The motion carried

**8. Discussion and consideration of Resolution No. 2020-03 authorizing the Mayor and Police Chief to submit a grant application for Car Camera Acquisition – City of Meadows Place – Grant Number 3815801.**

Alderman Staigle moved to accept Resolution No. 2020-03 authorizing the Mayor and Police Chief to submit a grant application for Car Camera Acquisition – City of Meadows Place – Grant Number 3815801. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried

**9. Discussion and consideration of Resolution No. 2020-04 authorizing the Mayor and Police Chief to submit a grant application for Interoperable Radio – City of Meadows Place – Grant Number 3917301.**

Alderman Isbell moved to accept Resolution No. 2020-04 authorizing the Mayor and Police Chief to submit a grant application for Interoperable Radio – City of Meadows Place – Grant Number 3917301. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion carried

**10. Discussion and consideration of the revised Emergency Water Interconnect Agreement with Fort Bend County Water Control and Improvement District No. 2 (WCID2) previously approved December 18, 2019 by Resolution NO. 2019-35.**



There was brief discussion regarding the removal to the indemnification. The city would only use this if all of its water wells went down.

Alderman Isbell moved to accept the revised Emergency Water Interconnect Agreement with Fort Bend County Water Control and Improvement District No. 2 (WCID2) previously approved December 18, 2019 by Resolution No. 2019-35 with City Attorney review and approval. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion carried

**11. Discussion and consideration of Resolution No. 2020-05 authorizing the Mayor and City Secretary to enter into an agreement with Cypress Creek Mosquito Control, Inc. for Mosquito Control Spraying in the City for the year 2020.**

Alderman Isbell moved to accept the revised Emergency Water Interconnect Agreement with Fort Bend County Water Control and Improvement District No. 2 (WCID2) previously approved December 18, 2019 by Resolution No. 2019-35 with City Attorney review and approval. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried

**12. Discussion and consideration regarding the revised first amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto.**

Mayor Jessup stated that the agreement has been approved and signed by both parties. The changes agreed to in the agreement are as follows:

Sec. 3.04

- Developer agrees to make the following improvements or repairs by April 30, 2020 (within 120 days of the effective date of the amendment):
- Re-landscape the dog park, remove all existing water features, install a French drain (or
- similar drainage system), and install a water fountain to accommodate dogs
- Developer will install signage that states that the Dog park is maintained by Texas Direct Auto, and includes an email address for questions or concerns; and take corrective action within 10 business days for complaints received regarding items in need of repair
- Developer also agrees to allow the police department to install a camera in the dog park

Sec. 3.10

- Developer agrees to use reasonable efforts to keep the alleyway clear of obstructions
- including parked vehicles
- Developer will paint the alleyway curbs red, install and maintain fire lane striping and signage indicating that the alleyway is a fire lane
- Developer will pay the City \$10,000 on the 1st of each month during the term of the Agreement. If a retail tenant occupies the retail space and generates sales tax revenue, the City shall rebate the City's share of the sales tax revenue received for that retail space in an amount up to \$10,000 per month.

Sec. 5.02

- The Agreement shall bind the parties through December 31, 2024

Sec. 6.01

- The address for written notices to the developer was updated

The request for the January and February payments has been processed and they City hopes to have the funds by the end of this week.

Alderman Staigle moved to approve the revised first amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried

**13. Discussion and consideration of Ordinance No. 2020-03 appointing Bret S. Kisluk as Presiding Judge to serve in the Municipal Court of Record for the City of Meadows Place, Texas.**

Alderman Bezner moved to approve Ordinance No. 2020-03 appointing Bret S. Kisluk as Presiding Judge to serve in the Municipal Court of Record for the City of Meadows Place, Texas. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**14. Discussion and consideration of Ordinance No. 2020-04 accepting the resignation of Beverly McMinn and appointing a new Associate Judge to serve in the Municipal Court of Record for the City of Meadows Place, Texas.**

Alderman Bezner moved to approve Ordinance No. 2020-04 accepting the resignation of Beverly McMinn and appointing Jeffrey Newport as Associate Judge to serve in the Municipal Court of Record for the City of Meadows Place, Texas. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**15. Discussion and consideration of Resolution No. 2020-06 appointing three (3) members to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2021.**

Alderman Isbell moved to approve Resolution No. 2020-06 appointing Kurt Kopczynski, Tia Baker, and Richard Ramirez to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2021. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**16. Discussion and consideration of Resolution No. 2020-07 appointing two (2) members to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2021.**

Alderman Isbell moved to approve Resolution No. 2020-07 appointing Sean Ulrey and Mike Elmore to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2021. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**17. Discussion and consideration of Resolution No. 2019-08 appointing five (5) members to the Board of Adjustment for a term commencing immediately upon passage of this resolution and ending December 31, 2021.**

Alderman Kopczynski moved to approve Resolution No. 2019-08 appointing R. Nelson Goolsby, David Piwonka, Chris Gawlik, Terry Henley, and Nadya Shelton to the Board of Adjustment for a term commencing immediately upon passage of this resolution and ending December 31, 2021. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**18. Discussion and consideration of Resolution No. 2020-09 designating Linda Harnist as the City' Representative to the Fort Bend County Subsidence District.**

Mayor Jessup stated that there has been a lot of discussion at FBCMCA and Ms. Harnist has been doing a lot for small cities.

Alderman Staigle moved to approve Resolution No. 2020-09 designating Linda Harnist as the City' Representative to the Fort Bend County Subsidence District. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**F. CONSENT AGENDA**

Consent Agenda items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

December 17, 2019 – Special Meeting

**2. Ratification of Bills**

<b>24/6 Technical Services</b> (Receive L/P#3 from repair shop and install)	<b>\$25,300.00</b>
<b>Mar-Con Services, LLC</b> (Kirkwood Pay Estimate #11)	<b>\$160,693.90</b>
<b>Randle Law Office LTD., L.L.P.</b> (EDC)	<b>\$175.50</b>
<b>Randle Law Office LTD., L.L.P.</b> (General Legal Counsel)	<b>\$4,212.00</b>
<b>Randle Law Office LTD., L.L.P.</b> (TDA SUP)	<b>\$624.00</b>
<b>HDR, Inc.</b> (Kirkwood Engineering for December 2019)	<b>\$24,703.62</b>
<b>Joe L. Salvide</b> (Concrete Repair Pender, Brighton, & Oak Meadow – Deposit)	<b>\$8,935.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Pender, Brighton, & Oak Meadow – Final Pay)	<b>\$8,930.00</b>
<b>Joe L. Salvide</b> (Sidewalk Replacement Phase 1 - Deposit)	<b>\$21,330.00</b>

<b>Living Earth – The LETCO Group, LLC (Granite for Parks) Total</b>	<b>\$14,708.55</b>
for Multiple Invoices Listed Below	
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$868.05
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<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$868.05
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$1,290.00
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$1,290.00
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$1,290.00
<i>Living Earth – The LETCO Group, LLC (Granite for Parks)</i>	\$1,290.00

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

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

Nays: None

The motion carried.

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

**Wayne Johnson, resident at 11718 Solano Ct,** stated that he has been a resident before we were a city. He thanked Mayor Jessup for his kindness. Mr. Johnson had a problem with 911 late last year and failure to dispatch. Alderman Bezner stopped to check in and he thanked him for his concern. He's had an issue with solicitors and 911.

Alderman Staigle stated that the city is aware of the issue and they are not sure how to address it at this time. Alderman Staigle told him to be sure that he states that he is in Meadows Place in Fort Bend County. He can also request that an officer call him back.

## H. ADJOURN

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

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

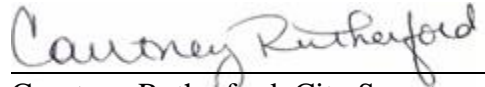
Nays: None

The motion carried.

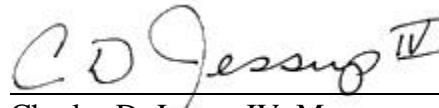
The meeting was adjourned at 8:36 p.m.

**These minutes were approved by City Council on Tuesday, February 25, 2020.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 28, 2020 AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

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

Mayor, Charles D. Jessup, IV  
Alderman, John F. Isbell  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, Kurt Kopczynski

Mayor Pro-Tem, Rick J. Staigle and Alderman, Steven H. Bezner were not present.

Ever Ramirez, Commission Chairman, and Commissioners Matt Oltremari, Sean Ulrey, Mike Elmore were present. Commissioner Jason Adams was not present.

**B. Conduct a Joint Public Hearing before the City Council of the City of Meadows Place, Texas, and the Planning and Zoning Commission to hear any and all persons desiring to be heard concerning the proposed amendment to Section 153.096 of Chapter 153 of the Code of Ordinances regulating provisions applicable to the C-3 Special Commercial District; and adopting a new Chapter 117 to the City of Meadows Place Code of Ordinances, providing rules and regulations for massage establishments.**

Mayor Jessup opened the Joint Public Hearing at 6:04 p.m. stated that a quorum was present for both City Council and the Planning and Zoning Commission. He then explained that the purpose of this hearing was to give all interested parties the right to appear and to be heard.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing closed at 6:09 p.m.

**C. Adjourn**

Alderman Mills moved to adjourn the meeting. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Kopczynski, and Mills

Nays: None

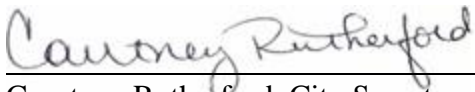
Alderman Bezner and Staigle were not present.

The motion carried.

The meeting adjourned at 6:09 p.m.

**These minutes were approved by City Council on Tuesday, February 25, 2020.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup, IV, Mayor







**MINUTES OF THE MEADOWS PLACE CITY COUNCIL SPECIAL SESSION  
MEETING HELD ON TUESDAY, FEBRUARY 11, 2020 AT 6:00 P.M., AT THE MEADOWS  
PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

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

Mayor, Charles D. Jessup, IV  
Mayor Pro-Tem, Rick J. Staigle  
Alderman, Kurt Kopczynski

City Secretary, Courtney Rutherford  
Alderman, Steven H. Bezner  
alderman, Kelle K. Mills

Alderman, John F. Isbell was not present.

Mayor Jessup recessed the regular meeting at 6:00 p.m. for Council to go into executive session with the City Attorney.

**B. Executive Session**

- 1. Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 — Personnel Matters regarding hiring a City Administrator.**

**C. Adjourn Executive Session**

- 1. Adjourn the Executive Session, stating that date and time the Executive Session ended and Reconvene the Regular Meeting.**

**D. Reconvene**

The executive session adjourned at 6:49 p.m. and council reconvened into regular session

- 1. Discuss and take appropriate action to regarding the hiring of a City Administrator.**

Alderman Staigle moved to hold interviews for the City Administrator candidates on Saturday, February 22<sup>nd</sup> starting at 8:00 a.m. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

## **E. 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 Bezner, Staigle, Kopczynski, and Mills

Nays: None

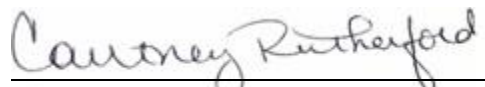
Alderman Isbell was not present.

The motion carried.

The meeting was adjourned at 6:51 p.m.

**These minutes were approved by City Council on Tuesday, February 25, 2020.**

### **ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE MEADOWS PLACE CITY COUNCIL SPECIAL SESSION  
MEETING HELD ON TUESDAY, FEBRUARY 22, 2020 AT 8:00 A.M., AT THE  
MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS  
77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor Pro-Tem, Rick Staigle, at 8:00 a.m. with the following present:

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Kurt L. Kopczynski

Alderman, Steven H. Bezner  
alderman, Kelle K. Mills

Mayor, Charles D. Jessup, IV and Alderman, John F. Isbell were not present.

Mayor Pro-Tem Staigle recessed the regular meeting at 8:00 a.m. for Council to go into executive session with the City Attorney.

**B. Executive Session**

- 1. Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 — Personnel Matters regarding hiring a City Administrator.**

**C. Adjourn Executive Session**

- 1. Adjourn the Executive Session, stating that date and time the Executive Session ended and Reconvene the Regular Meeting.**

**D. Reconvene**

The executive session adjourned at 12:20 p.m. and council reconvened into regular session

- 1. Discuss and take appropriate action to regarding the hiring of a City Administrator.**

No action was taken.

**E. Adjourn**

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

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

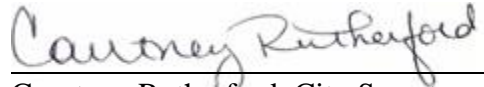
Alderman Isbell was not present.

The motion carried.

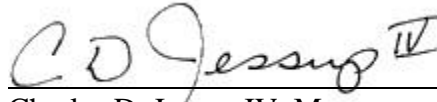
The meeting was adjourned at 12:25 p.m.

**These minutes were approved by City Council on Tuesday, March 24, 2020.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE REGUALR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 25, 2020 AT 6:30 P.M., AT MEADOWS PLACE COMMUNITY CENTER, 11975 DORRANCE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a quorum is Present**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro-Tem, Rick J. Staigle  
Alderman, Kurt Kopczynski

City Secretary, Courtney Rutherford  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Alderman, John F. Isbell were not present.

**1. Pledge of Allegiance and Invocation**

Pledge by: De'Renee' Lester, Boy Scout Troop 1117  
Invocation by: Jimmy Fenwick, Pastor and Resident

**B. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Gary Stewart gave an overview of the monthly statistics and activities report, for February 2020, which was distributed to City Council and filed with the City Secretary.

Mayor Jessup thanked the officers in attendance.

Chief Stewart reported that none of the accidents reported were in the Kirkwood roundabouts. One citation was issued to an 18-wheeler car hauler delivering to VROOM for violating city ordinance.

He also reported that Meadows Place Police made an arrest of a suspect for theft of \$28,000 worth of jewelry and possession of controlled substance. He did try to escape, but Officers were able to retain him.

The Police Department is preparing for the annual Camp Day on March 7<sup>th</sup> and Living Water 5K on March 28<sup>th</sup>. This 5k is not a city function, but it will take place in the City.

Chief is still looking to fill the two full time officer positions and is currently working on background checks.

MPPD is hosting a Law Enforcement Will Day for Precinct 4 to help officers and spouses complete their wills.

On March 9<sup>th</sup>, at 10:00 a.m. Captain Ashton will be presenting IRS Scams to our Active Adults group at the Discovery Center.

Next Neighborhood Watch Meeting will be Thursday, March 19<sup>th</sup> and the topic will be Internet Scams.

Mayor Jessup asked Captain Ashton to put together a posting regarding the IRS scams presentation.

Alderman Staigle reminded residents to keep their vehicles locked and do not leave valuables in their vehicles. Please help our Police help you!

**a. Acceptance of Annual Contact Report**

Chief Stewart presented the Annual Contact Report which was filed with City Secretary.

**2. Parks & Recreation – Parks Director Colene Cabezas**

Parks & Recreation Director, Colene Cabeza, gave a brief recap of Parks & Recreation activity for the last quarter. Below is a brief recap of activities from December to February.

**Parks and Facilities:**

- **Trails-** New solar lights have been installed along bayou trail and benches will be coming soon. Additional trail to Kirkwood along bayou was completed in Dec and will also include lights and benches in the next fiscal year.
- **Discovery & Nature Center-**Shed was built to provide efficient and effective storage. Created a barn and enlarged the goat pen. Looking for a bridge and having discussions with county reps for support.
- **Community Center-** Installed landscaping and solar lights will continue with look along Amblerwood.
- **Inclusive Playground-** Installed 3 new pieces since the opening. Merry go round, generation swing and Birds nest, which is family swing or swing that a child can lay in. Helfman Monument sign has been put into place.
- **Fields –** Light Pole is being moved due to construction. Alderman Staigle stated that the school should be responsible for moving this light. Ms. Cabezas stated that the school contractor is moving it, but the City will be responsible for the replacement lights. Baseball is also aware that the light is being moved. Baseball will utilize back field closest to W Airport. This weekend will be a work weekend and Parks staff will be assisting.
- **Monarch Gateway –** CenterPoint moved in last Friday to start replacing the wood power poles with metal power poles. They are also taking down one of the tall towers and replacing it as well. They are working with us to try and maintain our Monarch Gateway path, therefore they are using the grave parking lot.

**Events Completed:**

- Christmas Memories 1000K+ attended
- Shop n Drop
- Opus 4

**Training:**

- Leigh Ylanan attended a WETS-Water Education Training which focuses on irrigation.
- Ms. Cabezas and Monica Renaud will be attending TRAPS conf in Galveston starting tomorrow.
- Working to get staffed trained NIMS

**Volunteers total an approximate savings of \$6,224**

- 1 Experience Works staff provided 240 hours = \$5,048
- YAC – 4 activities=56 hours = \$1,176

**Projects:**

- CenterPoint are due to come out March 20<sup>th</sup> to repair the lights in the Parks.
- Kirkwood Roundabout Landscaping coming as soon as the CenterPoint completes the lighting.
- Summer Hiring – Camp Counselors, Lifeguards, and Swim Instructors

**Upcoming Events:**

- Meadows Elementary Art Display at City Hall starting March 2<sup>nd</sup>.
- Family Camp – March 7<sup>th</sup> until 10:00 p.m. The sleepover is optional, but staff will not be camping out.
- Living Water will host a 5k Fun Run on March 28<sup>th</sup>
- Concerts in the park will be April 3, 17 and 24<sup>th</sup>. April 24<sup>th</sup> will be a joint event with Meadows Elementary for Old Town Meadows.
- Beach Cleanup – April 18<sup>th</sup>

Mayor Jessup thanked Ms. Cabezas for getting involved in the beach clean-up event. He asked about the guard rails on the crosswalk on Kirkwood. Ms. Cabezas stated that Public Works is taking care of there.

Mayor stated that Hope for Three is recording a video tomorrow at the Helfman Park.

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

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

## **C. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

#### **a. City Administrator Selection Committee**

Mayor Jessup thanked Rick Staigle, Steve Bezner, Bob Graf, and Tia Baker for serving on the Selection Committee and reviewing the applicants and narrowing the candidate list. The committee started with 42 candidates which they narrowed to 19 and then finally down to 3 for Council to interview. Council did hold face to face interviews on February 22<sup>nd</sup> and hope to make a decision next week.

#### **b. Cats in the City**

Mayor Jessup stated that the City is getting more and more complaints about cats in the city. There is some uncertainty about who owns the cat. Per City Ordinance 90.06(A) it shall be unlawful for any person to keep, harbor, possess, maintain...more than four dogs or four cats or a combination of such animals.

Mayor Jessup explained that the key word in this ordinance is maintain. If you are feeding these cats you are maintaining them, therefore taking responsibility for them and could get a ticket for maintaining more than 4 cats and/or dogs.

#### **c. Meadows Place Home and Garden Home Tour Cancelled**

Meadows Place Home and Garden Home Tour was scheduled for April 25<sup>th</sup>, but cancelled due to homes dropping out due to prom.

#### **d. CenterPoint Construction**

This item was already covered by Parks departmental report.



**e. H-GAC Election Law Panel**

The Salt Grass Chapter of City Secretaries presented the Election Law Seminar hosted by H-GAC and our City Secretary, Courtney Rutherford, was one of four asked to be on the panel. Mayor Jessup congratulated her and thanked her for serving. He added that this is just another way to get Meadows Place noticed.

**2. Council Comments**

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

Alderman Staigle stated that the project is stalled due to landscaping submittals by the contractor and waiting on CenterPoint to complete the lighting. The light poles have been placed too close to the roadway, even though City staff staked the locations and met with CenterPoint to review the staked locations.

**D. REGULAR AGENDA**

**1. Discussion and consideration to accept the Audit Report for Fiscal Year 2018-2019.**

Jennifer Day, presented the revised Audit Report.

For the most part it was a clerical error; the auditor just picked up a wrong number under the retirement line item. That number has been corrected and the revisions are as follows:

- 2019 City Position (pg. 5) is better than 2018. Net Change \$4,065,512. Mostly due to money received from County and EDC for Kirkwood project.
- Net Pension Liability increased over 2018 by \$833,512.
- Schedule of Revenues and Expenditures (pg. 56-57) agrees with City budget spreadsheet. Any difference in Expenditures by department is result of Capital Outlay.
- Capital Outlay for year was \$ 3,093,229 for the City, of which \$2,204,378 was spent by City and EDC on the Kirkwood project.

Finance Director, Anna-Maria Weston, stated that she is satisfied with the report presented tonight.

Alderman Staigle moved to accept the Audit Report for Fiscal Year 2018-2019. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**2. Discussion and consideration of Resolution No. 2020-10 authorizing the Mayor and City Secretary to enter into an agreement with Fort Bend County for City of Meadows Place May 2, 2020 General Election Services.**

Alderman Staigle moved to approve Resolution No. 2020-10 authorizing the Mayor and City Secretary to enter into an agreement with Fort Bend County for City of Meadows Place May 2, 2020 General Election Services. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**3. Discussion and consideration of Ordinance No. 2020-05 setting the 24<sup>th</sup> day of March 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing to receive public comment regarding proposed street and infrastructure maintenance and/or repair in the city limits.**

Alderman Bezner moved to approve Ordinance No. 2020-05 setting the 24<sup>th</sup> day of March 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing to receive public comment regarding proposed street and infrastructure maintenance and/or repair in the city limits. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**4. Discussion and consideration of Resolution No. 2020-11 appointing one (1) member to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2021.**

Alderman Kopczynski moved to approve Resolution No. 2020-11 appointing Amaya Labrador to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2021. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-12 appointing members to the Meadows Place Community Development Board for a term commencing immediately upon passage of this resolution and ending December 31, 2021.**

Alderman Kopczynski moved to approve Resolution No. 2020-12 appointing the following member to the Meadows Place Community Development Board for a term commencing immediately upon passage of this resolution and ending December 31, 2021.

Selection Committee  
Evaluation Committee

Alderman Mills seconded the motion.

Alderman Bezner asked if these individuals have been contacted and the Mayor stated that he has talked to each person. Alderman Bezner confirmed that they City has not purchased a home to date. Mayor Jessup stated that he is correct; the City has not purchased any homes to date. Staff has received a couple applications, but the home owners did not follow through with the process.

The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**6. Discussion and consideration of Resolution No. 2020-13 authorizing the Mayor and City Secretary to enter an agreement with TIER Technologies LLC.**

Mayor Jessup stated that the current phone system agreement has expired and the phones are at end of life. Staff has worked with Wright Technologies to review different options.

Alderman Bezner moved to approve Resolution No. 2020-13 authorizing the Mayor and City Secretary to enter an agreement with TIER Technologies LLC. Alderman Kopczynski seconded the motion.

Alderman Bezner asked if this item is in the budget and Mayor stated that this is a budgeted item.

The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**7. Discussion and consideration of Ordinance No. 2020-06 establishing a City Administrator position.**

Alderman Staigle moved to approve Ordinance No. 2020-06 establishing a City Administrator position. Alderman Kopczynski seconded the motion.

Alderman Staigle stated that all 3 candidates indicated that they want a contract. If we approve as is they may not accept. Alderman Bezner stated that we can always amend the ordinance if needed when Council is closer to making an offer.

The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

Mayor Jessup stated that this is big step for the City moving forward in the future.

**8. Discussion and consideration of Ordinance No. 2020-07 amending the budget for the scanning of building plans stored at City Hall.**

Mayor Jessup stated that we will need an office space for the City Administrator and the current map room could serve as office.

There was discussion regarding paper plans versus electronic plan submittal.

Alderman Staigle moved to approve Ordinance No. 2020-07 amending the budget for the scanning of building plans stored at City Hall. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**9. Discussion and consideration of Ordinance No. 2020-08 amending the budget to create a new revenue line item 100-415100, Sales Tax Offset.**

Alderman Bezner moved to approve Ordinance No. 2020-08 amending the budget to create a new revenue line item 100-415100, Sales Tax Offset. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**10. Discussion and consideration of Resolution No. 2020-14 amending the City's Employee Policy Manual adding a new Section VII(C) Firearms.**

Alderman Kopczynski moved to approve Resolution No. 2020-14 amending the City's Employee Policy Manual adding a new Section VII(C) Firearms. Motion died for lack of second.

**11. Discussion and consideration of Ordinance No. 2020-09 amending Chapter 153 Planning and Zoning and subchapter regarding signs.**

This has been discussed for over a year and thoroughly reviewed by legal counsel.

Mayor Jessup stated that Under Chapter 153, Political Signs, will remain only 30 days prior to the election date.

Alderman Staigle moved to approve Ordinance No. 2020-09 as amended in Section 153.197, Signs; Residential (d)(1) to read (1) Political signs may be posted at any time so long as it is within 30 days of the first day of early voting for the election to which the signs pertain; and amending Chapter 153 Planning and Zoning and subchapter regarding signs. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**12. Discussion and consideration of EOC parking lot budget changes.**

Mayor Jessup wanted to bring this Council's attention. Our intention was to ask Stafford for variance for gravel parking lot and black top it at a later date, but Stafford said no. Alderman Staigle suggested that the City try to purchase the land and Stafford again said no. Mayor Jessup met with Grady Prestige to see if the County will help pay for the blacktop. If the county approves this the city will be responsible for the supplies and the

county will supply the labor. It will cost the city an additional \$35,000 over the \$85,000 provided by EDC to black top the parking lot.

Additional parking is needed to better utilize the facility. Mayor Jessup just wanted Council to be aware and this may be item up for discussion in the future.

**13. Discussion and consideration of Senate Bill 944 effective September 1, 2019 regarding use of personal devices and personal accounts.**

Alderman Staigle requested this item. He stated that the County has been training employees on this bill. Basically anything on your personal device is discoverable per the Open Records Act. We can classify based on our Records Retention schedule what and how long information has to be kept. If a public information request is received and the information exists you must submit it. This mainly applies to text and instant messenger. This does apply to emails, because the emails are stored on the City server. If you do have a text the best way to retain that text is to screen shot it and send to your city email.

There was brief discussion regarding email retention and who is responsible for maintain the email.

**14. Discussion and consideration regarding the construction schedule of Meadows Elementary.**

This was brought up due to complaints regarding the concrete trucks lining up as early as 1:00 a.m. Staff spoke with the contractor today and most of the concrete work is done. They have one more major pour tomorrow and it will start at 8:00 a.m.

**15. Discussion and consideration regarding live streaming of City Council meetings.**

Alderman Kopczynski has been reviewing options to live stream City Council meetings and presented tow options to Council. He stated that he has been working on this for a few months.

The first bid he received was from Swagit. The original quote was about \$20,000 for equipment and \$10,000 annual fee. This includes working with IT and archiving. They will start the recording, end it, stream it, and archive it.

The second quote was from Video Solutions, which was recommended by Chris Gawlik. This quote is more budget friendly and not a standard service for this company. The cost for installation is approximately \$5,210. The start, end, posting and archiving would fall on City staff.

About three years Council decided to keep the PEG fee. This is for public communications. We have a current balance of approximately \$93,000 and this would cover the cost of the equipment. We need to check with Swagit to see about changing this to a 72 month agreement and pay up front.

Alderman Bezner asked if they can monitor how many people are actually watching the live videos to see if it is worth the cost. At an extra cost they would have somebody monitoring while recording and switching camera views.

Alderman Staigle asks for a cost if the City goes over 15 meetings.

Alderman Staigle stated that he likes the idea of somebody running the camera and posting the videos. He suggested asking the other company to give a quote for full service.

Alderman Kopczynski will review the agreement with Swagit and ask Video Solutions to quote full service and then bring back to Council at the March 24<sup>th</sup> Council meeting.

## **E. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

January 28, 2020 – Regular Meeting

February 11, 2020 – Special Meeting

### **2. Ratification of Bills**

<b>24/6 Technical Services</b> (Repair of Blower #4 at Sewer Treatment Plant)	<b>\$18,950.00</b>
<b>Mar-Con Services, LLC</b> (Pay Est. No. 12 for Kirkwood Construction)	<b>\$149,294.07</b>
<b>Joe L. Salvide</b> (Sidewalk Replacement – Phase 1 Completion)	<b>\$21,330.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Blair Meadow – Move in Payment)	<b>\$5,655.00</b>
<b>Joe L. Salvide</b> (Sidewalk Replacement Phase 2 - Deposit)	<b>\$14,240.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Blair Meadow – Completion)	<b>\$5,650.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Blair Meadow – Completion)	<b>\$5,650.00</b>
<b>Joe L. Salvide</b> (Concrete Repair Brighton & Monticeto – Deposit)	<b>\$6,445.00</b>
<b>Joe L. Salvide</b> (Sidewalk Repair – Phase 2 – Completion)	<b>\$14,240.00</b>
<b>HDR, Inc.</b> (Engineering for Kirkwood Rd Reconstruction)	<b>\$11,699.31</b>

Alderman Staigle moved to approve the consent agenda item 1. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

Alderman Bezner moved to approved consent agenda item #2 removing the invoice for Joe Salvade. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

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

**DeRenne Lester, Boy Scout from Troop 1117,** stated that he would like the City to address the cars parked on the street. Alderman Staigle stated that cars would travel faster on the streets if there were not cars on the street.

**Jayden Washburn, Boy Scout from Troop 1117,** is there a plan for street repairs and a schedule for the school. Mayor Jessup stated that they are scheduled to move back in January 2021. He also stated that the City has a road use fee of \$10.00 per month for repairs to the internal streets. The plan of street repairs can be found on the City website. Alderman Staigle stated the City will have a public hearing to discuss a more permanent repair or replace streets.

Is there anything that younger residents can do to aid in the process. Alderman Staigle suggested she have her parents attend the public hearing. Mayor Jessup suggested she join YAC.

**Kelsey Warren, troop 1117,** asked about the roundabout landscaping. Alderman Staigle stated the city is still waiting for all of the landscaping submittals. As soon as CenterPoint finishes the installation of lights the landscaping will be completed. He suggested that she reach out the Parks Department to get involved.

**G. 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 Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

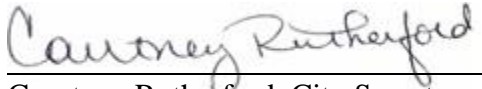
The motion carried.

The meeting was adjourned at 8:31 p.m.



**These minutes were approved by City Council on Tuesday, March 24, 2020.**

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE MEADOWS PLACE CITY COUNCIL SPECIAL SESSION  
MEETING HELD ON TUESDAY, MARCH 2, 2020 AT 6:00 P.M., AT THE MEADOWS  
PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor Charles D. Jessup IV, at 6:02 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Kurt L. Kopczynski  
Courtney Rutherford, City Secretary

Alderman, John F. Isbell was not present.

Mayor Jessup recessed the regular meeting at 8:02 p.m. for Council to go into executive session with the City Attorney.

**B. Executive Session**

- 1. Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 — Personnel Matters regarding hiring a City Administrator.**

**C. Adjourn Executive Session**

- 1. Adjourn the Executive Session, stating that date and time the Executive Session ended and Reconvene the Regular Meeting.**

**D. Reconvene**

The executive session adjourned at 6:12 p.m. and council reconvened into regular session

- 1. Discuss and take appropriate action to regarding the hiring of a City Administrator.**

Alderman Staigle moved to authorize the Mayor and City Secretary to make an offer to Candidate Number 1 and develop an agreement with salary, term and potential changes to Ordinance No. 2020-06 creating the City Administrator position and duties. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

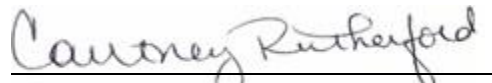
The motion carried.


**E. Adjourn**

There being no further business the meeting was adjourned at 6:15 p.m.

**These minutes were approved by City Council on Tuesday, March 24, 2020.**

**ATTEST:**

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

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





**MINUTES OF THE MEADOWS PLACE CITY COUNCIL SPECIAL SESSION AND EMERGENCY MEETING HELD ON FRIDAY, MARCH 6, 2020 AT 1:30 P.M., AT THE MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor Charles D. Jessup IV, at 1:30 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Alderman, Kurt L. Kopczynski  
Courtney Rutherford, City Secretary

Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Mayor Pro-Tem, Rick J. Staigle and Alderman, John F. Isbell were not present.

Police Captain Jack Ashton was also present.

**B. Review and discuss the City's emergency protocol in response to possible health risk.**

Mayor Jessup stated that he called this meeting to discuss how Council wanted discuss the threat of the Coronavirus also known as COVID-19. He would like to get notification out to the residents and let them know that the City is aware of the virus and following state protocol. There was brief discussion among City Council and staff regarding the virus and how to prevent it and what to do if an employee or citizen comes into City officed with the virus.

Captain Ashton reported that the Police Department is on heightened awareness and officers know to assess an individual before contact if possible. If an officer believes they have come in contact with the virus they are to notify the Chief and Captain immediately. They would then make proper notifications and quarantine the employee.

There was discussion regarding what residents can purchase in order to prepare. Captain Ashton stated that there is nothing to buy. Citizens need to be sure to wash their hand sever times a day, avoid touching their face, and avoid large crowds is possible.

Mayor Jessup reported that we are at routine readiness and basically all the City can do at this time is continue to monitor and promote self-hygiene.

Mayor Jessup will put together an announcement for the City website, Facebook, and make a Code Red call out.

**C. Adjourn**

There being no further business to discuss the meeting was adjourned at 2:21 p.m.

**These minutes were approved by City Council on Tuesday, March 24, 2020.**

**ATTEST:**

Courtney Rutherford

Courtney Rutherford, City Secretary

Charles D. Jessup IV

Charles D. Jessup IV, Mayor





**MINUTES OF THE MEADOWS PLACE CITY COUNCIL POSSIBLE QUORUM ON SATURDAY, MARCH 7, 2020 AT 2:00 A.M., AT MARK MCGRATH PARK, LOCATED AT 12001 BRIGHTON LANE, MEADOWS PLACE, TEXAS IN ORDER TO ATTEND THE MEADOWS PLACE FAMILY CAMPOUT IN THE PARK SPONSORED BY MEADOWS PLACE PARKS & RECREATION.**

A quorum of Council was not present at this event.

**These minutes were approved by City Council on Tuesday, March 24, 2020.**

**ATTEST:**

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

Courtney Rutherford, City Secretary

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

Charles D. Jessup IV, Mayor





**MINUTES OF THE MEADOWS PLACE CITY COUNCIL SPECIAL SESSION  
MEETING HELD ON TUESDAY, MARCH 10, 2020 AT 6:00 P.M., AT THE MEADOWS  
PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

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

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Kurt L. Kopczynski  
Courtney Rutherford, City Secretary

Alderman, John F. Isbell was not present.

Mayor Jessup recessed the regular meeting at 6:00 p.m. for Council to go into executive session with the City Attorney.

**B. Executive Session**

- 1. Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 — Personnel Matters regarding hiring a City Administrator.**

**C. Adjourn Executive Session**

- 1. Adjourn the Executive Session, stating that date and time the Executive Session ended and Reconvene the Regular Meeting.**

**D. Reconvene**

The executive session adjourned at 6:28 p.m. and council reconvened into regular session

- 1. Discuss and take appropriate action to regarding the hiring of a City Administrator.**

Alderman Staigle moved to authorize the Mayor and City Secretary to enter into an agreement with David Nick Haby for the City Administrator position. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Alderman Isbell was not present.

The motion carried.

**E. Discussion and possible action regarding fees for schools/commercial water taps.**

There was brief discussion among Council regarding commercial water tap fees. While working with Fort Bend Independent School District staff noticed that the City's fee schedule only addresses residential tap fees. Council directed staff to get with other local cities to see how they charge for commercial water tap fees and report back to Council at the March 24<sup>th</sup> Regular Council meeting.

**F. Adjourn**

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

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

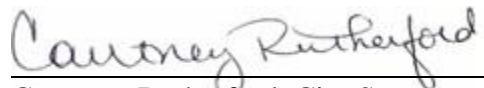
Nays: None

Alderman Isbell was not present.

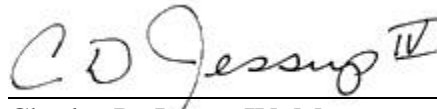
The motion carried.

**These minutes were approved by City Council on Tuesday, March 24, 2020.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor







**MINUTES OF THE MEADOWS PLACE CITY COUNCIL SPECIAL SESSION AND EMERGENCY MEETING HELD ON WEDNESDAY, MARCH 18, 2020 AT 4:30 P.M., AT THE MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor Charles D. Jessup IV, at 4:32 p.m. with the following present:

Mayor, Charles D. Jessup, IV	Mayor Pro-Tem, Rick J. Staigle joined at 4:37 p.m.
Alderman, John F. Isbell	Alderman, Steven H. Bezner
Alderman, Kurt L. Kopczynski	Alderman, Kelle K. Mills
Courtney Rutherford, City Secretary	

**B. Discussion and possible action regarding a Declaration of Local Disaster due to COVID-19.**

There was brief discussion among City Council regarding the COVID-19 pandemic and implementing emergency procedures for the City and staff. The first step is a Declaration of Local Disaster due to Public Health Emergency. This declaration is also necessary if federal funds become available and the City applies for reimbursement.

Council also discussed City operations and employees reporting to work. Council agreed to close all City facilities to the public and tasked the City Secretary to come up with a skeleton crew work schedule to be presented to Council on Friday, March 20<sup>th</sup> at 2:00 p.m.

Alderman Bezner moved to approve the Declaration of Local Disaster due to Public Health Emergency responding to COVID-19. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

The meeting was adjourned at 5:18 p.m.

**C. Adjourn**

There being no further business to discuss Alderman Mills moved to adjourn the meeting. Alderman Kopczynski seconded the motion. The vote follows:

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

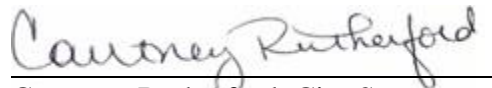
Nays: None


The motion carried.

The meeting was adjourned at 5:18 p.m.

**These minutes were approved by City Council on Tuesday, March 24, 2020.**

**ATTEST:**

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

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





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, MARCH 20, 2020 AT 2:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present:

Mayor, Charles D. Jessup, IV	City Secretary, Courtney Rutherford
Mayor Pro-Tem, Rick J. Staigle	Alderman, John F. Isbell
Alderman, Steven H. Bezner	Alderman, Kelle K. Mills
Alderman, Kurt Kopczynski attended via teleconference.	

**B. Discussion and possible action regarding COVID-19.**

The Mayor and Council briefly discussed COVID-19 and actions by the state and county. Mayor Jessup reported that he met with the Police Chief, Fire Chief, and City Secretary yesterday and has been on constant phone called. He explained that at this time this is a very fluid situation. There was also discussion regarding teleconferencing or skyping meetings if necessary. Council agreed to close City Hall to the public at this time, but staff will still report to the office.

**C. Discussion and consideration of Resolution No. 2020-15 amending the City's Employee Policy Manual creating a new Section IX. Declaration of Public Health Emergency Compensation setting employee compensation and work schedules during a public health emergency.**

There was discussion among Council about staff working remotely and what would be needed in order for staff work remotely.

Alderman Isbell moved to approve Resolution No. 2020-15 amending the City's Employee Policy Manual creating a new Section IX. Declaration of Public Health Emergency Compensation setting employee compensation and work schedules during a public health emergency with a Hazardous Pay Stipend. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Council did state that staff will begin working this schedule effective Monday, March 23<sup>rd</sup> and continue until further notice.

Council also instructed the City Secretary to get with Wright Technologies and order 10 laptops. These laptops will be distributed to the following employees in case Council decides to close City Hall and have staff work remotely.

- City Administrator
- City Secretary
- Finance Director
- Parks & Recreation Director
- Public Work Director
- Accounting Clerk
- Court Clerk (2)
- Utility Clerk
- Permit Clerk

Council also instructed the City Secretary to present a plan at the Regular City Council meeting on March 24<sup>th</sup> for staff to work remotely.

#### **D. 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, Bezner, Staigle, Kopczynski, and Mills

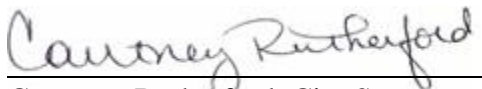
Nays: None

The motion carried.

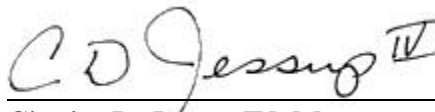
The meeting was adjourned at 3:12 p.m.

**These minutes were approved by City Council on Tuesday, March 24, 2020.**

#### **ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, MARCH 24, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

City Secretary, Courtney Rutherford  
Alderman, John F. Isbell  
Alderman, Kurt Kopczynski

**1. Pledge of Allegiance and Invocation**

Pledge by: Chief Gary Stewart

Invocation by: Alderman Kurt Kopczynski

**B. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Gary Stewart gave an overview of the monthly statistics and activities report, for March 2020, which was distributed to City Council and filed with the City Secretary.

There was one accident in the roundabout and it was a DWI case. A report has been submitted to the City Secretary and she will follow up with insurance.

Chief Stewart stated that there have several declarations of disaster due to COVID-19. Reviewed orders recently put in place and what the Police Department must now enforce. DA Brian Middleton made it very clear that these are the expectations they expect and they will enforce this order. Enforcing unnecessary contact with the public and officers must decontaminate before and after shift. He also stated that Special events have been cancelled due to COVID-19 and as well as training.

Chief Stewart reported that there are currently 46 confirmed COVID-19 cases in Fort Bend County at this time.

Mayor Jessup stated his appreciation for Chief and how he keeps him involved and updated.

Alderman Isbell asked if a police vehicle could be staged since they are not pulling over as many people at this time. Chief stated yes, but they are moving around throughout the city focusing on the businesses that are closed.

Alderman Bezner asked if there is any additional means the community can provide to the Police and first responders. Chief Stewart stated that are in the great city of Meadows Place and are always supported by the community. Pizza had been delivered and local pharmacy delivered homemade hand sanitizer. Alderman Bezner also asked if there is an interlocal agreement in place if the City had to quarantine our department. Chief stated that we do have an agreement in place.

Alderman Isbell stated that he got an email from Harbor Freight stating that they are reserving items for the first responders, but not sure how to get them. Chief stated they are stopping by their daily, but they have short supply.

## **2. Code Enforcement – Jennifer Cabello, Code Enforcement Official**

Code Enforcement Official, Jennifer Cabello, presented her quarterly report. Her reporting period covered January through March 2020.

She thanked Council for all they are doing for the community.

Mayor Jessup stated that Ms. Cabello is working with the [www.eyeonewater.com](http://www.eyeonewater.com) program and recently learned how to pull a report for zero water usage and this will help to identify vacant homes.

Alderman Kopczynski thanked her for moving forward with homes that have been sitting vacant. There was discussion regarding the number of cases/charges filed in court why all of the violation are not listed. Ms. Cabello stated that she will complete the list and send to Council.

Alderman Isbell thanked for her work and stated that he has noticed changes in the City.

## **3. Fire Department Monthly Report for February 2020 – Mayor Charles Jessup IV**

Mayor Jessup provided an overview of the Stafford Fire Department report for February 2020 which was filed with the City Secretary. He, Chief Stewart, and the City Secretary recently met with Chief DiCamillo regarding COVID-19 he appreciates Chief DiCamillo for working closely with our department.

He also reported that Public Works has been working to rehab the fire hydrants in the city and are working and to install blue buttons on the roadway to help identify the fire hydrant locations.

## **C. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;

- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

### **a. City Administrator Selection**

Mayor Jessup stated Nick Haby will be joining the city on Monday, March 30<sup>th</sup>. He was a unanimous selection by City Council. This is a bold move for Meadows Place. Mayor Jessup explained that the City Administrator oversee the day to day operations of the City and carry out the decisions of the Mayor and City Council. He then stated that have an article in the April newsletter explaining the duties of a City Administrator.

### **b. COVID-19**

Mayor Jessup reported that the County Declaration makes it very clear as to what can be opened or closed. There will be businesses in Meadows Place that will have to close.

### **c. City Election**

Mayor Jessup stated that this is a big deal and he has spent more time on elections in last few days than he ever has. He reported that last night FBISD voted to postpone their election. Our only option at this time is to move November 3<sup>rd</sup>. He has worked hard with other Mayors to find another option, but there are no other options. He stated that our only options are May 2<sup>nd</sup> or November 3<sup>rd</sup>. He was hoping for a July 2020 option, but that is not possible. He stated that the Governor's office has instructed entities to make their decision as soon as possible.

### **d. US Census 2020**

Mayor Jessup stated that he is very angry because US Census reported all addresses in Meadows Place as Stafford. He has a call in to see if it will affect our counts if residents leave their address as Stafford. He stated that residents can changed their address to Meadows Place. He encouraged Council and all residents to change their address to Meadows Place.

Alderman Bezner stated that he was not able to change his address.

## **2. Council Comments**

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

Alderman Staigle stated he and staff met with the landscaping contractor, but now with COVID-19 he is not sure if they will be working. The streetlight foundations first installed by CenterPoint were too close to the curb and CenterPoint will have to move them at their cost. He stated that construction is an essential item and hopefully they will be back to work soon. He also reported that he is not sure if the underground electrical has been installed and that is what we are waiting on to get landscape installed.

## **D. REGULAR AGENDA**

### **1. Discussion and consideration of presentation from USW regarding Mbroh Engineering Inc.'s proposal on the condition assessment and evaluation of the Wastewater Treatment Plant.**

Public Works Director, Erik Tschanz, stated that Council tasked him with looking into the needs of the treatment plant and putting together a plan. He worked with USW to come up with this plan.

He then introduced Corey Bostick from USW, Efram Fuller from MBROH Engineering Inc. and Camille Sowell from CP&Y to present their proposal for repairs at the WWTP.

*There was comment from those on the teleconference that it was hard to hear and Alderman Kopczynski stated that a recording of the meeting would be up later and will have much better audio.*

Mr. Fuller gave background information on Mbroh Engineering and stated that they primarily work in the water and wastewater industry.

Ms. Sowell then gave background on CP&Y. She stated that they are headquartered in Dallas with about 400 employees and 25 in Houston. She reported that their Houston office mainly focuses on water and wastewater.

They stated that they went to view the City facilities about 3 weeks ago to make an assessment and put together a plan.

Mr. Fuller went over the scope of the project. He stated that the scope of work for this task includes condition assessment and evaluation of the Wastewater Treatment Plant (WWTP). This condition assessment includes civil, structural, mechanical, electrical, and instrument and controls components. The proposed improvements have been evaluated and prioritized based on risk and to maximize funding. The proposal for this assessment is \$32,350.

Alderman Isbell asked if we are looking to restore or modernize facilities? Mr. Fuller stated that he looks to replace the traveling bridge clarifier and to replace and build new



basins, but this all based on cost. He stated that they can give cost analysis to repair versus replace or build new.

Mr. Bostick stated that the initial assessment is complete and they provided drawings of the facility and equipment design. He also stated that some of the equipment obsolete and can't be found anymore and it is important to look at these items.

Mayor Jessup thanked all three for such a professional presentation. He then stated that Council will not make a decision tonight, but Council will need to review these and start preparing for repairs.

Alderman Staigle stated that Council probably would have been considering this now, but due to COVID-19 Council needs to wait and see the financial impact on the City.

Alderman Bezner asked if there is anything that is an emergency that needs to be addressed? Mr. Bostick stated that Belt press controls, traveling bridges, controls for blowers, lift pumps on lift station and controls need to be looked at as soon as possible, but we do have backup to remain operational.

Alderman Kopczynski asked if this backup gets tested and Mr. Bostick stated yes and they try to stagger them and alternate equipment.

**2. Discussion and consideration of Resolution No. 2020-16 extending the Declaration of Local Disaster issued by Mayor Jessup on March 18, 2020 in response to COVID-19.**

Mayor Jessup stated the first Declaration can only be issued for 7 days and expires tomorrow and the proposal is to extend through April 28<sup>th</sup>.

Alderman Isbell moved to approve Resolution No. 2020-16 extending the Declaration of Local Disaster issued by Mayor Jessup on March 18, 2020 in response to COVID-19 and extend through April 28, 2020. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**3. Discussion and consideration of Ordinance No. 2020-10 cancelling the May 2, 2020 election and postponing the General Election to November 3, 2020.**

Due to COVID-19 Governor Abbott has authorized cities to postpone their May 2, 2020 General Elections to November 3, 2020.

The City Secretary, Courtney Rutherford, reported that minimum cost to hold the election on May 2, 2020 is \$12,000. She also stated that with the extension of the Declaration City Hall will not be opened for Early Voting. Ms. Rutherford also explained that this does not

change anything for those currently on the ballot and does not re-open applications for Place on Ballot. This only moves the current May 2, 2020 election to November 3, 2020.

Alderman Isbell moved to approve Ordinance No. 2020-10 cancelling the May 2, 2020 election and postponing the General Election to November 3, 2020. Alderman Kopczynski seconded the motion.

**Mike Bezner, resident 11842 Mulholland**: asked why we can't just move to July and requested to reopen the filing for place on ballot. Ms. Rutherford stated that due to election law our election can only be held on a uniform election date. She also stated that the Governor's order states that you cannot reopen filings for place on ballot.

The vote follows:

Ayes: Aldermen Isbell, Staigle, Kopczynski, and Mills

Abstain: Bezner

Nays: None

The motion carried.

**4. Discussion and consideration of Ordinance No. 2020-11 amending Subsection 150.25(k) of Chapter 150 of the Code of Ordinances concerning the installation of solar energy devices; providing a penalty; providing for severability; providing for repeal; and providing an effective date.**

Mayor Jessup stated that things this is a very well written ordinance relating to solar energy devices. The current ordinance states that solar energy devices cannot be installed facing the street. This item takes that out and leaves everything else in place.

Alderman Staigle asked if this need to go before Planning and Zoning before Council takes action. Ms. Rutherford explained that this does not fall under zoning, therefore Council can vote to make this change.

Alderman Kopczynski moved to approve Ordinance No. 2020-11 amending Subsection 150.25(k) of Chapter 150 of the Code of Ordinances concerning the installation of solar energy devices amended to allow for solar energy on any roof slope; providing a penalty; providing for severability; providing for repeal; and providing an effective date. Alderman Staigle seconded the motion.

Alderman Isbell stated he does not like solar panels and does not want them visible from the street. Alderman Bezner asked if he had an alternate suggestion. He stated no and that he wants to keep ordinance as is with them not visible from the street.

Alderman Mills stated it changes to the whole look of the house and she does not want to see them visible from the street.

Alderman Kopczynski stated that solar panels are very prevalent in new communities. He added that trees often block the solar energy devices with current ordinance.

He also stated that he has had several request for solar panels and mostly from the younger generation and the technology has changed.

Mayor Jessup stated that he thinks this might enhance property values.

The vote follows:

Ayes: Aldermen Bezner, Staigle, and Kopczynski,

Nays: Alderman Isbell and Mills

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-17 amending the City's Employee Policy Manual adding a new Section VII(C) Firearms.**

Mayor Jessup stated that two staff members have asked for this to be addressed ad they are concerned about employees carrying concealed.

No motion was made, therefore Resolution No. 2020-17 died for lack of motion.

**6. Discussion and consideration regarding a policy for administrative staff to work remotely.**

City Secretary, Ms. Rutherford, explained that she was tasked by City Council to come up with plan for staff to work remotely if needed. She also stated that laptops had been purchased and she was working with Wright Business Technologies to get them set up and distribute to staff. The proposed plan identifies essential staff and non-essential staff and breaks down duties that can and cannot be done remotely.

Alderman Staigle moved to approve the plan and duties of staff to work remotely. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**7. Discussion and consideration of Ordinance No. 2020-12 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$30,000.00 to line item 100-020-533009, City-Wide Computers/Servers, from the General Fund Balance for laptops for staff to work remotely.**

Alderman Bezner moved to approve Ordinance No. 2020-12 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$30,000.00 to line item 100-020-533009, City-Wide Computers/Servers, from the General Fund Balance for laptops for staff to work remotely. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**8. Discussion and consideration to set a date for the public to meet the new City Administrator.**

Alderman Staigle move to table this item to set a date for the public to meet the new City Administrator. Alderman Isbell seconded the motion. The vote follows:

**9. Discussion and possible action regarding live stream of City Council meetings.**

Alderman Kopczynski has been meeting with several vendors and presented 2 proposals from Swagit. After last month one company declined to move forward and recommended moving forward with Swagit. They specialize in City Council meetings. This proposal includes the camera, installation, encoder, other hardware, network setup plus 4 years of support and maintenance.

Mayor Jessup stated that this can be funded through the PEG fund and not general fund. Added in ZOOM videoconference integration.

Alderman Kopczynski stated that they will need 30 – 45 days out for installation. This proposal will cover 15 meetings a year and we can add more if needed at a per meeting rate.

Alderman Staigle moved to approve the Swagit proposal with the sound search option. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**E. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

February 22, 2020 – Special Meeting  
February 25, 2020 – Regular Meeting  
March 2, 2020 – Special Meeting  
March 6, 2020 – Special Meeting  
March 7, 2020 – Possible Quorum  
March 10, 2020 – Special Meeting  
March 18, 2020 – Special Emergency Meeting

**2. Ratification of Bills**

<b>Huitt-Zollars</b> (Professional Services for Facilities Review)	<b>\$14,072.00</b>
<b>Wright Business Technologies</b> (Replacement Computers)	<b>\$14,139.98</b>
<b>Joe L. Salvide</b> (Concrete Repair 11415 Scottsdale – Move in Payment)	<b>\$3,880.00</b>

Alderman Staigle moved to approve the consent agenda. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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

**Mike Bezner, resident 11842 Mulholland:** Asked if they have made any improvements to the dog park or plans to close. Mayor not closing VROOM working on improvements, but first address drainage. Mayor will follow up with VROOM.

**G. ADJOURN**

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

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

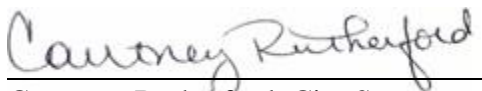
Nays: None

The motion carried.

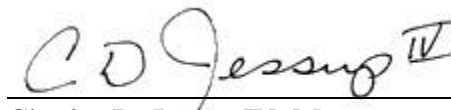
The meeting was adjourned at 8:45 p.m.

**These minutes were approved by City Council on Tuesday, April 28, 2020.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MONDAY, APRIL 27, 2020 AT 1:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. COUNCIL WILL MEET VIA TELECONFERENCE TO TEST TECHNOLOGY FOR THE APRIL 28<sup>TH</sup>, 2020 COUNCIL MEETING.**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 1:00 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Alderman, John F. Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

Council and staff joined via zoom. The purpose of this meeting was to decide the best way to facilitate the regular City Council Meeting on Tuesday, April 28, 2020.

No official City business was discussed at this meeting.

**B. ADJOURN**

Once the testing was complete the meeting adjourned at 1:27 p.m..

**These minutes were approved by City Council on Tuesday, May 26, 2020.**

**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 CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, APRIL 28, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present via teleconference:

Mayor, Charles D. Jessup, IV  
Alderman, John F. Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

The following staff were also in attendance: Gary Stewart, Police Chief; Public Works Director, Erik Tschanz; and Parks & Recreation Director, Colene Cabezas.

**1. Pledge of Allegiance and Invocation**

Pledge by: City Administrator, Nick Haby

Invocation by: Alderman Kurt Kopczynski

**B. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Gary Stewart gave an overview of the monthly statistics and activities report, for April 2020, which was distributed to City Council and filed with the City Secretary.

No accidents in the round-about.

Chief Stewart reported that his department is following Declaration of Disaster orders not only from the City, but from the state and county as well. He attends multiple calls a day with different agencies and his department has implemented additional protocols for their protection during this pandemic. They have also reduced interaction with public due to the risk of COVID-19 and all training suspended until further notice.

Chief Stewart stated that arrest are down, but they continue to file charges with DA and hope serve the warrants at the end of May. He also stated that they are waiting on guidelines from the Governor regarding gatherings of any kind but the Police Department as participated in two birthday parades in the City.

Mayor Jessup thanked Chief Stewart fort his report and how hard he and his staff are working for the City during the COVID-19 pandemic.

Alderman Bezner asked that now due to the Governor's order to some businesses will start opening has there been any thought to enforcement of occupancy in the businesses in the City. Chief said it is up to the jurisdictions but they will monitor. He has a Chief's meeting tomorrow and will see what other departments plan to do. If a real problem arises they will work with the DA's office on charges. He believes the best thing to do at this time is educate and gain compliance through verbal action.

## **2. Public Works – Erik Tschanz, Public Works Director**

Public Works Director, Erik Tschanz gave an overview for the last quarter. His report covered Public Works operations for February 2020 through April 2020, which was distributed to City Council and filed with the City Secretary. Below is a brief recap for each month.

### **February:**

- Hired new FT PW Employee – Started on 2/26
- Majority of Sidewalk Repairs completed
- Relocated Automatic Meter Read Gateway @ Major's baseball field
- Total of \$ 12,095/1,111 SF completed for month with road use fee repairs

### **March:**

- Alpha Laval replaced reclaimed water filters / reinforced framework @ Sewage Treatment Plant
- Majority of fire hydrants were re-painted
- Repairs made to both traveling bridges @ STP
- Replaced broken mop sink in PD
- Installed both domestic/fire suppression meter faults for Meadows Elementary Project
- Total of \$ 23,565/ 1,899 SF completed for month with road use fee repairs
- Completed all identified sidewalk repairs for FY 2019-2020
- Once a week mosquito spraying commenced 3/15

### **April:**

- No road use fee repairs for month of April or May (start again in June)
- Cleaned and rearranged Public Works Shop
- Concrete replacement of (8) curb inlet tops
- Completed ALL fire hydrant painting – 154 hydrants total
- Blower #4 motor was repaired and installed and fully operational as of April 27<sup>th</sup>

Mayor stated that he has asked Erik to send pictures to Erickson Advertising to show some of the important repairs going on in the City and so that the residents can see what Public Works is doing.

Alderman Isbell asked for a copy of the pictures sent to Erickson Advertisement, because he is not on Facebook. Mayor asked that he send the pictures to all of Council.



Alderman Staigle stated that he wasn't aware of funds remaining in the bonds and asked that they review the bond balance.

### **3. Fire Department Monthly Report for March 2020 – Mayor Charles Jessup IV**

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

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

Mayor introduced the new City Administrator, Nick Haby and welcomed him to the City. City Administrator, Nick Haby, presented his April 2020 overview report to City Council, which was distributed to City Council and filed with the City Secretary.

He presented staff's estimate of revenue and expense projections for the balance of the 2019-2020 budget year in light of COVID-19. He has worked with the Finance Director, Anna-Maria Weston, and believes these numbers to be conservative and reasonable predictions.

## **C. MAYOR AND COUNCIL COMMENTS**

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

#### **a. COVID-19**

Mayor Jessup on all kind of calls and he's proud of Meadows Place. We were quick to react. Parks and playgrounds will open per state guidelines. All summer programs are being reviewed based on state. Governor has given clear guidelines as to what we can do on May 1<sup>st</sup> and May 18<sup>th</sup>. Thank you to Chief Stewart, Courtney, Nick and staff for a job well done in Meadows Place. They have done their best to keep the city functioning! Thank you to outstanding Council for guidance. Meadows Place has a plan to come alive and remain on alternating shifts until this Friday. This Friday staff will go back to full schedule and open the public on Monday, May 4<sup>th</sup>.

#### **b. 2020 CENSUS**

Mayor Jessup reminded everybody that CENSUS 2020 is important to Meadows Place. If we get to 5,000 we can vote to become home rule or stay general law. Home rule allows that City to make some of their own rules. According the latest figures he has found we are at 68.5% response and this will not get us to the 5,000 mark. He urged everybody to encourage their neighbors to complete their CENSUS report. If you need help please check the CENSUS button on our website.

#### **c. 2020 Election**

Mayor Jessup stated that there seems to be some confusion as to how the election will be handled. All applicants for the current election will remain on the ballot with no changes. The election will be held on November 3<sup>rd</sup>. Call City Secretary if you have any questions.

**d. City Administrator/Changes at City Hall**

Mayor Jessup stated that Nick joined the city on March 30<sup>th</sup> and we need to remodel City Hall in order to create a new office for the City Administrator. We have done a little remodeling and moved some staff around. Thinks Nick will be a great fit and confident in what he's seen in the last month since Nick joined the City.

**2. Council Comments**

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

Alderman Staigle stated finally have some progress to report. CP out last week to start bores and wiring up for the base of the light poles. Currently light poles will be here the end of May. Negotiated remobilization with contractor and they are scheduled to come out on May 11<sup>th</sup> for remobilization and start irrigation and then landscaping will start. Change order for Mar-Con net impact is about \$140,000 due to delay but Center Point. We would have saved that money.

Alderman Isbell when driving through the roundabouts how far can you park near the roundabout? Staigle said they need to give a full lane length of 11 feet We may need to paint curbs yellow and install no parking signs, but he thinks at this time we need to wait it and see if it becomes an accident hazard Bezner thinks with time it will fix itself.

**D. REGULAR AGENDA**

**1. Discussion and acceptance of the Quarterly Investment Report.**

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

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

Nays: None

The motion carried.

**2. Discussion and consideration of Resolution No. 2020-18 designating the City Administrator as a check signer for the city accounts at Independent Bank and designate primary check signers.**

Alderman Isbell moved to approve Resolution No. 2020-18 designating the City Administrator as a check signer for the city accounts at Independent Bank and designating

the Mayor and City Administrator as the primary check signers with the City Secretary as an alternate. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**3. Discussion and consideration of Ordinance No. 2020-13 amending Ordinance No. 2020-06 removing Municipal Courts from the City Administrator's direct management and oversight and assigning Municipal Courts to the City Secretary.**

Mayor Jessup stated that after discussion with the City Administrator and City Secretary he recommends leaving Court under City Secretary. Mr. Haby stated that it is common practice for the Police Department and Court to follow under different Department Directors.

Alderman Staigle moved to approve Ordinance No. 2020-13 amending Ordinance No. 2020-06 removing Municipal Courts from the City Administrator's direct management and oversight and assigning Municipal Courts to the City Secretary. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration of Resolution No. 2020-19 adopting a new Organizational Chart of City Council and staff.**

Alderman Bezner moved to approve Resolution No. 2020-19 adopting a new Organizational Chart of City Council and staff. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-20 approving Change Order No.2 providing for remobilization of Mar-Con Services and an additional 120 calendar days for the Kirkwood Reconstruction project.**

Alderman Staigle stated that the contract ended January 2<sup>nd</sup> and the contractor was done at that time with all that they could do. The moved out while waiting for CenterPoint to

complete the installation of the streetlights. Mar-Con plans to be back May 11<sup>th</sup> to remobilize and complete the project. The City is allowing an additional 120 days to allow for weather delays, but hope the project will be complete before then.

Alderman Staigle moved to approve Resolution No. 2020-20 approving Change Order No.2 providing for remobilization of Mar-Con Services and an additional 120 calendar days for the Kirkwood Reconstruction project. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**6. Discussion and consideration of Resolution No. 2020-21 approving the Contract Amendment #3 with HDR Engineering, Inc. to review the fees related to construction management and inspection services for the Kirkwood Road Reconstruction project not to exceed \$43,200.00.**

Mayor Jessup stated that this amendment is due to the delay by CenterPoint and the extension of the contract with Mar-Con. HDR does the inspections for the project and they still need to perform inspections for the project.

Alderman Staigle moved to approve Resolution No. 2020-21 approving the Contract Amendment #3 with HDR Engineering, Inc. to review the fees related to construction management and inspection services for the Kirkwood Road Reconstruction project not to exceed \$43,200.00. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**7. Discussion and consideration of Ordinance No. 2020-14 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$43,200 to line item 100-070-584030, Kirkwood Major Repairs, for construction management and inspection services for the Kirkwood Reconstruction Project.**

Alderman Staigle moved to approve Ordinance No. 2020-14 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$43,200 to line item 100-070-584030, Kirkwood Major Repairs, for construction management and inspection services for the Kirkwood Reconstruction Project. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Staigle Eventually will be paid back by the EDC.

**8. Discussion and consideration of Resolution No. 2020-22 extending the Declaration of Local Disaster in response to COVID-19.**

There was discussion among Council and staff regarding how long to extend this Declaration and the impact to request federal funds. Mr. Haby reviewed additional expenses due to Declaration. He reminded Council that that essential staff and emergency responders will continue to receive the weekly Hazardous pay.

Alderman Staigle moved to approve Resolution No. 2020-22 extending the Declaration of Local Disaster in response to COVID-19 through May 18, 2020. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**9. Discussion and consideration regarding a possible revision to the amendment to the Development Agreement between the City of Meadows Place, Texas and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto and Vroom.**

Scoot Jacobson attended via teleconference. He stated that he wants to extend the relationship with the City and complete dog park improvements. Mr. Jacobson stated that due to COVID-19 they have been required to cease operations in 80% of their locations across the company. He requested the following extensions to the current agreement.

- 90 day extension (to August 1<sup>st</sup>) to complete the maintenance at the Dog Park, the dog park is currently closed
- 90 day extension (to August 1<sup>st</sup>) to complete the striping and painting of the fire lane in the alleyway
- Deferral of the monthly \$10,000 payment to the city for the period of May 1, 2020 to July 31, 2020. The Developer Payments shall resume on August 1, 2020. The payments which are deferred during the Deferment Period must be paid to the City, in their entirety, by September 30, 2020.

Alderman Bezner moved to accept the request of VROOM to extend the current amendment 90 days, to August 1, 2020, and defer the monthly \$10,000 tax offset payment to August 1, 2020 and to be paid in full by September 30, 2020 and if not paid the City will pull the Specific Unit Permit. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Kopczynski, and Mills

Nays: Alderman Staigle

The motion carried.

**10. Discussion and consideration approving the CenterPoint Energy 2020 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase.**

Alderman Isbell moved to decline CenterPoint Energy 2020 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**11. Discussion and consideration of Resolution No. 2020-23 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof.**

Alderman Bezner moved to approve Resolution No. 2020-23 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**12. Discussion and consideration regarding the annual July 4<sup>th</sup> parade and event.**

There was brief discussion among Council and staff regarding the July 4<sup>th</sup> parade and celebration. The Parks and Recreation Director, Colene Cabezas, stated that she has looked into the cost for fireworks. She stated that due to COVID-19 this might be the year to change the parade and celebration and add fireworks if Council wants them.

There was discussion regarding crowd control along the parade route and in the park if fireworks were added. There was discussion of having a morning parade versus an evening parade. Council and staff also discussed the added expense for fireworks and staffing of the Parks, Public Works, and the Police Department for traffic and crowd control.

Council agreed not to add fireworks at this time and keep the regular parade event.

**13. Discussion and setting a date for the Council Budget Retreat.**

Council agreed to meet on June 20, 2020 at 8:00 a.m. at the Meadows Place Training Center for the 2020-2021 Council Budget Retreat.

## **E. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

March 20, 2020 – Special Meeting

March 24, 2020 – Regular Meeting

### **2. Ratification of Bills**

<b>Mar-Con Services, LLC</b> (Kirkwood Reconstruction Pay Estimate #13)	\$ 60,753.70
<b>Joe L. Salvide</b> (Monticeto Concrete Road Repair – Move in Payment)	\$ 7,905.00
<b>Joe L. Salvide</b> (Monticeto Concrete Road Repair – Completion Payment)	\$ 7,900.00
<b>Joe L. Salvide</b> (Curb Inlet Covers – Move in Payment)	\$ 7,705.00
<b>Safety Vision</b> (PD In-Car Video System and Repair)	\$ 21,186.85
<b>Wright Business Technologies, Inc.</b> (PD Car Camera Video Storage)	\$ 7,675.00
<b>Wright Business Technologies, Inc.</b> (General Services and Laptops)	\$ 23,469.23
<b>Badger Meter</b> (3 Invoices – Monthly Service, Backup Gateway, New Endpoints)	\$ 5,250.48
<b>Texas Fire Hydrant Services</b> (Repaint Fire Hydrants)	\$ 6,035.00
<b>McCall Gibson Swedlund Barfoot PLLC</b> (Annual Audit Fee – 2 <sup>nd</sup> Payment)	\$ 10,300.00
<b>Randle Law Office LTS, LLP.</b> (General Legal Counsel)	\$ 6,396.00

### **3. Discussion and consideration accepting the CenterPoint Energy Annual Franchise Payment Calculation effective July 1, 2020.**

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

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

Nays: None

The motion carried.

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

None.

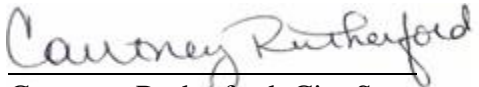
**G. ADJOURN**

There be no further business Alderman Bezner move to adjourn the meeting. Alderman Mills seconded the motion.

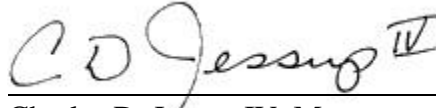
The meeting adjourned at 9:06 p.m.

**These minutes were approved by City Council on May 26, 2020.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor







**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MONDAY, MAY 18, 2020 AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:10 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Alderman, John F. Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

Staff in attendance: Colene Cabezas, Parks & Recreation Director

**B. Discussion and consideration regarding Section IX. Declaration of Public Health Emergency Compensation of the City of Meadows Place Employee Policy Manual.**

City Administrator, Nick Haby, stated that this item was brought to Council to review the policy connection to the Declaration of Local Disaster due to Public Health Emergency. Council and staff reviewed the policy and discussed the impact that the hazardous pay has on the City budget. There was also discussion regarding non-essential staff working alternating schedules versus coming back full time.

Alderman Staigle moved to modify Section IX. Declaration of Public Health Emergency Compensation of the City of Meadows Place Employee Policy Manual authorizing City Council to remove hazardous pay and alternating schedules at their discretion. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**C. Discussion and consideration of Resolution No. 2020-25 extending the Declaration of Local Disaster in response to COVID-19, opening City Facilities to the public, and City staffing.**

There was discussion among Council and staff regarding the Governor's orders and re-opening Texas. Council discussed bringing staff back full time and when to open City facilities to the public.

Ms. Cabezas discussed programs for the Parks Department and briefly reviewed the protocols put in place by the state and how they impact the City. She stated that the Discovery/Nature Center falls under museums and must remain closed due to the hands on interaction. She also stated that splashpad must also remain closed.

She stated that public pools are authorized to open with 25% capacity. She stated that she will work with staff to open with 25% capacity. They will create a reservation schedule to allow for hourly cleaning/disinfecting. She will also remove all chairs and tables and the slides will remain closed.

Ms. Cabezas stated that the Governor did authorize summer camps to open with additional protocols for cleaning and disinfecting. She said her department can meet the health protocols, but will result in an a deficit of approximately \$1,600 per week, therefore she recommending Council cancel camp for this summer. Her department will work to create other events together like a movie night in the park.

Ms. Cabezas and Council discussed opening the community center, instructor classes, and active adult events.

Alderman Staigle moved to approve Resolution No. 2020-25 extending the Declaration of Local Disaster until further notice in response to COVID-19 with the following conditions:

1. City staff will return to regular work schedules and pay on Tuesday, May 19, 2020
2. City Hall will open to the public on Monday, June 1, 2020
3. Playgrounds and fitness equipment will be open to the public with signs stating play at your own risk
4. The City pool will open with 25% capacity (25 people) and by reservation on June 8, 2020 or as soon as the Parks Department is able to fully train staff and get the needed supplies to clean and disinfect
5. The Splashpad will remain closed until further notice.
6. The Discovery Center / Nature Center will remain closed until further notice.
7. Summer Camp for this year will be cancelled.
8. Instructor led classed, like karate and taekwondo, may resume with 25% capacity and 6 foot physical distancing
9. All programs for residents age 65 and over are on hold until further notice
10. Community Center reservations may resume with 25% capacity, 40 people, and an additional fee for disinfecting

The City Secretary is working with the Judge on Court proceedings. This will be discussed at the May 26<sup>th</sup> City Council meeting.

Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

*Mayor Jessup then called item G out of order.*

**G. Discussion and consideration regarding the annual July 4<sup>th</sup> parade and event.**

Mayor Jessup stated that the Governor did not mention fireworks in his recent update, but the county has stated that are ok with fireworks. He also stated that most cities in the county have either cancelled or their celebrations or have not made a decision. Ms. Cabezas stated that that she knows at the last meeting Council agreed to stay with the traditional July 4<sup>th</sup> parade, but she thinks it will be difficult keeping groups to ten or less. If Council wants to move forward with the parade she suggest staging along the alleyway in front of City Hall and have families stay in their personal vehicles. She suggested eliminated floats this year and stated that there won't be any judges.

Mayor Jessup told Council that EDC committed \$5,000 for the fireworks show if Council wants to move forward with fireworks. There was discussion among Council and staff regarding the parade and possible fireworks shows. Ms. Cabezas stated that if Council agrees to the firework show she suggest having the parade start at 6:30 p.m. and the fireworks show to start at 9:00 p.m. This would allow time for residents to take their vehicles home and come back to the park with chairs to set up to watch fireworks. She has also talked to baseball and swim team who have expressed interest in selling concessions and beer before the fireworks.

Alderman Mills stated that if Council wants to try an evening parade and fireworks they should do it. Mayor Jessup stated that this is the year if they want to try something new.

Council agreed to an evening parade starting at 6:30 p.m. with a fireworks show to follow at 9:00 p.m.

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

**D. Discussion and update regarding the Coronavirus Aid, Relief and Economic Security Act (CARES).**

Mayor Jessup stated that the US Government distributed funds to the state who then past the funds on to the County to distribute. Fort Bend County received \$134,000,000 to distribute to the all the cities in the County. City Administrator, Nick Haby, was appointed to the Economic Development Group and the Mayor is on the Mayor and Council Committee. They are all working hard to prioritize the money. The Committee's put together a priority list for the money and then the County put together their own list. These funds are to be distributed for COVID-19 expenses through the end of the calendar year. So far the City has spent approximately \$130,000 and staff is doing an outstanding job of tracking these expenses.

Everybody is lobbying for the money, but ultimately the Commissioners will make the final decision on how to distribute the money.

**E. Discussion and consideration of Resolution No. 2020-26 suggesting how the Coronavirus Aid, Relief and Economic Security (CARES) Act funding should be allocated in Fort Bend County.**

Alderman Kopczynski moved to approve Resolution No. 2020-26 suggesting how the Coronavirus Aid, Relief and Economic Security (CARES) Act funding should be allocated in Fort Bend County. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**F. Discussion and consideration regarding the second amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto, VROOM.**

Alderman Staigle moved to table the second amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto, VROOM. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**G. Discussion and consideration regarding the annual July 4<sup>th</sup> parade and event.**

*Discussed earlier in agenda after Item C.*

**H. Discussion and consideration regarding agreement with Swagit for live streaming of City Council meetings.**

Alderman Kopczynski moved to approve the agreement with Swagit for live streaming of City Council meetings and creating a new line item from the general fund for the annual \$6,000 fee for cloud storage. Alderman seconded the motion. The vote follows:

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

Nays: None

The motion carried.

## **I. ADJOURN**

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

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

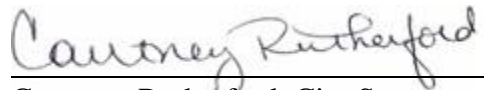
Nays: None

The motion carried.

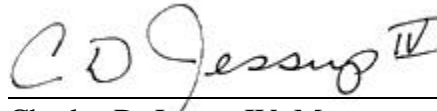
The meeting adjourned at 8:11 p.m.

**These minutes were approved by City Council on Tuesday, May 26, 2020.**

### **ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, MAY 26, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present via teleconference:

Mayor, Charles D. Jessup, IV  
Alderman, John F. Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

The following staff were also in attendance via teleconference: Gary Stewart, Police Chief; and Parks & Recreation Director, Colene Cabezas.

**1. Pledge of Allegiance and Invocation**

Pledge by: Alderman, Steve Bezner, Alderman

Invocation by: Mayor, Charles Jessup

**B. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Gary Stewart gave an overview of the monthly statistics and activities report, for April 2020, which was distributed to City Council and filed with the City Secretary.

There were two accident this weekend in the roundabouts.

Still following States of Disasters and COVID-19 protocols. Now disinfecting daily with a disinfectant fogger. Training center will open back up for training in June and will follow COVID-19 protocols. Preparing for hurricane season and testing all computers at the EOC. We did run into a few problems and are working to get that fixed and Wright Technologies will cover the \$600 cost. We are also upgrading the internet.

Working with City Secretary on Court protocols that will require two bailiffs. Officer are increasing contact and have started issuing more citations.

Preparing for new July 4<sup>th</sup> celebration.

Working with finance and admin to gather information for the CARES Act reimbursement.

Mayor Jessup acknowledged Chief for his hard work on documenting and tracking expenses for COVID-19 response. He thanked the Chief for working on this and keeping it organized.

Alderman Bezner asked the Chief if he is happy with the level of service from Wright Tech. Chief stated that he is happy with their response and service.

Alderman Staigle asked about the accident in the roundabouts this past weekend. Chief stated it was a vehicle accident and the driver was arrested for possession of illegal substance. \$7,500 worth of damage in the roundabouts.

## **2. Parks & Recreation – Colene Cabezas, Parks & Recreation Director**

Public Works Director, Erik Tschanz gave an overview for the last quarter. His report covered Public Works operations for February 2020 through April 2020, which was distributed to City Council and filed with the City Secretary. Below is a brief recap for each month.

This report will serve as a summary of Parks & Recreation activities March-May

### **Parks and Facilities:**

- **Trails-** 6 Benches installed along the trail system funded by EDC
- **Discovery & Nature Center-** New quail house and 5 chicks.
- **Community Center-** Joe Salvade donated his time and product to seal and stripe the parking lot at no expense to city.
- **Playgrounds-** Removed fencing / Opened parks on May 20
- **Fields –** Majors remains under construction. Back field temp fencing has been removed until new season starts.
- **Pool-** Replaced depth tiles, painted and stained benches and porch covers, cleaned and prepared facility for summer

### **Events Completed:**

- Family Camp – 60 in attendance

### **Training Completed:**

NIMS -Di Torreros

Cyber Security – All staff

Irrigation Management – Leigh Ylanan

### **Volunteers**

- **YAC – 1 activity=35 hours = \$735**

### **Projects:**

- Kirkwood Roundabout Landscaping – site visit this Thursday
- Summer Hiring / Training Lifeguards May 27 – 29 to include COVID protocol training.
- Making improvements to Brighton / Kangaroo Park

### **Upcoming Events:**

- Honoring Graduates May 29 on Facebook
- Community Center opening June 1 for programs and rentals.
- Pool Opens June 8
- Wristband sale at pool beginning June 8
- Splashpad / Nature Center remain closed per order.
- July 4 parade and Fireworks show 6:30 – 9:30pm

### **3. Fire Department Monthly Report for April 2020 – Mayor Charles Jessup IV**

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

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

City Administrator, Nick Haby, presented his May 2020 overview report to City Council, which was distributed to City Council and filed with the City Secretary.

Mr. Haby stated that he completed his Public Funds Investment Act training and stated that the training really emphasized the importance of Cyber Security. He also reported that he hopes to have updated sales tax report within the 2 weeks for April which he expects to be affected due to COVID-19.

Mr. Haby also reported that he and staff have brainstorming and working hard to come up with schedules and protocols for returning to work and opening to the public.

## **C. MAYOR AND COUNCIL COMMENTS**

### **1. Mayor’s Comments**

#### **a. COVID-19 / CARES Act**

Mayor Jessup stated that the City of Meadows Place has 3 people actively participating on 3 of the COVID/CARES Act committees and this is big for a city with a population of 4,660 residents.

Mayor Jessup gave a brief recap a few things the City and staff have done to deal with this pandemic.



- Isolated the EOC in preparation if vacating City Hall becomes necessary.
- Closed City Hall to the public and staff worked alternating shifts.
- The Police Department remained fully manned and working regular schedules.
- Stocked up on hand sanitizer and wipes.
- Established a vigorous cleaning schedule at City Hall, including daily fogging.
- Installed windows at City Hall service windows for the protection of staff.
- Closed Park's facilities, including playgrounds, pool, and splashpad.
- Posting daily updates of Confirmed Cases of COVID-19 in Meadows Place on the City website.
- Put out numerous reminders of COVID-19 Protocols.
- Chief Stewart is on multiple county wide and statewide conference calls and zoom meetings every week.
- City Administration, Nick Haby, has been actively engaged in discussions on COVID response at the City, county, and state levels as well. He sits on the committee for funds reimbursement and has been directly engaged with the County Auditor.
- Alderman Staigle has also been able to help us due to his dealing at the County.
- City Secretary, Courtney Rutherford, has shown amazing resolve and working with our amazing staff.

He then stated that we are not out of the woods yet, but are in a much better position and working through it.

Alderman Isbell asked about the foggers that staff is using. PD is fogging the vehicles every shift.

Ms. Haby stated that staff is fogging City Hall daily and wiping down every hour.

#### **b. Cyber Security Training**

Mayor Jessup stated it is a fairly short presentation with a lot of good information. 100% of staff have completed the training. Mayor reminded Council that the training needs to be completed this week.

#### **c. Staff Appreciation**

Mayor Jessup stated that staff has been champions. They have been in stressful situations with family exposures and self-quarantines, but staff has continued to

work with great attitudes. The biggest thing he saw was staff stressed about getting jobs complete. Mr. Haby no rule book and changing daily. It is been a challenge, but staff is prepared. Ms. Rutherford reported that staff continues to provide great customer service and helping our residents.

**d. Meadows Elementary Update and Parade**

Mayor Jessup stated despite some rumors there are still full crews working and looking to be complete on schedule. We continue to get daily pictures from the mounted cameras and drone photos. There will be a time lapse video at the end of the project.

The Meadows parade will take place this Thursday. Thanked Chief Stewart for working with the principal to put this parade together for the students in Meadows Place. This Thursday starting at 9:00 a.m. and will drive down Dorrance from Brighton to Dairy Ashford.

Mayor reminded Council to get with Courtney if they have Council Comments.

**2. Council Comments**

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

Kurt get with Nick on entryway signs for the City. Rick what is the purpose of the sign? That will determine size of lettering.

Alderman Staigle gave a brief update on the Kirkwood Re-Construction Project. He stated that the Parks & Rec Director, Colene Cabezas, will be doing a pre-visit to view landscaping. He also reported that we are still waiting to hear from CenterPoint on the installation of light poles.

Alderman Bezner asked if are we just waiting on poles now and landscaping to start? Alderman Staigle answered, yes landscape should be done first of July.

**D. REGULAR AGENDA**

**1. Discussion and consideration regarding the second amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto, VROOM.**

Mayor Jessup stated that the City did receive the signed agreement from VROOM.

Alderman Bezner moved to approve the second amendment to the Development Agreement between the City of Meadows Place, Texas, and Left Gate Property Holding, Inc. d/b/a Texas Direct Auto, VROOM. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Kopczynski, and Mills

Nays: Alderman Staigle

The motion carried.

**2. Discussion and consideration of Resolution No. 2020-27 supporting Project Brazos River.**

Mayor Jessup we were asked to support this and there is not monetary commitment from the City. This resolution shows the City's support of the project.

Alderman Staigle stated that this is for long term gains to get federal money to address the erosion issue.

Alderman Isbell moved to approve Resolution No. 2020-27 supporting Project Brazos River. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**3. Discussion and consideration of Resolution No. 2020-28 authorizing the Mayor to negotiate an agreement with Bio-Aquatic Testing for bio-monitoring at sewer treatment plant not to exceed \$7,000 annually.**

Mayor Jessup stated this agreement will give the City a little bit more flexibility and eliminate the 10% mark up from USW.

Alderman Bezner moved to approve Resolution No. 2020-28 authorizing the Mayor to negotiate an agreement with Bio-Aquatic Testing for bio-monitoring at sewer treatment plant not to exceed \$7,000 annually. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration regarding the City of Meadows Place Municipal Court of Record proceedings in response to COVID-19.**

Alderman Bezner moved to approve the City of Meadows Place Municipal Court of Record proceedings in response to COVID-19 as amended. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Kurt – question about staff 99.6 and 100 for defendants. Amend 99.6 for all staff and defendants.

**5. Discussion and consideration of Resolution No. 2020-29 authorizing the Mayor and City Secretary to enter into an interlocal agreement with Fort Bend County for CARES Act Allocation distribution.**

Needed to get reimbursement from the County through the CARES Act.

Alderman Isbell moved to approve Resolution No. 2020-29 authorizing the Mayor and City Secretary to enter into an interlocal agreement with Fort Bend County for CARES Act Allocation distribution. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**E. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

April 27, 2020 – Special Meeting

April 28, 2020 – Regular Meeting

May 18, 2020 – Special Meeting

**2. Ratification of Bills**

**Joe L. Salvide** (Inlet Top Replacements – Completion Payment) \$ 7,700.00

**Construction Masters** (Kitchen Move & Office Remodel) \$ 6,012.00

**Construction Masters** (Kitchen Move & Office Remodel) \$ 1,660.00

Alderman Kopczynski moved to approve the consent agenda. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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

None

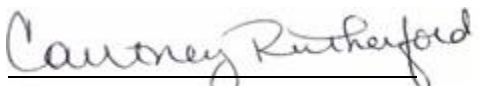
**G. ADJOURN**


There be no further business Alderman Kopczynski move to adjourn the meeting. Alderman Mills seconded the motion.

The meeting adjourned at 7:50 p.m.

**These minutes were approved by City Council on Tuesday, June 23, 2020.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SATURDAY, JUNE 20, 2020 AT 8:00 A.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 8:05 a.m. with the following present:

Mayor, Charles D. Jessup, IV	Mayor Pro-Tem, Rick J. Staigle
Alderman, Steven H. Bezner	Alderman, Kurt Kopczynski
Alderman, Kelle K. Mills joined at 8:45 am	Nick Haby, City Administrator
City Secretary, Courtney Rutherford	

Alderman, John F. Isbell was not present.

Staff in attendance: Anna-Maria Weston, Finance Director

EDC Member, Tia Baker, was also in attendance.

Mayor Jessup read a brief statement from Police Chief Stewart stating that Meadows Place Police Department is solid and ready to serve the residents of Meadows Place.

**B. Discussion of the City's *Vision Statement* to review Council's long term goals, future planning, economic development, and budget review to prepare for the 2020-2021 municipal budget.**

Mayor Jessup started with a brief introduction. Council reviewed the current tax rate and the proposed tax rate. There was brief discussion among Council regarding tax rates, property values, and revenue caps.

Alderman Kopczynski mentioned adding funds to improve the baseball field. There was brief discussion regarding the baseball fields versus park area. There was brief discussion regarding how to improve the area. Alderman Kopczynski gave a brief description of a \$20,000 budget provided by Meadows Place Pony Baseball President.

Alderman Bezner stated that baseball brings the community together and he thinks Council should review the budget and see if there are funds to make some improvements. Council discussed adding a line item for baseball field improvements to be funded if funds are available after the 2020-2021 budget review.

There was discussion regarding an agreement with the baseball association to clean fields and park area after each game.

There was discussion regarding new city limit cities for the City. Alderman Staigle and Kopczynski have worked on size and design and will work with Public Works Director, Erik Tschanz, to get pricing. EDC Member, Tia Baker, will bring sample printouts to the next budget meeting.

Council briefly discussed the current agreement with VROOM. Council wants to stay on top of the agreement and make sure that VROOM holds up their end of the agreement. If they do not meet the agreement requirements Council wants to review pulling the Planned Development Agreement.

Council discussed protentional business development at W Airport and Kirkwood and next to CVS.

Council then reviewed their 25 Year Plan created last year. There was discussion regarding setbacks for commercial properties.

City Administrator, Nik Haby, suggested that Council create a Financial Management Policy that states how to manage the City's fund balance. This could be addressed in a charter if the City goes home rule or by policy that can only be changed by Council.

Council the reviewed departmental budget presentations, tax rates, proposed revenue, and infrastructure repair and maintenance.

*9:15 am ZOOM called dropped due to nobody logged in. ZOOM was immediately restarted.*

Council briefly discussed the effect of COVID-19 on the current and proposed budget. Staff is anticipating a drop in revenue due to COVID-19.

Council discussed the City's current fund balance and what is a good reserve to keep in the bank. They tasked the City Administrator to work with legal counsel and bring a policy to Council for review.

Council discussed three topics of discussion from the Community as follows:

- Freeze taxable value for over 65 – this would be an overall loss in revenue
- Full time or part time animal control versus Fort Bend County Animal Control
  - Charge the pet owner once the animal is claimed at the County.
- Road Maintenance – Discussion to start an analysis and get design and cost to start replacement and maintenance and where to start

Council asked staff to work on design and engineering cost for one street in the City. Staff will work on the cost and bring a Capital Improvement Project to Council for the upcoming budget.

Council this reviewed utility expenditures and revenues. There was discussion regarding water and sewer rates and a possible rate increase to cover expenditures. This item will be adding \$300,000 from the General Fund as an Infrastructure Capital Improvement Project for the proposed 2020-2021 budget.

*11:30 am recording was stopped in error and restarted.*

Alderman Mills was not present for baseball discussion and asked about getting sponsors to help pay for the maintenance of the fields and allowing the sponsors to place banners on the field fences. There was discussion regarding a cost share program and a Memo of Understanding, MOU, between the City and Meadows Place Pony Baseball Association. Council discussed adding a \$25,000 Capital Improvement Project for the baseball fields. Council wants the baseball association to work with the Park's Director and have Alderman Mills as the Council Liaison.

Council briefly discussed ways to slow traffic in the City including stop signs, speed bumps, and cars parked on the street.

**C. Discussion regarding dates to meet with departments to review the proposed 2020-2021 Municipal Budget.**

Council reviewed their calendars and agreed to meet on the following dates and times to review the proposed 2020-2021 Municipal Budget.

July 14 <sup>th</sup>	6:00 p.m. at Meadows Place Training Center/EOC Building (Police)
July 21 <sup>st</sup>	6:00 p.m. at Meadows Place City Hall (Parks)
July 25 <sup>th</sup>	6:00 p.m. at Meadows Place City Hall (Public Works/Utility, Admin & Court)


There was brief discussion regarding employee vacation leave.


**D. ADJOURN**

There being no further business to discuss the meeting adjourned at 12:05 p.m.

**These minutes were approved by City Council on Tuesday, July 28, 2020.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor







**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JUNE 23, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:32 p.m. with the following present via teleconference:

Mayor, Charles D. Jessup, IV  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Kurt Kopczynski

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

Alderman, John F. Isbell was not present.

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

**1. Pledge of Allegiance and Invocation**

Pledge by: Kelly Sarabi, Police Officer

Invocation by: Jimmy Fenwick, Resident

**B. PRESENTATIONS – SERVICE RECOGNITION**

Mayor Jessup recognized the following staff for their dedicated service to the City of Meadows Place. Each employee was present with a service pin for their years of service.

- Gerald Brownlee, Police Officer, 20 Years of Service
- Desi Rodriguez, Police Officer, 20 Years of Service
- Kelly Sarabia, Police Officer Reserve, 15 Years of Service

**C. REPORTS**

**1. Police Department – Chief Gary Stewart**

Police Captain, Jack Ashton, gave an overview of the monthly statistics and activities report, for June 2020, which was distributed to City Council and filed with the City Secretary.

Captain Ashton reported that there was one accident on Kirkwood in the roundabouts. The suspect was arrested for possession of control substance.

The Police Department continues to disinfect all vehicles and offices daily and at every shift change.

He and the Chief attended TML training, Legal Issues for Crowd Control and Mass Demonstrations. They will also be attending How Current Events are Affecting Police Tactics.

He stated that we are in hurricane season and they continue to make sure everything is up to date the Police Department is prepared if an event comes this way.

Alderman Staigle asked where staff is at on the insurance claim for the accident in the roundabouts.

Alderman Bezner asked about de-escalation training? Captain Ashton said it is not part of the training he reported on this month, but officers have attended that training in the past.

Mayor stated that our department is doing all training through TCOLE, which is the governing body over the Police.

Alderman Bezner asked what is the plan if the City gets a large group of protestors. Alderman Staigle stated that we would call in the County to help.

Mayor Jessup asked about the burn rate on supplies. Captain Ashton stated that they are semi-comfortable, but they are accessing supplies several times a week.

Mayor asked about changes in the jails regarding COVID. Captain stated the DA's office and the jail have protocols to follow for citation versus arrest. It has been clear that if an individual needs to be arrested to make the arrest and bring them to the jail.

## **2. Code Enforcement – Jennifer Cabello, Code Enforcement Official**

Code Enforcement Official, Jennifer Cabello, presented her quarterly report. Her reporting period covered April through June 2020.

New version of Comcate is still evolving and there have been a few issues with reporting. She and the Mayor called them to discuss issues with the reporting and they are working with her to make these changes.

Alderman Bezner stated that the Notice of Violation for driveways is not a friendly letter. He thinks we need to adjust the letter for better customer service with more friendly wording.

Alderman Kopczynski asked if she is writing for driveways and sidewalks? Ms. Cabello stated that she does send notices for both if they need to be repaired. He also wanted to

confirm that the notice states private sidewalks and not the public sidewalk. Mr. Haby stated that he will review the letter and make sure it is worded properly regarding sidewalks.

Alderman Kopczynski asked if she could take a picture and then circle the violation. Ms. Cabello stated that the Comcate program does not allow her to alter the photo. Council suggested that she draw a circle around the violation before sending the notice.

Ms. Cabello stated that she has added unoccupied buildings to her monthly report. She searches for the vacant homes through the utility program, EyeonWater, through Beacon. She runs a usage report and she then researches the homes with 0 water usage.

She then reported on abandoned homes and where she is at with court proceedings.

Alderman Bezner asked about 11838 Mulholland. Ms. Cabello stated that the owner is in the process of trying to sell the home.

Alderman Kopczynski asked if she focuses on different violations per week or just look for all violations? Ms. Cabello stated that she does not have set days. She drives the City daily to look for any and all violations, especially if she has a complaint. Alderman Kopczynski also asked her ratio of self-initiated vs complaints. She does not have exact numbers but approximately 80% self-initiated. Mayor Jessup asked Ms. Cabello to start looking at trees a little closer.

Alderman Staigle suggested a whip antenna on the Code truck to measure trees while driving through the City. If it hits the antenna right a notice of violation.

Mayor Jessup thanked Ms. Cabello for her hard work.

### **3. Fire Department Monthly Report for May 2020 – Mayor Charles Jessup IV**

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

Fire Marshal has been active with plan reviews in the City.

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month. First, staff is doing a daily wipe down which led to more discussion regarding COVID protocols. Staff are now logging temperatures daily. Staff also put protocol in place regarding possible exposure and illness. Doing what we can to protect staff and the community.

Meadows Place with other entities submitted to the county for reimbursement through the CARES Act. Meadows Place was the first city to receive a check. We got \$ \$23,981.19. We have submitted 2 more reimbursement requests and waiting for a response.

Alderman Staigle stated that he saw we can only get reimbursed for public safety extra pay and not other employees. Mr. Haby stated that he is going to submit for all staff extra pay and see what happens.

Mayor Stated that Mr. Haby has been very instrumental in working with the County. Other entities have reached out to him for guidance and that makes him proud.

#### **D. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

###### **a. COVID-19 / CARES Act**

Mayor Jessup stated that he wanted to talk briefly on COVID and it is not going away any time soon. He is updating the City website daily with COVID updates. There is also a link there to the county page. Today as of 5:00 p.m. there are 34 confirmed COVID cases in Meadows Place and 8 being monitored. He also stated that rate in the state overall is continuing to go up.

The County Judge is issuing an order stating that businesses will require customers to wear a mask.

Mayor stated that he is proud of how the City has taken action. We installed windows and staff is wiping all surfaces every hour and fogging the building every night at 5:30 p.m.

Thanked Nick and Courtney for coming up with the new COVID protocol.

Regarding CARES Act, he is proud to be a small city leader and several cities have reached out to Meadows Place. They City has a great working relationship with the County auditor, Ed Sturdivant.

Bob Graf has also been involved and sat on the economic development committee.

**b. 4<sup>th</sup> of July**

Mayor Jessup stated that as of now we are moving forward with the parade and fireworks. We are asking people who come out to maintain physical distance and follow COVID protocol. He met with Colene and they are working on when and how to pull the plug if necessary. So far they have not decided what they determining factor is. A decision will be made by July 2<sup>nd</sup>.

**c. Court Set-Up/COVID-19**

Mayor Jessup that City Secretary gave an update as how court is running during COVID.

Alderman Bezner asked about Court cost being reimbursed through CARES act. Mr. Haby stated st this time no reimbursement.

**d. Budget Season**

Mayor Jessup that he and Mr. Haby met with each department head to review their current budget and upcoming budgets. Staff has made a few changes for the upcoming budget.

Council had a workshop this past Saturday and set dates to meet with individual departments to review their 2020-2021 budgets. He knows that there is a rumor about Council raising taxes he read a statement that said there was no discussion to raise taxes and more discussion about long term infrastructure maintenance.

Mayor Jessup stated that he is very proud of this Council and thanked them.

**2. Council Comments**

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

Alderman Staigle stated Kirkwood did kick off again. Landscaping has started about half the trees have been planted, boulders are in, small issue with irrigation, but they are working to get it fixed. Street lights are planned to be installed in July, but we are still waiting on CenterPoint. After that we will have the final walk through and hopefully will be able to close out the project.

He walked the project, but did not drive it, and now realizes that there are a few tress that need to be moved, because they are blocking some signs.

**E. REGULAR AGENDA**

**1. Discussion and consideration regarding Ordinance No. 2020-15 amending the budget General Fund Budget for the fiscal year beginning October 1, 2019 and ending**

**September 30, 2020 in the amount not to exceed \$4,500.00 to line item 100-020-532000, Office Supplies & Equipment, from line item 100-020-547000, Elections, to cover the cost of new office furniture and equipment.**

Alderman Bezner moved to approve Ordinance No. 2020-15 amending the budget General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$4,500.00 to line item 100-020-532000, Office Supplies & Equipment, from line item 100-020-547000, Elections, to cover the cost of new office furniture and equipment. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**2. Discussion and Consideration of Ordinance No. 2020-16 setting July 28, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Electronic Signs.**

Mayor Jessup stated that staff has discussed the school wanting an electronic sign and right now they are prohibited.

Alderman Kopczynski moved to approve Ordinance No. 2020-16 setting July 28, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Electronic Signs. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**3. Discussion and Consideration of Ordinance No. 2020-17 setting July 28, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Carports.**

Alderman Bezner moved to approve Ordinance No. 2020-17 setting July 28, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Carports. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**4. Discussion and Consideration of Resolution No. 2020-30 accepting the 2020-2021 TML Health Renewal 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 Coverage.**

Alderman Staigle moved to approve Resolution No. 2020-30 accepting the 2020-2021 TML Health Renewal 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 Coverage. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-31 accepting Great Lakes Recycling, Inc. DBA Simple Recycling (Simple Recycling) request to remove the contractor's fee for the collection and efficient recycling and disposition of soft recyclables the contractor's fee and release simple recycling from their obligation to pay for March, April, and May 2020.**

Alderman Kopczynski has seen cars pull up take those items that have been placed at the curb for pick up.

Alderman Staigle moved to approve Resolution No. 2020-31 accepting Great Lakes Recycling, Inc. DBA Simple Recycling (Simple Recycling) request to remove the contractor's fee for the collection and efficient recycling and disposition of soft recyclables the contractor's fee and release simple recycling from their obligation to pay for March, April, and May 2020. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**6. Discussion and consideration regarding employees carrying over unused vacation time due to COVID-19.**

Mr. Haby stated this would be a one-time decision, because currently vacation time not used by Sep 30 it is lost. Due to COVID staff has not been able to take leave. This would just allow staff to carry over 40 hours into the next fiscal year.

Alderman Staigle asked if we should consider allowing staff to rollover for 2 years. Alderman Bezner asked about paying out the unused vacation leave. Mr. Haby stated that staff would need to review the budget for payout.

Alderman Staigle moved to allow employees to carry over 40 hours of unused vacation time into Fiscal Year 2020-2021 due to COVID-19. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**F. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

May 26, 2020 – Regular Meeting

**2. Ratification of Bills**

<b>Phoenix Design Group</b> (July 4 <sup>th</sup> Fireworks)	\$ 2,500.00
<b>FBCAD</b> (4 <sup>th</sup> Quarter Payment)	\$ 5,904.75
<b>Joe L. Salvide</b> (Move In – Scottsdale Road & Curb Repair)	\$ 11,095.00
<b>Joe L. Salvide</b> (Completion – Scottsdale Road & Curb Repair)	\$ 11,095.00
<b>Construction Masters</b> (Pass Through Lobby Windows)	\$ 5,520.00

Alderman Staigle moved to approve the consent agenda. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills



Nays: None

Aldermen Isbell was not present.

The motion carried.

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

**Terry Henley, resident at 12203 Alston**, asked about the trees planted along the Kirkwood. He wants to make sure that they are planted correctly. Alderman Staigle stated that the landscape architect has said that they will survive as planted. Mr. Henley thinks some of them are too close together and should be looked at especially since these are being paid for out EDC funds. Alderman Staigle offered to set up a meeting with Mr. Henley and landscaping to walk the project.

Mr. Henley asked about the reclaimed water project and wants to know if it will be in the 2020-2021 budget? Alderman Staigle stated that they got the study back and need to meet with EDC to review.

Mr. Henley asked about the cost for the livestreaming project. Mayor and staff stated that the cost is approximately \$26,000 for four years. The installation cost is being paid for out the PEG fees. He stated his concern regarding the cost and the number of people watching. Alderman Staigle stated that each year participation will be reviewed at budget preparation time.

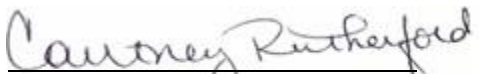
**H. ADJOURN**

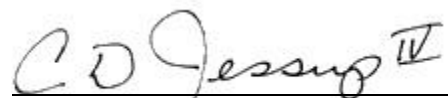
There be no further business Alderman Staigle move to adjourn the meeting. Alderman Kopczynski seconded the motion.

The meeting adjourned at 8:08 p.m.

**These minutes were approved by City Council on July 28, 2020.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SATURDAY, JULY 14, 2020 AT 6:00 P.M., AT MEADOWS PLACE TRAINING CENTER, 11975 W SIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:10 p.m. with the following present:

Mayor, Charles D. Jessup, IV  
Alderman, John Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

Staff in attendance: Anna-Maria Weston, Finance Director and Gary Stewart, Police Chief

**B. Discussion with the City Attorney regarding time frame, process, and potential cost for becoming Home Rule.**

City Attorney, Grady Randle, attended via teleconference. He reviewed the process for a City to become Home Rule. The first step to becoming Home Rule is to adopt resolution declaring that the City's population has reached 5,000 or more. Then take the following actions as listed:

1. Select a charter commission via one of the following:
  - a. The City Council selects the charter commission;
  - b. The charter commission is selected at a mass meeting; or
  - c. The mayor appoints a charter commission.
2. The charter commission meets as necessary to prepare a proposed charter, which must be prepared so that, to the extent practicable, each subject may be voted on separately.
3. The charter commission completes its work.
4. The City Council orders a special election to submit the proposed charter to the qualified voters of the City, to be held on the first authorized uniform election date that allows sufficient time to comply with other requirements of law and that occurs on or after the 40th day after the charter commission completes its work.
5. Before the 30th day before election day, the City Council orders the City Secretary to mail a copy of the proposed charter to each registered voter of the City.
6. The proposed charter is adopted if it is approved by a majority of the qualified voters.<sup>i</sup>
7. The charter does not take effect until the City Council enters an order in the City's records declaring that the charter is adopted.

8. As soon as practicable after the City adopts the charter, the Mayor shall certify to the secretary of state an authenticated copy of the charter under the City's seal, showing the approval by the voters.
9. The City Secretary shall record the charter in the City Secretary's office, either on microfilm or in a book kept for that purpose.

**C. Review and discuss the proposed 2020-2021 Police Department budget.**

Police Chief, Gary Stewart, stated that this is 9<sup>th</sup> year to present his budget before Council. He then gave a detailed overview of proposed budget items for the Police Department.

Chief Stewart stated that he is requesting additional funding for salaries and benefits, one new police vehicle, security cameras

Questions were posed by Council and there was discussion among Council and Chief Stewart regarding staffing, vehicles, and facility use and possible expansion over all. A copy of the Police Department presentation was filed with the City Secretary.

**D. Review and discuss 2020-2021 Municipal Budget Tax Rate, Revenue and Expenditures projections.**

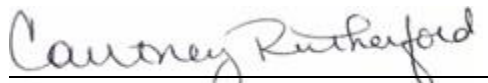
Council briefly reviewed the City's projected revenue and expenditures.

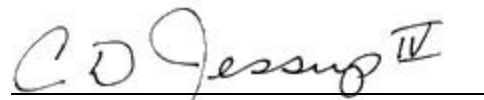
**E. Adjourn**

There being no further business to discuss the meeting adjourned at 7:54 p.m.

**These minutes were approved by City Council on Tuesday, July 28, 2020.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SATURDAY, JULY 15, 2020 AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

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

Mayor, Charles D. Jessup, IV  
Alderman, John Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
City Secretary, Courtney Rutherford

Alderman, Kelle K. Mills wa not present.

**B. Discussion and possible action regarding City facilities operations and personnel due to COVID-19.**

There was brief discussion among Council regarding concerns for COVID-19 and possible shut down of the state again.

Alderman Staigle moved to give Mayor Jessup authorization to implement phases on City closures based on orders of the Governor. Alderman Isbell seconded the motion. The follows:

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

Nays: None

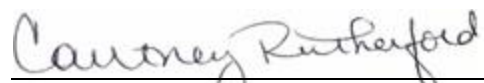
The motion carried.

**C. Adjourn**

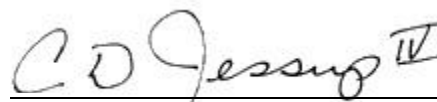
There being no further business to discuss the meeting adjourned at 6:08 p.m.

**These minutes were approved by City Council on Tuesday, August 25, 2020.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SATURDAY, JULY 21, 2020 AT 6:00 P.M., AT MEADOWS PLACE TRAINING CENTER, 11975 W SIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**A. Special Session**

**1. Call to Order and Announce a Quorum is Present**

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

Mayor, Charles D. Jessup, IV  
Alderman, John Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

Staff in attendance: Anna-Maria Weston, Finance Director and Colene Cabezas, Parks & Rec Director

**2. Discussion and consideration of Ordinance No. 2020-18 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$60,000.00 to line item 100-050-580000, Capital Improvements, from the General Fund, for the Police Department Special Response Team Gear and storage.**

Alderman Staigle moved to approve Ordinance No. 2020-18 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$60,000.00 to line item 100-050-580000, Capital Improvements, from the General Fund, for the Police Department Special Response Team Gear and storage. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**3. Discussion and consideration of Resolution No. 2020-32 authorizing the Mayor to enter into an agreement with Comcast to upgrade the co-ax internet access at Meadows Place EOC/Training Center.**

Alderman Staigle moved to approve Resolution No. 2020-32 authorizing the Mayor to enter into an agreement with Comcast to upgrade the co-ax internet access at Meadows Place EOC/Training Center. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration of Ordinance No. 2020-19 appointing an Associate Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas.**

Alderman Isbell moved to approve Ordinance No. 2020-19 appointing an Associate Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried

*Mayor Jessup called items 5 and 6 together for discussion.*

- 5. Discussion regarding a defined truck route and loading area for VROOM, and discussing responsibility for any damage caused by trucks turning to or from Kirkwood Road or along Dorrance from US 59 Frontage Road and Kirkwood Road.**
- 6. Discussion regarding loading zones for trucks in Meadows Place and discussion related to parking, stopping, or standing along certain streets.**

Alderman Staigle brought this item to Council due to the trucks traveling down Kirkwood and causing damage to the newly installed roundabouts.

There was discussion about Council and staff regarding a designated truck and no parking zones for VROOM. There was discussion to amend the current Specific Use Permit to address the truck routes in out of the City as well as no parking on Dorrance. Council discussed designated loading and loading zones for VROOM as well.

Alderman Bezner suggested adding an item the July 18<sup>th</sup> regular Council meeting agenda and contact VROOM to let them know Council will be discussing their Specific Use Permit.

Council also discussed designating a portion of Meadow Crest as no parking on northside from the stop sign to Mulholland. Council directed staff to work with legal to draft an ordinance for approval at the July 28<sup>th</sup> Council meeting.

**B. Budget Workshop**

**1. Review and discuss the proposed 2020-2021 Parks & Recreation Department budget.**

Parks and Recreation Director, Colene Cabezas, gave a detailed overview of proposed budget items for the Parks & Recreation Department.

Ms. Cabezas stated that she is requesting an increase in summer staff salary of \$0.25 per hour, grounds maintenance, re-plastering of the lap pool, and parks improvements.

Council directed staff to prepare a \$35,000 budget amendment from the General Fund balance for the re-plastering and parks improvement and for approval by Council at the July 28<sup>th</sup> meeting.

Alderman Kopczynski asked about online registration and payment for Parks events. Staff will look into an option for online registration.

There was brief discussion among Council and Ms. Cabezas regarding future parks projects like park improvements, digital marquees, and an amphitheater.

**2. Review and discuss 2020-2021 Municipal Budget Tax Rate, Revenue and Expenditures projections.**

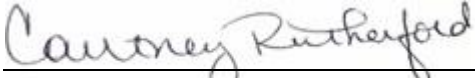
Council briefly reviewed the City's projected revenue and expenditures for the proposed 2020-2021 fiscal year budget.

**C. Adjourn**

There being no further business to discuss Alderman Staigle moved to adjourn. Alderman Bezner seconded the motion and the meeting adjourned at 7:23 p.m.

**These minutes were approved by City Council on Tuesday, August 25, 2020.**

**ATTEST:**

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

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





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SATURDAY, JULY 25, 2020 AT 9:30 A.M., AT MEADOWS PLACE TRAINING CENTER, 11975 W SIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 9:32 A.M. with the following present:

Mayor, Charles D. Jessup, IV  
Alderman, John Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

Staff in attendance: Anna-Maria Weston, Finance Director and Erik Tschanz, Public Works Director

**B. Review and discuss the proposed 2020-2021 Public Works Departmental budget.**

Public Works Director, Erik Tschanz, gave a detailed overview of proposed budget items for the Public Works Department.

Mr. Tschanz stated that he was requesting an increase for a full time irrigation position, a box trailer, and additional irrigation maintenance due to the new irrigation along Kirkwood.

There was discussion with Council regarding irrigation and outsourcing the work in place of hiring a full time employee. There was discussion regarding future projects and current budget.

**C. Review and discuss the proposed 2020-2021 Utility Departmental budget.**

Public Works Director, Erik Tschanz, gave a detailed overview of proposed budget items for the Utility Department.

There was discussion among Council and Mr. Tschanz regarding utility revenue and expenditure and a facilities review plan.

Council an staff discussed a possible rate change for water and sewer.

**D. Review and discuss the proposed 2020-2021 Sewer Departmental budget.**

Public Works Director, Erik Tschanz, gave a detailed overview of proposed budget items for the Sewer Department.

There was discussion among Council and Mr. Tschanz regarding sewer revenue and expenditure and maintenance of the facility.



**E. Review and discuss the proposed 2020-2021 Administration Departmental budget**

City Secretary, Courtney Rutherford, gave a detailed overview of proposed budget items for Administration.

There was brief discussion among Council and staff regarding a computer replacement plan and cloud storage of City records.

There was also discussion regarding some software upgrades for Incode and AVR. Council would also like to staff to look into online payments and registrations.

**F. Review and discuss the proposed 2020-2021 Municipal Court Departmental budget**

City Secretary, Courtney Rutherford, gave a detailed overview of proposed budget items for Municipal Court.

There was discussion regarding software upgrades for Incode.

**G. Review and discuss the proposed 2020-2021 City Council Departmental budget**

City Secretary, Courtney Rutherford, gave a detailed overview of proposed budget items for City Council.

**H. Review and discuss 2020-2021 Municipal Budget Tax Rate, Revenue and Expenditures projections.**

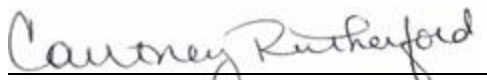
Council and staff briefly reviewed tax rate, revenue, and expenditures. Council agreed to meet again on August 11, 2020 at 6:00 p.m. and the Meadows Place Training Center.


**I. Adjourn**

There being no further business to discuss the meeting adjourned at 12:31 p.m.

**These minutes were approved by City Council on Tuesday, September 22, 2020.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JULY 28, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present via teleconference:

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

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

The following staff were also in attendance: Police Chief, Gary Stewart, Public Works Director, Erik Tschanz; Dan Denny, Parks & Recreation; and Madonna Bolmanski, Dispatch

**1. Pledge of Allegiance and Invocation**

Pledge by: Erik Tschanz, Public Works Director

Invocation by: Jimmy Fenwick, Resident

**B. PRESENTATIONS – SERVICE RECOGNITION**

Mayor Jessup recognized the following staff for their dedicated service to the City of Meadows Place. Each employee was present with a service pin for their years of service.

- Dan Denny, Parks & Rec Maintenance, 10 Years of Service
- Madonna Bolmanski, Dispatcher, 10 Years of Service

**C. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Stewart gave an overview of the monthly statistics and activities report, for June 2020, which was distributed to City Council and filed with the City Secretary.

Two 18-wheeler accidents in the roundabouts with damage to the roundabouts.

Continue to disinfectant police vehicles daily between shifts.

Chief reported that the recent HPD activity in the City was due to a 911 text. Houston Police Department had to ping the phone in order to find location. Once the location of the victim was found Meadows Place Police Department took control of the scene. The incident is under investigation.

Reported on July 4<sup>th</sup> and generator failure at EOC.

Two officers out with COVID-19 and have received their first negative test results and hope to be back to work soon.

October 19<sup>th</sup> hosting TML Will day for police officers and their families.

SRTs and storage unit have been ordered. Currently putting together an MOU with Sugar Land.

Alderman Isbell asked about the spirit of the officers with all going on right now. Chief reported that his department is in good spirits.

Alderman Staigle asked about damage to the FBC Deputy car do they think it is personal or just against police in general. Chief stated still under investigation.

Staigle also stated that he sees several businesses still have inoperable camera systems. Start working with management to get those working.

Mayor Jessup thanked the Chief and officers for all they do in and for our City.

## **2. Public Works – Erik Tschanz**

Mr. Tschanz presented his quarterly report. His reporting period covered May through July 2020.

Some of the key points he spoke on are as follows:

### **May:**

- Magna Flow removed extra sludge from WWTP due to increased water usage from pandemic.
- Began Irrigation Inventory
- One (1) water main break during month: 11827 Meadow Trail
- Water Pumped from All three (3) Wells = 14,037,000
- Reclaimed Water = 451,000

### **June:**

- Completed Annual CCR – 2019 Drinking Quality Report and posted on City website
- Annual Fire Extinguisher Inspection occurred at all City Facilities
- Roof repaired over server room @ EOC facility
- Began water collection / distribution video with Josh Merritt
- Five (5) Total water main breaks during the month: 11010 Dorrance Ln., 12327 Brighton Ln., 12362 Dorrance/Cedar Form Ln., 12118 Monticeto Ln. & 11711 Kangaroo Ct.
- Water Pumped from All three (3) Wells = 17,200,000

- Reclaimed Water = 726,000

### **July:**

- PW staff attended remote TEEX wastewater training
- PW staff completed NIMS Training
- To date, tow (2) water main breaks: 11723 Cedar Form Ln. and 11802 Demia Ct.
- Water Pumped from all three (3) Wells as of (7/23/2020) = 13,380,000
- Reclaimed Water as of (7/23/2020) = 474,000
- On 7/22/2020 one (1) of the two metal wheels on the clarifier traveling bridge had damage; a new wheel has been ordered under warranty and hopefully will be installed and back in operation early next week.

Alderman Bezner asked if we passed the fire extinguisher test and the roof repair at the EOC building. Erik reported that one of the copper lines going into the PVC pipe was not sealed properly. The repair was approximately \$700.00.

Water usage up due to watering yards and being home due to COVID.

Alderman Kop asked if EOC was still under warranty – no.

Alderman Isbell asked if we are currently using bank sand to back fill pipes at water main breaks. Mr.. Tschanz stated new have not and that is why he asked for the storage containers for bank sand.

Mayor Jessup stated that he is encourage by the progress on irrigation so far.

### **3. Fire Department Monthly Report for June 2020 – Mayor Charles Jessup IV**

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

We had 41 EMS calls last month and that is higher than usual. He thinks this could be due to more people at home due to COVID.

Mayor Jessup stated that he is impressed with the relationship with the City's relationship with the Fire Department and the Fire Marshal Jon Lopez.

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month. Mr. Haby explained the new agenda item forms in the packet and they are to help explain the items being presented to Council.

He's had some good staff meetings with senior staff and making improvements to house processes. He also reported that staff has decided to change the City credit cards from Bank of America to Independent Bank.

Mr. Haby spoke about Chapter 30 in the City ordinance about signing checks. He has reviewed this ordinance with the City Secretary and they would like to have a discussion with the Council to see what if any changes that want to make to this ordinance,

Cares Act, we did get hazardous pay for the officers and still have about \$100,000 to spend through the end of the year and would like to talk to Council regarding upcoming COVID expenses.

## **D. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

#### **a. Resident Input**

Mayor Jessup stated that the City gets calls more frequently than most might think. He thanked all the residents that contact the City and stated that their input is very important.

#### **b. COVID – Thank you First Responders**

Mayor Jessup stated that we have 2 officers with COVID and thanked all of our first responders who continue to serve despite the risk of COVID. He thanked all of PD, Fire, and EMS for their service.

#### **c. Where is the World Winner**

Mayor Jessup stated in June the City ran its second Where in the World photo contest. This year due to COVID the photos were from much closer to home. Pamela Muldowney won the June Where in the World Water Bottle winner.

#### **d. Budget Season**

Mayor Jessup stated that we just got our final numbers from FBCAD.

### **2. Council Comments**

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

Alderman Staigle stated that we continue to make progress on KW. Mostly down to punch list and landscaping. We continue to have damage from VROOM delivery trucks. Luckily so far we have been able to get insurance information and are perusing claims with the insurance claims for the damage. Once invoice #15 is there will be approximately \$343,000 left on the project. CP lights are mostly installed and on. Only minor work left to complete the project.

Alderman Bezner asked about the trees. Alderman Staigle stated that he spoke with landscape architect and they stated that they plant close now.

Alderman Isbell asked about making changes due to the damage on Kirkwood. Staigle reported that there is a change order to move some of the boxes. He wants to continue to work with VROOM on deliveries and routed them a different direction other than Kirkwood. Contract end date is September and he thinks it will be complete before then.

Mayor encouraged everybody to drive down Kirkwood at night because it is beautiful.

He has received comments about types of plants and these were chosen because they are native and take less water. These plans are supposed to be low maintenance and come back year after year.

## **E. REGULAR AGENDA**

### **1. Review and accept Quarterly Investment Report for the second quarter of the year 2020.**

Alderman Staigle moved to accept Quarterly Investment Report for the second quarter of the year 2020. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

### **2. Discussion and consideration of Ordinance No. 2020-20 Ordinance amending Chapter 71 and Chapter 72 of the Meadows Place Code of Ordinances, establishing new 'No Parking' and 'Loading' zones within the rights of way in the City of Meadows Place, Texas.**

Alderman Staigle moved to approve Ordinance No. 2020-20 as amending Ordinance amending Chapter 71 of the Meadows Place Code of Ordinances, establishing new 'No Parking' along Dorrance and on the north side Meadow Crest in the City of Meadows Place, Texas. Alderman Isbell seconded the motion.

Scott Jacobson would love to have no parking along Dorrance Lane.

Alderman Bezner stated that he walked the property along Dorrance and there is a lot of trash. He asked if Code Enforcement has been out to check the property. Mayor Jessup stated that CE has been out and they will address it this week. He asked Scott is there anything else the City and VROOM to do to partner and repair the relationship.

He stated that he has all car carriers have been instructed of the route to take to drop off and pick up vehicles. He said when there has been accident they do contact the broker that they do not want that driver any more.

Dog Park – just about ready to open. Dog watering stations were to be delivered today, but he has not received confirmation. They should be installed this week. Mayor VROOM and City may have different expectations regarding landscaping and maybe need to meet.

Bezner – what do you want citizens to do when VROOM vehicle tears up their landscape. Jacobson stated that they do not own vehicle email [Paul@vroom.com](mailto:Paul@vroom.com) with any complaints regarding landscaping.

Staigle – Council not happy and citizens are not happy. Asking Mayor and City Admin that Staigle plans to bring SUP permit to every single agenda until we get this taken of and consider pulling permit. Basically permit states that Council may repeal if any part of agreement or City ordinance is violated. City will be sending due process and notice. The City is fed up.

Jacobson – with all due respect since he joined company 18 months ago his goal has been to improve relationship. He regularly communicates with Mayor and has spent lots of money on dog park, parking lot, and cleaning up the area. He has spent over \$5,000 \$1.2m ON BUILDING that is over 30 years and paying \$120,000 a year in place of sales tax. He cannot police the commercial drivers.

Mayor Jessup stated that he can see that this is an important topic for Mr. Jacobson and City Council. He will contact Mr. Jacobson to set up a meeting to discuss this in more detail with VROOM and City Council.

Alderman Isbell asked if the carriers call once they get close. Mr. Jacobson stated no they do not. They are dispatched very specific instructions on how to approach and deliver.

The vote follows:

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

Nays: None

The motion carried.

- 3. Discussion and consideration of Resolution No. 2020-33 designating Charles D. Jessup IV, Mayor; David N. Haby, City Administrator; and Courtney Rutherford, City Secretary; as the Authorized Representatives and Finance Director, Anna-Maria Weston as an Inquiry Representative for the City's TexPool Investment account.**

Alderman Isbell moved to approve Resolution No. 2020-33 designating Charles D. Jessup IV, Mayor; David N. Haby, City Administrator; and Courtney Rutherford, City Secretary; as the Authorized Representatives and Finance Director, Anna-Maria Weston as an Inquiry Representative for the City's TexPool Investment account. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration of Resolution No. 2020-34 accepting the 10/20 Year Write Off per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" letter from Fort Bend County Tax Assessor/Collector, Carrie Surratt.**

Alderman Staigle moved to approve Resolution No. 2020-34 accepting the 10/20 Year Write Off per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Taxes" letter from Fort Bend County Tax Assessor/Collector, Carrie Surratt. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**5. Discussion and consideration of Ordinance. No. 2020-21 authorizing and allowing, under the act governing the Texas Municipal Retirement System, "updated service credits" and Consumer Price Index, CPI, or Cost of Living Adjustment, in said system for service performed by qualifying members of such system who presently are members of the City of Meadows Place.**

Alderman Isbell moved to approve Ordinance. No. 2020-21 authorizing and allowing, under the act governing the Texas Municipal Retirement System, "updated service credits" and Consumer Price Index, CPI, or Cost of Living Adjustment, in said system for service performed by qualifying members of such system who presently are members of the City of Meadows Place ad hoc USC 70% and CPI 100%. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**6. Discussion and consideration of Ordinance No. 2020-22 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount \$6,000 to line item 100-050-533010, Security Cameras, from the line item 100-060-572016, Park Facilities M&O, for Field House cameras.**



Alderman Kopczynski moved to approve Ordinance No. 2020-22 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount \$6,000 to line item 100-050-533010, Security Cameras, from the line item 100-060-572016, Park Facilities M&O, for Field House cameras. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**7. Discussion and consideration of Ordinance No. 2020-23 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$35,000.00 to line item 100-060-580000, Parks & Recreation Capital Improvement, from the General Fund, for playground equipment, fencing, and signs at the Brighton Lane and Kangaroo Court Pocket Parks and for re-plastering the lap pool.**

Alderman Staigle moved to approve Ordinance No. 2020-23 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$35,000.00 to line item 100-060-580000, Parks & Recreation Capital Improvement, from the General Fund, for playground equipment, fencing, and signs at the Brighton Lane and Kangaroo Court Pocket Parks and for re-plastering the lap pool. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**8. Discussion and consideration of Ordinance No. 2020-24 repealing Ordinance No. 2001-35 providing taxation for motor vehicles leased for personal use.**

Alderman Kopczynski moved to approve Ordinance No. 2020-24 repealing Ordinance No. 2001-35 providing taxation for motor vehicles leased for personal use. Alderman Staigle seconded the motion.

Alderman Staigle stated that the overall budget impact is approximately \$8,000.00

The vote follows:

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

Nays: None

The motion carried.

**9. Discussion and consideration of Resolution No. 2020-35 authorizing the Mayor to negotiate Change Order #3 to the current contract with Mar-Con Services providing for changes in irrigation and landscaping work which have been identified – particularly to minimize the possibility of vehicular damage to the City’s infrastructure over time for the Kirkwood Road reconstruction project.**

Alderman Staigle moved to approve Resolution No. 2020-35 authorizing the Mayor to negotiate Change Order #3 to the current contract with Mar-Con Services providing for changes in irrigation and landscaping work have been identified – particularly to minimize the possibility of vehicular damage to the City’s infrastructure over time for the Kirkwood Road reconstruction project. Alderman Mills seconded the motion.

Staigle this is actually going to reduce the overall contract, because some quantities in the contract have changed. This basically authorizes the additional work. This will include repairs due to accidents, which the city is working to get reimbursed through insurance.

The vote follows:

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

Nays: None

The motion carried.

**10. Discussion and consideration of new City limit signs.**

Thank you to Kurt and Tia for working on this project. Thank you to Tia for having the signs made for Council to view.

Tia stated that these signs were designed by EDC. The current signs are small and hard to see when you drive by. These samples are actual size. They would like for Council to pick a design and EDC will move forward with purchase and installation.

Kurt vertical for in the neighborhood and horizontal will be at major entrances along W Airport, Kirkwood, and Dairy Ashford.

Staigle did we look at the wind load for the signs? Tia stated that the larger sign will be a 2 post sign.

Kurt still need to go out for bid, but EDC will be paying for the signs.

Bezner concerned about population and he thinks this will be changing after CENSUS results. He stated that we consider leaving the population off for now.

Tia stated that it can be updated once we get new numbers.

Choose between the 2 horizontal signs to move forward with the bid.

Thank you for LJA for providing the sample signs.

Staigle suggested we hold the signs up on the street and let Council drive by to see them. Move this to the August 11 meeting.

**11. Discussion and Consideration of Ordinance No. 2020-25 setting August 25, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Electronic Signs.**

Alderman Staigle moved to approve Ordinance No. 2020-25 setting August 25, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Electronic Signs. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**12. Discussion and Consideration of Ordinance No. 2020-26 setting August 25, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Carports.**

Alderman Bezner Ordinance No. 2020-26 setting August 25, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing to receive public comment regarding Carports. Alderman Isbell seconded the motion.

Staigle what is driving this request. Mayor stated that we've received questions and looking for clarity.

The vote follows:

Ayes: Aldermen Bezner, Staigle, Kopczynski, and Mills

Nays: None

Aldermen Isbell was not present.

The motion carried.

**F. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

June 20, 2020 – Council Retreat Special Session Minutes

June 23, 2020 – Regular Meeting Minutes

July 14, 2020 – Council Special Session & Budget Workshop Minutes

## **2. Ratification of Bills**

<b>Phoenix Design Group</b> (July 4 <sup>th</sup> Fireworks final Payment)	\$ 2,500.00
<b>FBCAD</b> (4 <sup>th</sup> Quarter Billing)	\$ 5,904.75
<b>Randle Law Office L.T.D., L.L.P.</b> (General Legal Counsel)	\$ 3,295.50
<b>Randle Law Office L.T.D., L.L.P.</b> (General Legal Counsel)	\$ 897.00
<b>Randle Law Office L.T.D., L.L.P.</b> (Board of Adjustment)	\$ 409.50
<b>Randle Law Office L.T.D., L.L.P.</b> (Open Records)	\$ 58.50
<b>Randle Law Office L.T.D., L.L.P.</b> (Texas Direct Auto)	\$ 253.50
<b>Randle Law Office L.T.D., L.L.P.</b> (Texas Direct Auto)	\$ 780.00
<b>Randle Law Office L.T.D., L.L.P.</b> (Texas Direct Auto)	\$ 585.00
<b>Mar-Con Services, LLC</b> (Kirkwood Project #14)	\$ 99,867.81
<b>Wright Technologies.</b> (IT Services & Barracuda Backup)	\$ 12,113.82
<b>HDR, Inc.</b> (Kirkwood Engineering)	\$ 10,804.11
<b>SWAGIT</b> (Camera Install for Livestreaming)	\$ 11,064.00
<b>Joe L. Salvide</b> (Concrete Repair on Brook Meadows Deposit)	\$ 4,985.00
<b>Joe L. Salvide</b> (Concrete Repair on Brook Meadows Complete)	\$ 4,980.00
<b>Joe L. Salvide</b> (Concrete Repair on Oak Meadow Deposit)	\$ 4,985.00

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

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

Nays: None

The motion carried.

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

None

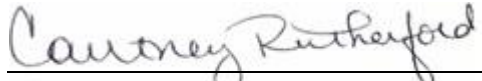
## **H. ADJOURN**

There be no further business Alderman Staigle moved to adjourn the meeting. Alderman Bezner seconded the motion.

The meeting adjourned at 8:08 p.m.

**These minutes were approved by City Council on August 25, 2020.**

**ATTEST:**

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

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





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, AUGUST 11, 2020 AT 6:00 P.M., AT MEADOWS PLACE TRAINING CENTER, 11975 W SIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:05 P.M. with the following present:

Mayor, Charles D. Jessup, IV  
Alderman, John Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

Staff in attendance: Anna-Maria Weston, Finance Director

**B. Review and discuss 2020-2021 Municipal Budget Tax Rate, Revenue and Expenditures projections.**

City Council and staff reviewed the current budget, including revenues and expenditure. They also reviewed the proposed budget balance for 2019-2020 budget.

City Council and staff then reviewed the proposed budget for fiscal year 2020-2021. Council reviewed the No New Revenue, Voter Approval, and deMinimus tax rates for 2020-2021. Council used these numbers when reviewing projected expenditures and revenue for the proposed 2020-2021 municipal budget.

There was brief discussion regarding court proceedings and how to collect fines and forfeitures.

Council discussed future improvements of streets and sidewalks including new drainage. Council discussed getting the hydraulic engineering and designs to start street reconstruction, but to break it up into sections in order to break up the construction schedule. There was discussion regarding ways to fund infrastructure improvements.

Council agreed to send out a survey monkey to the residents and public hearing to get input on infrastructure repair and reconstruction.

Council discussed keeping a 0.83200 proposed tax rate after reviewing the City's fund balance and projected revenue and expenditures and using \$300,000 from the general fund to start the engineering process for the reconstruction of City streets.

Council agreed to meet on August 18<sup>th</sup> in a Special Meeting to set the proposed tax rate and public hearings if needed.

Alderman Mills stated that she met with James Fields regarding Meadows Place baseball request from the City for improvements to the ballpark. She stated that they were not very receptive to her ideas to raise funds for the league. There was discussion regarding the City helping with improvements once the school construction is complete and the fence is installed around the field.

Mayor Jessup stated that he has met with EDC President, Bob Graf, and he stated that he has also met with them, but they have not done anything to raise money for improvements.

Council discussed an agreement where the City will match Meadows Place Baseball dollar for dollar up to a certain dollar amount.

**C. Discussion and consideration related to the process of repealing Specific Use Permits in the City of Meadows Place.**

Mayor Jessup stated that he has talked with Mr. Jacobson at VROOM and he was concerned that the City is going to try to pull their Specific Use Permit. Mayor Jessup stated that tonight's item is to discuss the process and not necessarily VROOM.

Mr. Haby, the City Administrator, explained the process of repealing an SUP. In order to repeal in must go through the public process through Planning and Zoning. You still have to post notices and hold public hearings and get a recommendation from Planning and Zoning.

Council discussed what would constitute action to start repealing the SUP of VROOM. Mayor Jessup stated the City Attorney has composed a letter to VROOM stating the issues has with the current SUP. Mayor Jessup stated that he is concerned about the truck issue.

Council agreed that in a 3 month rolling period any 4 violations, such as truck damage to City property or streets, code violations over 30 days, and/or a moving or parking violation would start the process of repealing the SUP.

**D. Discussion and consideration regarding city limit sign design.**

Council voted and agreed to go with Sign Design #2 below:

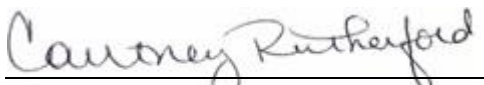


**E. Adjourn**

There being no further business to discuss the meeting Alderman Mills moved to adjourn the meeting. Alderman Bezner seconded the motion and the meeting adjourned at 8:32 p.m.

**These minutes were approved by City Council on Tuesday, August 25, 2020.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, AUGUST 18, 2020 AT 6:00 P.M., AT MEADOWS PLACE CITY HALL 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:00 P.M. with the following present via teleconference:

Mayor, Charles D. Jessup, IV  
Alderman, John Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

Staff in attendance: Anna-Maria Weston, Finance Director

**B. Discussion and consideration of Resolution No. 2020-36 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 2020-2021 tax rate.**

Alderman Isbell moved to approve Resolution No. 2020-36 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 2020-2021 tax rate. Alderman Staigle seconded the motion. The vote follows:

Alderman Bezner asked about funding for the engineering for infrastructure. AMW explained that she did create a line for infrastructure in the amount of \$300,000 and a revenue line item, Funds Transferred, to she show the funds being used for the infrastructure.

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

Nays: None

The motion carried.

**C. Discussion and consideration of Ordinance No. 2020-27 setting the 15<sup>th</sup> day of September, 2020 at 6:00 p.m. at Meadows Place City Hall, 1 Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing on the proposed Municipal Budget Fiscal Year 2020-2021.**

Alderman Kopczynski moved to approve Ordinance No. 2020-27 setting the 15<sup>th</sup> day of September, 2020 at 6:00 p.m. at Meadows Place City Hall, 1 Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing on the proposed Municipal Budget Fiscal Year 2020-2021. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None



The motion carried.

**D. Discussion and consideration of Ordinance No. 2020-28 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$65,000.00 to line item 100-050-520510, Vehicle Purchase, from line item 100-050-510100, Salaries, for the purchase a new Police vehicle and equipment.**

Alderman Isbell moved to approve Ordinance No. 2020-28 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$65,000.00 to line item 100-050-520510, Vehicle Purchase, from line item 100-050-510100, Salaries, for the purchase a new Police vehicle and equipment. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**E. Review and discuss 2020-2021 Municipal Utility Budget Revenue and Expenditure projections.**

City Council and staff reviewed the proposed utility budget for 2020-2021 fiscal year. Mayor Jessup stated that the proposed budget shows a negative of approximately \$77,000. This deficit can be absorbed by the fund balance, selling more water, and hopefully having less expenditures.

Council and staff discussed possible water and sewer rate increases for residential and commercial accounts to cover the deficit.

There was discussion regarding sewer revenue and expenditures and utility infrastructure.

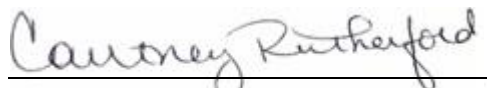
Council accepted the proposed utility budget for fiscal year 2020-2021.

**F. Adjourn**

There being no further business to discuss the meeting Alderman Mills moved to adjourn the meeting. Alderman Isbell seconded the motion and the meeting adjourned at 6:30 p.m.

**These minutes were approved by City Council on Tuesday, August 25, 2020.**

**ATTEST:**



Courtney Rutherford, City Secretary





Charles D. Jessup IV, Mayor



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, AUGUST 25, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 7:05 p.m. with the following present via teleconference:

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

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

The following staff were also in attendance: Police Chief, Gary Stewart, and Colene Cabezas, Parks & Recreation Director

**1. Pledge of Allegiance and Invocation**

Pledge by: John Isbell, Alderman

Invocation by: Kurt Kopczynski, Alderman

**B. PROCLAMATION**

**1. National Night Out Proclamation**

Mayor Jessup read a proclamation declaring Tuesday, October 6, 2020 as “*National Night Out*” in Meadows Place.

**2. Service Recognition**

This item was postponed until the September 22<sup>nd</sup> Regular Council Meeting.

- a. Anna-Maria Weston, Finance Director, 5 Years of Service
- b. Colene Cabezas, Parks & Recreation Director, 5 Years of Service
- c. De’Angelo Richmond, Police Officer, 5 Years of Service
- d. Doron Kenig, Police Officer, 5 Years of Service
- e. Travis Florian, Police Officer Reserve, 5 Years of Service

**C. REPORTS**

## 1. Police Department – Chief Gary Stewart

Chief Stewart join via teleconference and gave an overview of the monthly statistics and activities report, for August 2020, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- He reported that there were five accidents this month and two were in the roundabouts.
- Robbery suspect was arrested by Detective Mezegabe while in the act of committing a robbery. The suspect is believed to be inked to 3 strong arm robberies.
- A F250 was stolen from Helfman Ford. Vehicle recovered by another agency as it was listed on Craigs list in Austin Texas. MPPD working with HOD Auto Theft Task Force had suspect under surveillance for other similar thefts. Suspect was arrested.
- The Police Department continues to follow COVID protocols.

Alderman Isbell asked about a shooting at Highway 59 and Murphy. Chief stated that it is still under investigation, therefore he cannot share any details.

Mayor Jessup asked the Chief if he was happy with the new storage unit for PD. Chief stated that they are very happy with it and thanked Council for purchasing it for the department.

Finally, Chief stated that he continues to be on calls for Hurricane Harvey and will continue to track the storm.

## 2. Parks & Recreation – Colene Cabezas, Parks & Recreation Director

Ms. Cabezas gave a brief summary of Parks & Recreation activities for May through August. Below are a few key points from her presentation.

### **Parks and Facilities:**

- **CenterPoint ROW** – Decorative fencing added with signs to follow
- **Discovery & Nature Center**-Purchasing Sanitation towers to disinfect the facility quickly and efficiently. Will allow us to open the facility to the public. Also planning to allow small rentals of the facility that fall in line with COVID protocols.
- **Playgrounds**- Remain Open

- **Fields** – Majors remains under construction. Back field temp fencing is in place for the upcoming season. Beginning practices next week.
- **Pool**- Main pool pump has been repaired and is fully functioning. Pool will remain open weekends only thru Sept.

### **Programs & Events**

- We began the summer with programs and pool open to the public.
- In July we cancelled all programs and rentals due to the increased concern of COVID exposures.
- Pool remained open but we implemented a mask rule and decreased the number of patrons in the facility. We eventually closed for 2 weeks then reopened again in August @ 50% capacity
- July 4 – cancelled the parade but celebrated with a Fireworks show provided by EDC – 400 approx. in attend

### **Projects:**

- Kirkwood Roundabout walk through & identified areas that need to be addressed prior to hand over. We have spoken to the landscapers extensively about care and maintenance of the plants
- Making improvements to Brighton - Ordered playground equipment, swing set, picnic table and fencing / Kangaroo Park – picnic table, climbing boulders, lil library, balance beam
- Pool – Re-plaster on August 31
- Hurricane Preparedness

### **Upcoming Events:**

- Monarch Madness postponed until Spring
- Oktoberfest TBD

Alderman Kopczynski thanked Ms. Cabezas for the up keep of the pool and asked if they pool had met the 50% capacity. Ms., Cabezas stated they had not.

**Charles Teague, resident at 11611 Dorrance,** stated that he did not like the mask requirement at the pool.

### **3. Fire Department Monthly Report for July 2020 – Mayor Charles Jessup IV**

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

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month. Mr. Haby stated that staff is currently prepping for the storm in the Gulf. He, the Mayor, and Chief are on update calls multiple times a day.

He let Council know that staff met regarding the November 3<sup>rd</sup> election and have a plan in place for cleaning and disinfecting due to COVID.

Mr. Haby also informed Council that staff has submitted a list of future purchase items to see if they are reimbursable per the CARES Act. The submittal deadline for CARES Act funds in December 31, 2020.

## **D. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

#### **a. Budget**

Mayor Jessup stated that he wanted to compliment Council and staff on the budget process. This year they took a serious look into the future of the City and he hopes future Council will continue with the plan. He then invited all residents to attend the budget public hearing on September 15<sup>th</sup> at 6:00 p.m. and contact Council if they have any questions.

#### **b. Staff during COVID**

Mayor Jessup stated this has been a long process, but staff has maintained and done a great job. He also reported that there have been Meadows Place staff affected by the virus, but all are back to work.

#### **c. Video Marketing Plan**

Mayor Jessup stated the staff is working with Josh Merritt on a marketing video regarding the City's water supply. They are also working on mini videos of the parks, roundabouts, and Meadows Elementary. These videos should be released soon.

He then thanked the Meadows Place Economic Development Corporation for funding the projects.

## **2. Council Comments**

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

Alderman Staigle stated that progress is slow right now. The just completed negotiations to make changes to the irrigation and landscaping due to accidents and we are waiting on updated schedule.

## **E. REGULAR AGENDA**

### **1. Discussion and consideration to accept the 2020 Tax Year Anticipated Collection Rate from Carrie Surratt, PCC, CTOP, Fort Bend County Tax Assessor/Collector.**

Alderman Bezner moved to accept the 2020 Tax Year Anticipated Collection Rate from Carrie Surratt, PCC, CTOP, Fort Bend County Tax Assessor/Collector. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

### **2. Discussion and consideration of Resolution No. 2020-37 authorizing the Mayor to enter into a Joint Election Agreement and contract with Fort Bend County for City of Meadows Place November 3, 2020 General Election Services.**

Alderman Staigle moved to approve Resolution No. 2020-37 authorizing the Mayor to enter into a Joint Election Agreement and contract with Fort Bend County for City of Meadows Place November 3, 2020 General Election Services. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

### **3. Discussion and consideration of Ordinance No. 2020-29 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$12,500.00 to line item 100-050-598002, Emergency Event, from the General Fund Balance to purchase laptops and printers for staff to work remotely and hold Court hearings via zoom.**

Alderman Isbell moved to approve Ordinance No. 2020-29 amending the General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 in the amount not to exceed \$12,500.00 to line item 100-050-598002, Emergency Event, from the General Fund Balance to purchase laptops and printers for staff to work remotely and hold Court hearings via zoom. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration of Ordinance NO. 2020-30 setting September 22, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing with the Planning and Zoning Commission to receive public comment regarding setbacks and platting in the City of Meadows Place.**

Alderman Staigle moved to approve Ordinance NO. 2020-30 setting September 22, 2020 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a joint public hearing with the Planning and Zoning Commission to receive public comment regarding setbacks and platting in the City of Meadows Place. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**5. Discussion and consideration approving the CenterPoint Energy's Notice of Intent to Reflect a Refund for the Houston Division pursuant to Section 104.111 of the Gas Utility Regulatory Act effective for billing on or after January 2, 2021.**

Alderman Staigle moved to approve CenterPoint Energy's Notice of Intent to Reflect a Refund for the Houston Division pursuant to Section 104.111 of the Gas Utility Regulatory Act effective for billing on or after January 2, 2021. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried

**F. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

July 15, 2020 – Council Emergency Meeting Minutes  
July 21, 2020 – Council Special Session & Budget Workshop Minutes  
July 28, 2020 – Regular Meeting Minutes  
August 11, 2020 – Council Special Session & Budget Workshop Minutes  
August 18, 2020 – Council Special Session & Budget Workshop Minutes

**2. Ratification of Bills**

<b>Pools by Dallas</b> (Down payment to Re-Plaster Lap Pool)	\$ 8,875.00
<b>Randle Law Office LTD, LLP</b> (General Legal Counsel)	\$ 4,231.50
<b>Randle Law Office LTD, LLP</b> (Texas Direct Auto SUP)	\$ 3,568.50
<b>Joe Salvide</b> (Concrete Repair – Several Locations – Completion)	\$ 2,440.00
<b>Joe Salvide</b> (Concrete Repair Oak Meadow – Move In)	\$ 3,080.00
<b>Mar-Con Services, LLC</b> (Kirkwood Pay Estimate #15)	\$ 224,902.45
<b>Mar-Con Services, LLC</b> (Kirkwood Pay Estimate #16)	\$ 259,643.89

Alderman Staigle moved to approve the consent agenda. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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

**Charles Teague, resident at 11611 Dorrance**, stated that he does not agree with the mask rule at the pool.

**Bao Tran, resident at 12218 Scottsdale**, asked about the current ordinance for electronic signs.

**H. RECESS REGULAR MEETING**

**Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney to discuss Specific Use Permit for Texas Direct Auto, now known as VROOM.**



Mayor Jessup recessed the regular meeting at 8:05 p.m. for Council to go into executive session with the City Attorney.

**I. EXECUTIVE SESSION**

Pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney to discuss Specific Use Permit for Texas Direct Auto, now knows as VROOM.

**J. ADJOURN EXECUTIVE SESSION**

Adjourn the Executive Session, stating that date and time the Executive Session ended and Reconvene the Regular Meeting.

The executive session adjourned at 8:25 p.m. and Council reconvened into regular session.

**K. RECONVENE**

**Discuss and take appropriate action to regarding the Specific Use Permit for Texas Direct Auto, now knows as VROOM.**

Alderman Staigle moved to authorize legal counsel to revise the letter to Texas Direct Auto, now known as VROOM, as discussed and mail as soon as possible. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

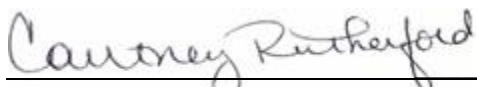
**L. ADJOURN**

There be no further business Alderman Bezner moved to adjourn the meeting. Alderman Kopczynski seconded the motion.

The meeting adjourned at 8:27 p.m.

**These minutes were approved by City Council on September 22, 2020.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





**MINUTES OF THE MEADOWS PLACE THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS MEETING HELD ON AUGUST 25, 2020 AT 6:00 P.M., AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TX 77477.**

**1. Call to Order and Announce a Quorum is Present:**

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

Mayor, Charles D. Jessup, IV  
Alderman, John F. Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
Courtney Rutherford, City Secretary

The following from the Planning and Zoning Commission were also present:

Ever Ramirez, Chairman  
Sean Ulrey, Commissioner

Matt Oltremari, Commissioner  
Mike Elmore, Commissioner (via teleconference)

**2. Conduct a Joint Public Hearing before the City Council of the City of Meadows Place, Texas, and the Planning and Zoning Commission to hear any and all persons desiring to be heard concerning Electronic Signs in the City of Meadows Place.**

Mayor Jessup opened the Joint Public Hearing at 6:01 p.m. stated that a quorum was present for both City Council and the Planning and Zoning Commission. He then explained that the purpose of this hearing was to give all interested parties the right to appear and to be heard.

**Terry Henley, resident at 12203 Alston**, spoke in favor of electronic signs.

**Rick Staigle, alderman and resident at 12327 Scottsdale**, stated that he was not in favor of electronic signs.

There was brief discussion among Council regarding the signs along US59 frontage and those signs are allowed per City ordinance. There was also discussion regarding the permission of electronic signs for governmental entities only. Alderman Staigle stated that he disagrees with government operating under different rules.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing closed at 6:13 p.m.

**3. Conduct a Joint Public Hearing before the City Council of the City of Meadows Place, Texas, and the Planning and Zoning Commission to hear any and all persons desiring to be heard concerning Carports in the City of Meadows Place.**

Mayor Jessup opened the Joint Public Hearing at 6:13 p.m. stated that a quorum was present for both City Council and the Planning and Zoning Commission. He then explained that the purpose of this hearing was to give all interested parties the right to appear and to be heard.

Terry and Patrick Lindquist, residents at 11507 Scottsdale, spoke in favor of carports and brought drawings of the carport they would like to build on their property.

There was brief discussion regarding regulating the materials of carports, but due HB2439 the City cannot regulate the materials use.

There was also discussion regarding where a carport could be built and that it cannot cross the front building line.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing closed at 6:27 p.m.

#### **4. Discussion regarding platting and setbacks in the City of Meadows Place.**

City Administrator, Nick Haby, brought this item before City Council and the Planning and Zoning Commission, because it was recently brought to the City's attention that City's ordinance and plats filed at the County have conflicting setbacks.

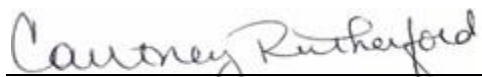
There was discussion regarding the different setbacks and amending the City's ordinance regarding setbacks versus changing the plat. Council agreed that this item needs to go to the Planning and Zoning Commission for review.


#### **5. Adjourn**

There being no further business on the agenda Alderman Staigle moved to adjourn the meeting. The meeting was adjourned at 6:55 p.m.

**These minutes were approved by City Council on Tuesday, October 27, 2020.**

ATTEST:

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor



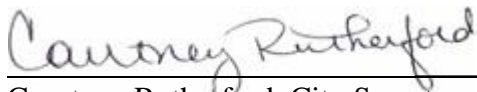


**MINUTES OF THE MEADOWS PLACE CITY COUNCIL POSSIBLE QUORUM ON WEDNESDAY, SEPTEMBER 9, 2020 AT 12:30 P.M., AT MEADOWS PLACE CITY HALL, LOCATED AT 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS IN ORDER TO ATTEND MANAGING HOSTILITY IN PUBLIC DISCOURSE TO CREATE EFFECTIVE PUBLIC ENGAGEMENT: LIVING IN AN AGE OF ANGER AND GETTING THINGS DONE WEBINAR SPONSORED BY TEXAS CITY MANAGEMENT ASSOCIATION.**

A quorum of Council was not present at this event.

**These minutes were approved by City Council on Tuesday, September 22, 2020.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor



**MINUTES OF THE SPECIAL SESSION COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, SEPTEMBER 15, 2020 AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

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

Mayor, Charles D. Jessup, IV  
Alderman, John Isbell  
Alderman, Kurt Kopczynski  
Nick Haby, City Administrator

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills  
City Secretary, Courtney Rutherford

Staff in attendance: Anna-Maria Weston, Finance Director

**B. Conduct a Public Hearing before the City Council of the City of Meadows Place, Texas to hear any and all persons desiring to be heard concerning City of Meadows Place Municipal Budget for Fiscal Year 2020-2021.**

Mayor Jessup opened the public hearing at 6:01 p.m. and stated the purposed of today's hearing is to give all interested parties the right to appear and be heard concerning the City of Meadows Place Municipal Budget for the Fiscal Year 2020-2021.

Mayor Jessup then called those who signed up to speak at the Public Hearing.

There being no one else desiring to speak, Mayor Jessup closed this public hearing at 6:05 p.m.

**C. Discussion and consideration of Ordinance No. 2020-31 adopting the City of Meadows Place Municipal Budget for fiscal year 2020-2021.**

Alderman Staigle stated that there appears to be a formula bust on the Council proposed budget, but does not change overall budget. He asked Ms. Weston to correct the budget sheets. Also, the City's sales tax revenue was 14% above budgeted for fiscal year 2019-2020. He suggest not making any changes to the proposed budget since we still don't know the affects from COVID. Finally, he stated that numbers are down in Court revenue due to COVID and hearings be postponed.

Alderman Staigle moved to approve Ordinance No. 2020-31 adopting the City of Meadows Place Municipal Budget for fiscal year 2020-2021. Alderman Isbell seconded the motion. The vote follows:

Alderman Bezner:	Aye
Alderman Mills:	Aye
Alderman Staigle:	Aye

Alderman Isbell: Aye

Alderman Kopczynski: Aye

Mayor Jessup was present, but did not vote.

The motion carried.

**D. First reading of a Resolution No. 2020-38 identifying the Kirkwood Road Rehabilitation as a project and approving/ratifying the previous and future Economic Development Corporation expenses not to exceed \$1,350,000 for the Kirkwood Road Rehabilitation project.**

Mayor Jessup read the first reading of a Resolution No. 2020-38 identifying the Kirkwood Road Rehabilitation as a project and approving/ratifying the previous and future Economic Development Corporation expenses not to exceed \$1,350,000 for the Kirkwood Road Rehabilitation project.

Alderman Staigle moved to approve the first reading of a Resolution No. 2020-38 identifying the Kirkwood Road Rehabilitation as a project and approving/ratifying the previous and future Economic Development Corporation expenses not to exceed \$1,350,000 for the Kirkwood Road Rehabilitation project. Alderman Kopczynski seconded the motion.

Alderman Staigle stated that this resolution is not for additional funds; most of this \$1,350,000 has already been spent on the Kirkwood Road project. This is just a house keeping item to allocate the funds. At this time EDC is almost done paying for the Kirkwood Road project.

The vote follows:

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

Nays: None

The motion carried.

**E. Discussion and consideration of Resolution No. 2020-39 authorizing the Mayor to into an agreement with AVR for a new cloud based system for utilities.**

Alderman Staigle asked if there is a budget increase with this software upgrade. Ms. Weston, the Finance Director, stated that there will be no additional cost for the upgrade other than a one time fee for training and implementation.

Alderman Staigle moved to approve Resolution No. 2020-39 authorizing the Mayor to into an agreement with AVR for a new cloud based system for utilities. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

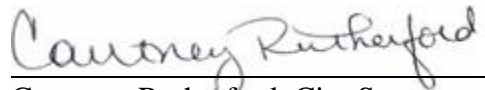
The motion carried.

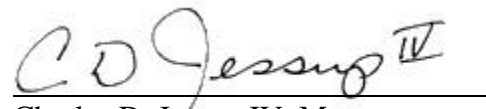
**F. Adjourn**

There being no further business to discuss Alderman Staigle moved to adjourn. Alderman Kopczynski seconded the motion. The meeting adjourned at 6:15 p.m.

**These minutes were approved by City Council on Tuesday, September 22, 2020.**

**ATTEST:**

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

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





**MINUTES OF THE SPECIAL SESSION COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, SEPTEMBER 22, 2020 AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. Call to Order and Announce a Quorum is Present**

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

Mayor, Charles D. Jessup, IV  
Alderman, John Isbell  
Alderman, Kurt Kopczynski

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

Alderman Mills was not present.

**B. Conduct a Public Hearing before the City Council of the City of Meadows Place, Texas to hear any and all persons desiring to be heard concerning the 2020 Tax Year Proposed Property Tax Rate for the City of Meadows Place.**

Mayor Jessup opened the public hearing at 6:01 p.m. and stated the purposed of today's hearing is to give all interested parties the right to appear and be heard concerning the 2020 Tax Year Proposed Property Tax Rate for the City of Meadows Place.

Mayor Jessup then called for any interested party that wanted speak at the Public Hearing.

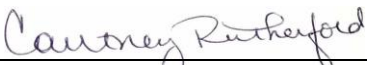
There being no one desiring to speak, Mayor Jessup closed this public hearing at 6:10 p.m.

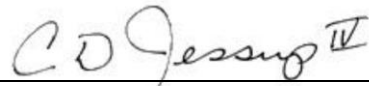
**C. Adjourn**

There being no further business to discuss Alderman Bezner moved to adjourn. Alderman Staigle seconded the motion. The meeting adjourned at 6:11 p.m.

**These minutes were approved by City Council on Tuesday, October 27, 2020.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor







**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, SEPTEMBER 22, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:31 p.m. with the following present via teleconference:

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

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

Alderman, Kelle K. Mills was not present.

The following staff were also in attendance: Police Chief, Gary Stewart.

**1. Pledge of Allegiance and Invocation**

Pledge by: Tia Baker, EDC Member

Invocation by: Jimmy Fenwick, Resident and Minister at Sugar Land Methodist

**B. PROCLAMATION**

**1. Service Recognition**

Mayor Jessup recognized the following staff for their dedicated service to the City of Meadows Place. Each employee was present with a service pin for their years of service.

De'Angelo Richmond, Police Officer, 5 Years of Service

Doron Kenig, Police Officer, 5 Years of Service

The following staff were recognized but were not present at the meeting.

Anna-Maria Weston, Finance Director, 5 Years of Service

Colene Cabezas, Parks & Recreation Director, 5 Years of Service

Travis Florian, Police Officer Reserve, 5 Years of Service

**C. REPORTS**

**1. Police Department – Chief Gary Stewart**

Chief Stewart gave an overview of the monthly statistics and activities report, for September 2020, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

Ten (10) accidents with two (2) in the roundabouts. Accident count is up, but there is no trend and have been in various locations.

Chief and Mayor continue with multiple calls daily regarding COVID pandemic.

Chief and his department were preparing for Tropical Storm Beta but did not activate.

The Training Center is partially opened at this time.

He did a partial activation for Hurricane Harvey with the Police Department staff only from 6:00 p.m. to 6:00 a.m.

License plate reader grant approved in the amount of \$36,000

Portable live finger printer scanner was granted in the amount of \$30,000

Alderman Bezner asked if the License Plate Readers are visible to the public and where they will be located? Chief stated that yes, they are visible, and the locations are still to be determined.

Alderman Bezner asked if the VROOM no parking signs installed and if there has there been a change in behavior or enforcement issue. Chief stated there have been 3 warnings and 2 citations issued. Chief believes that they are trying to come into compliance.

Alderman Staigle stated that the counties license plate readers are solar powered and asked if the ones for Meadows Place will also be solar. Chief said yes, they will be solar and self-contained with no wires.

Alderman Bezner asked if the City has received the new Police vehicle and if it was in service. Chief stated that the new vehicle is still being outfitted and should be ready in about a month.

## **2. Code Enforcement – Jennifer Cabello, Code Enforcement Official**

Mayor Jessup stated that Ms. Cabello is out due to a death in the family, therefore there is no report this month.

## **3. Fire Department Monthly Report for August 2020 – Mayor Charles Jessup IV**

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

Chief DiCamillo has been working with marketing group to come up with a video to talk about our fire department.

Diesel spill recently that involved FD, PD EMS, and TCEQ. A resident saw it and notified the City who then notified TCEQ and Stafford Fire Department brought Hazmat out immediately. They were able to back track the spill to the origination location.

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month. Mr. Haby stated that staff is now processing the Form 1295 with the Texas Ethics Commission. It's basically a conflict of interest form for all contracts. This form is required by the state and staff has a good process in place to make sure these are getting completed.

He reported that due to the vacancy in the Public Works Director position that Public Works staff is currently reporting to him. They continue to work well and were prepping for the storms by checking the inlets.

He stated that with all the rain he thought it was a good idea to discuss the drought contingency plan. It is a good plan, but only required to be submitted to the state if we over 3,300 water connections. We do not, but we still must have the plan in place.

He reported that staff has a good plan in place to track citations for VROOM associated vehicles and other violations, due the letter sent last month regarding the SUP.

Alderman Bezner asked how many applicants have been received for the Public Works Director position? Mr. Haby state there have been 4 applicants so far.

Alderman Staigle stated that Nick should coordinate with USW in the interim. Mr. Haby stated that he has been in contact with them daily.

#### **D. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

###### **a. Meadows Elementary**

Mayor Jessup stated that the opening has been delated to the week after Spring Break. He stated that he is impressed by the size and thinks it is beautiful. Pictures

are being taken daily of the construction to put together a film at the end of the construction.

**b. Budget**

Mayor Jessup thanked staff for all of their hard work, especially AMW for keeping the books and working with staff to monitor the budgets.

Thanked Nick for his addition of expertise and he also did a great job on this budget process.

Thanked EDC for their budget process and providing funding for some of the city projects.

**c. Texas Parks & Wildlife**

Came to educate our staff on the 5 box turtles born in our Nature Center, because they are an endangered species. They are considering using us a pilot program to save the turtles.

**d. COVID Update**

Mayor Jessup stated that it is still here with various opinions as how to handle it, but we are still obligated to follow state rules.

There was recent discussion regarding the City's Disaster Declaration. This was issued on March 18<sup>th</sup> and extended twice. After conversations with the attorney the decision was made to terminate the declaration of disaster. This does not lessen our obligation to follow COVID protocol issued by the state.

Staigle – he is seeing COVID fatigue.

**2. Council Comments**

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

Alderman Staigle stated that he had hoped to report that project was complete. But had a miscommunication with CenterPoint and the electrical drop for irrigation is in the wrong location. Working to get power to irrigation. Also working to change landscaping that appears to be blocking sight. Staff and architect are looking for new landscaping, but not complete.

Mayor Jessup thanked Alderman Staigle for his expertise and all the work he has done on the Kirkwood Road reconstruction project.

**E. REGULAR AGENDA**

**1. Discussion and consideration of Ordinance No. 2020-32 levying a property tax rate for the City of Meadows Place, Texas for the Tax Year 2020.**

Alderman Isbell moved to approve Ordinance No. 2020-32 levying a property tax rate of \$0.0832 per \$100 for the City of Meadows Place, Texas for the Tax Year 2020. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

**2. Discussion and approval of the second reading of a Resolution No. 2020-38 identifying the Kirkwood Road Rehabilitation as a project and approving/ratifying the previous and future Economic Development Corporation expenses not to exceed \$1,350,000 for the Kirkwood Road Rehabilitation project.**

Alderman Staigle moved to approve the second reading of a Resolution No. 2020-38 identifying the Kirkwood Road Rehabilitation as a project and approving/ratifying the previous and future Economic Development Corporation expenses not to exceed \$1,350,000 for the Kirkwood Road Rehabilitation project. Alderman Bezner seconded the motion. Alderman Staigle reminder this is recapturing funds already spent. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

**3. Discussion and consideration Ordinance No. 2020-33 approving the City of Meadows Place Economic Development Corporation 2020-2021 fiscal year budget as adopted by the Board of Directors at its September 10, 2020 meeting.**

Alderman Kopczynski moved to approve Ordinance No. 2020-33 approving the City of Meadows Place Economic Development Corporation 2020-2021 fiscal year budget as adopted by the Board of Directors at its September 10, 2020 meeting. Alderman Isbell seconded the motion.

Mayor thanked EDC by name for putting this budget together and they are a huge asset to the City.

Staigle said this includes \$150,000 for engineering for infrastructure repair.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

**4. Discussion and consideration of Resolution No. 2020-40 accepting the Auditor's Engagement letter from McCall Gibson Swedlund Barfoot PLLC.**

Mayor stated that the City is required to have a financial audit performed annually by a certified public accounting firm and a financial report of fiscal year financial activities produced that is audited by a certified public accounting firm. This Resolution will engage McCall Gibson Swedlund Barfoot PLLC to provide auditing services of the City's financial activities, including EDC, for fiscal year 2019-2020.

Alderman Staigle moved to approve Resolution No. 2020-40 accepting the Auditor's Engagement letter from McCall Gibson Swedlund Barfoot PLLC. Alderman Isbell seconded the motion. Alderman K same company? Yes, they are.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

**5. Discussion and consideration of Resolution No. 2020-41 authorizing the Mayor to enter into an agreement with Lemons Auctioneers, LLC and Online Pros to auction City property declared surplus.**

Alderman Isbell moved to approve Resolution No. 2020-41 authorizing the Mayor to enter into an agreement with Lemons Auctioneers, LLC and Online Pros to auction City property declared surplus. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

**6. Discussion and consideration of Resolution No. 2020-42 authorizing the Mayor to enter into an agreement with Construction Masters Residential for the rebuild of the Council dais.**

Alderman Staigle moved to approve Resolution No. 2020-42 authorizing the Mayor to enter into an agreement with Construction Masters Residential for the rebuild of the Council dais. Alderman Isbell seconded the motion.

Alderman Staigle asked how much of the project will be reimbursable through the CARES act? Mr. Haby stated that the City has about \$140,000 remaining to spend by end of the year and this is on the options. As of now we have pre-approval of the county for this project but cannot guarantee 100% reimbursement. Podium re-do will most likely not be covered.

Alderman Staigle suggested replacing the carpet in the entire Council Chamber so that it all matches and consider painting.

Alderman Bezner asked if this is this true COVID expense? Alderman Staigle stated that this an opportunity to reconfigure and allow more space between council on the dais. Mayor Jessup stated that staff does have pre-approval from the County for the project.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

- 7. Discussion and consideration of Ordinance No. 2020-34 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$14,000 to line item 100-040-565000, Public Works Grounds Maintenance/Landscape, from the following line items: \$4,000 from 100-040-534005, Fuel; \$2,000 from line item 100-040-542000, Employee Training; and \$8,000 from line item 100-040-562004, City Hall Maintenance; for irrigation repairs, seasonal landscaping, and mulch.**

Alderman Staigle moved to approve Ordinance No. 2020-34 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$14,000 to line item 100-040-565000, Public Works Grounds Maintenance/Landscape, from the following line items: \$4,000 from 100-040-534005, Fuel; \$2,000 from line item 100-040-542000, Employee Training; and \$8,000 from line item 100-040-562004, City Hall Maintenance; for irrigation repairs, seasonal landscaping, and mulch. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

- 8. Discussion and consideration of Ordinance No. 2020-35 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$2,000 to line item 100-040-532005, Public Works Tools and Equipment, from line item 100-040-562006, Equipment Maintenance to purchase an air compressor, battery packs, power washer, and auger.**

Alderman Isbell moved to approve Ordinance No. 2020-35 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$2,000 to line item 100-040-532005, Public Works Tools and Equipment, from line item 100-040-562006, Equipment Maintenance to purchase an air compressor, battery packs, power washer, and auger. Alderman Kopczynski seconded the motion.

Alderman Bezner asked why we have to do a budget amendment? Mr. Haby stated because we are moving funds from one-line item to another.

The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

- 9. Discussion and consideration of Ordinance No. 2020-36 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$45,596 to line item 100-060-580000, Parks & Recreation Capital Improvement, from the following line items: \$27,000 from 100-060-510100, Salaries, \$6,800 from 100-060-565001, Mowing/Landscaping; \$1,000 from 100-060-510200, Overtime Earnings, \$5,796 from 100-060-570502, Tennis Courts, \$500 from 100-060-531500, Miscellaneous, and \$4,500 from 100-060-571001, Pool Equipment to purchase playground equipment, additional pool re-plastering expenses, decking for the nature center tree house, and educational signs for the lake area.**

Alderman Staigle moved to approve Ordinance No. 2020-36 amending the City's General Fund Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$45,596 to line item 100-060-580000, Parks & Recreation Capital Improvement, from the following line items: \$27,000 from 100-060-510100, Salaries, \$6,800 from 100-060-565001, Mowing/Landscaping; \$1,000 from 100-060-510200, Overtime Earnings, \$5,796 from 100-060-570502, Tennis Courts, \$500 from 100-060-531500, Miscellaneous, and \$4,500 from 100-060-571001, Pool Equipment to purchase trail lighting, playground equipment, additional pool re-plastering expenses, decking for the nature center tree house, and educational signs for the lake area. Alderman Bezner seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Bezner, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

- 10. Discussion and consideration regarding the creation a Home Rule Charter Committee and possible committee candidates.**

Mayor Jessup stated that this a big step that has been discussed. The purpose of a Home Rule Charter is to move towards becoming a Home Rule city. Annexation used to be the reason for home rule, however with state legislature changing rules on general law cities it is a good idea to consider home rule for stability of our city.

Mayor suggest each alderman choose 2 people for the committee and then 5 more open to discussion. To become home rule, we must have a population of 5,000 or more. This is the first step to moving towards home rule.

Charter can only be changed every 5 years and mut be reviewed by a charter review committee.



There was brief discussion regarding self-declaring a population of 5,000. Mayor Jessup has a list of things that will help self-declare the city's population over 5,000. Bezner asked if attorney is comfortable with self-declaration and the Mayor stated yes.

Council agreed to submit two names with a short bio within two weeks to City Secretary, Courtney copying Mayor and Nick. Council plans to set the committee and their charge at the October meeting.

**11. Discussion and consideration of Resolution No. 2020-43 nominating members for the positions of Trustee Places 1 - 4 for the Texas Municipal League Intergovernmental Risk Pool.**

Alderman Staigle moved to approve Resolution No. 2020-43 nominating Robert t. Herrera for Trustee Place 1, John W. (Buzz) Fullen for Trustee Place 2, Roy E. Maynor for Trustee Place 3, and Robert S. Hauck for Trustee Place 4. Alderman Isbell seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Kopczynski

Nays: Alderman Bezner

Alderman Mills was not present.

**12. Discussion and possible action related to signs and the sign ordinance in the City of Meadows Place.**

Mayor Jessup stated that sign the ordinances have been under attack especially in small cities across the state. Alderman Staigle asked for this item because he has received phone calls regarding hope lives here sign. He doesn't think people are against the message but are against all the yard signs in people's yards. There was discussion regarding signs being placed in windows versus in the yard.

Mayor Jessup stated that he has also received calls about signs. Mayor asked to discuss signs into 2 parts, electronic and residential and then electronic signs of commercial versus government signs. Government is to serve the people and business is to sell services or products. He knows that the school

Alderman Staigle moved to table electronic signs. Bezner seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Staigle, and Kopczynski

Nays: Alderman Bezner

Alderman Mills was not present.

Council then discussed residential signs. Mayor Jessup stated that the city does not have policy, but typically signs have been allowed for the season, for example football and swim team. Mayor Jessup said either allow them or do not allow them. Alderman Staigle stated that you cannot regulate signs based on content. So, either you allow them, or you don't allow them.

**Nadya Shelton, resident at 11942 Brighton Lane**, asked what the current policy on signs is. Mr. Haby stated that the ordinance is in the code of ordinance, but largely talks about sign, height, and location based on right-a-way and private property. She is in favor allowing residents to have signs either in their window or for a certain time frame.

Alderman Staigle stated that we need to get our ordinance in line with the state.

## **F. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

July 25, 2020 – Council Special Session & Budget Workshop Minutes

August 25, 2020 – Council Special Session & Joint Public Hearing Minutes

September 9, 2020 – Possible Quorum of City Council

September 15, 2020 – Council Special Session Meeting Minutes

### **2. Ratification of Bills**

<b>Huitt Zollars</b> (Facilities Assessments)	\$ 5,142.50
<b>Huitt Zollars</b> (Facilities Assessments)	\$ 3,780.00
<b>Randle Law Office LTD, LLP</b> (General Legal Counsel)	\$ 4,910.25
<b>Randle Law Office LTD, LLP</b> (Texas Direct Auto)	\$ 2,464.90
<b>Randle Law Office LTD, LLP</b> (Code Enforcement)	\$ 58.50
<b>Randle Law Office LTD, LLP</b> (EDC)	\$ 487.50
<b>WillyGoat Toys &amp; Playgrounds</b> (Playground Equipment & Border)	\$ 19,865.00
<b>HDR, Inc.</b> (Kirkwood Engineering Services Mar – May 2020)	\$ 6,267.70
<b>Caldwell Country Chevrolet</b> (New Police Tahoe – Shop 37)	\$ 21,228.00
<b>Balderas Construction LLC</b> (Fencing & Gate at Well #3)	\$ 5,520.00
<b>Emergency Fleet</b> (Upfit New PD Vehicle – Shop 37)	\$ 19,865.61
<b>WillyGoat Toys &amp; Playgrounds</b> (Flower Musical Instrument For Playground)	\$ 3,625.00
<b>City of Stafford</b> (Fire Service, Dispatch, & Fire Marshal Services)	\$ 269,000.00
<b>Barco Products</b> (Solar Lights for Trail)	\$ 13,452.04
<b>HDR</b> (Kirkwood Engineering Services Aug 2 – 29 2020)	\$ 11,392.81
<b>Playcore/Game Time</b> (Educational Signs for McGrath Park & Lake)	\$ 8,213.31
<b>Pools by Dallas</b> (Final 50% Payment for Lap Pool Re-Plaster)	\$ 10,675.00
<b>Pools by Dallas</b> (Strip Plaster to Gunitite Lap Pool)	\$ 5,800.00

**Pools by Dallas** (Repair Skimmer)

\$ 750.00

Alderman Bezner moved to approve the consent agenda. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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

**Nadya Shelton, resident at 11942 Brighton Lane,** wanted to tell Colene that she likes having the pool opened later in the year. She would like to revisit year-round or extended access to the lap pool with keycard access.

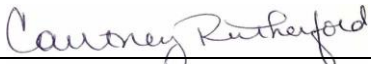
**H. ADJOURN**

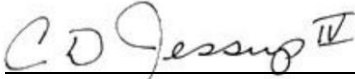
There be no further business Alderman Staigle moved to adjourn the meeting. Alderman Kopczynski seconded the motion.

The meeting adjourned at 8:50 p.m.

**These minutes were approved by City Council on October 27, 2020.**

**ATTEST:**

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

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





**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, OCTOBER 27, 2020 AT 6:30 P.M., AT MEADOWS PLACE TRAINING CENTER/EOC, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present via teleconference:

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

Mayor Pro-Tem, Rick J. Staigle  
Alderman, Steven H. Bezner  
Alderman, Kelle K. Mills

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

The following staff were also in attendance: Jack Ashton, Police Captain, and Isela Hernandez, Deputy Court Clerk.

**1. Pledge of Allegiance and Invocation**

Pledge by: James Fields, Resident

Invocation by: Kurt Kopczynski, Alderman

**B. PROCLAMATION**

**1. Service Recognition**

Mayor Jessup recognized Oralia Naccarino, Accounting Clerk, for her five years of dedicated service to the City of Meadows Place.

**C. REPORTS**

*Mayor Jessup called item 3 out of order.*

**3 Fire Department Monthly Report for September 2020 – Mayor Charles Jessup IV**

Mayor Jessup provided an overview of the Stafford Fire Department activity report for September 2020 which was filed with the City Secretary. Mayor Jessup stated that he is pleased to see that staff works well with Fire Marshal, Jon Lopez and the Stafford Fire Department.

*Mayor Jessup then called item 2 and 4 together.*

## **2 Public Works Report - Nick Haby, City Administrator**

Nick Haby, City Administrator, gave the report for Public Works. He introduced the new Public Works Director, Rod Hainey, who will start work on Monday, November 2<sup>nd</sup>. Mr. Hainey comes with 30 years of experience in Public Works including infrastructure and water and sewer operations. Mr. Hainey thanked Council for the opportunity to serve the City.

## **4 Administrator's Report – Nick Haby, City Administrator**

City Administrator, Nick Haby, gave a brief review of City activities for the last month. Mr. Haby stated that PW has started street and sidewalk repairs for fiscal year 2020-2021. He encouraged the residents to contact Public Works if they have an issues or areas that need to be looked at.

Mayor Jessup then read an email from a resident thanking the City for taking care of an issue/hazard near his home.

Mr. Haby then reviewed the Wall of Service that was budgeted for fiscal year 2020-2021. This was will display pictures of staff with their tenure of service.

Staff is beginning training for online payments. They have started with the permit process and Parks events will come at a later date.

Mr. Haby mentioned that Christmas Memories will be on Friday, December 4<sup>th</sup> from 6:00 p.m. to 9:00 p.m.

*Mayor then went back to item 1.*

## **1. Police Department**

Chief Stewart was not able to attend the meeting, therefore Captain Ashton gave an overview of the monthly statistics and activities report, for October 2020, which was distributed to City Council and filed with the City Secretary.

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

- All public contact programs are still on hold due to COVID.
- Continue to disinfect offices and police vehicles.
- Four citations issued on Dorrance for parking violations totaling 6 charges.
- Burglaries in a business were 3 in row on W Airport Blvd. It was the same guy that went door to door. There is video footage, but so far unable to make an ID.

- We are still in hurricane season and it has been an active season. Currently storm Zeta is in the Gulf but turning away from us. The Police Department remains alert and keeping the EOC stocked.
- Training Center is partially opened, and Meadows Place PD hosted a class with Missouri City.
- Grants: have been awarded the License Plate Readers grant. This is for four cameras for five years.
- National Night was more than expected. The Police Department, Mayor, City Council, and the City Administrator attended seven different parties.
- The Department is preparing for Halloween this weekend and the upcoming holidays. This is a busy time of the year.
- Meadows Place is currently providing voting security for the polling location at City Hall. The DA asked for plain clothed officers to volunteer and all said no.
- January 1<sup>st</sup> the department will have four open positions. Two officers are retiring and there are still two open positions.

Alderman Staigle asked about the 2 accidents in the roundabouts. He stated that he and the City Secretary are supposed to receive notification to pursue insurance.

Alderman Isbell questioned the break-ins at Murphy Express. He wanted to know if they had cameras. Captain stated they do have cameras that have helped to ID defendants and make arrest.

Alderman Bezner asked about the increase in BMV. He wanted to know if the vehicles were unlocked. Captain Ashton stated they were unlocked and at the townhomes.

Mayor asked Captain to explain the TLC program. Captain Ashton stated that a few years ago Meadows Place was having a lot of BMV. Chief Stewart created the TLC program. There is a report card and officers drive around a randomly check vehicles and then leave a report card. The report card list items like was vehicle unlocked and were valuables visible. This is a great educational tool for the community.

#### **D. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body;

- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

### **a. Council Rules and Procedures (June)**

Mayor Jessup stated that this is a procedure staff will present in June and then review annually.

### **b. FBCMCA Meeting – Honoring First Responders**

Mayor Jessup stated Meadows Place will be hosting a meeting on November 19<sup>th</sup> to honor all First Responders in the County. We will host from the Meadows Place Training Center and will recognize the multiple departments via zoom.

### **c. New Budget Year**

Mayor Jessup stated that he just wanted to recognize that we are in a new budget year and just a few days away from closing the 2019-2020 budget year. AMW has numbers update and she and staff are very knowledgeable of the budget and keep it with it. Last year was a hard year and we are closing out at the following percentages:

Court 88%  
Admin 84:  
PW 92%  
PD 100.01%

Staff is actively watching these numbers on daily basis. Thanked staff for working so hard to maintain their budgets.

This year same tax rate with 0 debt and focusing on infrastructure. Thanked Council for the great job putting the budget together.

Alderman Staigle reminded Council that they did budget a deficit but finished positive. did not come in deficit and sales tax remained up even with the COVID pandemic.

### **d. Turnover on Council**

Mayor Jessup stated with election coming up there will be a change in Council. Alderman Bezner will be stepping down after a little over 6 years and we will be welcoming a new member soon. He stated that he appreciates all of his effort of the years and he is proud of him.

Alderman Bezner stated he will still be around. He believes that the City is in better shape than when he got on Council and thinks Council is also in good shape.

Mayor thanked Alderman Bezner for his dedicated service to the City.

## **2. Council Comments**

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

Alderman Staigle gave an update on the Kirkwood Road Reconstruction. Unfortunately, not all work this last month. Hopefully the Change Order #4 will be the last to get irrigation and electrical operational. We are working with the County to get a date for the ribbon cutting.

Alderman Kopczynski asked about the landscaping issue? Alderman Staigle stated that Parks is working to pull landscaping back and place bull rock.

Mayor stated that Rick's expertise has saved the City a lot of money and thanked him.

## **E. REGULAR AGENDA**

### **1. Discussion and acceptance of the Quarterly and Annual Investment Reports.**

Alderman Bezner moved to accept the Quarterly and Annual Investment Reports. Alderman Staigle seconded the motion.

Brief discussion regarding financial management plan.

The vote follows:

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

Nays: None

The motion carried.

### **2. Discussion and consideration of Resolution No. 2020-44 adopting the 2020-2021 City of Meadows Place Investment Policy and Strategy Guidelines.**

Alderman Isbell moved to approve Resolution No. 2020-44 adopting the 2020-2021 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.



**3. Discussion and consideration of Resolution No. 2020-45 declaring the number of its inhabitants in the City of Meadows Place.**

Precursor in moving to home rule. The city is declaring a population over 5,000 people. There are several different modules used to declare our population over 5,000. Mayor stated that after talking to the CENSUS representative he realized that we are probably over 5,000 population. The 2010 CENSUS only included approximately 80% of the households in the City and was a population of 4,660 so if you have the additional 20% it puts the City at a population of approximately 5,500.

Alderman Staigle moved to approve Resolution No. 2020-45 declaring the number of its inhabitants in the City of Meadows Place between 5,000 and 24,999. Alderman Kopczynski seconded the motion.

Alderman Staigle stated he would like to see the backup. He doesn't know if there is any negative feedback for claiming a population of 5,000.

Alderman Bezner concerned with the fact that we could be challenged.

Mr. Grady Randle, City Attorney, stated that once we pass the resolution it is up to others to prove that we are wrong.

Alderman Bezner stated that he thinks the City should document its reasoning for declaring a population of 5,000 or more.

Council would like to see documentation in writing from the CENSUS stating 4,660 is only 80% of the households in the City.

Alderman Staigle move to table. Alderman Bezner second. The vote follows:

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

Nays: None

The motion carried.

Mayor asked Council to email him what they want

**4. Discussion and consideration of Resolution No. 2020-46 appointing members to the City's Charter Review Commission.**

Alderman Bezner moved to table Resolution No. 2020-46 appointing members to the City's Charter Review Commission until the November meeting. Alderman Mills seconded the motion.

Alderman Isbell asked about adding Alderman Bezner if this happens once, he is off Council.

Alderman Bezner stated that he was prepared to table this item until he got Council. He also wanted to allow the new Council member to have input. He was also concerned about nepotism with the Commission.

The vote follows:

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

Nays: None

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-47 authorizing the Mayor to negotiate change order #4 with Mar-Con Services providing for additions due to changes in irrigation, landscaping work, additional repairs due to vehicle accident, and relocation of the irrigation controller electrical meter pole to CenterPoint Energy's installed power drop.**

Alderman Staigle moved to approve Resolution No. 2020-47 authorizing the Mayor to negotiate change order #4 with Mar-Con Services providing for additions due to changes in irrigation, landscaping work, additional repairs due to vehicle accident, and relocation of the irrigation controller electrical meter pole to CenterPoint Energy's installed power drop. Alderman Bezner seconded the motion.

Alderman Staigle that this is \$0 change order.

The vote follows:

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

Nays: None

The motion carried.

**6. Discussion and consideration of Resolution No. 2020-48 terminating the Emergency Water Interconnect Agreement with Fort Bend County Water and Control Improvements District No. 2 (WCID2).**

Mayor stated that they City has interconnect with WCID2. TCEQ became aware the interconnect. In order to bring it up to regulation and get proper permitting would be costly, therefore WCID2 and Meadows Place decided to disconnect and terminate the agreement.

Alderman Isbell moved to approve Resolution No. 2020-48 terminating the Emergency Water Interconnect Agreement with Fort Bend County Water and Control Improvements District No. 2 (WCID2). Alderman Bezner seconded the motion.

Council asked how they found out about the interconnect. Mr. Haby stated that TCEQ received an anonymous complaint.

The vote follows:

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

Nays: None

The motion carried.

**7. Discussion and consideration of Resolution No. 2020-49 authorizing the Mayor to enter into an agreement with HDR Engineering, Inc. for on-going geographic information system (GIS) services.**

Alderman Staigle moved to approve Resolution No. 2020-49 authorizing the Mayor to enter into an agreement with HDR Engineering, Inc. for on-going geographic information system (GIS) services. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**8. Discussion and consideration of Resolution No. 2020-50 authorizing the Mayor to enter into an agreement with Houston Fence Company to install safety fence/railing on the bridge along Keegan's Bayou crossing near Kirkwood.**

Alderman Staigle moved to approve Resolution No. 2020-50 authorizing the Mayor to enter into an agreement with Houston Fence Company to install safety fence/railing on the bridge along Keegan's Bayou crossing near Kirkwood in an amount of \$7,089.12. Alderman Mills seconded the motion.

Alderman Staigle stated that this expense will be covered under the Kirkwood Project and paid for with EDC funding.

The vote follows:

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

Nays: None

The motion carried.

**9. Discussion and consideration of Ordinance No. 2020-37 amending the general fund budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 in the amount not to exceed \$19,000 to line item 100-040-531500, Public Works Miscellaneous, from the City's General Fund to replace the storm culvert at the Monticeto/Blair Meadow intersection into the bayou.**

Alderman Isbell moved to approve Ordinance No. 2020-37 amending the general fund budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 in the amount not to exceed \$19,000 to line item 100-040-531500, Public Works

Miscellaneous, from the City's General Fund to replace the storm culvert at the Monticeto/Blair Meadow intersection into the bayou. Alderman Staigle seconded the motion.

Mr. Haby stated that this was an emergency repair. He contacted the County and the authorized the City to make the repair. Alderman Staigle stated that the City owns the pipe, therefore we must repair it. The pipe was not draining. Staff needs to create a plan to check the storm culverts and develop a plan for replacement and or repairs.

Council briefly discussed a few other locations that need to be repaired.

The vote follows:

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

Nays: None

The motion carried.

**10. Discussion and consideration of Resolution No. 2020-51 designating a City representative and an alternate representative to the Houston-Galveston Area Council's 2021 General Assembly.**

Alderman Bezner moved to approve Resolution No. 2020-51 designating John Isbell as the City representative and Rick Staigle as the alternate representative to the Houston-Galveston Area Council's 2021 General Assembly. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**11. Discussion and consideration setting the date, time, and place for a Town Hall Meeting to receive general public comment regarding proposed street and infrastructure maintenance and/or repair in the city limits.**

Mayor Jessup stated that this is big deal and invited all the residents in attendance to attend and invite their neighbors to attend as well.

Alderman Staigle stated that he has a meeting on November 11<sup>th</sup> to start discussing the engineering for replacement. Since the City has no more debt the current Council wants to pay as we go. We look to increase the slope of the streets and the take input on other things to do like stamped concrete or traffic calming devices. (1:13 recording) Council wants residents' input on how to move forward.

Alderman Isbell asked how much was budgeted for the debit payments. Alderman Staigle stated that it was approximately \$300,000 per year.

Alderman Bezner moved to set Saturday, November 14<sup>th</sup> from 10:00 am. To 12:00 p.m. at Meadows Place City Hall for a Town Hall Meeting to receive general public comment regarding proposed street and infrastructure maintenance and/or repair in the city limits. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**12. Discussion and consideration to reschedule the Regular City Council Meeting in November to November 17, 2020 due to the Thanksgiving holidays.**

Alderman Isbell moved to reschedule the Regular City Council Meeting in November to November 17, 2020 due to the Thanksgiving holidays. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**13. Discussion and consideration related to the remaining CARES Act funding.**

Mayor Jessup stated that at the last FBCNCMA meeting Ed Sturdivant, County Auditor, and Meadows Place was recognized for being more active on getting this funding and it way ahead of other cities. Mayor and Bob went to every business in the City and gave them the small business application for funding and approximately businesses got funding.

The City still has money available and staff is looking at ways to get this funding.

Mr. Haby stated that approximately \$253,000 was marked for the City of Meadows Place and has spent about 50% of that money.

One item that staff has gotten approved is redoing the Council dais. This money must be spent by December 30<sup>th</sup>. If we do not spend it the County will take the money and decided how to spend it.

There was brief discussion regarding how the County has spent these funds and future planning to spend the money that cities don't claim. If the City sends money back, we can contact the County and tell them how we would like the money to be spent.

Alderman Bezner asked if the security at the elections can be paid through CARES Act. Mr. Haby stated that staff would have to prove how security is fighting the pandemic.

Alderman Staigle stated that Council Chambers and PPEs be budgeted and then offer the other funds back to the County. Mr. Haby said he predicts approximately \$50,000 will be remaining. Alderman Staigle suggested that the city offer back \$75,000 to the County.

Mr. Randle suggested asking for a reimbursement in attorney fees for reviewing COVID orders. (1:35)

Alderman Staigle moved that staff unencumber up to \$75,000 of the CARES Act funding back to the County once staff has reviewed attorney fees that may be reimbursed. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried

## **F. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

September 22, 2020 – Council Special Session and Public Hearing  
September 22, 2020 – Regular Council Meeting Minutes

### **2. Ratification of Bills**

<b>Safety Vision</b> (Camera System New Police Vehicle)	\$ 5,099.00
<b>Safety Vision</b> (Camera System Install)	\$ 200.00
<b>Joe L. Salvide</b> (Road Repair – 12102 Cedar Form Move In Fee)	\$ 8,020.00
<b>Joe L. Salvide</b> (Road Repair – 12102 Cedar Form Completion Fee)	\$ 8,015.00
<b>Joe L. Salvide</b> (Storm Culvert Repair - Deposit)	\$ 9,465.00
<b>Galls</b> (Riot Gear for Police Department)	\$ 26,011.62
<b>Con10gency</b> (Riot Gear Mask for Police Department)	\$ 11,801.50
<b>Tyler Technologies</b> (Annual Maintenance)	\$ 15,110.14
<b>Tyler Technologies</b> (Court Annual Maintenance)	\$ 1,807.14
<b>Onsolve</b> (CodeRED Annual Renewal)	\$ 5,355.00
<b>Play with a Purpose</b> (Playground Equipment)	\$ 6,269.32
<b>Del Carmen Consulting</b> (2020 Racial Profiling Services)	\$ 6,350.00
<b>Clear Choice Plumbing Services</b> (Investigate/Repair Plumbing)	\$ 2,465.00
<b>Clear Choice Plumbing Services</b> (Investigate/Repair Plumbing)	\$ 3,115.00

Alderman Staigle moved to approve the consent agenda as amended to correct the second invoice for Salvide as the final fee. Alderman Bezner seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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

**James Fields, resident and President of Meadows Place baseball at 11706 Kangaroo Ct,** spoke to Council about the Meadows Place baseball fields. He stated that due to COVID and the school construction they have lost their main playing fields. They held a fundraiser in order to raise \$5,000 to repair the infields. The full restoration will cost approximately \$14,000 and they would like help from the City if possible. He stated that they would \$9,000 to \$10,000 to complete the infields.

Mayor Jessup stated that Council supports Meadows Place baseball, but not sure what they can do at this time.

**Charles Teague, resident at 11611 Dorrance,** thanked the Mayor for ending the state of emergency in the City of Meadows Place. He spoke against masks and the pandemic

**H. RECESS REGULAR MEETING FOR EXECUTIVE SESSION**

Mayor Jessup recessed the regular meeting at 8:19 p.m. for Council to go into executive session with the City Attorney.

- 1. Pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney to discuss Specific Use Permit for Texas Direct Auto, now knows as VROOM.**
- 2. Pursuant to the Texas Open Meetings Act, Government Code Section 551.071 - Consultation with the City Attorney pursuant to Section 551.071 of the Texas Government Code to receive advice on a matter in which the duty of the attorney to the governmental body clearly conflicts with the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and this chapter.**

**I. ADJOURN EXECUTIVE SESSION**

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

**J. RECONVENE**

Discuss and take appropriate action to regarding the Executive Session.

1. **Discuss and take appropriate action to regarding Government Code Section 551.071 – Consultation with Attorney to discuss Specific Use Permit for Texas Direct Auto, now knows as VROOM.**

Council agreed that Mayor Jessup will send a letter to VROOM.

2. **Discuss and take appropriate action to regarding Government Code Section 551.071 - Consultation with the City Attorney pursuant to Section 551.071 of the Texas Government Code to receive advice on a matter in which the duty of the attorney to the governmental body clearly conflicts with the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and this chapter.**

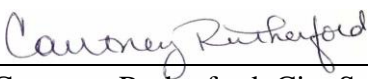
No action was taken.

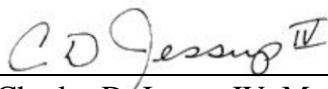
**K. ADJOURN**

There be no further business the meeting adjourned at 9:14 p.m.

**These minutes were approved by City Council on November 17, 2020.**

**ATTEST:**

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

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







**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, NOVEMBER 17, 2020 AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present via teleconference:

Mayor, Charles D. Jessup, IV

Alderman, John F. Isbell

Alderman, Kurt Kopczynski

*Alderman Tia Baker joined after the canvas and Alderman Bezner stepped down.*

Mayor Pro-Tem, Rick J. Staigle

Alderman, Steven H. Bezner

Alderman, Kelle K. Mills

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

The following staff were also in attendance: Gary Stewart, Police Chief; Jack Ashton, Police Captain; and Colene Cabezas, Parks & Recreation Director.

**1. Pledge of Allegiance and Invocation**

Pledge by: Kevin Baker, Resident

Invocation by: Jimmy Fenwick, Pastor and Resident

**B. ELECTION MATTERS**

**1. Discussion and action to consider Ordinance No. 2020-38, canvassing the returns and declaring the results of the General Election held on November 3, 2020 for the purpose of electing a Mayor and Aldermen Place 1, Place 2, and Place 3.**

Mayor Jessup called item number 1 and opened the sealed envelope containing the canvass report for the November 3, 2020 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:

Candidate	Votes Received
<b>Mayor</b>	
Charles D. "Charlie" Jessup	1,794
<b>Alderman Place 1</b>	
John F. Isbell	1,656
<b>Alderman Place 2</b>	
Tia Baker	1,352
Sharon Leal	735
<b>Alderman Place 3</b>	
Rick Staigle	1,640

Mayor Jessup read the returns and announced the following were duly elected to their respective positions.

Charles Jessup IV elected Mayor  
John Isbell elected Alderman Place 1  
Tia Baker elected Alderman Place 2  
Rick Staigle elected Alderman Place 3

Once the Council Members had completed their review of the canvass, Mayor Jessup called for a motion to approve Ordinance No. 2020-38, canvassing the returns and declaring the results of the General Election held November 3, 2020.

Alderman Staigle moved to approve Ordinance No. 2020-38, canvassing the returns and declaring the results of the General Election held on November 3, 2020 for the purpose of electing a Mayor and Aldermen Place 1, Place 2, and Place 3. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

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 November 3, 2020 for the City Meadows Place with a total of 2,534 voters.

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

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

Courtney Rutherford, City Secretary, delivered Certificates of Election to newly elected officials

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

Courtney Rutherford, City Secretary, administered the Oath of Office to newly elected officials

Alderman Bezner stepped down and Alderman Baker joined Council on the dais.

Alderman Bezner addressed Council and the residents and expressed his thanks to Council and staff.

## **C. REPORTS**

### **1. Police Department – Chief Gary Stewart**

Chief Stewart gave an overview of the monthly statistics and activities report for November 2020, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- Zero accidents in the Kirkwood Round-Abouts
- Arrest: Northern Tool attempted evade, caught them, and multiple agencies
- Arrest: Warrant Pos of Con Sub Unconscious Male stolen mail
- Continue to disinfect for COVID
- Training center partial open and co-hosted class fir Miss City and the Das office.
- Continuing to monitor hurricane season
- Grants; awarded LRP Grant and working though paperwork.
- Live Scan Grant is complete
- Preparing for the holiday season
- Two officers are retiring
- Preliminary interviews of 2 candidates and another scheduled next week\
- At fault officer accident – DPS did investigation

Chief Stewart thanked Council for the new police vehicle.

Chief Stewart briefly covered on-going projects as follows:

- Setting up new conference system at Training Center/EOC.
- Temperature/Recognition Terminals for City buildings

Mayor thanked the Chief and encouraged the residents to check out the ghost vehicle. Mayor Jessup stated how proud he is of the process Chief uses to hire officers. Mayor stated that the Chief is working with Meritt Media on a recruitment video.

Alderman Isbell thanked Chief and his department. He asked about the infrared camera and wanted to know if it could be added to all vehicles. Chief stated that they can be added, but he would need Council approval for the purchase. They cost about \$3,400 per camera.

Alderman Kopczynski asked if the officer involved in the accident was back to work. Chief stated that he is not.

### **2. Parks & Recreation – Colene Cabezas, Parks & Recreation Director**

Parks and Recreation Director, Colene Cabezas, gave a brief over of Parks activities for the last three months, September through November. Below are a few highlights:

### **Parks and Facilities:**

- **CenterPoint ROW** – Mowed in anticipation of upcoming work on the power lines. Parks will seed the areas not impacted to allow a spring bloom. Will continue to manage the native prairie as it grows back.
- **Discovery & Nature Center**-A look out platform was built as an addition to the tree house. Includes a look out over the turtle pen, observatory platform and walking path for parent and child. Plan to install a privacy fence between the neighbor's house and the Nature Center prior to reopening the facility to the public.
- **Playgrounds** – Remain Open / Kangaroo Park Improvements / Brighton Park Installation
- **Fields** – Majors field remains under construction/ MPPL completed their season/ Back field temp fencing is in place but will be removed until the next season.
- **Beautification** – Trees Pruned / Lake erosion addressed / Wetland Management program has begun / Decorated City for the Holidays / Non-operating irrigation continues to be an issue for Parks. Plants are dying, parkland is cracking creating unsafe areas and we have stopped planting until the issues are resolved.

### **Staff:**

- Leigh is enrolled in a sports turf management program through the University of Georgia. This will help with the maintenance /management of our ball fields.
- I am serving on the Meadows Elementary Campus Planning Advisory Council

### **Active Partners:**

- Meadows Elementary – Food and Blanket Drive
- Scout Troop 301
- Houston Lightening Bug Prairie Project-Lisa Graiff
- Texas Parks and Wildlife

### **Programs & Events**

- We are continuing to offer programs to the community with COVID protocols in place. We are providing all but (1) program at this time. Active Adults are not meeting at this time.
- The Community Center is open for rentals with several on the books for this Holiday Season.

- The Nature Center and Active Adult program remains closed due to lack of staffing.
- The Rec Coord was cut from the current budget, however the discussion was to reevaluate after Christmas and determine a date to reinstate the position. If we plan to provide Nature Center Services, Active Adult Programs, Summer Camp and Open the pool, we will need to reinstate the Rec Coordinator position no later than the end of January.

### **Upcoming Projects:**

- Kirkwood Roundabout – Rick will give full update however Parks is planning to have Semarck provide landscape maintenance for 3 months and train our staff on the upkeep.
- Bikeway Mobility Project – preliminary mtg to discuss the overall project and decide action steps. Contacted Stafford and Tatyana Luttenschlager, City Planner will join us on our next meeting.
- Educational /informational signs around lake and trails
- Solar lights along trail by treatment Plant
- Looking for a Christmas Tree for McGrath Park funded by EDC

### **Upcoming Events:**

#### **Christmas Memories – Dec 4 from 6-9 and will include the following:**

Ice skating- Opens at 3pm	Smore Pit
Live Band – Level One	Food / Cocoa
2 Snow Hills	Photos with Mr. & Mrs. Snowman
2 Trains	Selfies with Life size Reindeer
Toddler Ferris Wheel	

Alderman Isbell thanked Ms. Cabezas and her department for all they do. He also asked about the lightning bug project.

Mayor asked people to post pictures of leaving letters to Santa.

He asked about putting an address up in the cul-de-sac near the field house for when people call into dispatch.

Alderman Staigle asked about the irrigation issue; is it age or because it was done in house. Ms. Cabezas stated that she believes it due to age and lack of maintenance over the years.

Alderman Kopczynski stated that he was excited about Brighton Park and would like to hold a grand opening or event when opens. He asked her to remind Council about the Rec Coordinator position.

### **3. Fire Department Monthly Report for October 2020 – Mayor Charles Jessup IV**

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

Mayor Jessup stated the Meadows Place will be hosting FBCMCA and honoring all First Responders on Thursday night.

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

City Administrator, Nick Haby, gave a brief review of City activities for the last month. Mr. Haby thanked Alderman Bezner for service to the City. He stated that Rod is doing a good job setting in and quickly realized that we need to get a hand on the backflow preventer inspections.

Yesterday the school district sent an application to amend their SUP to allow for an electronic sign at the school.

## **D. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

#### **a. State of the City**

Mayor Jessup stated that he gave a State of the City last week and it reminded him how much the City has accomplished over the years. He thanked Alderman Staigle

for putting together the mobility program that is part of the FBC bond that was passed. Meadows Place has a wonderful future!

**b. Boards and Commissions**

Mayor Jessup thanked all that are currently servicing. He stated that we still have a need for alternates and members for the Planning & Zoning Commission. If you anybody interested, please let him know.

**c. COVID-19**

Mayor Jessup stated that he really doesn't know what to say other than it is still here. He stated that staff has protocol in place if an employee is exposed or comes down with COVID. Meadows Place is still following COVID protocols. There have been 101 known cases in Meadows Place with 1 case still being monitored right now.

**2. Council Comments**

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

Alderman Staigle gave an update on the Kirkwood Road Reconstruction. The contractor did move meter for irrigation and CenterPoint failed it, but that has been fixed. We have not irrigation therefore we've lost plants which will be replaced under the contract. Staff is asking for a 3-month extension with Semarck to maintain landscape. MarCon is taking care of punch list and should be done next week.

Mayor Jessup thanked Alderman Staigle for all his work on the project.

**E. REGULAR AGENDA**

**1. Discussion and acceptance of Ordinance No. 2020-39 electing a Mayor Pro Tem.**

Alderman Isbell moved to approve Ordinance No. 2020-39 electing Kurt Kopczynski as Mayor Pro Tem. Alderman Kelle Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**2. Discussion and consideration of Resolution No. 2020-52 authorizing the Mayor and Police Chief to submit a grant application for the LPR Acquisition Project (License Plate Readers) to the Office of the Governor – Grant Number 411107.**

Alderman Staigle moved to approve Resolution No. 2020-52 authorizing the Mayor and Police Chief to submit a grant application for the LPR Acquisition Project (License Plate

Readers) to the Office of the Governor – Grant Number 411107. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**Dave Garcia, resident at 12022 Dorrance,** had a few questions about the License Plate Readers and when they will be located. He wanted to know if they will be videoing passengers, will it be on a server, and who has access.

Chief Stewart stated only takes photos of vehicle and license plate not passengers and alerts the Police Department if it is a flagged vehicle. Only the Police Department will have access. He asked if public can have access to the information and Chief stated that it is not law enforcement only and the public is not allowed access.

Alderman Kopczynski thanked him for attending the meeting.

**3. Discussion and consideration of Resolution No. 2020-53 appointing 2 members to the Planning and Zoning Commission.**

Mayor Jessup gave a brief background on three residents he has been in contact with that would like to serve on the Commission. The candidates are Meredith Smith, David Piwonka and Nadya Shelton

Alderman Isbell moved to approve Resolution No. 2020-53 appointing Meredith Smith and David Piwonka as members and Nadya Shelton as an alternate to the Planning and Zoning Commission. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**4. Discussion and consideration of Resolution No. 2020-45 declaring the number of its inhabitants in the City of Meadows Place.**

Mayor stated that this item was tabled last month, and he would like Council to review it again. Mayor believes that the City's population is over 5,000 and Home Rule will help to protect against legislation.

Alderman Staigle moved to discuss Resolution No. 2020-45 declaring the number of its inhabitants in the City of Meadows Place. Alderman Kopczynski seconded the motion.



There was brief discussion among Council regarding the population of the City. Alderman Staigle stated that he tried to look on the CENSUS website but could not find anything.

They discussed residential house turn overs and who is moving into the City. Alderman Kopczynski said he did research about year ago and the average moving out was 1.6 and those moving in was 3.7.

The discussed the information from City Data and stated that they didn't agree with it.

Mayor Jessup reminded Council that this is ours to declare.

Alderman Isbell asked about the timeline.

**Steve Bezner, resident at 12222 Meadow Crest Drive**, reminded Council that the City Attorney stated that we would have to be challenged. He thinks it is good idea but does not think it can be done by May 2021.

Alderman Staigle moved to approve Resolution No. 2020-45 declaring the number of its inhabitants in the City of Meadows Place. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**5. Discussion and consideration of Resolution No. 2020-46 appointing members to the City's Charter Review Commission.**

Mayor Jessup reviewed candidates for the City's Charter Review Commission. There was discussion among Council regarding candidates for the Commission. Alderman Staigle would like to look for younger residents to look to the future of the City and not the past.

Alderman Staigle moved to approve Resolution No. 2020-46 appointing Stuart Barrowman, Steven Bezner, Joe DeBruyn, Kimmy Fenwick, Chris Gawlick, Tristan Ibarra, David Lantz, Amite Milne, Matt Oltremari, Richard Ramirez, Nadya Shelton, Sammy Skemp, Ken Smith, Ben Weber, Alison Young as Commissioners and Joseph Weymon as an alternate Commissioner to the City's Charter Review Commission. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

6. **Discussion and consideration of Resolution No. 2020-54 authorizing the Mayor to enter into an agreement with Tyler Technologies for the purchase of Tyler Technology Content/Document Management Suite, Incode Court Suite, and Tyler Content Manager modules in order to receive and store documents digitally to limit contact, exposure and spread of COVID-19 and allow staff working remotely to access documents and data.**

Alderman Staigle moved to approve Resolution No. 2020-54 authorizing the Mayor to enter into an agreement with Tyler technologies for the purchase of Tyler Technology Content/Document Management Suite, Incode Court Suite, and Tyler Content Manager modules in order to receive and store documents digitally to limit contact, exposure and spread of COVID-19 and allow staff working remotely to access documents and data. Alderman Kopczynski seconded the motion.

Mr. Haby stated that this initial set up will be covered by CARES Act, but there is a few thousand dollars a year cost with this software.

**David Garcia, resident at 12022 Dorrance Lane,** asked how the City will audit the system to make sure it works.

The vote follows:

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

Nays: None

The motion carried.

7. **Discussion and consideration Resolution No. 2020-55 authorizing the Mayor to enter into an agreement with Wright Business Technologies, Inc. for the purchase of new servers for the storage of data due to the Tyler Technology Content/Document Management Suite, Incode Court Suite, and Tyler Content Manager modules.**

Alderman Mills moved to approve Resolution No. 2020-55 authorizing the Mayor to enter into an agreement with Wright Business Technologies, Inc. for the purchase of new servers for the storage of data due to the Tyler Technology Content/Document Management Suite, Incode Court Suite, and Tyler Content Manager modules. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

8. **Discussion and consideration of Resolution No. 2020-56 authorizing the Mayor to enter into an agreement with Select Plumbing in the amount of \$8,798 for plumbing repair services at City Hall.**

Alderman Staigle moved to approve Resolution No. 2020-56 authorizing the Mayor to enter into an agreement with Select Plumbing in the amount not to exceed \$10,000 for plumbing repair services at City Hall. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**9. Discussion and consideration of Resolution No. 2020-57 authorizing an agreement with Construction Masters Residential for reconstruction of the Council Dais to allow for physical distance.**

Council did approve this item last month, but due to ADA compliance it had to be redesigned and cost about \$4,000 more than originally approved. There was brief discussion regarding the design. This item is CARES act reimbursable.

Alderman Isbell moved to approve Resolution No. 2020-57 authorizing an agreement with Construction Masters Residential for reconstruction of the Council Dais to allow for physical distance. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**10. Discussion and consideration of Resolution No. 2020-58 authorizing the Mayor to negotiate a second addendum to the agreement with BBG Consulting, Inc. to add substandard building review, inspection and program management.**

Alderman Baker moved to approve Resolution No. 2020-58 authorizing the Mayor to negotiate a second addendum to the agreement with BBG Consulting, Inc. to add substandard building review, inspection and program management. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**11. Discussion and consideration of Resolution No. 2020-59 appointing BBG Consulting, Inc. President, Kevin Taylor as the Building Official for the City of Meadows Place.**

Alderman Staigle moved to approve Resolution No. 2020-59 appointing BBG Consulting, Inc. President, Kevin Taylor as the Building Official for the City of Meadows Place. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**12. Discussion and consideration of Resolution No. 2020-60 authorizing agreement with agreement with AVES Audio Visual Systems, INC for new microphones in the City Council Chamber/Courtroom.**

Brief discussion regarding options of wired versus wireless. Mr. Haby stated that this is reimbursable through CARES Act.

**Steve Bezner, resident 12222 Meadow Crest Drive**, stated that wired microphones have better quality.

Alderman Staigle moved to approve Resolution No. 2020-60 authorizing agreement with agreement with AVES Audio Visual Systems, INC for new wired microphones in the City Council Chamber/Courtroom. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**13. Discussion and consideration of Resolution No. 2020-61 authorizing the Mayor to enter into an agreement with Semarck Landscaping Services, LLC for an amount not to exceed \$10,000 for interim maintenance of S. Kirkwood Dr.**

Alderman Staigle moved to approve Resolution No. 2020-61 authorizing the Mayor to enter into an agreement with Semarck Landscaping Services, LLC for an amount not to exceed \$10,000 for interim maintenance of S. Kirkwood Dr. Alderman Isbell seconded the motion.

**David Garcia, resident at 12022 Dorrance Ln**, stated that he really likes the roundabouts. He asked if this \$10,000 will go towards repairing ruts from the big trucks. Staigle stated that that will be repaired as part of the main contract. This item is for irrigation and the plants.

The vote follows:

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

Nays: None

The motion carried.

**14. Discussion and possible action amending City of Meadows Place Code of Ordinances Chapter 30, Section 30.31 Payment of Debts and Obligations.**

Mayor Jessup gave a brief history on the current code. Currently anything over \$5,000 is supposed to be brought to Council for approval before making the purchase or moving funds.

Alderman Staigle thought this had been done before, but staff could not find any documentation to increase it. Alderman Staigle stated that is in favor of raising the amount to \$25,000. There was discussion regarding the limit.

Mr. Haby stated that increasing the limit would allow staff to move on items quicker. He also suggested that Council authorize Directors to move funds within their budget so long they don't change the bottom line and possibly setting a limit.

Alderman Staigle moved to authorize staff to work with legal counsel to create an ordinance amending the payment of debts limit to \$25,000 to be considered at the December Council meeting. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**15. Discussion and possible action amending City of Meadows Place Code of Ordinances Chapter 150, Section 150.09 Certificate of Occupancy requirement.**

Mayor Jessup gave a brief history on this item and Council reviewed Section 150.09(D), The owner of the building, structure, or premise shall apply for and obtain a new certificate of occupancy upon the addition of any new owner, tenant, or lessee, and shall pay the applicable fee therefor.

Mr. Haby stated that current code does not specify commercial or residential, therefore a new homeowner must also have the occupant inspection. There was discussion regarding inspections prior to a residential sale and how hard that is to enforce. Staff will work with the City Attorney to revise the ordinance.

There was discussion regarding driveway repairs prior to selling the home and how to enforce the repair and replacement.

**David Garcia, resident at 12022 Dorrance Ln,** stated that he moved to Meadows Place in July. He also had to get the occupancy inspection. He asked what would have happened if his driveway needed to be replaced. Mr. Garcia asked if this is amended will this be for

residential only or commercial. Alderman Staigle stated that the Fire Marshal will continue to inspect commercial and issue certificates of occupancy.

Alderman Kopczynski moved to authorize staff to work with legal counsel to remove the certificate of occupancy requirement for change in owners in commercial and residential and make it required for rental properties. Alderman Isbell seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**16. Discussion and consideration to reschedule the Regular City Council Meeting in December to December 15, 2020 due to the Christmas holidays.**

Alderman Isbell moved to reschedule the Regularly scheduled City Council meeting in December to December 15<sup>th</sup> at 6:30 p.m. Alderman Baker second the motion. The vote follows:

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

Nays: None

The motion carried.

**F. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

October 27, 2020 – Regular Council Meeting Minutes

**2. Ratification of Bills**

<b>GTS Technology Solutions</b> (Computer Camera System TLETS for Police Vehicle)	\$ 5,773.52
<b>Crimestar</b> (Annual Renewal)	\$ 2,000.00
<b>Crimestar</b> (Annual Renewal)	\$ 3,100.00
<b>Texas Lawn Works</b> (Irrigation Repairs at McGrath Park)	\$ 9,396.00
<b>Joe Salvide</b> (Storm Culvert Repair – Completion Payment)	\$ 9,460.00
<b>Tree Master</b> (Tree Trimming throughout the City)	\$ 26,620.00
<b>Tree Master</b> (Removal of Fallen Tree)	\$ 1,200.00

Alderman Staigle moved to approve the Consent Agenda. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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

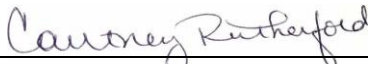
Charles Teague, resident at 11611 Dorrance, spoke to Council about freedom and the Constitution and how he disagrees with forced compliance.

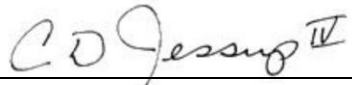
**H. ADJOURN**

Alderman Mills moved to adjourn. Alderman Baker seconded the motion. There be no further business the meeting adjourned at 9:24 p.m.

**These minutes were approved by City Council on December 15, 2020.**

**ATTEST:**

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

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





**MINUTES OF THE MEADOWS PLACE CITY COUNCIL POSSIBLE QUORUM ON FRIDAY, DECEMBER 4, 2020 AT 6:00 P.M., AT MCGRATH PARK, LOCATED AT 12001 BRIGHTON LANE, MEADOWS PLACE, TEXAS IN ORDER TO ATTEND CHRISTMAS MEMORIES.**

The following Council Members were in attendance:

Mayor, Charles D. Jessup, IV

Mayor Pro Tem, Kurt Kopczynski

Alderman, John Isbell

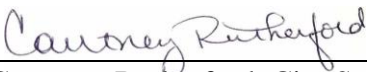
Alderman, Tia Baker

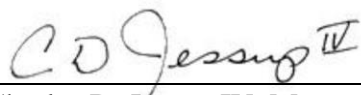
Aldermen Rick J. Staigle and Kelle Mills were not present.

No official business for the City of Meadows Place was conducted at the Christmas Memories event.

**These minutes were approved by City Council on Tuesday, December 15, 2020.**

**ATTEST:**

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

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







**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, DECEMBER 15, 2020 AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:30 p.m. with the following present via teleconference:

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

Mayor Pro-Tem, Kurt Kopczynski  
Alderman, Tia Baker

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

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

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

**1. Pledge of Allegiance and Invocation**

Pledge by: Charles D. Jessup IV, Mayor

Invocation by: Kurt Kopczynski, Alderman

**B. REPORTS**

**1. Police Department – Chief Gary Stewart**

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

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

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

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

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

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

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

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

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

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

## **2. Code Enforcement – Jennifer Cabello, Code Enforcement Official**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **C. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence.
- Information regarding holiday schedules.
- An honorary or salutary recognition of a public official, public employee, or other citizen
- A reminder about an upcoming event organized or sponsored by the governing body.
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda

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

#### **a. Charter Commission**

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

#### **b. Address Marking**

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

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

**c. Court Notifications**

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

**d. COVID Update**

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

**e. New Council Make-Up**

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

**f. Holiday and Trash Schedule**

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

**2. Council Comments**

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

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

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

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

There was brief discussion regarding the irrigation system.

**b. Mobility Bond Project – Alderman Rick Staigle**

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

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

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

#### **D. REGULAR AGENDA**

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

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

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

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

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

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

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

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

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

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

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

The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

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

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

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

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

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

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

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

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

The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

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

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

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

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



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

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

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

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

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

Alderman Baker thanked her for keeping it open for meetings.

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

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

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

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

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

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

The vote follows:

Ayes: Aldermen Isbell, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was absent.

The motion carried.

## **E. CONSENT AGENDA**

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

November 17, 2020 – Special Council Meeting Minutes

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

**2. Ratification of Bills**

**Amanzi** (Ice Skating Rink Christmas Memories – Final Payment) \$ 6,426.69

**McCall Gibson Swedlund Barfoot PLLC** (Interim Audit Fee) \$ 20,000.00

**Tyler Technologies** (Content Manager/Court Scheduler Installation) \$ 4,200.00

**Tyler Technologies** (Content Manager/Court Scheduler License and Annual Fee) \$ 10,137.00

**Joe Salvide** (2020-2021 Sidewalk Repairs - Deposit) \$ 16,800.00

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

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

Nays: None

Alderman Mills was not present.

The motion carried.

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

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

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

**G. ADJOURN**

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

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

**ATTEST:**

Courtney Rutherford  
Courtney Rutherford, City Secretary

CD Jessup IV  
Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MONDAY, DECEMBER 21, 2020 AT 3:00 P.M., VIRTUALLY VIA ZOOM.**

**A. Call to order and announce a quorum is present.**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 3:00 p.m. with the following present via videoconference:

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

Mayor Pro-Tem, Kurt Kopczynski  
Alderman, Tia Baker

Aldermen, Rick J. Staigle was absent.

Nick Haby, City Administrator

City Secretary, Courtney Rutherford

**B. Discussion and consideration of Resolution No. 2020-63 authorizing the Mayor to enter into an agreement with Joe L. Salvide to repair the street and crosswalk near Meadows Elementary located on Pender Lane.**

Alderman Isbell moved to approve Resolution No. 2020-63 authorizing the Mayor to enter into an agreement with Joe L. Salvide to repair the street and crosswalk near Meadows Elementary located on Pender Lane. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion carried.

**C. Discussion and consideration of Resolution No. 2020-64 authorizing the Mayor to execute a Change Order not to exceed \$2,000 with Construction Masters for the reconstruction of the Council Dais to allow for physical distance.**

Alderman Isbell moved to approve Resolution No. 2020-64 authorizing the Mayor to execute a Change Order not to exceed \$2,000 with Construction Masters for the reconstruction of the Council Dais to allow for physical distance. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion carried.

**D. Discussion and consideration of Ordinance No. 2020-44 designating the Emergency Management Coordinator for the City of Meadows Place.**

Alderman Kopczynski moved to approve Ordinance No. 2020-44 designating the Emergency Management Coordinator for the City of Meadows Place. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Isbell, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

**E. Discussion and consideration to set a date for a Council work session with Huitt Zollars to discuss the facilities review.**

Council briefly discussed dates to hold a Work Session with Huitt Zollars regarding the facilities review process. Council agreed to meet on January 5, 2021 at 5:00 p.m.

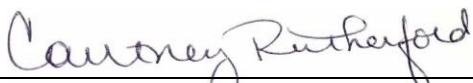
Mr. Haby will confirm this date with Huitt Zollars.


**F. ADJOURN**

Alderman Kopczynski moved to adjourn. Alderman Baker seconded the motion. There be no further business the meeting adjourned at 5:00 p.m.

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

**ATTEST:**

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

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

