



**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JANUARY 11, 2022, AT 5:30 P.M., AT MEADOWS PLACE TRAINING CENTER, LOCATED AT 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**1. Call to order and announce a quorum is present.**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 5:50 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton; Public Works Director, Rod Hainey; and Finance Director, Anna-Maria Weston.

Ngoc Le was also in attendance representing HDR Engineering.

**2. Discussion and consideration regarding funding for the Dorrance Lane reconstruction.**

Mr. Haby introduced this item and gave council a brief overview of the city's current financial standings. He briefly reviewed the fund balances as follows:

General Fund – Approximately \$6,500,000  
Utility Fund – Approximately \$2,400,000  
EDC Budget – Approximately \$787,000

He then explained that each of these accounts have restricted funds, which means those funds are accounted for in the current budget. He then gave a brief review of the current restricted funds as follows:

General Fund – Approximately \$1,500,000  
Utility Fund – Approximately \$92,000  
EDC Budget – Approximately \$187,500

He also explained that EDC previously dedicated \$150,000 for the Dorrance reconstruction project.

He then explained the unrestricted balances as follows:

General Fund – Approximately a 10-month reserve

Utility Fund – Approximately a 16-month reserve  
EDC Budget – Approximately an 11-month reserve

Mr. Haby explained to Council that they can pull money from these reserves to fund the Dorrance Lane project. He stated that the current estimate for this project is approximately \$1,017,300 per HDR Engineering. He also reminded Council that this is for Phase 1 only which is Dorrance Lane from Kirkwood through the intersection at Oxford. Phase 2 will be funded at a later date, and it will go from Oxford to just past the dog park.

Ms. Le stated that construction should take about 5 months once construction starts. She stated that they are currently working with CenterPoint on streetlights and AT&T to relocate their lines.

Alderman Staigle stated that the County is looking at a 2023 Mobility Bond Project and the city may be able to get some funding from that for Phase 2. He also explained that if new funding sources become available the city can look into those as well.

There was brief discussion to raise property taxes to help fund future infrastructure repairs and replacement.

Alderman Staigle made a motion to transfer \$1,500,000 from the city's general fund reserve and \$500,000 from the city's utility fund reserve to line item 100-070-584060, Infrastructure, to fund Phase 1 of the Dorrance Lane reconstruction. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Council stated that they would like for HDR to host a Town Hall Meeting before construction begins. Ms. Le stated that HDR would be willing to host a Town Hall Meeting.

Alderman Baker thanked staff for their presentation regarding funding for the project.

**3. Discussion and consideration authorizing HDR Engineering, Inc. to competitively bid the construction of "Phase 1" of Dorrance Lane construction.**

Alderman Mertins made a motion authorizing HDR Engineering, Inc. to competitively bid the construction of "Phase 1" of Dorrance Lane construction. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

There was brief discussion as to when to go out for bid. Ms. Le stated that HDR would most likely wait until the Spring to go out for bid. In the meantime, they will work with CenterPoint on the streetlights and get AT&T to relocate their lines at no cost to the city. She stated that they will also submit to TDLR for ADA compliance.

At this time, they plan to advertise in March and open bids in April. Alderman Staigle asked that add language giving a 30-day grace period to get supplies.

- 4. Discussion and consideration of Ordinance No. 2022-01 amending the General Fund Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the total amount of \$75,000 with \$50,000 to line item 100-415000, 1% Sales Tax, and \$25,000 to line item 100-414100, ½% Ad Valorem Sales tax due to increased Sales Tax received.**

Alderman Staigle moved to approve Ordinance No. 2022-01 amending the General Fund Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the total amount of \$75,000 with \$50,000 to line item 100-415000, 1% Sales Tax, and \$25,000 to line item 100-414100, ½% Ad Valorem Sales tax due to increased Sales Tax received. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion carried.

- 5. Discussion and consideration of Ordinance No. 2022-02 amending the Economic Development Corporation Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$25,000 to line item 400-415000, ½% Sales Tax, due to increased Sales Tax received.**

Alderman Mertins made a motion to approve Ordinance No. 2022-02 amending the Economic Development Corporation Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$25,000 to line item 400-415000, ½% Sales Tax, due to increased Sales Tax received. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion carried.

- 6. Discussion and consideration of Ordinance No. 2022-03 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the total amount not to exceed \$64,934 from the City's General Fund Balance to the Police Department Budget, for the creation of new full-time Dispatcher position.**

Alderman Staigle moved to approve Ordinance No. 2022-03 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the total amount not to exceed \$64,934 from the City's General Fund Balance to the Police Department Budget, for the creation of new full-time Dispatcher position. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion carried.

Chief Stewart thanked Council for the new position and stated that the new shifts will be Monday through Friday 8:00 a.m. to 4:00 p.m. and 4:00 p.m. to 12:00 a.m. midnight. He will continue to use part time dispatchers to help fill the gaps in coverage.

**7. Discussion and consideration of Ordinance No. 2022-04 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$7,500 from the City's General Fund Balance to line item 100-050-533010, Police Security Cameras, for three additional Flock Cameras.**

Alderman Mertins moved to approve Ordinance No. 2022-04 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$7,500 from the City's General Fund Balance to line item 100-050-533010, Police Security Cameras, for three additional Flock Cameras. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

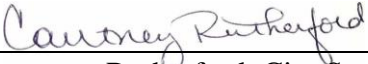
The motion carried.


**8. ADJOURN**

Alderman Baker made a motioned to adjourn. Alderman Mills seconded the motion. There being no further business to discuss the meeting adjourned at 6:38 p.m.

**These minutes were approved by City Council on January 25, 2022.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





Charles Jessup, IV, Mayor  
David Mertins, Alderman  
Rick Staigle, Alderman

Kelle Mills, Mayor Pro Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator      Courtney Rutherford, City Secretary

## **MEADOWS PLACE CITY COUNCIL REGULAR MEETING AGENDA**

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JANUARY 25, 2022, AT 6:30 P.M., AT MEADOWS CITY HALL, LOCATED AT 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 6:45 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator (joined at 7:25 p.m.)

Courtney Rutherford, City Secretary

The following staff were also in attendance: Assistant Police Chief, Jack Ashton; Public Works Director, Rod Hainey

#### **1. Pledge of Allegiance: Ken Smith, Resident**

Invocation: Jimmy Fenwick, Resident

### **B. PRESENTATIONS**

#### **1. Viddy Award Presentation to Josh Merritt of Merritt Media**

Mayor Jessup presented Josh Merritt of Merritt Media with two Viddy Awards. The city won a gold award for the Save Meadows Elementary video and a platinum award for the Kirkwood Round-A-Bout construction. There were 2,500 applicants submitted for this award. Merritt Media submitted two videos and won for both.

### **C. REPORTS**

#### **1. Police Department – Chief Jack Ashton**

Chief Ashton gave a brief overview of the monthly statistics and activities report for January 2022, which was distributed to City Council and filed with the City Secretary.

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

- Continue to follow COVID protocol
- COVID hit PD hard over Christmas, but they were able to maintain coverage.

- The department is still recovering and currently have 2 officers still out.
- Georgia Watson hired as first full-time evening Dispatcher.
- Live Scan Update – still waiting on training
- Flock Safety – 22 hits, 12 located and 14 of those alerts were stolen vehicles.
- Three additional Flock cameras have been ordered
- Working to finalize ATV purchase
- Freeze mitigation with FEMA is *STILL* in progress. As of next month, Anna-Maria and Chief Ashton will have been working on this for one year.
- One Patrol Officer resigned – actively working to fill 2 open positions
- Entered a new training cycle and officers are working to stay ahead of the curve
- 11 Arrest – DWI, Tampered with Government Document, Criminal trespass, Public Intoxication, Warrants, and Flock hits
- Officer Manna was flagged down regarding a shooting at business on Wilcrest and US59. He called for backup. Officer Foster arrived. Both performed CPR along with a nurse on the scene. HPD & HFD arrived on scene and determined the female victim has passed.

Chief Ashton thanked Council for funding the new dispatch position. Mayor Jessup acknowledged Chief Stewart's efforts to get the department to this point and stated how thankful he is for his efforts.

Alderman Baker thanked them for all of their hard work. In reviewing the report, she sees that they get some pretty bad people off the street.

Mayor Jessup we can have all the technology, but it comes down to the people. He shared that there was a death in Meadows Place, and he went by to express his condolences and the family praise Meadows Place Police Department for all that they did and for staying with the family until it was closed.

## **2. Public Works – Director Rod Hainey**

Mr. Hainey gave a summary of Public Works activities for the last quarter. A copy of which was distributed to City Council and filed with the City Secretary. Below are a few key points from her presentation:

### **Sidewalk repair and replacement program**

The sidewalk replacement Phase I for 2021-2022 was released for construction December 14, 2021. There are 35 locations with approximately 5802 square feet of sidewalk replacement. Estimated cost of the first Phase is \$50,420.00

### **Street Repairs /Road Fee funding**

The street panel replacement program is also now part of the annual concrete replacement Bid Project.

### **List of completed street panels for 2021-2022**

- 11826 Scottsdale \$28,245.00
- 11826 Meadow Dale \$23,285.00

### **USW Expenses for October, November, and December 2021**

- October 2021 - \$68,885.89

- November 2021 -\$18,685.08 \*Monthly bill was \$51,374.84 and was adjusted by credits.
- September 2021 -\$37,546.77
- Other repairs with USW and outside vendors.

1) Well #3 motor has been repaired and we added three new replacement components since the most recent damage was the second repair to the motor within 8 months. Additional equipment included, Under and over Voltage monitor, Equalizer Surge protection, and Lighting Arrestor. Total Invoice \$23,315.00

2) Existing wheel replacement on travelling bridge- temporary repair. Scheduled for week of October 18, 2021. Cost \$17,281.49. Completed but we found a gear box that was damaged, incomplete.

3) WWTP blower failure. Both the blower and the motor failed. Motor replacement with new cost \$11,708.75. Approximate cost of blower repair was just under \$25,000. Unit is operational.

4) Water well #3 main disconnect completed cost \$16,840.00.

### **Water Well Performance Testing**

G-M Services have completed a performance test on all three of the water wells. I have attached a portion of the report for each well. Wells number 1 and 2 appear to operate satisfactorily concerning overall efficiency, Flow meter accuracy and pumping draw down. But well #3 reported brass particles in the discharge and a 57% overall efficiency and this will require further investigation.

### **REVIEW OF REPORT AND HISTORICAL PRODUCTION.**

January 17, 2022- Alsay Incorporated quoted \$8,750.00 to remove the pump, disassemble and perform TV survey of the well. Work was approved to proceed. Will provide verbal update at city council meeting if new information is available.

### **Irrigation Systems review and update.**

On a monthly basis we receive a report on all the sprinklers within the city. I have attached the six (6) page report for December 2021. Information only. The report is reviewed by staff and repairs are authorized.

### **Public Works recent projects. – October, November, and December**

- Requested Commercial doors to replace door in Finance department, city hall.
- Majors Field. Fence construction pending. Waiting on contractor. Dirt work is almost complete.
- Gateways. There are three Gateways in the city, located at City Hall, McGrath Park and Water well #2 have been install and are operational.
- WWTP upgrades. Ovivo and HRM Engineering have been requested to provide a Professional Services agreement for the Design and Rehabilitation of the Travelling Bridge Assembly. Waiting on Professional Services proposal.
- WWTP Lift station pump, awaiting delivery of new replacement pump. No update.
- WWTP Permit renew has been initiated, - Due September 2022. Required Lab testing has been submitted. Waiting on lab results.
- New air condition units for EOC have been delivered and installation has been completed.
- Belt press at WWTP has new belts installed.

Mayor Jessup stated that Council is working towards getting proactive and appreciate all he is doing to get the city there.

**3. Fire Department Monthly Report for December 2021 – Charles Jessup IV, Mayor**

Mayor Jessup gave brief review of EMS and fire service activity for December 2021 from Stafford Fire Department. A copy of which has been filed with the City Secretary

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

No report this month.

**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 Place Voting Precinct**

Mayor Jessup stated that it is important to note that the city is in a new voting precinct due to redistricting. Meadows Place is now voting precinct 3022.

**b. Boards, Commissions, and EDC**

Mayor Jessup thanked the residents who have volunteered to be on the different City boards and commissions.

**2. Council Comments**

**a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane construction project. He stated that Council recently met to provide funding for Phase 1 which will be from Kirkwood to Oxford. It is scheduled to be advertised on February 8<sup>th</sup>. The city plans to hold some town hall meetings before construction starts.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. He stated that a path has finally been approved by CenterPoint from Monticeto to Sugar Grove which leads to the fountains. This project also includes a parking lot at the EOC and a bridge to the Discovery Center. Fort Bend County is funding 80% of this project.



**c. Post Office Update – Alderman David Mertins**

Alderman Mertins gave a brief update. He recently heard back from Troy Nehls and out Post Office contact was out with covid. The permit process has been started for a blue mailbox at city hall delivery, but we are still waiting on install date. We also still need to work with local post office on mail delivery. So many Meadows Place residents responded that the Commissioner's office stated that they have enough and asked that residents stop responding.

**E. REGULAR AGENDA**

*Mayor Jessup called items 4 and 5 out of order:*

- 4. Accept the report from the Planning and Zoning Commission regarding the application for a Specific Use Permit under Code of Ordinances, Chapter 153, Section 153.094(b)(2)(d)3 allowing for a Quick Quack Car Wash located at 11720 W Airport Blvd., Meadows Place, TX 77477.**

Planning and Zoning Commission Chair, Sean Ulrey, presented the report from the Planning and Zoning Commission regarding the SUP application. He stated that by a vote of four (4) to two (2) the Commission voted to deny the SUP.

- 5. Discussion and consideration regarding Ordinance No. 2022-06 regarding the application for a Specific Use Permit under Code of Ordinances, Chapter 153, Section 153.094(b)(2)(d)3 allowing for a Quick Quack Car Wash located at 11720 W Airport Blvd., Meadows Place, TX 77477.**

Alderman Staigle moved to deny Ordinance No. 2022-06 regarding the application for a Specific Use Permit under Code of Ordinances, Chapter 153, Section 153.094(b)(2)(d)3 allowing for a Quick Quack Car Wash located at 11720 W Airport Blvd., Meadows Place, TX 77477. Alderman Mertins seconded the motion.

Alderman Baker thanked Joseph for his presentation and thought he did a great job. She does think they could be a great addition to the city just not in that location.

Alderman Staigle stated that this is nothing against Quick Quack and they must be selective due to limited space to develop in the city.

The vote follows:

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

Nays: None

The motion passed unanimously.

*Mayor Jessup then went back to the order of the agenda.*

- 1. Discussion and consideration of Ordinance No. 2022-05 ordering a general election to be held on Saturday, May 7, 2022 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; authorizing the Mayor, or designee, to enter into a Joint Election Agreement with Fort Bend County to conduct the General Municipal Election on behalf of the City of Meadows Place; designating the places and manner of holding the election; providing for the posting and publication of notice; providing for a runoff election if required; providing a savings clause; providing an open meetings clause; and, providing an effective date.**

Alderman Staigle moved to approve Ordinance No. 2022-05 ordering a general election to be held on Saturday, May 7, 2022 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; authorizing the Mayor, or designee, to enter into a Joint Election Agreement with Fort Bend County to conduct the General Municipal Election on behalf of the City of Meadows Place; designating the places and manner of holding the election; providing for the posting and publication of notice; providing for a runoff election if required. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration of Resolution No. 2022-01 authorizing the Mayor to execute an agreement with Cypress Creek Mosquito Control, Inc. for Mosquito Control Spraying in the City.**

Alderman Kopczynski moved to approve Resolution No. 2022-01 authorizing the Mayor to execute an agreement with Cypress Creek Mosquito Control, Inc. for Mosquito Control Spraying in the City. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration of Resolution No. 2022-02 appointing one (1) member to the Meadows Place Planning and Zoning Commission for a term commencing immediately and ending December 31, 2023.**

Alderman Baker moved to approve Resolution No. 2022-02 appointing Stuart Barrowman to the Meadows Place Planning and Zoning Commission for a term commencing immediately and ending December 31, 2023. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

*Items 4 & 5 were discussed in the beginning of the agenda out of order.*

**4. Accept the report from the Planning and Zoning Commission regarding the application for a Specific Use Permit under Code of Ordinances, Chapter 153, Section 153.094(b)(2)(d)3 allowing for a Quick Quack Car Wash located at 11720 W Airport**

**Blvd., Meadows Place, TX 77477.**

- 5. Discussion and consideration regarding Ordinance No. 2022-06 regarding the application for a Specific Use Permit under Code of Ordinances, Chapter 153, Section 153.094(b)(2)(d)3 allowing for a Quick Quack Car Wash located at 11720 W Airport Blvd., Meadows Place, TX 77477.**
- 6. Discussion and consideration of emergency repairs to Water Well #3.**

There was discussion regarding the repair presented by Rod in his departmental report. This repair is over \$25,000 therefore needs Council approval.

Alderman Staigle moved to authorize the Mayor and staff to move forward with the emergency repair. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 7. Discussion and consideration of Ordinance No. 2022-07 amending General Fund Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the total amount not to exceed \$75,905 from the General Fund to line item 100-040-580000, Public Works Capital Outlay, for the completion the Majors Baseball Field reconstruction and three AC units at the Training Center.**

Alderman Mertins moved to approve Ordinance No. 2022-07 amending General Fund Revenue Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022, in the total amount not to exceed \$75,905 from the General Fund to line item 100-040-580000, Public Works Capital Outlay, for the completion the Majors Baseball Field reconstruction and three AC units at the Training Center. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 8. Discussion and consideration of Ordinance No. 2022-08 amending Chapter 130: Miscellaneous Offenses of the Code of ordinances of the City of Meadows Place, Texas, by adding Section 130.11 “Donation Collection Containers.”**

Alderman Staigle moved to approve Ordinance No. 2022-08 amending Chapter 130: Miscellaneous Offenses of the Code of ordinances of the City of Meadows Place, Texas, by adding Section 130.11 “Donation Collection Containers.” Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration regarding City of Meadows Place Code of Ordinances, Chapter 153, Section 153.073 regarding garages.**

Mayor Jessup stated that this is going to require some discussion. Mr. Haby stated that two Alderman requested this item. Current ordinance states that a garage is required for all residential lots. He also reviewed the definition of a garage as an attached or unattached structure being an enclosure designed to be used in the storage of at least two automobiles.

He stated that if a resident wants to convert this to living space it is currently not allowed. This is time for Council to discuss if this ordinance is still in the best interest of the city. Mr. Haby stated that if a resident converts their existing garage to a living space that would be out of compliance. Mr. Haby also stated that does Council want to require new construction to build a garage.

Alderman Baker asked if this item has come before Council in the past? Mr. Staigle stated that he is not aware of this item coming to council before. He is afraid that removing the garages would hurt property values. Alderman Kopczynski stated that a home did recently sell in Meadows Place without a garage, and it was only about \$5,000 less.

There was brief discussion among Council regarding City of Meadows Place Code of Ordinances, Chapter 153, Section 153.073 regarding garages. There was discussion regarding property values if the city does not require a garage.

Mr. Haby asked the Ms. Rutherford if there have been applications denied converting garages to living space. Mr. Rutherford stated that yes there have been a couple applications denied due to current ordinance.

Alderman Kopczynski stated that he would be in favor of ordinance that doesn't require a garage for existing homes, but require for new construction and allow for conversion, but must still have a garage door to look like a garage from the street view.

Alderman Staigle stated to direct staff to research with legal counsel, BBG, and research other city's ordinances.

**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:**

December 21, 2021 – Workshop

December 21, 2021 – Special Session Meeting

January 11, 2021 – Special Session Meeting

**2. Consider acceptance of the Quarterly Financial and Investment Reports.**

Alderman Staigle made motion to accept the concept agenda. Alderman Mills seconded the

motion. The vote follows:

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

Nays: None

The motion passed unanimously.

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

This provides an opportunity to comment on non-agenda items. Comments shall be limited to **three (3) minutes** per person. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information, existing policy, or proposal to place the subject on the agenda for a future meeting. **Please identify yourself with name and address.**

**Kelle Mills, Mayor Pro Tem, and resident at 12123 Scottsdale Drive**, gave a shout to Mayor Jessup for getting the trash picked up for the 4 residents on Radford Street who was previously being picked up by the City of Houston.

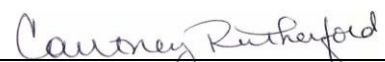
**David Mertins, Alderman Place 1**, asked Council to schedule a workshop in February to discuss communications.


#### **H. ADJOURN**

Alderman Mills moved to adjourn. Alderman Kopczynski seconded the motion. There being no further business to discuss the meeting adjourned at 8:40 p.m.

**These minutes were approved by City Council on February 22, 2022.**

**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, JANUARY 25, 2022, 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 6:02 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following from the Planning and Zoning Commission were also present:

Sean Ulrey, Chairman  
Meredith Smith, Commissioner  
Sammy Skemp, Alternate

Matt Oltremari, Commissioner  
Stuart Barrowman, Alternate  
Anne Green Alternate

Mike Elmore, Commissioner, was not present.

Joseph Earnest of Lone Star Builders was in attendance representing the applicant.

**B. Conduct a Joint Public Hearing before the City of Meadows Place City Council and Planning & Zoning Commission for the purpose of receiving written and oral comments from any interested person(s) concerning an application for a Specific Use Permit under Code of Ordinances, Chapter 153, Section 153.094(b)(2)(d)3 allowing for a Quick Quack Carwash located at 11720 W Airport Blvd., Meadows Place, TX 77477.**

Mayor Jessup opened the Joint Public Hearing at 6:03 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.

Joseph Earnest of Lone Star Builders gave a brief presentation on the proposed Quick Quack Carwash.

Mayor Jessup read a letter from **Silvia & Silverio Romano, residents at 11923 Bloomington Ln**, against the proposed carwash.

**Jonathan Mercantile, resident at 11618 Brook Meadows**, stated that he was speaking on behalf of his neighbor, **Tracy Parks, who lives at 11622 Brook Meadows Ln**, and she is requesting that the City deny the application.

**Teresa Bryant, resident at 11739 Brook Meadows Ln,** spoke in opposition to the application for a carwash.

**Amaya Labrador, resident at 11807 Amblerwood,** spoke in opposition to the carwash.

Mr. Earnest answered a few questions from Ms. Bryant regarding water usage. He stated that Quick Quack uses a reclaimed water system and uses approximately 26 gallons of water per vehicle.

**Nora Paul, resident at 11703 Brook Meadows Ln,** spoke against the carwash.

**Terry Henley, resident at 12303 Alston,** spoke against the carwash.

**Jessie Rodriguez, resident at 11707 Brook Meadows Ln,** spoke against the carwash.

**Chuck McClurkin, resident at 11947 Brighton Ln,** spoke in opposition to the carwash.

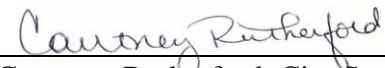
With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:38 p.m.


**C. ADJOURN**

There being no further business to discuss the meeting adjourned at 6:38 p.m.

**These minutes were approved by City Council on February 22, 2022.**

**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, FEBRUARY 15, 2022, AT 6:00 P.M., AT MEADOWS PLACE TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**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  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Park & Recreation Director, Colene Cabezas, was also in attendance.

**2. Discussion regarding City of Meadows Place communications, planning, staffing, and resources.**

Mayor Jessup stated that this is an item that has been discussed off and on for about a year and Council needs to make a decision based on what is best for the city.

There was discussion regarding the need for this position as well as the duties and who would supervise. Council agreed that Mayor Jessup is currently handling several things that could be assigned to the position, but they want to make sure to keep the hometown feel that the Mayor brings. They would like for this person to work closely with the Mayor at first.

Some of the duties and ideas discussed for this position are listed below:

- Marketing
- Serve as Public Information Officer for Emergency Management
- Communication to the residents regarding items like infrastructure improvements, changes, construction, and events
- Newsletter
- Maintain Social Media
- Keep up with the trends
- Better marketing to the community
- Transition change in Elected Officials
- Advertise local business
- Maintain live stream of Council meetings
- Website Maintenance



Council discussed the duties, salary, and supervision of the position. They agreed on a salary range of \$60,000 to \$75,000 annually based on experience. They also agreed that the City Administrator should be the primary supervisor with the Mayor acting as a secondary.

Council agreed that the position would interview with a committee. Alderman David Mertins, Alderman Tia Baker, City Administrator, Nick Haby, and Parks & Recreation Director, Colene Cabezas will serve on the interview committee.

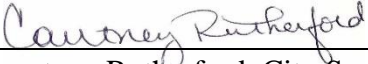
Council asked City Administrator, Nick Haby, to create a job description based on their discussion and bring back to Council for approval.

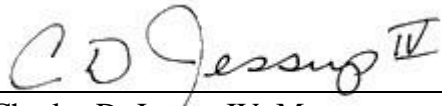
### 3. **ADJOURN**

There being no further business to discuss the meeting adjourned at 7:50 p.m.

**These minutes were approved by City Council on February 22, 2022.**

**ATTEST:**

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

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





Charles Jessup, IV, Mayor  
David Mertins, Alderman  
Rick Staigle, Alderman

Kelle Mills, Mayor Pro Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator Courtney Rutherford, City Secretary

## **MEADOWS PLACE CITY COUNCIL REGULAR MEETING AGENDA**

### **MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 22, 2022, AT 6:30 P.M., AT MEADOWS TRAINING CENTER, LOCATED AT 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.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton; and Parks and Recreation Director, Colene Cabezas.

##### **1. Pledge of Allegiance: Charlie Teague, Resident**

**Invocation:** Kurt Kopczynski, Alderman

#### **B. PRESENTATIONS**

##### **1. Service Recognition – Leigh Ylanan, Parks Superintendent, 5 Years of Service**

Mayor Jessup recognized Leigh Ylanan for her five years of service and presented her with a Meadows Place five-year service pin.

##### **2. Service Recognition – Lee Meyen, Police Dispatch, 5 Years of Service**

Mayor Jessup also recognized Lee Meyen; however, she was not present at the meeting.

#### **C. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for February 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- MPPD Continues to follow the guidelines and policies set forth for COVID
- Full-Time Dispatch from 8:00 a.m. to midnight Monday through Friday.
- Reviewing applications for 30-hour dispatch position
- Live Scan Update: Waiting in line for our training session
- Flock cameras have been ordered; Locations sent and waiting on the On-Site visit
- ATV Ordered (approximately 250 days out).
- MPPD joined FBC agencies for the swearing in ceremony for Devarjaye "DJ" Daniel, a young boy battling cancer that to date has been sworn in to over 200 agencies. MPPD was proud to make him an Honorary Officer and provide him with a badge, challenge coin, Oath of Office, and some MPPD swag.
- Freeze mitigation with FEMA is still in progress
- Actively working to fill (3) open positions. PPO Bruno doing well Quickly approaching "Ghost" phase.
- Have entered a "New" training cycle. All officers are working to keep up with and stay ahead of the training curve as new mandates come out.

Mayor Jessup stated that the City Secretary issued the first ever Solicitor Licenses but encouraged residents to continue to call in when they solicitors in the city.

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

Ms. Cabezas gave a summary of Parks & Recreations activities for the last quarter which include December, January, and February. A copy of which was distributed to City Council and filed with the City Secretary. Below are a few key points from her presentation:

### **Parks and Facilities:**

- **Staffing** – Hired 2 new staff members: Frank Burch, Recreation Coordinator and Jacey Bowers, Landscape Specialist
- **Lake** – Stocked the lake with 1200 trout / Encouraging catch and take catfish. Scheduled Double Oak Erosion company to provide a report about the issues with lake erosion and provide options.
- **Ball Field** – Tex Multi Chem is finishing the top dressing this week. Houston Fence Company is behind schedule. We are waiting on an update. Scoreboard will arrive late March.
- **Beautification** – Community Center -Painted, Installed 11 solar light poles along bayou trail towards Kirkwood, and Installed 9 Education signs around lake
- **Community Garden** - Met with community volunteers and a board member to discuss the future of the gardens. It was decided that the city to maintain the beds going forward and transition into butterfly gardens.

### **Recreation**

- **Club 55** - Partnered with Dedicated Senior Wellness of Brays Oaks ....to provide free

services to our Seniors (Monthly birthday cake, What's up Doc visits, Medicare conversations, FREE Transportation to their facility to participate in fitness, crafts, and socials.)

- **Discovery & Nature Center** – Increase in visitors and school field trips.
- **Christmas Memories** - 1000+, Beautiful weather and large turnout. Meadows Elementary, Scouts, Baseball, and swim team all participated.

#### **Upcoming Programs, Projects and Events:**

- Hiring Camp Counselors and Lifeguards/ Training in April
- Dulles High School Recruitment Event
- Community Garden Beds
- Brighton Park Fence
- Paint shade structures throughout McGrath park
- Park revitalization (Meadow Glen & McDonald)
- Family Campout March 12
- Concerts in the Park April 1, 8, 22
- Kickoff to Summer May 27
- Pool Opens May 28

### **3. Fire Department Monthly Report for January 2022 – Charles Jessup IV, Mayor**

Mayor Jessup gave brief review of EMS and fire service activity for January 2022 from Stafford Fire Department. A copy of which has been filed with the City Secretary

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

Mr. Haby gave a brief update of last month's activities as well as some upcoming items. Below is a summary.

- Staff is working on a package to present to Council regarding the ARPA funding from the County and what projects to fund.
- Interval door security failed at City Hall and the Police Department. There is an item authorizing staff to move forward the repair as the cost will exceed staff's \$25,000 spending limit.
- Mr. Haby attended the required Public Funds Investment Training. He reminded Council and staff of the importance of cyber security and the threat of email scams. He also reminded Council that at this training they encourage cities a change in auditors for a fresh look at the city's finances.
- Dorrance Lane Phase 1 Reconstruction bid opening is on March 2<sup>nd</sup> at 2:00 p.m. at City Hall.
- Currently halfway through the current budget and staff is watching their budgets carefully, but there may be some budget amendments coming in the near future.

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

Pursuant to Texas Government Code § 551.0415, Council Members and 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. Investing in our City**

Mayor Jessup stated that he has been reviewing permit numbers over the last week and there is a lot of construction going on. He believes Meadows Place residents are embracing the slogan "Don't move Improve." In the last year over 50 residents have pulled permits for renovations totaling over \$1,000,000.00. Helfman has pulled permits for improvements and O'Reilly will begin construction soon. This shows that Meadows Place residents and businesses trust in our future!

### **b. Elections**

Mayor Jessup reminded the residents that Meadows Place City Hall is a polling location for the Primary Elections going on right now. He encouraged residents to go vote because voting gets the attention of the representatives and commissioners. Meadows Place tends to have a high turnout and the representative's notice.

He then asked the City Secretary, Courtney Ruthford, to give an update on the City's May 7, 2022, General Election. Ms. Rutherford stated that the deadline to file for a place on the ballot was Friday, February 18<sup>th</sup> at 5:00 p.m. and all incumbents filed with no opponents. Mayor, Charles Jessup, Alderman David Mertins, Alderman Tia Baker, and Alderman Rick Staigle will all be declared elected at the March 22<sup>nd</sup> Council meeting and there will be an item to cancel the election. They will all take their oath of office for their new term at the May meeting after the official canvass period.

### **c. Code Enforcement**

Mayor Jessup stated that Code Enforcement has been very busy, and you can see her report in the monthly newsletter. A few items she has followed up on are a garage being rebuilt and a lifting pool is being demolished. He also stated that Jennifer Cabello completed her training and received her official Code Enforcement License.

### **d. Starbucks**

Mayor Jessup thanked Bob Graf for his hard work getting Starbucks in the city. He got to visit with the Manager, and he stated that they are happy to be a part of Meadows Place and are already hitting sales above their projections.

## **2. Council Comments**

### **a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle stated that Mr. Haby already gave the latest update in his report.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. He stated that trail is being designed and they plan to walk the entire path on March 4<sup>th</sup> at 10:00 a.m. with the consultants to see exactly what the city wants. They will start at the Fountain Lake parking lot and end near the Treatment plant.

### **c. Post Office Update – Alderman David Mertins**

Alderman Mertins gave a brief update. He stated that the mailbox has been installed at City Hall in the parking lot. He also stated that after this process the city has a great working relationship with the Stafford Post Office and Postmaster Ana Ruiz.

He also thanked Congressman Troy Nehls for helping to get the mailbox installed. He also let everyone know that Congressman Nehls will be at the Community Center on March 22<sup>nd</sup> from 3:00 p.m. to 6:00 p.m. for his “Mobile Office Hours” to meet with residents.

## **E. REGULAR AGENDA**

### **1. Discussion and consideration regarding emergency repairs to internal door security system at City Hall and the Police Department.**

Mr. Haby stated the internal door security system at City Hall and the Police Department has failed and needs to be repaired as soon as possible. The repair is anticipated to be over \$25,00 and staff is required to get Council approval before spending over \$25,000, therefore he is asking permission now so that staff can move forward with the repair. He also reminded Council that anything over \$50,000 will require staff to go out for bid.

Alderman Staigle made motion authorizing staff to spend up to \$50,000 on emergency repairs to the internal door security system at City Hall and the Police Department. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration regarding the creation of a Communication Director position.**

Mayor Jessup stated that this position was discussed at the Workshop on February 15, 2022, and the City Administrator created a job description per that discussion.

Alderman Baker stated that this position is needed to communicate with residents. There are several projects coming up that need to be communicated the community. This position will also handle the website and social media.

Mayor Jessup stated that there is s desire to get more information out there. He currently posts on the website and social media. He also works once a week with a part time communications company to get information out to the public.

Alderman Mertins stated that it was a unanimous vote of Council to create this position. This will help prepare the City for the future, more transparency, and help current staff.

Mayor Jessup stated that staff will bring a budget amendment in the future to fund the position.

Alderman Mertins moved to approve the creation of a Communication Director position and the job description as presented. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration of Resolution No. 2022-03 adopting a revised Organizational Chart.**

Mr. Haby stated that the revised Organization Chart adds the Communication Director under the City Administrator. Chief Stewart also added the Assistant Police Chief position, and Parks Department added the Landscape Specialist and moved pool staff.

Alderman Staigle moved to approve Resolution No. 2022-03 adopting the revised Organizational Chart. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2022-04 appointing one (1) alternate member to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2023.**

Alderman Kopczynski moved to approve Resolution No. 2022-04 appointing Nathan Mahand as an alternate member to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2023. The vote follows:

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

Nays: None

The motion passed unanimously.

#### **5. Discussion related to garage requirements in the City of Meadows Place.**

Mr. Haby gave a brief presentation of the city's current ordinance regarding garages and other cities' ordinances. There was discussion among Council regarding possible changes to the city's current ordinance and the current requirement that all homes must have a garage.

Alderman Staigle suggested a public hearing to receive comments from the residents regarding the current garage requirements. Council agreed to hold a public hearing on March 22, 2022, at 6:00 p.m. before the Regular City Council meeting.

#### **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:**

January 25, 2022 – Joint Public Hearing

January 25, 2022 – Regular Meeting

February 15, 2022 – Workshop Meeting

Alderman Mills made motion to accept the consent agenda. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

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

This provides an opportunity to comment on non-agenda items. Comments shall be limited to **three (3) minutes** per person. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information, existing policy, or proposal to place the subject on the agenda for a future meeting. **Please identify yourself with name and address.**

**John Rittman, resident at 11934 Brighton Ln,** spoke about his current violations from Code Enforcement and stated that he is trying to come into compliance. Mayor Jessup asked to meet with him on Wednesday, February 23<sup>rd</sup> at 11:00 a.m. to discuss the issues. Mr. Rittman agreed to meet.



**Charlie Teague, resident at 11611 Dorrance**, spoke on behalf of Mr. Rittman and stated that he would like to help him so that the City does not take his property. Mayor Jessup informed him that the city is not out to take property.


## **H. ADJOURN**

Alderman Mills moved to adjourn. Alderman Kopczynski seconded the motion. There being no further business to discuss the meeting adjourned at 8:40 p.m.

**These minutes were approved by City Council on March 22, 2022.**

### **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, MARCH 8, 2022, AT 6:30 P.M., AT MEADOWS PLACE TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**1. 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.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Finance Director, Anna-Maria Weston; Police Chief, Gary Stewart; Assistant Chief Jack Ashton, Park & Recreation Director, Colene Cabezas; and Public Works Director, Rod Hainey, were also in attendance.

**2. Discussion regarding City of Meadows Place personnel compensation and future planning.**

Finance Director, Anna-Maria Weston, gave a brief presentation reviewing the 2021-2022 fiscal year budget. She briefly reviewed revenue collected and projected collections for the remainder of the fiscal year.

Chief Stewart then gave a brief presentation regarding Police Department personnel. He stated that his department has five (5) vacant positions. He stated that it is difficult to recruit at this time as the starting salary for Meadows Place Police Department is currently 16.47% below average. He stated that he does not want to be at the high end of the pay scale, but if Council could raise the hiring salary to the mid-range, he believes it would help recruit new officers. He suggested a flat rate increase across the board for the department. This would bring the starting salary up as well keep the more tenured officers and higher-ranking officers in line.

Council agreed to a salary market adjustment across the department and to increase the starting salary for a Police Officer to \$58,000.

City Administrator, Nick Haby, then gave a brief presentation regarding salaries for Administration, Parks and Public Works. He stated that he put together a salary survey for the staff and found that most of the office clerks and field staff were in line with surrounding cities. He wanted Council to look at the salaries for the Department Directors. He stated that all directors are currently about 12% below average pay.

Council reviewed current revenues and expenditures. After review they directed staff to

bring a budget amendment to the March 22<sup>nd</sup> Regular Council meeting detailing the salary market increases for the following positions:

- The Police Department
- City Administrator
- City Secretary
- Public Works Director
- Parks & Recreation Director
- Finance Director
- Code Enforcement Officer
- Public Works Maintenance Workers
- Recreation Coordinator
- Parks Maintenance Employee

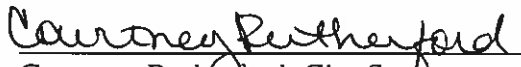
Council then briefly discussed the open Communications Director position. Staff stated that two (2) applications have been received. Council agreed to have the interview committee review the applicants and then make decision as to hire or put the position on hold.

### 3. ADJOURN

Alderman Mertins moved to adjourn the meeting. Alderman Mills seconded the motion. There being no further business to discuss the meeting adjourned at 8:10 p.m.

**These minutes were approved by City Council on March 22, 2022.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





Charles D. Jessup, IV, Mayor  
David Mertins, Alderman  
Rick Staigle, Alderman  
Nick Haby, City Administrator

Kelle Mills, Mayor Pro Tem  
Steven Bezner, Alderman  
Kurt Kopczynski, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE SPECIAL SESSION MEETING CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, MARCH 22, 2022, AT 6:00 P.M., AT THE 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 6:05 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

**B. Conduct a Public Hearing before the City of Meadows Place City Council for the purpose of receiving written and oral comments from any interested person(s) concerning garage requirements in the City of Meadows Place.**

Mayor Jessup opened the Joint Public Hearing at 6:05 p.m. He then explained that the purpose of this hearing was to give all interested parties the right to appear and to be heard.

**Michael Wheelhouse, resident at 11918 Monticeto Ln.**, spoke in favor of garages. His neighbor demolished their garage, and he believes allowing garages to be demolished will lower property rates.

**Charlie Teague, resident at 11611 Dorrance Ln.**, stated that he believes the owner should be allowed to determine if they want a garage on their property.

**Terry Henley, resident at 12203 Alston.**, stated that appearance and use are two different things. He stated that as long as it looks like a garage the property owner should be allowed to use it for whatever they see fit.

**Bruce Mills, resident at 12123 Scottsdale.**, stated that he thought it would be harder to sell a home without a garage.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:29 p.m.

**C. Adjourn**

Alderman Mertins moved to adjourn the meeting. Alderman Baker seconded the motion. There being no further business to discuss the meeting adjourned at 6:29 p.m.

**These minutes were approved by City Council on April 26, 2022.**

**ATTEST:**

Courtney Rutherford  
Courtney Rutherford, City Secretary

Charles D. Jessup IV  
Charles D. Jessup IV, Mayor





Charles Jessup, IV, Mayor  
David Mertins, Alderman  
Rick Staigle, Alderman  
Nick Haby, City Administrator

Kelle Mills, Mayor Pro Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 22, 2022, 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  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; and Public Works Director, Rod Hainey

**1. Pledge of Allegiance:** Cameron Miller, Resident

**Invocation:** Jimmy Fenwick, Resident

**B. PRESENTATIONS**

**1. Service Recognition – Yadira Rodriguez, Police Dispatch, 5 Years of Service**

Mayor Jessup also recognized Yadira Rodriguez; however, she was not present at the meeting.

**C. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for March 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- MPPD Continues to follow the guidelines and policies set forth for COVID
- Reviewing applications for 30-hour dispatch position
- Live Scan Update: Waiting in line for our training session
- Flock cameras have been installed.
- Freeze mitigation with FEMA is complete and the city \$ 29,604.77
- Actively working to fill open positions.

Alderman Mertins thanked staff for their perseverance on the FEMA mitigation.

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

Mayor Jessup presented the Code Enforcement report on behalf of Ms. Cabello as she was not able to attend the meeting. He stated that she works every other weekend either on Saturday or Sunday in order to meet with residents. He also reported that 92% of her cases had come into compliance with 8% being sent to Court.

## **3. Fire Department Monthly Report for February 2022 – Charles Jessup IV, Mayor**

Mayor Jessup gave brief review of EMS and fire service activity for February 2022 from Stafford Fire Department. A copy of which has been filed with the City Secretary

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

Mr. Haby gave a brief update of last month’s activities as well as some upcoming items. Below is a summary.

He stated that staff is working to digital record keeping and recently upgraded software to start the process. In the near future staff will bring a Digital Record Policy to Council for approval.

He also reminded Council that generators for the EOC/Training Center and Water Plant later in the agenda are being funded by the County through ARPA funds. He then informed Council that O’Reilly has completed the permit process and construction should be starting soon.

Finally, he informed Council that the Finance Director, Anna-Maria Weston, moved \$250,000 from the general fund checking account to TexPool in order to earn a little interest and to keep the checking accounts under the agreed collateral for insurance.

## **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. Police Officer Retention Initiative**

Mayor Jessup stated that Chief Stewart is always watching the market for police officers. He and Council are currently working on a retention program to recruit and

keep officers in Meadows Place. This includes raising the base salary for a new officer to \$58,000. Chief Stewart worked very hard a salary survey and knew when to come Council to keep our department competitive.

**b. Demolition**

Mayor Jessup stated that there has been no communication from the resident regarding the recent demolished house. He reminded residents that this was a lengthy process with legal counsel and several public hearings. The final authorization for demolition came from the District Court.

**c. Annual Family Campout**

Mayor Jessup stated the Annual Family Camp was a success after being canceled last year due to COVID. Five families even braved the cold and slept in the park with some Parks staff and Police Officers. He thanked Starbucks for donating coffee and hot chocolate to warm up campers in the morning.

**2. Council Comments**

**a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction update and stated that later in the agenda Council will be approving a contract for construction.

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

Alderman Staigle stated that the Mobility Bond Project is still in the design phase.

**E. REGULAR AGENDA**

- 1. Discussion and consideration of Ordinance No. 2022-09 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 26<sup>th</sup> day of April, 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising to allow upon request by the city, a minimum of six (6) minutes of advertisement per hour.**

Alderman Staigle made a motion to approve to Ordinance No. 2022-09 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 26<sup>th</sup> day of April, 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising to allow upon request by the city, a minimum of six (6) minutes of advertisement per hour. Alderman Kopczynski seconded the motion. The vote



follows:

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

Nays: None

The motion passed unanimously.

- 2. Discussion and consideration of Ordinance No. 2022-10 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 26<sup>th</sup> day of April, 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477.**

Alderman Staigle made a motion to approve Ordinance No. 2022-10 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 26<sup>th</sup> day of April, 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 3. Receive and accept the Certification of Unopposed Candidates for the May 7, 2022, General Election from the City Secretary.**

Alderman Staigle made a motion to accept the Certification of Unopposed Candidates for the May 7, 2022, General Election from the City Secretary. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 4. Discussion and consideration of Ordinance No. 2022-11 cancelling the General Election scheduled to be held on May 7, 2022, and declaring unopposed candidates elected to the**

**offices of Mayor, and Alderman Places 1, 2, and 3.**

Alderman Baker made a motion to approve Ordinance No. 2022-11 cancelling the General Election scheduled to be held on May 7, 2022, and declaring unopposed candidates elected as follows:

Mayor, Charles Jessup IV

Alderman Places 1, David Mertins

Alderman Place 2, Tia Baker

Alderman Place 3, Rick Staigle

Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Ordinance No. 2022-12 amending the General Fund Revenue Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$195,000 due to increased sales tax received.**

Alderman Staigle made a motion to approve Ordinance No. 2022-12 amending the General Fund Revenue Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$195,000 due to increased sales tax received. Alderman Kopczynski seconded the motion.

Alderman Staigle stated that this increase is based on increased sales tax received to date, which is more than Council and staff has anticipated.

The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2022-13 amending The Economic Development Corporation Revenue Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$65,000 to line item 400-415000, ½% Sales Tax, due to increased sales tax received.**

Alderman Kopczynski made a motion to approve Ordinance No. 2022-13 amending The Economic Development Corporation Revenue Budget for the fiscal year beginning October 1, 2021,

and ending September 30, 2022, in the amount of \$65,000 to line item 400-415000, ½% Sales Tax, due to increased sales tax received. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**7. Discussion and consideration of Ordinance No. 2022-14 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$122,019 for City Staff compensation adjustment.**

Alderman Staigle made a motion to approve Ordinance No. 2022-14 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$122,019 for City Staff compensation adjustment. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion consideration of Ordinance No. 2022-15 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$60,459 to Administration line items, Salaries and Benefits, for the Communications Director position.**

Alderman Mertins made a motion to approve Ordinance No. 2022-15 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$60,459 to Administration line items, Salaries and Benefits, for the Communications Director position. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration of Resolution No. 2022-05 authorizing the Mayor to execute and agreement with HDR Engineering, Inc. for Construction Management Services for the Dorrance Lane Reconstruction Project Phase I.**

Alderman Staigle made a motion to approve Resolution No. 2022-05 authorizing the Mayor to execute and agreement with HDR Engineering, Inc. for Construction Management Services for the Dorrance Lane Reconstruction Project Phase I. Alderman Kopczynski seconded the

motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**10. Discussion and consideration of Resolution No. 2022-06 accepting the letter of recommendation from HDR Engineering, Inc and authorizing the Mayor to execute an agreement for the Dorrance Lane Reconstruction Project Phase I per the recommendation of HDR Engineering, Inc.**

Alderman Staigle made a motion to approve Resolution No. 2022-06 accepting the letter of recommendation from HDR Engineering, Inc and authorizing the Mayor to execute an agreement with Statewide Services, Inc. for the Dorrance Lane Reconstruction Project Phase I per the recommendation of HDR Engineering, Inc. Alderman Baker seconded the motion.

Alderman Staigle stated that the low bidder did not work out as they have not done street and sidewalk replacement.

The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration and consideration of Resolution No. 2022-07 authorizing the Mayor to execute a revised agreement with BBG Consulting, Inc. for building official duties, residential and commercial plan review, inspections, and consultations specifically to add Fire Marshal services.**

This agreement will bring all inspection services under one contractor making it easier for staff, residents, and contractors.

Alderman Kopczynski Resolution No. 2022-07 authorizing the Mayor to execute a revised agreement with BBG Consulting, Inc. for building official duties, residential and commercial plan review, inspections, and consultations specifically to add Fire Marshal services. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration and consideration of Resolution No. 2022-08 amending Interlocal Agreement with Stafford for Fire Services.**

Alderman Kopczynski made a motion to approve Resolution No. 2022-08 amending Interlocal Agreement with Stafford for Fire Services removing Fire Marshal services. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**13. Discussion and consideration of Resolution No. 2022-09 authorizing the Mayor to execute and agreement with Waukesha-Pearce Industries, INC, (WPI) for the installation of generators at EOC/Training Center and Water Plant #3.**

Alderman Baker made a motion to approve Resolution No. 2022-09 authorizing the Mayor to execute and agreement with Waukesha-Pearce Industries, INC, (WPI) for the installation of generators at EOC/Training Center and Water Plant #3. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

This project will be reimbursed by the County through ARPA funds.

**14. Discussion and consideration of CenterPoint Energy 2022 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase.**

Alderman Staigle made a motion to suspend the CenterPoint Energy 2022 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**15. Discussion and consideration regarding garage regulations in the City of Meadows Place.**

There was discussion among Council and staff regarding garage regulations in Meadows

Place.

Mayor Jessup stated that he was concerned that not having garages would lower property values.

Alderman Kopczynski stated he would like to see an ordinance that states current home are not required to have a garage, but all new construction must have a garage.

There was discussion regarding the use of a garage versus the appearance of the garage.

There was some concern that a few homes have already demolished their garages and have not rebuilt even though the current ordinance states that garages are required.

Alderman Staigle stated that either the city enforces the ordinance or changes it.

There was discussion to modify section 153.073(3) to state Every building site within any residential district MAY have a garage instead of MUST have.

There was also brief discussion to change the definition of a garage to an attached or unattached structure being an enclosure THAT COULD BE used to store at least two automobiles

Council directed staff to review the ordinance and bring suggestions before Council.

**16. Discussion and consideration to create a new Chapter 96: Special Event permit procedures in the City of Meadows Place Code of Ordinance.**

There was brief discussion regarding a Special Event Permit ordinance and application. There was discussion regarding concerns of large special events in the city that may require city services. There was discussion regarding what would trigger a Special Event permit, number of people or location?

There was also discussion regarding traffic control and fees for the permit. Council directed staff to revise the Special Event Permit and ordinance presented and bring to Council for review at the next Council meeting.

**17. Discussion and consideration regarding flashing school zone signs on Dorrance Lane.**

There was brief discussed among Council and staff regarding the school zone along Dorrance Lane.

Alderman Kopczynski made a motion authorizing to staff to purchase and install two (2) solar powered flashing school zone signs on Dorrance Lane at the school zone line at the east and west of the school property. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

## **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:**

February 22, 2022 – Regular Meeting

March 8, 2022 – Workshop

Alderman Staigle made a motion to approve the Consent Agenda as presented. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

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

This provides an opportunity to comment on non-agenda items. Comments shall be limited to **three (3) minutes** per person. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information, existing policy, or proposal to place the subject on the agenda for a future meeting. **Please identify yourself with name and address.**

## **H. RECESS REGULAR SESSION**

**Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.**

Mayor Jessup recessed the regular meeting at 8:15 p.m. for Council to go into executive session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.

## **I. EXECUTIVE SESSION**

**Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters regarding the duties of the Police Chief and annual evaluation of the City Administrator.**

The executive session adjourned at 9:35 p.m. and Council reconvened into regular session.

**J. RECONVENE**

**1. Discuss and take appropriate action to regarding the duties of the Police Chief.**

Alderman Mertins made a motion authorizing an annual stipend of \$12,000 to be paid bi-weekly for Emergency Management Coordinator duties currently held by Police Chief Gary Stewart. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discuss and take appropriate action to regarding the evaluation of the City Administrator and Resolution No. 2022-10 amending the City Administrator's Agreement.**

Alderman Mills made a motion to approve Resolution No. 2022-10 amending the City Administrator's Agreement. The City Administrator's agreement shall be amended as follows:

**Section 1.1 Term**, shall be replaced with the following statement, This agreement shall be for an indefinite term.

**Section 1.2** shall be removed in its entirety.

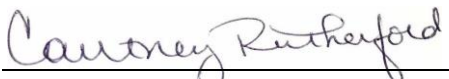
**Section 3.1 Salary**, City Administrator's annual salary shall be increased 9.35% from his current salary.


**K. ADJOURN**

Alderman Baker Mills moved to adjourn. Alderman Kopczynski seconded the motion. There being no further business to discuss Alderman Mills moved to adjourn and the meeting adjourned at 9:40 p.m.

**These minutes were approved by City Council on April 26, 2022.**

**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 APRIL 26, 2022, 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 6:55 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman – Arrived at 9:04 p.m.  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman

Mayor Pro-Tem, Kelle Mills was not present.

Nick Haby, City Administrator, joined at 7:45 p.m. Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Public Works Director, Rod Hainey; Finance Director, Anna-Maria Weston; and Parks Director Colene Cabezas

**1. Pledge of Allegiance: Chief Stewart**

**Invocation:** Jimmy Fenwick, Resident

**B. PRESENTATION**

**1. Proclamation recognizing Mr. Pruitt**

Mayor Jessup read a proclamation honoring Joe Pruitt the Band Director at Dulles High School.

**2. Presentation, discussion, and consideration to receive and accept the Fiscal Year 2020-2021 Audit Report.**

Daniel of Belt Harris and Pechacek presented the audit and annual financial report for fiscal year 2020-2021. He started with the Opinion Letter where they gave the city an unmodified opinion which is the highest opinion to give.

He stated that it is recommended to have 3-6 months in reserves and the City currently has about 12.5 months in reserves.

He thanked Anna-Maria Weston, Finance Director, for all of her hard work in helping to gather the items needed for the audit.

Alderman Mertins moved to accept the Fiscal Year 2020-2021 Audit Report as presented. Alderman

Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

## **C. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for April 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- MPPD Continues to follow the guidelines and policies set forth for COVID.
- Continuing to review applications for 30hr. dispatch position.
- Live Scan Update: Waiting in line for our training session.
- ATV Is here!! Working to get striped then Emergency Equipment.
- Mesa Door Access system approved waiting on some supplies.
- ProCam, new cameras installed for City Hall, Court, and PD. Waiting on wireless connection for mailbox camera and a software update for remote viewing.
- Actively working to fill our (5) FT and (1) PT open positions.
- Sgt. Nix testified in the 268<sup>th</sup> District Court of Fort Bend County, a 7-year-old Continuous Sexual Assault of Child case. The suspect was found guilty and sentence to 5 years imprisonment.
- MPPD has seized quite a few fraudulent Temporary Tags recently. DPS will conduct training at MP Training Center to assist our officers with filing additional charges on offenders.
- Catalytic Converter thefts still plague our region. Houston is considering an ordinance to outlaw the purchase of Catalytic Converters in an attempt to slow the high theft issue.
- On April 5<sup>th</sup> Lieutenant Adames and Officer Melancon were judges for the George Ranch High School Crime Scene and Forensics competition.

- MPPD attended Law Day at George Ranch High School on April 12<sup>th</sup>, this was our 5th year of attendance.
- Preparing for Old Town Meadows Friday. We will have vehicles on display and officers to secure the event.
- We are entering Hurricane Season, June 1st - November 30th , and will have our yearly meeting, Neverfail System and generator test in May.

## **2. Public Works – Rod Hainey, Director**

Director Hainey gave a brief overview of the last three months of Public Works activities report which covers February, March and April 2022, which was distributed to City Council and filed with the City Secretary.

Below are a few highlights from his report:

### **Sidewalk repair and replacement program**

The sidewalk replacement Phase I for 2021-2022 has been completed. The Phase II is being quoted and anticipated to be released by end of April. Funding remaining is less than \$20,000.

### **Street Repairs /Road Fee funding**

The street panel replacement program is also now part of the annual concrete replacement Bid Project.

### **List of completed street panels for 2021-2022** – Starting October 1, 2021

- 1) 11826 Scottsdale \$28,245.00
- 2) 11826 Meadow Dale \$23,285.00
- 3) 12215 Meadow Crest / Valencia Cul-De-Sac \$10,085.00
- 4) 12007 Meadow Hollow Dr \$13,980.00
- 5) 12410 Brook Meadow Ln \$8,770.00
- 6) 12106 Pender Ln Cul-De-Sac \$24,640.00
- 7) 11946 Brighton Ln \$19,145.00
- 8) 11915 Brighton Ln \$19,145.00

### **USW Expenses:**

January 2022 - \$62,554.94      February 2022 – 36,023.52      March 2022 - \$25,961.53

### **Other repairs with USW and outside vendors.**

- 1) Alsay repairs on well number 3
  - a) Pull well and inspect \$8,750.00
  - b) Mechanical cleaning \$14,500.00
  - c) Equipment replacement \$81,850.75
  - d) Chemical cleaning \$26,500.00

- e) Motor repair. Motor appears to be good, has been sent to Northside for inspection.

Total repair cost to date. \$131,600.00

- 2) Vortex facilitated repairs on the front doors at city hall.
- 3) Lake pump serviced.
- 4) USW installed new back flow device at the splash pad, as required by TCEQ.
- 5) Fire house generator was serviced.
- 6) Gateways, software updated in February
- 7) WWTP belt press serviced, will be done quarterly.
- 8) Lift station wet well cleaned out.
- 9) Swanson started service of all HVAC units in the city, quarterly service.
- 10) New LED lights were installed in the city hall parking lot.
- 11) Houston fence completed perimeter fence on Major's field.
- 12) Swanson has ordered new heaters for the fire station. 16 + week delivery.
- 13) WWTP- gear box for traveling bridge ordered.
- 14) HDR working on Professional Services agreement for upgrade of Clarifier Bridge assembly.
- 15) Water plant #2 EDA for booster pumps installed.
- 16) Water plant #2/Booster #2 mechanical seals to be repaired, pending the completion of Well #3.
- 17) Water plant #1 EDA for boosters installed
- 18) WWTP Permit renewal has been initiated, - Due September 2022. Moving forward with publishing of the Notice in the newspaper, per TCEQ requirements. We are ahead of schedule.

#### **Irrigation Systems review and update.**

- On a monthly basis we receive a report on all the sprinklers within the city. I have attached the six (6) page report for March 2022. Information only. The report is reviewed by staff and repairs are authorized.
- Kirkwood Linear Park. The main trouble areas that are constantly being run over by vehicles have been identified and the drip irrigation in these areas is being removed, and bull rock will be placed in the area adjacent to the curb. As we move forward the drip that is close to the edge of the road will be replaced with spray nozzles.

Alderman Kopczynski asked for a break down of FLOCK hits per camera.

### **3. Fire Department Monthly Report for March 2022 – Charles Jessup IV, Mayor**

Mayor Jessup gave brief review of EMS and fire service activity for March 2022 from Stafford Fire Department. A copy of which has been filed with the City Secretary.

Mayor Jessup reminded everyone that last month Council approved an agreement with BBG to move all Fire Marshal services to them. This makes it much easier on staff and the residents to have all under

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

Since Mr. Haby was attending the Planning and Zoning Meeting. Mayor Jessup introduced Cameron Miller the Communications Director for the city. Mayor Jessup stated that an interview committee interviewed two applicants who were then interviewed by staff. Mr. Miller was found by both the committee and staff to be the best candidate for the position.

Mr. Haby then joined the meeting and gave a brief update of last month's activities as well as some upcoming items. Below is a summary.

He stated that staff will be working to create policies and procedures per the audit report. He also stated that staff will bring a recommendation to Council during budget sessions on how and where to allocate funds in the fund balance and how much to keep in reserves.

#### **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. Auction of Home**

Mayor Jessup stated that on May 30<sup>th</sup> the County Court will auction a home in Meadows Place for owed taxes. He stresses that the city had no part in this auction and the school district is the one who initiated this process.

###### **b. Inflation**

Mayor Jessup stated he is working closely with Department Heads to review the budget and how to handle inflation. Staff maintains a budget spreadsheet and watches their balances closely and some projects have been on hold for now.

##### **2. Council Comments**

###### **a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction update. He stated that HDR is working on submittals from the contractor and plan to hold a Town

Hall Meeting in May.

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

Alderman Staigle stated that the Mobility Bond Project is moving along, and they will be meeting in a few weeks to discuss design of the bridge for the Discovery Center.

**E. REGULAR AGENDA**

- 1. Discussion and consideration Ordinance No. 2022-16 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 24<sup>th</sup> day of May 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 regarding Garages and Off-Street Parking and Loading.**

Alderman Staigle made a motion to approve Ordinance No. 2022-16 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 24<sup>th</sup> day of May 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 regarding Garages and Off-Street Parking and Loading. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

The motion passed unanimously.

- 2. Discussion and consideration of Ordinance No. 2022-17 re-appointing Randle Law Office Ltd., L.L.P. as City Attorney for the City Of Meadows Place, Texas, and providing for compensation.**

Alderman Staigle made a motion to approve Ordinance No. 2022-17 re-appointing Randle Law Office Ltd., L.L.P. as City Attorney for the City Of Meadows Place, Texas, and providing for compensation. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

**3. Discussion and consideration of Resolution No. 2022-11 removing John Isbell and designating a new check signer for the city accounts at Independent Bank and designate primary check signers.**

Alderman Kopczynski moved to approve Resolution No. 2022-11 removing John Isbell and designating David Mertins as a check signer for the city accounts at Independent Bank and designate primary check signers Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

**4. Discussion and consideration of Ordinance No. 2022-18 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$50,000 from the general fund balance to line item 100-050-580000, PD Capital Improvements, for the emergency repairs to internal door security system at City Hall and the Police Department.**

Alderman Kopczynski moved to approve Ordinance No. 2022-18 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$50,000 from the Court Security Fund to line item 100-050-580000, PD Capital Improvements, for the emergency repairs to internal door security system at City Hall and the Police Department. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

**5. Discussion and consideration of Ordinance No. 2022-19 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$10,000 from the Child Safety Program funds to line item 100-040-58000, Capital Outlay, for flashing school zone signs for Dorrance Lane.**

Alderman Kopczynski moved to approve Ordinance No. 2022-19 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the

amount not to exceed \$10,000 from the Child Safety Program funds to line item 100-040-58000, Capital Outlay, for flashing school zone signs for Dorrance Lane. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

Alderman Kopczynski stated that this project did come in under budget and he would like to add lights to the back of the sign that flash during school zone hours. Alderman Staigle stated that these can be added.

**6. Discussion and consideration of Resolution No. 2022-12 regarding a coalition of cities pertaining to CenterPoint Energy Houston Electric, LLC application for approval of a distribution cost recovery factor.**

Alderman Staigle moved to approve Resolution No. 2022-12 regarding a coalition of cities pertaining to CenterPoint Energy Houston Electric, LLC application for approval of a distribution cost recovery factor. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

**7. Discussion and consideration Ordinance No. 2022-20 regarding the CenterPoint Energy Houston Electric LLC application to amend its Distribution Cost Recovery Factor (DCRF).**

Alderman Staigle moved to approve Ordinance No. 2022-20 denying CenterPoint Energy Houston Electric LLC's application to amend its Distribution Cost Recovery Factor (DCRF). Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.



The motion passed unanimously.

**8. Discussion and consideration to create a new Chapter 96: Special Event permit procedures in the City of Meadows Place Code of Ordinance.**

Council and staff reviewed the proposed ordinance for Special Event Permit procedures. There was discussion regarding how many attendees would require a Special Event Permit. Council agreed that an event with 75 people or more would require a Special Event Permit. Council directed staff to add this provision and bring back the ordinance with associated fees.

**9. Accept the report from the Planning and Zoning Commission regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477.**

Planning and Zoning Chairman, Sean Ulrey, presented the report from the Commission recommending City Council approve the application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477. He stated that this was not unanimous among the Commission. There was a vote of three (3) for and two (2) against approval of the application.

Alderman Staigle moved to accept the report from the Planning and Zoning Commission regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Mills and Baker were not present.

The motion passed unanimously.

*Alderman Baker joined the meeting at 9:04 p.m.*

**10. Discussion and consideration of Ordinance No. 2022-21 regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477.**

There was discussion among Council regarding the vacancy of this lot for so many years and what other businesses could move in there without a Specific Use Permit.

Council acknowledged that this property backs residential properties and that there was concern for noise from an automobile service station. There was discussion regarding a sound wall between the commercial and residential properties.

Alderman Staigle moved to approve Ordinance No. 2022-21 regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477 and replace wooden fence and install an eight (8) foot masonry sound wall for the extent of this pad site Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, and Kopczynski

Nays: Alderman Mertins

Alderman Mills was not present.

The motion passed unanimously.

**11. Accept the report from the Planning and Zoning Commission regarding an amendment to the Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per hour.**

Planning and Zoning Chairman, Sean Ulrey, presented the report from the Commission recommending City Council approve the amendment to Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per hour. He stated this was a unanimous vote of the Commission.

Alderman Kopczynski moved to accept the report from the Planning and Zoning Commission regarding an amendment to the Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per hour. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

**12. Discussion and consideration of Ordinance No. 2022-22 amending Meadows Place Code of Ordinances, Chapter 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per**

**hour.**

Alderman Staigle voted to approve Ordinance No. 2022-22 amending Meadows Place Code of Ordinances, Chapter 153.98(N)(7)(b), Signs; Commercial/Office, Advertising allowing upon request by the city, a minimum of six (6) minutes of advertisement per hour. Alderman Kopczynski seconded the motion.

Alderman Staigle stated that this ordinance is to clarify verbiage that was supposed to be passed in 2015. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

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

Council agreed to meet May 10, 2022, at 5:00 p.m.

## **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. Consideration of Quarterly Investment Report.**
- 2. Consideration of Quarterly Budget and Financial Report.**
- 3. Consider approval of the Minutes held as follows:**

**March 22, 2022 – City Council Public Hearing**

**March 22, 2022 – Regular Meeting**

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

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

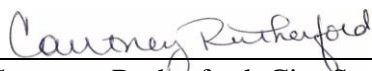
None

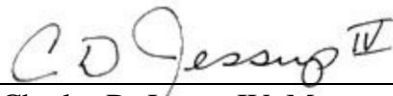
**H. ADJOURN**

There being no further business to discuss the meeting adjourned at 9:20 p.m.

**These minutes were approved by City Council on May 24, 2022.**

**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, APRIL 26, 2022, 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 6:03 p.m. with the following present.

Mayor, Charles D. Jessup, IV	David Mertins, Alderman
Tia Baker, Alderman (left at 6:36 p.m.)	Rick J. Staigle, Alderman
Kurt Kopczynski, Alderman	

Kelle Mills, Mayor Pro-Tem, was not present.

Nick Haby, City Administrator	Courtney Rutherford, City Secretary
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The following from the Planning and Zoning Commission were also present:

Sean Ulrey, Chairman	Mike Elmore, Commissioner
Meredith Smith, Commissioner	Sammy Skemp, Alternate
Anne Green Alternate	

Commissioners Matt Oltremari and Stuart Barrowman were not present.

Amy Pearce of Sevan Solutions was in attendance representing the applicant.

**B. Conduct a Joint Public Hearing before the City of Meadows Place City Council and Planning & Zoning Commission for the purpose of receiving written and oral comments from any interested person(s) regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Section 153.98(N)(7)(b), Signs; Commercial/Office, Advertising to allow upon request by the city, a minimum of six (6) minutes of advertisement per hour.**

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.

**Don Clabough, resident at 11618 Brook Meadows Ln,** spoke in against electronic signs.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:06 p.m.

**C. Conduct a Joint Public Hearing before the City of Meadows Place City Council and the**

**Planning and Zoning Commission for the purpose of receiving written and oral comments from any interested person(s) regarding a Specific Use Application from Sevan Multistate Solutions per Meadows Place Code of Ordinances, Chapter 153, Section 153.094(B)(2)(d)(3) allowing for an Automobile Service Station, Jiffy Lube, on the property located at 11720 W Airport Blvd., Meadows Place, TX 77477.**

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.

Amy Pearce gave a brief overview and presentation for the proposed Jiffy Lube.

**Don Clabough, resident at 11618 Brook Meadows Ln,** spoke in against the Jiffy Lube and had several questions regarding the storage tanks.

**Nora Paul, resident at 11703 Brook Meadows Ln,** had concerns regarding the height of the sign, noise, and the dumpster.

Alderman Staigle stated that the City has ordinances to address all of these concerns.

**Jessie Rodriguez, resident at 11707 Brook Meadows Ln,** spoke against the Jiffy Lube.

**Chris Rivers, resident at 11602 Brook Meadows Ln,** spoke in opposition to Jiffy Lube. He stated that he had concerns with delivery trucks and noise from the business.

**Praveen Dhayalan, owner of 11720 W Airport Blvd.** stated that he purchased the property in 2018 and has gone from 30% occupancy to 80% occupancy. He has never heard of issues with Jiffy Lube and believes they will be good for the community and bring in more businesses.

Courtney Rutherford, City Secretary, read an email from **Diana & Pablo Donatti, residents 12239 Monticeto,** against the Jiffy Lube.

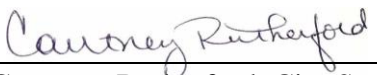
With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:49 p.m.

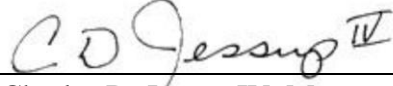
#### **D. ADJOURN**

There being no further business to discuss the meeting adjourned at 6:49 p.m.

**These minutes were approved by City Council on May 24, 2022.**

**ATTEST:**

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

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



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, APRIL 26, 2022, AT 5:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

**1. 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.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Mayor Pro-Tem, Kelle Mills, was not present.

**2. Discussion regarding rental properties in the City of Meadows Place.**

Mayor Jessup stated that there are approximately 125 houses currently registered at rental properties in the City and there has been a slow increase over the last few years. Council also mentioned that a few homes in the city are listed as an Airbnb.

Council and staff discussed the City's current ordinance regarding rental properties in the city including Airbnb's and reviewed the inspection process for these properties.

Council directed the City Administrator, Nick Haby, to review the current ordinance with legal regarding regulations for rentals and possible prohibition of short-term rentals.

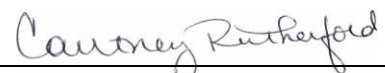
Council also directed Mr. Haby to amend the current ordinance setting a minimum number of days required for rentals and annual inspections both external and internal for short term rentals and bring back to Council for review.

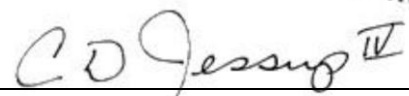
**3. ADJOURN**

There being no further business to discuss the meeting adjourned at 5:18 p.m.

**These minutes were approved by City Council on May 24, 2022.**

**ATTEST:**

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

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





Charles Jessup, IV, Mayor  
David Mertins, Alderman  
Rick Staigle, Alderman  
Nick Haby, City Administrator

Kelle Mills, Mayor Pro Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS TOWN HALL MEETING  
HELD ON MAY 17, 2022, AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS  
PLACE, TEXAS 77477.**

The Town Hall meeting was called to order by Mayor Charles Jessup IV, at 5:17 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Public Works Director, Rod Hainey; and Communications Director, Cameron Miller were also present.

The following were also present:

Ngoc Le, Steve Peik and Steve Arnold from HDR.

Mel Allison and Emeterio Ocampo from Statewide Service.

**1. The purpose of this Town Hall meeting is to give a brief presentation and for City Council to receive general public comment regarding proposed Dorrance Lane constructions project.**

Mayor Jessup introduced the project and introduced Ngoc Le, Project Manager from HDR. Ms. Le introduced Steve Peik and Steve Arnold from HDR; they are the employees that will be working on the project for the Engineering team. Ms. Le also introduced Mel Allison and Emeterio Ocampo from Statewide Services as the Contractor for the project.

Ms. Le then discussed the two phases and limits of the Dorrance Lane projects – Phase 1 and Phase 2 and noted that the public meeting will be for Phase 1 only.

Ms. Allison stated that the watermain work would be the first item of work to be completed.

Ms. Le explained the driveway work that will occur at the residences and the limits of that work. The right-of-entry permits were discussed for those residents that will have work done inside their property limits. Ms. Le pointed-out Ms. Allison from Statewide as the contact for residents if they would like more concrete work done than shown on the plans. The residents will have to contract directly with Statewide for that additional concrete work.

There was discussion regarding traffic control for the project and how the contractor will have



one lane of traffic open at all times. Parking will be on either end of the work, depending on where the contractor is working. No parking will be allowed on the open lane of traffic during the work. The sidewalk will be open for foot traffic.

Ms. Le discussed the tree protection plans for the project and that an urban forester evaluated all of the trees in the project limits and none of the trees within the project limits are planned to be removed.

Ms. Le stated that project is scheduled to start in June and should last about five months with and end date in November.

Ms. Le then asked for questions and they were answered:

Q: Is the stop sign at Oxford going away?

A: No.

Q: AT&T has recently been onsite. Is this project going to affect the work that they recently completed?

A: No. The work that AT&T was completing was for this project – to ensure that the AT&T lines are out of the contractor's way.

Q: What will happen with the 4<sup>th</sup> of July parade?

A: No parade will occur this year.

Q: What about our sprinkler lines in the boulevard?

A: The contractor will cut and cap those lines at the right-of-way and have them re-installed after the work is complete.

Q: Can the pine tree in-front of my home be removed during this project? (Homeowner lives on the west end of the project).

A: Tree removals are not part of this project.

Q: I have five vehicles at my home. Where should I park them during construction in-front of my house?

A: Parking will need to be done on side streets or on either end of the work zone.

Q: Why do the driveways have a bump at the bottom, can they be smooth?

A: This bump is to allow for better drainage down the roadway.

Q: Will the water main work for this project affect a larger area of the city?

A: No. The water main will be shut off to isolate the block only where the work will occur.

Q: Where will our trash cans go during construction?

A: One the opposite side of the street from your driveway/home.

Q: Will our sprinklers be capped?

A: Yes.

Q: How far into our yards will the contractor dig up?

A: The contractor will go up to the right-of-way line unless your property has extra driveway that needs to be removed. The contractor will typically work within one foot of the concrete materials that are to be removed/replaced.

\*Right of Entry forms were stated to the group in attendance for those residences that have the extra driveway removed beyond the right-of-way.

Q: How will the sidewalks be widened from 4ft to 5ft?

A: The additional one foot of sidewalk width will be on the street side.

Q: When will phase two of the project start?

A: Hopefully in two years, but there are a lot of variables that will determine this.

Q: Where will the sidewalk work occur at Oxford?

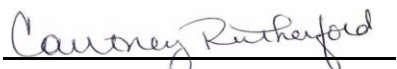
A: Only at the intersection.

## 2. Adjourn

HDR completed their presentation. Mayor Jessup stated that the fire department and police department have been involved in the process and are aware of this project. He reminded the residents that the project will be “a mess” and that there will be inconveniences to all residents during construction and they patience is appreciated. The meeting adjourned at 6:40 p.m.

**These minutes were approved by City Council on June 28, 2022.**

**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 MAY 24, 2022, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 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 Pro Tem, Kelle Mills, at 6:32 p.m. with the following present.**

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman

Mayor, Charles D. Jessup, IV was not present.

Nick Haby, City Administrator      Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Parks Director Colene Cabezas; Public Works Director, Rod Hailey; and Communications Director, Cameron Miller

**1. Pledge of Allegiance:** Police Chief Gary Stewart

**Invocation:** Jimmy Fenwick, Resident

**B. ELECTION MATTERS**

**1. Issuance of Certificate of Election and Administer Oath of Office to Elected Officials. Charles D. Jessup, Mayor; David Mertins, Alderman Place 1; Tia Baker, Alderman Place 2; and Rick Staigle, Alderman Place 3.**

City Secretary, Courtney Rutherford, presented Certificates of Election and administered the Oath of Office to the newly elected officials David Mertins, Alderman Place 1; Tia Baker, Alderman Place 1 and Rick Staigle, Alderman Place 3.

Charles Jessup IV was not present and will received his certificate and take his oath when he returns.

**C. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for April 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- Responded to Loud Party
- Seven thefts at Murphy Oil
- Six arrests (all adults)
- MPPD Continues to follow the guidelines and policies set forth for COVID.
- Continuing to review applications for 30hr. dispatch position.
- Live Scan Update: Still waiting for training session.
- ATV Is here!! Working to get striped then Emergency Equipment.
- Mesa Door Access system waiting on some supplies.
- Actively working to fill our (5) FT and (1) PT open positions.
- Preparing for Hurricane Season, June 1st - November 30<sup>th</sup>.

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

Director Cabezas gave a brief overview of the last three months of Public Works activities report which covers February, March through May 2022, which was distributed to City Council and filed with the City Secretary.

Below are a few highlights from his report:

### **Parks and Facilities:**

- Lake - Double Oak Erosion company meet with us about the issues we are seeing with the lake. Significant erosion due to multiple causes - No liner in the lake / catfish burrowing / Water levels inconsistent
- Ball Field - Houston Fence Company will complete additional improvements over the summer. Scoreboard has arrived and will be installed within the next two weeks.
- Beautification- Community Center beds and around the LED sign / City Hall and City Entryways / Patriotic banner/ Painted pool and cc patio area
- Kirkwood - TX Lawn / Irrigation / PW / Parks / Monthly meeting
- Helfman Park - Heron, Need I say More?
- Community Garden - (Butterfly Bed) -QR Code Sign

- 6 Families plan to maintain the one ground bed. They will meet weekly to maintain bed and twice a month for a meeting at the Discovery Center.

### **Recreation**

- Staffing: Hired 33 seasonal staff
- Oaks ....to provide free services to our Seniors (Monthly)
- Prepared pool area to include pump repair, new underwater light kits, paint and stain benches and facility.
- Discovery & Nature Center- Provided 4 school field trips. Began Wednesday Story-time and added a rat snake, red eared slider, Blue crayfish, an alligator hatchling

### **Events:**

Family Campout – 60 participated / 5 families stayed overnight in the cold temps - Thanks PD and Parks staff. April Concerts in the Park - 3 in all attendance built each Friday

**Upcoming Programs:** Full summer - Adventure Camp, Tennis Camp, Swim Lessons, Aqua Fit, Jr. Lifeguard, Thursday evening Animal Encounters - Also Standard programming

**Partners:** Scouts- Bat Box Project, Sugar Grove-July 4, A to Z Animal Clinic (August)

### **Upcoming Events:**

May 27<sup>th</sup> – Kickoff to Summer 6 pm to 8 pm (Cookers 4pm, Servers 5:30pm)

May 28<sup>th</sup> – Pool Opens

Bare Foot Fridays in June and July

July 4<sup>th</sup> Event – 6 pm to 9 pm – Best Seat in the House Contest

Alderman Baker asked about discounts on pool bands. Ms. Cabezas stated that they offered an early bird discount for the first 2 years to transition into the price. They will not be offering the discount moving forward. Alderman Baker suggested a discount option for seniors.

Alderman Mills stated that she collected \$100 in donations for bands and has had requested for 11 bands so far.

Alderman Kopczynski asked if the hours of the splash pad could be extended for the summer. Ms. Cabezas stated that she will change the hours of operation to 8:00 a.m. to 10:00 p.m.

### **3. Fire Department Monthly Report for April 2022 – Kelle Mills, Mayor Pro Tem**

Mayor Pro Tem Mills gave brief review of EMS and fire service activity for April 2022 from Stafford Fire Department. A copy of which has been filed with the City Secretary.

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

Mr. Haby stated that he had nothing to report at this time as he will briefly go through the Mayor's comments.

## **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**

Mayor Jessup was not present so City Administrator, Nick Haby, briefly covered his comments.

#### **a. Meetings and Public Hearings**

No comment

#### **b. Communications Director**

Mr. Haby stated the new Communications Director, Cameron Miller is doing a great job. He is getting involved and working well with staff.

#### **c. VROOM**

Mr. Haby stated that Scott Jacobson is no longer with the company at this time staff does not have a new contact.

**d. O'Reilly's**

Mr. Haby stated that equipment has moved onsite, however they still have a water line issue. Staff has been working with them to resolve the issue.

**e. Budget Season**

Mr. Haby stated that the first workshop will be on June 8<sup>th</sup>.

**2. Council Comments**

**a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction update. He stated that there was a Town Hall meeting on May 17<sup>th</sup> with Council, the contractor, and staff. He stated that a few residents were present. He stated that Right of Entry letters have been mailed to residents. Finally, he stated that the contractor has to make a change in the water line pipe being used due to supply issues.

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

Alderman Staigle stated that the Mobility Bond Project is moving along. He brought a handout of different bridge options and stated that Council and staff will need to make a decision on what they think is best for the Discovery Center access.

**E. REGULAR AGENDA**

**1. Discussion and consideration of Ordinance No. 2022-23 electing a Mayor Pro Tem.**

Alderman Staigle made a motion to approve Ordinance No. 2022-23 nominating David Mertins, Alderman Place 1, as Mayor Pro Tem. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration Ordinance No. 2022-24 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning**

**Commission to be held the 28<sup>th</sup> day of June 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 regarding Garages and Off-Street Parking and Loading.**

Alderman Staigle made a motion to approve Ordinance No. 2022-24 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held the 28<sup>th</sup> day of June 2022 at 6:00 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 regarding Garages and Off-Street Parking and Loading. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration of Resolution No. 2022-13 authorizing the City Secretary to advertise a Request for Proposals for the City's residential solid waste and recycling collection contract.**

Alderman Staigle made a motion to approve Resolution No. 2022-13 authorizing the City Secretary to advertise a Request for Proposals for the City's residential solid waste and recycling collection contract. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2022-14 authorizing the Mayor to execute an Interlocal Cooperation Agreement for the Collection of Taxes with the Fort Bend County Tax Assessor-Collector.**

Alderman Kopczynski made a motion to approve Resolution No. 2022-14 authorizing the Mayor to execute an Interlocal Cooperation Agreement for the Collection of Taxes with the Fort Bend County Tax Assessor-Collector. Alderman Staigle seconded the motion. The vote follows:



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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Resolution No. 2022-15 ratifying the submission of the grant application for the Rescue Vehicle (ATV) to the Office of the Governor – Grant Number 4248801.**

Alderman Staigle made a motion to approve Resolution No. 2022-15 ratifying the submission of the grant application for the Rescue Vehicle (ATV) to the Office of the Governor – Grant Number 4248801. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2022-25 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$85,339 from the awarded grants to line item 100-495015, Grant Revenue – Police Equipment, for the purchase of two (2) laptops, four (4) License Plate Readers, and one (1) Police Rescue Vehicle (ATV) funded by three (3) Police Department grants.**

Alderman Mertins made a motion to approve Ordinance No. 2022-25 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$85,339 from the awarded grants to line item 100-495015, Grant Revenue – Police Equipment, for the purchase of two (2) laptops, four (4) License Plate Readers, and one (1) Police Rescue Vehicle (ATV) funded by three (3) Police Department grants. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**7. Discussion and consideration of Ordinance No. 2022-26 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$85,339 to line item 100-050-542600, PD Grant Funded**

**Equipment, from line item 100-495015, Grant Revenue – Police Equipment, for the purchase of two (2) laptops, four (4) License Plate Readers, and one (1) Police Rescue Vehicle (ATV) funded by three (3) Police Department grants.**

Alderman Mertins made a motion to approve Ordinance No. 2022-26 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$85,339 to line item 100-050-542600, PD Grant Funded Equipment, from line item 100-495015, Grant Revenue – Police Equipment, for the purchase of two (2) laptops, four (4) License Plate Readers, and one (1) Police Rescue Vehicle (ATV) funded by three (3) Police Department grants. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration of Ordinance No. 2022-27 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$150,000 from the Economic Development Corporation Fund Balance to line item 100-499000, Funds Transfer, to adjust City Revenue for Fiscal Year 2021-2022 Infrastructure Projects.**

Alderman Staigle made a motion to approve of Ordinance No. 2022-27 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount of \$150,000 from the Economic Development Corporation Fund Balance to line item 100-499000, Funds Transfer, to adjust City Revenue for Fiscal Year 2021-2022 Infrastructure Projects. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration of Resolution No. 2022-16 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Professional Engineering Services Design, Bid Phase, and Construction Management Services for Meadows Place Wastewater Water Treatment Plant - Clarifier Rehabilitation.**

Alderman Kopczynski made a motion to approve Resolution No. 2022-16 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Professional

Engineering Services Design, Bid Phase, and Construction Management Services for Meadows Place Wastewater Water Treatment Plant - Clarifier Rehabilitation. Alderman Staigle seconded the motion.

Alderman Staigle stated that he spoke with John Peterson of HDR, and the repairs are a lot more than they originally thought, however these repairs will get another 15 years at least of use. He stated that they need to get the design done and go out for bid to get the true cost.

Public Works Director, Rod Hainey, stated that if regular maintenance is done these repairs may last longer.

The vote follows:

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

Nays: None

The motion passed unanimously.

**10. Discussion and consideration of Ordinance No. 2022-28 adding Chapter 96: Special Event Permit Procedures.**

Alderman Staigle made a motion to approve Ordinance No. 2022-28 adding Chapter 96: Special Event Permit Procedures. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration of Resolution No. 2022-17 authorizing the purchase of a pump for the lift station at the Wastewater Treatment Plant in the amount of \$40,000.00.**

Alderman Kopczynski made a motion to approve Resolution No. 2022-17 authorizing the purchase of a pump for the lift station at the Wastewater Treatment Plant in the amount of \$40,000.00. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**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:**

**April 26, 2022 – Workshop**

**April 26, 2022 – Joint Public Hearing**

**April 26, 2022 – City Council – Regular Meeting**

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

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

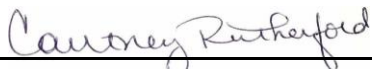
None


**H. ADJOURN**

Alderman Staigle moved to adjourn. Alderman Mertins seconded the motion. There being no further business to discuss the meeting adjourned at 7:50 p.m.

**These minutes were approved by City Council on June 28, 2022.**

**ATTEST:**

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

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





Charles Jessup, IV, Mayor  
David Mertins, Alderman  
Rick Staigle, Alderman  
Nick Haby, City Administrator

Kelle Mills, Mayor Pro Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE CITY COUNCIL WORKSHOP OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MAY 24, 2022, AT 5:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

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

The meeting was called to order by Mayor Pro Tem, Kelle Mills, at 5:06 p.m. with the following present.

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman

Mayor, Charles D. Jessup, IV was not present.

Nick Haby, City Administrator      Courtney Rutherford, City Secretary

The following staff were also in attendance: Finance Director, Anna-Maria Weston; Public Works Director, Rod Hainey; and Communications Director, Cameron Miller.

Brandon Miller of Randle Law was also present.

**2. Discussion regarding residential irrigation meters.**

City Administrator, Nick Haby, introduced this item and stated that this was a Council requested item.

Alderman Kopczynski stated that most newer homes have separate irrigation meters for a lower rate and no sewer fee. He stated that at the time of construction is the time to have them installed.

Mr. Hainey stated that in Meadows Place it would not be cost effective to install irrigation meters at existing homes, but there should be a policy in place for new builds. The resident should pay the cost to install the larger line and meter.

Council and staff briefly reviewed the proposed rates and cost to install irrigation meters. They also discussed asking the contractor for Dorrance Lane reconstruction to submit a change order to run 1" lines in the construction area for the new service lines.

Council directed staff to draft a policy with fees for residential irrigation meters after getting with USW to determine the cost to install.

**3. Discussion regarding short term rentals in the City of Meadows Place.**

Alderman Staigle stated that he feels like current city codes already cover the issues people are complaining about regarding rental properties.

There was discussion among Council, legal counsel and staff to define short term rentals and the process of registering these properties. Alderman Staigle stated that staff needs to use current code to address issues and document complaints.

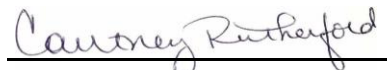
There was discussion regarding the number of police calls and revoking a rental license. Council directed legal counsel and staff to draft an ordinance that defines short term rentals, registration and inspection, and add verbiage that after two (2) or more police citations the city may revoke the rental license.


**4. Adjourn**

There being no further business to discuss the meeting adjourned at 6:12 p.m.

**These minutes were approved by City Council on June 28, 2022.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





**MINUTES OF A QUORUM OF THE MEMBERS OF THE MEADOWS PLACE CITY COUNCIL AT THE KICKOFF TO SUMMER EVENT HOSTED BY THE PARKS AND RECREATION DEPARTMENT ON FRIDAY, MAY 27, 2022, AT 6:00 P.M., AT THE MCGRATH PARK LOCATED AT 12001 BRIGHTON LANE, MEADOWS PLACE, TEXAS, 77477.**

A quorum of City Council was present. The following members were present:

Mayor, Charles D. Jessup, IV

Alderman, Tia Baker

Alderman, Kurt Kopczynski

Alderman, David Mertins

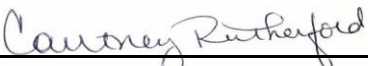
Alderman, Rick Staigle


Alderman, Kelle Mills

No official business was discussed by City Council.

**These minutes were approved by City Council on July 26, 2022.**

**ATTEST:**

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

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





**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON WEDNESDAY, JUNE 8, 2022, AT 5:00 P.M., AT MEADOWS PLACE TRAINING CENTER, 11957 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 5:03 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Finance Director, Anna-Maria Weston; and Public Works Director, Rod Hailey.

**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 Fiscal year 2022-2023 Municipal Budget.**

Mayor Jessup stated that this year Council and staff will have a new process for the budget review. Council will no longer have individual meetings with the Department Directors to discuss their budgets. Staff will work together to present a balanced budget to City Council. Ms. Weston gave a presentation reviewing the budget revenues and expenditures.

After the budget overview Council and staff briefly discussed the proposed tax rate and utility rates.

Mr. Hailey then gave a presentation on the proposed Capital Improvement Plan.

After these presentations Council and staff reviewed proposed revenues versus expenditures. Council discussed adopting an 8% tax rate with revenue over the proposed budget being allocated for infrastructure.

Council requested when preparing the proposed 2022-2023 proposed budget that staff use the 3.5% tax rate. They also requested no new expenses or equipment. They directed staff to plan a 4% COLA for staff and 2% COLA for the staff received a market salary adjustment in March.

Council and staff then reviewed utility revenue versus expenditures. Per Ms. Weston's



presentation the revenue does not meet the expenditures for utilities. Council directed staff to prepare a rate increase of 10% annually for 5 years.

**C. Discussion regarding dates to meet with Department Directors to review the proposed Fiscal Year 2022-2021 Municipal Budget.**

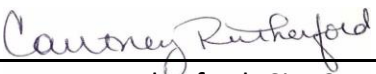
Council agreed to meet on June 29<sup>th</sup> at 5:30 p.m. and July 12<sup>th</sup> at 5:30 p.m. to review the proposed 2022-2023 budget prepared by staff.

**D. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:27 p.m.

**These minutes were approved by City Council on July 26, 2022.**

**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 JUNE 28, 2022, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN Dr., MEADOWS PLACE, TEXAS 77477.**

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

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

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Rick J. Staigle, Alderman

Kelle Mills, Mayor Pro-Tem  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton, Parks Director Colene Cabezas; Public Works Director, Rod Hainey; Code Enforcement Officer, Jennifer Cabello; Finance Director, Anna-Maria Weston; and Communications Director, Cameron Miller

**1. Pledge of Allegiance:** Joshua Iglinski, Eagle Scout Troop 731

**Invocation:** Jimmy Fenwick, Resident

**B. PRESENTATION**

**Presentation of Bat Houses from Joshua Iglinsky**

Parks and Recreation Director, Colene Cabezas, introduced Joshua Iglinsky. Joshua built and donated 10 bat boxes/houses to the city as part of his Eagle Scout project. The boxes are numbered 1 through 10 in order to collect data from each box. Joshua explained how he built the boxes/houses based on his research.

**C. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for April 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- 9 Stolen Vehicles
- Flock Safety Alerts – 73 Total

- Working with Flock for break down per camera.
- Catalytic Converter Theft – Recovered 14 stolen catalytic converters, 3 cell phones, and 1 firearm
- Arrest – 12 Adults
- Solicitor Check – Suspect had a warrant
- Continue COVID protocols
- Live Scan Update – First round of Idemia training completed. All equipment now in use.
- IAP for July 4<sup>th</sup> has been completed and filed with FBC Fire Marshal's Office and FBCOEM
- ATV – Emergency equipment installed and ready for July 4<sup>th</sup> event
- Mesa Door – Installation approximately 75% complete
- One new Police Officer hired.
- Actively working to fill 4 more full time and 1 part time position
- Server failure at PD – New server has been ordered

Mayor Jessup thanked the Chief for mentioning the solicitor incident and reminded residents to contact the police department for suspicious people and/or activity.

Alderman Baker stated that she noticed that activity count is higher than last month. Chief stated that activity does pick up during the summer.

Alderman Mertins said thank you and it's amazing how much the department is able to accomplish.

Terry Henley – stated that his neighbor had water running for over 24 hours, so he called the Police Department as this was unusual and an officer was there in about 2 minutes. He stated that Meadows Place Police went above and beyond.

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

Ms. Cabello gave overview of the last three activities report which covers April, May and June 2022, which was distributed to City Council and filed with the City Secretary.

- 759 cases opened, 773 cases closed and 25 cases sent to court
- Animal Control update – 3 calls for service
- Informed Council that a permit has been pulled for the home with tarps. They have pulled a permit and are working with the contractor to get the work done.
- Top 5 Violations
  - Grass/Weeds in excess of 9"
  - Bandit Signs
  - Grass/Weeds in Flowerbeds

- Accumulations on Public or Private Property
- Rental Property License Required
- 45 cases started work without a permit

Mayor Jessup stated that when Ms. Cabezas finds a pull in bad condition, she is getting them treated within 24 hours either by the owner or herself.

Alderman Baker violations are up this quarter. Ms. Cabezas stated that she believes that it is due to the weather. She doesn't really know why there is an increase.

Ms. Cabezas then gave brief presentation on Comcate, the software used for Code Enforcement.

Alderman Mertins asked if there is a place to list number of complaints versus violations. Ms. Cabezas stated that there is a report, but she did not cover it in her presentation.

Mayor Jessup asked the difference voluntary and enforced violation closures. Ms. Cabezas stated that voluntary means the homeowner came into compliance and forced means a citation was issued or the city abated the property.

### **3. Fire Department Monthly Report for May 2022 – Charles Jessup IV, Mayor**

No fire report was provided by Stafford Fire Department this month.

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

Mr. Haby was not present to give his report. He was in the Planning and Zoning meeting.

## **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. Comments about Meadows Place**

Mayor Jessup stated that he loves Meadows Place, and he hears good things about our city. The most unusual comment he got was from a surgeon he saw recently. She

stated that she has a lot of patients from Meadows Place, and they love it. They say it's such a nice community with nice people a great school and great parks! Mayor stated we are special because we care about our city and our neighbors. He loves that residents of Meadows Place are sharing positive thoughts about the city and how great it is to live here.

**b. Communications**

Mayor Jessup stated Mayor 15 years and Council 5 years before that, and communication has always been an issue. He believes that the city does try its best to communicate with the City. The monthly newsletter has great information, and the city website is getting better information daily. We also have Code Red and an electronic marquee to help communicate to the residents. He encouraged residents to reach out to Council and staff with their questions.

**c. Budget Season**

Mayor Jessup stated that Council and staff are in budget season. We are aware that prices are going up and materials are harder to get. Council and staff are working hard to manage the budget. There is a workshop tomorrow night, and the public is invited to attend. He also stated that the Department Heads have worked so hard to come up with a balanced budget that allows the city to maintain services.

**2. Council Comments.**

**a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction update. In theory will begin Monday with work on waterlines. At this time there is not plan for lane closures for the water line replacement. Once street construction begins it will be limited to one lane traffic. They will continue to communicate with residents during the construction.

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

Alderman Staigle stated that the Mobility Bond Project is moving along and reviewing plan sets. The city is still working with Center Point on parking lot design and bridge.

Mayor thanked Alderman Staigle for volunteering all of his time acting as a project manager for the City once again.

**E. REGULAR AGENDA**

- 1. Discussion and consideration of Resolution No. 2022-18 approving the 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.**

Mayor Jessup introduced the item and asked the City Secretary to give a brief overview. Ms. Rutherford stated that this renewal is for a 5% rate increase with no changes in benefit coverage.

Alderman Mertins asked Ms. Rutherford how she recently used the city's benefits to recruit a new clerk. Ms. Rutherford explained that there was a vacant clerk position for 9 months. She has an inquiry for the position, but the starting pay was same as the employee was currently making. Ms. Rutherford sent the possible applicant a copy of the city's benefits and received the application shortly after. The applicant was hired to fill th vacant clerk postion.

Alderman Staigle made a motion to approve Resolution No. 2022-18 approving the 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 at 97% and approving the 5% increase option keeping employee benefits the same. Alderman Mertins seconded the motion.

**Terry Henley, resident at 12203 Alston,** TML Board Member, stated that TML had many discussions about the rate and how to stabilize them. Since this is a risk pool there are funds in a reserve. These reserves were used to help pay Covid claims. They hope to recover federal funding for Covid claims. Most health insurance are increasing 20% or more.

The vote follows:

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

Nays: None

The motion passed unanimously.

### **2. Discussion and consideration of Resolution No. 2022-19 accepting the 10/20 Year Write Off Per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Carrie Surratt, PCC, CTOP.**

Alderman Staigle made a motion to approve Resolution No. 2022-19 accepting the 10/20 Year Write Off in the amount of \$845.21 per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Carrie Surratt, PCC, CTOP. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration of Resolution No. 2022-20 authorizing the Mayor to execute an agreement with Civic Plus/Municode to maintain and host the city's Code of Ordinances online and quarterly codifications.**

Alderman Mertins made a motion to approve Resolution No. 2022-20 authorizing the Mayor to execute an agreement with Civic Plus/Municode to maintain and host the city's Code of Ordinances online and quarterly codifications. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2022-21 authorizing the Mayor to execute an agreement with Tyler Technologies to covert current Incode 9 server-based software to Incode 9 cloud-based software.**

Alderman Staigle made a motion to approve Resolution No. 2022-21 authorizing the Mayor to execute an agreement with Tyler Technologies to covert current Incode 9 server-based software to Incode 9 cloud-based software. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Ordinance No. 2022-29 adopting a new Chapter 118, Titled "Catalytic Converters," as part of the City of Meadows Place's Code of Ordinances, relating to purchasers and sellers of catalytic converters; declaring certain conduct to be unlawful and providing a penalty.**

Alderman Mertins made a motion to approve Ordinance No. 2022-29 adopting a new Chapter 118, Titled "Catalytic Converters," as part of the City of Meadows Place's Code of Ordinances, relating to purchasers and sellers of catalytic converters; declaring certain conduct to be unlawful and providing a penalty. Alderman Baker seconded the motion.

Alderman Mertins asked if this ordinance had legal review and Mayor Jessup stated that legal counsel has reviewed the ordinance.

The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2022-30 repealing Section 150.014 of Chapter 150 of the Code of Ordinances and substituting a new Section 150.014 of Chapter 150 of the Code of Ordinances regulating provisions applicable to residential rental property licensing and inspection.**

Alderman Mertins made a motion to approve of Ordinance No. 2022-30 repealing Section 150.014 of Chapter 150 of the Code of Ordinances and substituting a new Section 150.014 of Chapter 150 of the Code of Ordinances regulating provisions applicable to residential rental property licensing and inspection. Alderman Kopczynski seconded the motion.

Alderman Staigle stated currently there are a few short-term rentals, AirBNB and VRBOs in the city. This ordinance will help the city regulate short term rentals. This ordinance defines the license and inspection process and possible license revocation if necessary.

Alderman Staigle stated that the city cannot ban short term rentals, so this is a way to help regulate them.

Alderman Baker stated this change is for rentals under 30 days. She also asked that if a license is revoked can they reapply at a later date. Mayor Jessup stated that yes, the owner could come into compliance and apply for a new license.

Alderman Kopczynski asked if any home will be grandfathered. Mr. Miller stated that this is license process, and all rentals must comply.

The vote follows:

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

Nays: None

The motion passed unanimously.

**7. Accept report from the Planning and Zoning Commission regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages.**

Planning and Zoning Chairman, Sean Ulrey, presented the report from the Planning and Zoning Commission, by a vote of 6 to 1, recommended that City Council not amend the City of Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages.

Alderman Staigle asked if they had additional language. Mr. Ulrey stated that would like to add that new construction should require a garage. They also felt that there needed to be



detail about off-street parking.

There was discussion regarding residential parking spots on residential property.

Alderman Staigle moved to accept the report from the Planning and Zoning Commission. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration Ordinance No. 2022-31 regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages.**

Alderman Staigle said that Council did not want to treat residents differently and that was the reason for not requiring garages in new builds.

There was discussion regarding that there are currently several homes in the city without garages right.

Alderman Baker stated that if new builds are required to have a garage then all houses should be required to have a garage. She is afraid that homes without garages will accumulate more trash and rubbish in the yards.

Alderman Staigle stated that if Council doesn't change the code the homes without garages currently will have to rebuild a garage.

Alderman Staigle made a motion to approve Ordinance No. 2022-31 as presented regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages. Motion died for lack of a second.

Alderman Kopczynski moved to approve Ordinance No.2022-31 as amended adding a line stating that all new construction including residential structure tear downs of 100% must have a garage as defined in section 153.016. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski and Mills

Nays: Aldermen Baker and Staigle

The motion passed.

**9. Discussion and consideration of Resolution No. 2022-22 accepting staff's recommendation regarding the request for proposals for solid waste and recycling collection services and authorizing the Mayor to execute an agreement for the collection of residential solid waste and recycling.**

Alderman Baker made a motion to approve Resolution No. 2022-22 accepting staff's recommendation regarding the request for proposals for solid waste and recycling collection services and authorizing the Mayor to execute an agreement with Texas Pride Disposal for the collection of residential solid waste and recycling. Alderman Kopczynski seconded the motion.

Alderman Staigle asked if there is a fuel surcharge in the new bid that is in line with the current bid. Mayor Jessup stated that yes, it is.

The vote follows:

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

Nays: None

The motion passed unanimously.

Mayor Jessup stated that he is still trying to work with Houston on the 4 houses that they service.

**10. Discussion and consideration of Ordinance No. 2022-32 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$90,000 from the General Fund balance to line item 100-050-520510, Vehicle Purchase, for the purchase of two (2) new police vehicles.**

Mayor Jessup stated that staff met to review current inventory and are moving vehicles around among departments and that the funding for these new vehicles is from savings in police personnel vacancies.

Alderman Mertins made a motion to approve Ordinance No. 2022-32 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$90,000 from the General Fund balance to line item 100-050-520510, Vehicle Purchase, for the purchase of two (2) new police vehicles. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration of Ordinance No. 2022-33 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$10,000 from the General Fund balance to line item 100-050-580000, PD Capital Projects, for the purchase of a police evidence storage locker.**

Alderman Kopczynski made a motion to approve Ordinance No. 2022-33 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$10,000 from the General Fund balance to line item 100-050-580000, PD Capital Projects, for the purchase of a police evidence storage locker. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration of Ordinance No. 2022-34 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$36,000 from the General Fund balance to line item 100-020-533009, City-Wide Computers/Servers for the purchase of a new police server and five (5) computers for the city.**

Alderman Kopczynski made a motion to approve Ordinance No. 2022-34 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$36,000 from the General Fund balance to line item 100-020-533009, City-Wide Computers/Servers for the purchase of a new police server and five (5) computers for the city. Alderman Baker seconded the motion.

Alderman Staigle computer towers or laptops. Chief stated that these will be towers and kept in reserves until needed.

The vote follows:

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

Nays: None

The motion passed unanimously.

**13. Discussion regarding the City's July 4<sup>th</sup> event and celebration.**

There was brief discussion among City Council and staff regarding the upcoming July 4<sup>th</sup> event and celebration.

Alderman Staigle stated that he doesn't think there has been enough rain to move forward

with fireworks, however more rain is expected.

Mayor Jessup stated the city should move forward and allow staff to make a decision with the Fire Marshal.

Chief Stewart stated that the Incident Action Plan has been submitted to the Fire Marshal. The Fire Marshal did want to ban it, but the Judge's order left the decision up to the cities. He stated a fire truck and Fire Marshal will be onsite. He also stated that more rain is expected, and other cities are moving forward with fireworks.

Ms. Cabezas stated that we still need a lot more rain and the event will continue with or without fireworks. There will still be food trucks, live music, water slides.

Ms. Cabezas stated that the firework event, if cancelled, could be rescheduled for another event if cancelled in advance.

Alderman Kopczynski stated that if we don't get more rain, we should cancel the fireworks.

Mayor Jessup stated that if we have no rain by Friday, he thinks we should postpone.

Alderman Staigle asked Council if they want to define the amount of rain required to move forward with the event. He stated that if we don't have any more rain they should cancel.

Chief Stewart stated that staff can consult with the Fire Marshal and let him make the decision.

Council agreed to meet on Friday, July 1<sup>st</sup>, at 3:00 p.m. to make a decision regarding fireworks.

#### **14. Discussion regarding residential irrigation meters.**

There was brief discussion among City Council and staff regarding residential irrigation meters.

Mr. Hainey gave a brief presentation regarding existing water line and meter conditions, irrigation meter installation cost and rates for water used.

Mr. Haby briefly reviewed proposed cost to prepare homes for the additional meters and water rate cost. The cost to prepare a house would be approximately \$2,500 for a short tap and \$2,900 for a long tap. Homes with existing 1" line would cost approximately \$1,300. Alderman Staigle would like the ordinance to read that they resident will pay the actual cost to have the meter installed and this fee must be paid before installation of the irrigation system.

Council directed Mr. Haby to create a resolution with the policy for irrigation meters and then an ordinance to adjust the fee schedule.

**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 17, 2022 – Town Hall Meeting**

**May 24, 2022 – Workshop**

**May 24, 2022 – City Council – Regular Meeting**

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

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

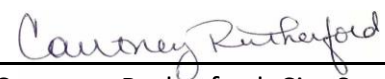
None

**H. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:57 p.m.

**These minutes were approved by City Council on July 26, 2022.**

**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, APRIL 26, 2022, 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  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following from the Planning and Zoning Commission were also present:

Sean Ulrey, Chairman  
Mike Elmore, Commissioner  
Sammy Skemp, Alternate

Matt Oltremari, Commissioner  
Meredith Smith, Commissioner  
Stuart Barrowman, Commissioner

Anne Green, Alternate, was not present.

The following staff were also in attendance: Police Chief Stewart, Assistant Chief Ashton, Public Works Director, Rod Hainey; and Communications Director, Cameron Miller.

**B. Conduct a Joint Public Hearing before the City of Meadows Place City Council and Planning & Zoning Commission regarding an amendment to Meadows Place Code of Ordinances, Chapter 153, Sections 153.016, Definitions and 153.073 Off-Street Parking and Loading specifically related to garages.**

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 Dr.**, stated that he wants to maintain current standards, but the homeowner should be able to decide if they want a garage.

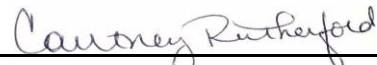
With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:09 p.m.

**C. ADJOURN**

There being no further business to discuss the meeting adjourned at 6:10 p.m.

**These minutes were approved by City Council on May 24, 2022.**

**ATTEST:**

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

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





**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON WEDNESDAY, JUNE 29, 2022, AT 5:30 P.M., AT MEADOWS PLACE TRAINING CENTER, 11957 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 5:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Finance Director, Anna-Maria Weston; Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton, Parks Director Colene Cabezas; Public Works Director, Rod Hainey; and Communications Director, Cameron Miller

**B. Review and discussion of the proposed 2022-2023 Fiscal Year Municipal Budget.**

Council and staff reviewed the proposed Municipal Budget for fiscal year 2022-2023. Mr. Haby stated that staff met to put together a balance budget with a 3.5% tax rate. Mr. Haby explained that the proposed budget is budgeting 92.5% of Police salaries. He explained that this adjustment is a huge reason that staff was able to present a balanced budget. Ms. Weston, gave a brief overview of the budget changes for each department as well as projected revenues and expenditures.

Council and staff reviewed different tax rate options between 3.5% and 8% based on estimated home values from Fort Bend Central Appraisal District. Council agreed to meet on August 2<sup>nd</sup> at 5:30 p.m. to set the tax rate.

**C. Review and discuss the proposed 2022-2023 Fiscal Year Water and Sewer Budget.**

Ms. Weston gave brief presentation on utility revenue versus utility expenditures. She stated that current expenditures are more than the revenue. Council and staff discussed possible water and sewer rate changes.

The reviewed options for commercial and residential to increase the base rate, increase per 1,000 gallons rates, and options to increase both the base rate and per 1,000 gallons rate. They reviewed rate increases of 5% to 10% for the per 1,000 gallons over a five (5) year period. They also discussed increasing the Water Surface Rate to \$2.25 per 1,000 gallons.



Council agreed to increase the residential and commercial utility rates by 10% annually for five (5) years. They agreed to adjust the residential rate for over 20,000 to \$2.51 effective August 1<sup>st</sup> and then 10% annually after that for five (5) years.

Council and staff reviewed commercial utility rates. Mr. Hainey explained that Public Works is working to replace commercial meters since the current meters are very old. He explained that newer rates will increase revenue as they will be more accurate.

Council agreed to increase the rate increase for Chuck E Cheese and Northern Tool by 5%.

Council directed staff to bring an ordinance to adjust rates to the July 26, 2022, Council meeting. Staff will also bring rates for the residential irrigation meters. This rate will include the installation cost, tap fee, and meter.

**D. Review and discuss the proposed 2022-2021 Municipal Budget Tax Rate, Revenue and Expenditures projections.**

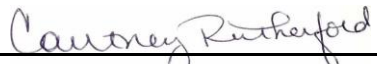
Council and staff reviewed Tax Rate, Revenue and Expenditures projections in item B with the proposed budget.

**E. ADJOURN**

Alderman Mertins made a motion to adjourn. Alderman Baker seconded the motion. There being no further business to discuss the meeting adjourned at 7:33 p.m.

**These minutes were approved by City Council on July 26, 2022.**

**ATTEST:**

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

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





**MINUTES OF A QUORUM OF THE MEMBERS OF THE MEADOWS PLACE CITY COUNCIL AT THE MEADOWS PLACE 4<sup>TH</sup> OF JULY CELEBRATION EVENT HOSTED BY THE PARKS AND RECREATION DEPARTMENT ON MONDAY, JULY 4, 2022, AT 6:00 P.M., AT THE MCGRATH PARK LOCATED AT 12001 BRIGHTON LANE, MEADOWS PLACE, TEXAS, 77477.**

A quorum of City Council was not present. The following members were present:

Mayor, Charles D. Jessup, IV                      Alderman, David Mertins                      Alderman, Kurt Kopczynski

No official business was discussed by City Council.

**These minutes were approved by City Council on July 26, 2022.**

**ATTEST:**

A handwritten signature in cursive script, reading "Courtney Rutherford", written in black ink.

Courtney Rutherford, City Secretary

A handwritten signature in cursive script, reading "C D Jessup IV", written in black ink.

Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON WEDNESDAY, JULY 20, 2022, AT 5:30 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 6:33 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Alderman, David Mertins was not present.

Nick Haby, City Administrator      Courtney Rutherford, City Secretary

**B. Discussion and consideration of Ordinance No. 2022-35 accepting the proposed budget and setting the 23<sup>rd</sup> day of August 2022 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 2022-2023.**

City Administrator, Mr. Haby, reminded Council that this budget includes the proposed water and sewer rate increase and the 3.5% revenue increase. This proposed budget does not have any funding for infrastructure repairs.

Alderman Staigle moved to approve Ordinance No. 2022-35 accepting the proposed budget and setting the 23<sup>rd</sup> day of August 2022 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 2022-2023. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski, and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

**C. ADJOURN**

There being no further business to discuss the meeting adjourned at 5:38 p.m.

These minutes were approved by City Council on August 23, 2022.

ATTEST:

Courtney Rutherford  
Courtney Rutherford, City Secretary

CD 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 JULY 26, 2022, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN Dr., MEADOWS PLACE, TEXAS 77477.**

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

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

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Kelle Mills, Mayor Pro-Tem  
Rick J. Staigle, Alderman

Alderman, David Mertins, was not present.

Nick Haby, City Administrator      Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton, Public Works Director, Rod Hailey; Parks Director Colene Cabezas; and Communications Director, Cameron Miller

**1. Pledge of Allegiance:** Assistant Chief Ashton

**Invocation:** Lieutenant Adames

**B. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for July 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- Thefts – 1 Residential and 3 Commercial (2 catalytic converter thefts)
- 74 Flock Camera hits – stolen vehicles, sex offender, stolen plate, gang/suspected terrorist, missing person, warrant/protection order, other agency HOT list, and violent person
- Flock Hit Arrest -3
- Continue Covid protocol
- Mesa Door Access system 75% complete
- Actively working to fill 4 FT positions and 1 PT position
- 4<sup>th</sup> of July Celebration complete – largest attended event in history

- New PD Server installed
- Working to get new storage locker
- New vehicles ordered should arrive in about 2 weeks
- EOC repairs complete, working to get everything back in order.

Mayor Jessup asked about the new vehicles. Chief Stewart reminded Council that these are not patrol vehicles, but still need lights, sirens, and storage boxes.

Alderman Baker stated that there is a lot of chatter about criminal activity, and she wanted to point out that we had no residential burglaries and very little criminal mischief and that is due to the officers being visible in the City.

## **2. Public Works – Rod Hainey, Director**

Mr., Hainey gave overview of the last three activities report which covers April, May, and June 2022, which was distributed to City Council and filed with the City Secretary.

Below are a few highlights as follows:

- Sidewalk repair and replacement – complete for this fiscal year
- Street repairs/road use fee – list for this fiscal year is complete
- USW Expenses
  - April - \$51,197.12
  - May - \$34,413.48
  - June - \$69,921.89 (Increase due to water leaks and main breaks) Approximately 14-16 breaks.
- Water Well No. 3 Repair complete - \$131,600
- Completed evaluation of storm sewer outfalls
- Street signs cleaned
- Fire heater delivered, not installed
- Meter reading continues to improve

Mayor acknowledged Mr. Hainey for his work in improving the system

- WPI has ordered 2 generators for EOC and Water Plant #3

Alderman Staigle said there many by ARPA funding available from County for some utility projects. He asked Mr. Hainey to get a list together.

- Flashing School Zone sign ordered
- Swanson started quarterly service of all city HVAC units
- TCEQ permit renewal substantially complete and submitted for approval
- Water Plant #2 replaced air compressor on pressure vessel
- Repairing fence at main gate at the WWTP
- WWTP – gear box for traveling bridge ordered
- HDR held first meeting with engineers for WWTP repairs and improvements. Scheduling bid for January 2023.
- Four fire hydrants on Kirkwood were upgraded with hose adaptors to meet Stafford Fire requirements.

- EOC water damage complete.
- Waiting on quote for City Hall irrigation system repair/replacement
- WPI working on estimate for WWTP generator – anticipate using ARPA funding.
- Drip irrigation removed in Kirkwood Linear Park
- Monthly irrigation report was briefly reviewed

Alderman Kopczynski asked about the drip irrigation that was removed. Mr. Hainey stated that they were removed due to frequent damage, and some was replaced with small spray heads. He stated that drip irrigation is easy to damage.

Mayor Jessup asked for an update on finishing Kirkwood irrigation. Mr. Hainey stated that the irrigation is complete. Ms. Cabezas stated that there are 2 steps remaining to complete the bull rock work. She is working with Mr. Salvide to complete this project. Once that is complete staff will remove the dead plants and trees and will wait until the fall to plant replacements.

### **3. Fire Department Monthly Report for June 2022 – Charles Jessup IV, Mayor**

Mayor Jessup presented the monthly fire report for June 2022 prepared by Stafford Fire Department this month. There were 46 calls for service and 23 of those calls were EMS related.

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

Mr. Haby reminded Council of the special meeting on August 2, 2022. At this meeting Council will tax rate and hopefully we will have numbers from the CAD. Staff is also bringing a Change Order or upgrade service lines along Dorrance.

The last couple weeks have been unusual due to Covid illness and exposures. Due to this staff has updated the Covid policy and will no longer require quarantine for exposure and paid time off for illness will be reduced to 5 days. The Police Department will follow their own policy.

Met with HDR and Mr. Hainey to review WWTP rehabilitation project and this will cost more than ARPA funding and staff is looking for other funding sources.

Alderman Baker asked the timeline for the APRA money. Mr. Haby stated that the city has not received the second payment from the county yet.

## **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. Meadows Place Personnel Policy**

Mayor Jessup stated that the policy needed to be amended and really appreciates all the hard work of Council and staff to ensure that Meadows Place is a fabulous place to work. He thanked Ms. Rutherford and Mr. Haby for preparing the proposed policy. This will help with recruiting new employees.

### **b. Meadows Place Butterfly Garden**

Mayor Jessup stated that he stumbled across concern that monarch butterflies are being added to the endanger species list. He states the city has been working on a monarch gateway. Recently staff converted part of the community garden into a butterfly garden. He reminded everybody to check on the city's Facebook page and see the post with Channel 2 News report on the monarch butterflies with a video of our butterfly garden.

## **2. Council Comments.**

### **a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction update. He stated that he and staff attended a progress meeting that morning with HDR and the contractor. The project is moving forward, and the main water line is on. They discussed pavement removal as there was a miscommunication with the process. HDR is going to meet with the contractor to review the plans.

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

Alderman Staigle stated gave a brief update on the Mobility Bond Project. He stated that he and staff met with CenterPoint and did not get the answers we were wanting. CenterPoint said no to all request except for that actual trail. They do not want the trail used at night. He has reached out to different Houston Boards, and they stated CenterPoint gave them the same answers. There are still no plans for the gas line, and we are still waiting on answers from CenterPoint.



#### **D. REGULAR AGENDA**

- 1. Discussion and consideration of Ordinance No. 2022-38 authorizing and allowing, under the act governing the Texas Municipal Retirement System, Updated Service Credits and Cost of Living Adjustment.**

Alderman Kopczynski moved to approve Ordinance No. 2022-38 authorizing and allowing, under the act governing the Texas Municipal Retirement System, Updated Service Credits and Cost of Living Adjustment. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

- 2. Discussion and consideration of Resolution No. 2022-23 authorizing the Mayor to sign an agreement renewing and extending the banking depository services with Independent Financial Services for another 5-year term for the city's depository and banking services.**

Alderman Baker moved to approve Resolution No. 2022-23 authorizing the Mayor to sign an agreement renewing and extending the banking depository services with Independent Financial Services for another 5-year term for the city's depository and banking services. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

- 3. Discussion and consideration of Resolution No. 2022-24 authorizing the Mayor to sign at addendum with American Janitorial Services increasing the Community Center event cleaning fee from \$75 per event to \$95.**

Alderman Staigle moved to approve Resolution No. 2022-24 authorizing the Mayor to sign at addendum with American Janitorial Services increasing the Community Center event cleaning fee from \$75 per event to \$95. Alderman Mills seconded the motion.

This cost is passed through to the renter and all forms will be updated.

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

**4. Discussion and consideration of Ordinance No. 2022-39 adopting a new Section 51.17 titled “Water and Sanitary Sewer Taps”, to the City of Meadows Place Code of Ordinances, relating to water taps and sanitary sewer tap requirements for new residential construction.**

Mayor gave background for ordinance. Ordinance will

Alderman Baker moved to approve Ordinance No. 2022-39 adopting a new Section 51.17 titled “Water and Sanitary Sewer Taps”, to the City of Meadows Place Code of Ordinances, relating to water taps and sanitary sewer tap requirements for new residential construction as amended removing the 50% requirement and let the Building Official or Public Works Director determine if an upgrade is necessary for a remodel. Alderman Mills seconded the motion.

Three triggers that will require a new 1” water tap, 4” sanitary sewer tap, and new E-series ultrasonic meter. Staff presented the ordinance as

Mr. Haby stated that usually 50% improvement requires homes come up to current code. He stated that if Council does not want to include that in this ordinance, they could remove that requirement.

Alderman Kopczynski asked if the Building Official and Public Works Director could state when the upgrade is necessary in a remodel? Mayor Jessup stated that he thinks that is the way to handle this. He would like it to be based on the number of fixtures.

The vote follows:

Ayes: Aldermen Baker, Staigle, and Mills

Nays: None

Alderman Kopczynski abstained as this can affect him directly.

Alderman Mertins was not present.

The motion passed unanimously.

**5. Discussion and consideration of Ordinance No. 2022-40 amending the water and sewer rates by increasing rates 10% per year over five years to increase water and sewer revenue.**

Mayor Jessup read staff's summary for increase as follows:

*This is a proposal to increase Water, Sewer, and Surface Water fees for Residential and Commercial Users.*

*Water and sewer base and consumption rates are to be increased 10% beginning 8/1/2022 for Residential Customers and will be seen on the 8/25/2022 Utility Billing.*

*Residential Customers having a separate Irrigation/Sprinkler system have a new rate structure.*

*Water and sewer base and consumption rates are to be increased 10% beginning 8/1/2022 for Commercial Customers, within the City. Additionally, a new rate for consumption above 20,000 gallons is added at \$2.51/thousand gallons.*

*Water and sewer base and consumption rates are to be increased 5% beginning 8/1/2022 for Commercial Customers, outside the City. This affects Chuck E Cheese and Northern Tool. City of Houston monthly sewer service charge remains unchanged.*

*For all customers, the Surface Water fee will be increased from \$2.18 to \$2.25 for every 1,000 gallons consumption.*

Alderman Staigle moved to approve Ordinance No. 2022-40 amending the water and sewer rates by increasing rates 10% per year over five years to increase water and sewer revenue. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2022-41 amending the schedule of fees updating fees for water service rates, sanitary sewer service rates, surface water rate, water and sanitary sewer taps, residential irrigation water rates, special event permit application, community center, and peddler/solicitor application.**

The fees being updated are as follows:

**New 1: single tap + meter**

Irrigation meter cost: \$400

Meter installation cost: \$2,000 (short tap) or \$2,400 (long tap)  
Irrigation meter permit fee: \$100  
*Total will be either \$2,500 or \$2,900 depending on short tap or long tap*

**Homes with existing 1" line + meter**

Irrigation meter cost: \$400  
Meter installation cost: \$800  
Permit fee: \$100  
*Total: \$1,300*

Alderman Kopczynski moved to approve Ordinance No. 2022-41 amending the schedule of fees updating fees for water service rates, sanitary sewer service rates, surface water rate, water and sanitary sewer taps, residential irrigation water rates, special event permit application, community center, and peddler/solicitor application. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

**7. Discussion and consideration of Resolution No. 2022-42 repealing the City's current Employee Policy Manual and adopting a new City of Meadows Place Personnel Policy.**

Alderman Staigle stated he is seeing a lot of changes that came out on Monday and wanted to know if Council reviewed them. There are few items that he would like to discuss.

Alderman Baker moved to approve Resolution No. 2022-42 as amended below repealing the City's current Employee Policy Manual and adopting a new City of Meadows Place Personnel Policy. Alderman Kopczynski seconded the motion.

Section 3.6 – Amend City Hall hours to 8:30 a.m. to 4:30 p.m.

Section 3.11 – Personal use of city issued cell phones should be limited.

Section 6.3.3 – Addition of "Employees shall not solicit sick time and donations will remain confidential."

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

Staff informed Council that the 9/80 Work Schedule and new City Hall office hours will be effective October 3, 2022.

- 8. Discussion and consideration of Ordinance No. 2022-43 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$26,400 from the General Fund balance to line items 100-040-534005, 100-050-534005, and 100-060-534005, Fuel, for the increased cost of fuel for city vehicles and equipment.**

Alderman Staigle moved to approve Ordinance No. 2022-43 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$26,400 from the General Fund balance to line items 100-040-534005, 100-050-534005, and 100-060-534005, Fuel, for the increased cost of fuel for city vehicles and equipment. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

- 9. Discussion and consideration of Ordinance No. 2022-44 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$30,000 from the General Fund balance to line item 100-060-580000, Parks Capital Improvements, for Park's projects.**

Mayor asked MS. Cabezas for details for the \$30,000. In an effort for a balanced budget next year, they would make improvements now. They will install a sensory playground near the school in Helfman Park. They will remove one large piece that has been in need of repair often. This would be in line with the playground for all. This was planned for next year.

Kopczynski asked about Meadow crest park missing a piece. Ms. Cabezas said they are aware and working to repair it and add new pieces.

Alderman Mills moved to approve Ordinance No. 2022-44 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$30,000 from the General Fund balance to line item 100-060-580000, Parks Capital Improvements, for Park's projects. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

**10. Discussion and consideration of Ordinance No. 2022-45 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$36,000 from the General Fund balance to line item 100-060-565001, Mowing and Landscaping, for annual tree trimming.**

Alderman Staigle moved to approve Ordinance No. 2022-45 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$36,000 from the General Fund balance to line item 100-060-565001, Mowing and Landscaping, for annual tree trimming. Alderman Kopczynski seconded the motion.

Alderman Staigle asked about timeframe to trim trees and Ms. Cabezas stated that they will be waiting until the very end of September.

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

**11. Discussion and consideration of Ordinance No. 2022-46 amending the Utility Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$100,800 from the Utility Fund balance to line item 300-047-567000, Sewer Dept maint. and Repairs, for previously approved repairs to the Wastewater Treatment Place Lift Station Pump.**

Alderman Baker moved to approve Ordinance No. 2022-46 amending the Utility Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$100,800 from the Utility Fund balance to line item 300-047-567000, Sewer Dept maint. and Repairs, for previously approved repairs to the Wastewater Treatment Place Lift Station Pump. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

**12. Discussion and consideration of Ordinance No. 2022-47 amending the Utility Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$132,000 from the Utility Fund balance to line item 300-046-567000, Water Dept maint. and Repairs, for previously approved repairs to Water Well Number 3.**

Alderman Staigle made a motion to approve Ordinance No. 2022-47 amending the Utility Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$132,000 from the Utility Fund balance to line item 300-046-567000, Water Dept maint. and Repairs, for previously approved repairs to Water Well Number 3. Alderman Kopczynski seconded the motion.

The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

**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. Quarterly Investment Report.**
- 2. Consideration of Quarterly Budget and Financial Report.**
- 3. Consider approval of the Minutes held as follows:**

May 27, 2022 – Possible Quorum – Kick Off to Summer

June 8, 2022 – Council Workshop

June 28, 2022 – Joint Public Hearing

June 28, 2022 – City Council – Regular Meeting

June 29, 2022 – Council Workshop

July 4, 2022 – Possible Quorum – July 4<sup>th</sup> Celebration

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Baker, Staigle, Kopczynski and Mills

Nays: None

Alderman Mertins was not present.

The motion passed unanimously.

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

David Ikeler, owner of 12003 Scottsdale, stated that when dealing with staff he has been threatened with Police force. He had an issue with permitting on foundation work previously and now he is having an issue with an irrigation installation. When he returned a call the number back today it went to a Police Officer's direct line. Gave in up

Terry Henley, resident at 12203 Alston Dr., gave an update regarding the TML Region 14 Meeting coming up in August. He encouraged Council to attend. He also stated that Mayor Zimmerman will be moving up as a TML Director.

Karen Sears, resident at 11734 Brighton Ln., stated that she feels very safe in Meadows Place. She stated that she has a concern with Kirkwood traffic and people do not understand how to yield at the roundabouts. Alderman Staigle stated that he will talk to PD to see if there is anything that can be done.

**G. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:35 p.m.

**These minutes were approved by City Council on August 23, 2022.**

**ATTEST:**

Courtney Rutherford  
Courtney Rutherford, City Secretary

Charles D. Jessup IV  
Charles D. Jessup IV, Mayor







**MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, AUGUST 2, 2022, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 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 6:33 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief Stewart, Assistant Chief Ashton, Public Works Director, Rod Hainey; and Communications Director, Cameron Miller.

Finance Director, Anna-Maria, joined via teleconference.

**B. Discussion and consideration of Ordinance No. 2022-42 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 2022-2023 tax rate.**

Mr. Haby gave a brief presentation and stated that staff is still waiting on the county to provide the certified No New Revenue and Voter Approval Rate, however, based on the certified values staff has estimated those rates.

He reminded Council that staff presented a balanced budget based on the 3.5% increase and if any rate over 3.5% is approved the additional revenue would go to infrastructure. Council and staff reviewed the different tax rates and the difference in revenue per rate.

There was discussion regarding how to communicate changes in home values per the appraisal district and 10% annual increase. Alderman Mertins said that he would like to educate residents that the city is not increasing taxes, but the increase is based on the values going up. Alderman Baker stated that she would agree with that promotion.

Council reviewed the approximate 8% tax rate, \$0.76, which would increase revenue approximately \$113,087 over proposed expenditures. Council agreed that they additional revenue would be budgeted for infrastructure improvements. If the adopted rate is over the 8% the City could get a petition for a tax rate election.

Alderman Kopczynski moved to approve Ordinance No. 2022-42 setting the maximum

proposed tax rate at \$0.77; setting August 23, 2022, at 6:00 p.m. for any necessary public hearings on the proposed tax rate; and setting August 23, 2022, as the date City Council will adopt the fiscal year 2022-2023 tax rate. Alderman Mertins seconded the motion. The vote follows:

Aldermen Mertins	Aye
Alderman Baker	Aye
Alderman Staigle	Aye
Alderman Kopczynski	Aye
Alderman Mills	Aye

Mayor Jessup was present but did not vote.

The motion passed unanimously.

**C. Discussion and consideration of Ordinance No. 2022-48 accepting the proposed Capital Improvement Plan for fiscal year 2022-2023.**

Council and staff briefly reviewed the proposed Capital Improvement Plan for fiscal year 2022-2023 and the upcoming short-term projects. Council also discussed possible funding for Dorrance Lane Reconstruction Phase 2.

Alderman Staigle made a motion to approve Ordinance No. 2022-48 accepting the proposed Capital Improvement Plan for fiscal year 2022-2023. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**D. Discussion regarding Resolution No. 2022-25 authorizing the Mayor to execute Change Order No. 1 with HDR Engineering Inc., in the amount of \$23,588.17 for the installation of 1" service line from the water main with ¾" U-branch in a new dual meter box for Dorrance Lane Reconstruction Projection Phase 1.**

Alderman Staigle moved to approve Resolution No. 2022-25 authorizing the Mayor to execute Change Order No. 1 with HDR Engineering Inc., in the amount of \$23,588.17 for the installation of 1" service line from the water main with ¾" U-branch in a new dual meter box for Dorrance Lane Reconstruction Projection Phase 1. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

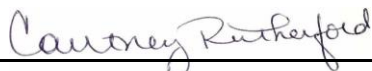
The motion passed unanimously.

**E. ADJOURN**

Alderman Mills moved to adjourn the meeting and Alderman Mertins seconded the vote. There being no further business to discuss the meeting adjourned at 7:14 p.m.

**These minutes were approved by City Council on August 23, 2022.**

**ATTEST:**

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

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





**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, AUGUST 2, 2022, AT 5:30 P.M., AT THE MEADOWS PLACE EOC/TRAINING CENTER, 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 5:31 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman (Arrived at 5:33 p.m.)  
Kelle Mills, Alderman (Arrived at 5:33 p.m.)

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Public Works Director, Rod Hainey; and Communications Director, Cameron Miller

**B. Discussion regarding Communications Process.**

Mayor Jessup thanked Council for funding the Communications Director position. He stated that they City's social media and website has improved a great deal since Mr. Miller was hired.

City Administrator, Nick Haby, stated that Mr. Miller has a presentation for Council regarding the progress since he began working. He also stated that one of the biggest decisions is how Council wants to govern this position and how information is to be shared on social media. He stated that the purpose of this meeting is to help set a process for getting information to the Communications Director and what and how it is posted or shared.

Mr. Miller shared analytics for City's website, Facebook, and Instagram. He shared the top 10 visited pages on the website. He has been visiting every page and looking for out of date information and links that are not working.

He stated that Facebook has engagement has gone up 147% since he was hired. He then reviewed the top 10 visited posts on the city's Facebook page.

Mr. Miller then reviewed the analytics for the City's Instagram account. Instagram reach has gone up 100%. He then briefly reviewed the posts and videos that have been viewed most.

Ms. Rutherford shared that he also been helpful to staff in creating flyers, QR codes for

online services, and updating information on the city's website.

Alderman Mertins stated that he appreciates how well Mr. Miller monitors social media and responds.

Alderman Baker stated that she appreciates Mr. Miller being available even when he is not in the office.

Alderman Kopczynski asked if Mr. Miller is the Public Information Officer for the city. Chief Stewart stated that he is very knowledgeable, and they are setting him up for training.

Council and staff then briefly discussed how to handle communications in the future. There was discussion regarding Council going to the City Administrator with ideas for social media and then the City Administrator and Communications Director work on putting something together. Council discussed holding quarterly workshops with ideas they want to share or promote on social media. There was discussion regarding a 12-month calendar with reoccurring topics to address. Alderman Mertins stated that he wants to make sure they allow enough time to get the information out to the public.

Alderman Kopczynski stated that he would like to see more post from the Police Department, for example a post regarding a large arrest in the City. Alderman Baker suggests PD Spotlight posts.

Chief Stewart stated that Mr. Miller has been working with him and there have been more Police related posts. There was discussion regarding a separate social media page for the Police Department. Chief stated Mr. Miller could get posts out quickly as PD could contact him shortly after an event happened. Staff clarified that this will not be a Police Activity report page and more of a highlight page. Mayor asked what Council would like to see regarding the Police Department and these were the top ideas:

- Introducing new officers
- Breakdown of monthly police report – not full details
- Crime prevented in the City
- Spotlight Arrest
- More detail regarding FLOCK hits and the outcome
- Officer Spotlight/Highlight

Mayor Jessup stated that consistency is the key. Council agreed that they would like Mr. Miller to create a Meadows Place Police Department social media page.

Council agreed to start by holding a 30-minute Communications Workshop every two months before the Regular Council Meeting. The next Communications Workshop will be held on September 27<sup>th</sup> at 6:00 p.m. Council will bring a list of their ideas to the Workshops.

Alderman Staigle stated that it would be a good idea to create a post about Fire and EMS

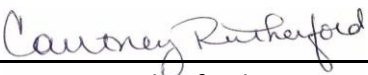
housing in the city. Mayor Jessup stated that he would set up meeting with Stafford Fire Chief Larry DiCamillo.

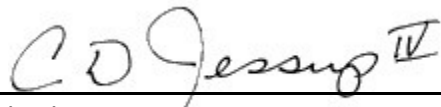
**C. ADJOURN**

There being no further business to discuss the meeting adjourned at 6:29 p.m.

**These minutes were approved by City Council on August 23, 2022.**

**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, AUGUST 8, 2022, AT 5:30 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 6:33 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman

Aldermen Kurt Kopczynski and Kelle Mills were not present.

Nick Haby, City Administrator      Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief Stewart, Assistant Chief Ashton, Public Works Director, Rod Hainey; and Communications Director, Cameron Miller.

Finance Director, Anna-Maria, joined via teleconference.

**B. Discussion and consideration of Ordinance No. 2022-49 amending Ordinance No. 2022-35 setting the 19<sup>th</sup> day of August 2022 at 5:30 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 2022-2023.**

Alderman Staigle moved to approve Ordinance No. 2022-49 amending Ordinance No. 2022-35 setting the 19<sup>th</sup> day of August 2022 at 5:30 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 2022-2023. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, and Staigle

Nays: None

Not Present: Aldermen Kopczynski and Mills

The motion passed unanimously.

**C. Discussion and consideration of Ordinance No. 2022-50 repealing Ordinance No. 2022-42 and 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 2022-2023 tax rate.**

Alderman Staigle moved to approve Ordinance No. 2022-50 setting the maximum proposed tax rate at \$0.806; setting August 23, 2022, at 6:00 p.m. for any necessary public hearings on the proposed tax rate; and setting August 23, 2022, as the date City Council will adopt the fiscal year 2022-2023 tax rate. Alderman Mertins seconded the motion. The vote follows:

Aldermen Mertins	Aye
Alderman Baker	Aye
Alderman Staigle	Aye
Alderman Kopczynski	Not Present
Alderman Mills	Not Present
Mayor Jessup was present but did not vote.	

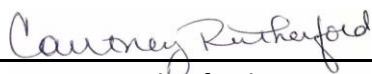
The motion passed unanimously.

**D. ADJOURN**

There being no further business to discuss the meeting adjourned at 5:39 p.m.

**These minutes were approved by City Council on August 23, 2022.**

**ATTEST:**

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

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







Charles D. Jessup, IV, Mayor  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman  
Nick Haby, City Administrator

David Mertins, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE SPECIAL SESSION MEETING CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON FRIDAY, AUGUST 19, 2022, AT 5:30 P.M., AT THE 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 5:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman, was not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

**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 2022-2023.**

Mayor Jessup opened the Joint Public Hearing at 5:30 p.m. He then explained that the purpose of this hearing was to give all interested parties the right to appear and to be heard.

Mike Bezner, resident at 11842 Mulholland Dr, resident since 1975 and spoke about the maintenance of City's infrastructure. He proposed closing the Discovery/Nature Center and use funding for infrastructure maintenance. He suggested increasing the Road Use Fee. He also suggested freezing taxes for residents 65 years and older.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 5:46 p.m.

**C. Discussion and consideration of Ordinance No. 2022-51 adopting the City of Meadows Place Municipal Budget for fiscal year 2022-2023.**

Alderman Staigle stated that he agrees with Mr. Bezner that more funds need to be allocated for infrastructure and this year the city is adding over \$200,000 for infrastructure. He also stated that the increased water rates are to help fund water and sewer infrastructure maintenance.

Alderman Kopczynski stated that water line replacement is hundreds of thousands of dollars for one street. He also stated that it best to do when replacing the street.

Mayor Jessup reminded Council that this is the first year that Council is able to dedicate funding to infrastructure and that is due to the city paying off debt.

Alderman Baker moved to approve Ordinance No. 2022-51 adopting the City of Meadows Place Municipal Budget for fiscal year 2022-2023. Alderman Staigle seconded the vote. The record vote follows:

Alderman Baker – Aye  
Alderman Mills – Aye  
Alderman Staigle – Aye  
Alderman Kopczynski – Aye

Alderman, David Mertins, was not present.

Mayor Jessup present but does not vote.

The motion carried.

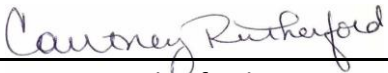
Mayor thanked Council for dedicating funding to infrastructure and staff for presenting a balanced budget.


**D. Adjourn**

There being no further business to discuss the meeting adjourned at 5:55 p.m.

**These minutes were approved by City Council on September 27, 2022.**

**ATTEST:**

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

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







Charles D. Jessup, IV, Mayor  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman  
Nick Haby, City Administrator

David Mertins, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE SPECIAL SESSION MEETING CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, AUGUST 23, 2022, AT 6:00 P.M., AT THE 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  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Mayor Pro Tem  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Anna-Maria Weston, Finance Director; Rod Hainey, Public Works Director, and Cameron Miller, Communications 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 the 2022 Tax Year Proposed Property Tax Rate for the City of Meadows Place.**

Mayor Jessup opened the Public Hearing at 6:00 p.m. 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 Drive**, asked if Council was proposing an 8% increase on the tax rate and where these extra funds are going. Alderman Staigle stated that the additional revenue will go to infrastructure. He questioned how long it would take to replace all the roads in the city. He suggested that the go out for bond money to replace the roads. Alderman Staigle stated that the city's bond capacity is about \$15 to \$20 million and will be an additional \$0.20 on the tax rate and take 20 years to pay off.

**Mike Bezner, resident at 11842 Mulholland Drive**, stated that he would like more funding in street and sidewalk repairs.

Council agreed to keep the Public Hearing open to see if any other residents came in to speak.

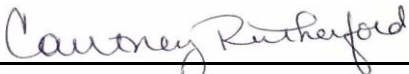
With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:28 p.m.

**C. Adjourn**

There being no further business to discuss the meeting adjourned at 6:28 p.m.

**These minutes were approved by City Council on September 27, 2022.**

**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 AUGUST 23, 2022, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN Dr., MEADOWS PLACE, TEXAS 77477.**

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

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

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Mayor Pro-Tem  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Assistant Police Chief, Jack Ashton; Finance Director, Anna-Maria Weston, Public Works Director, Rod Hainey; Communications Director, Cameron Miller; and Code Enforcement Officer, Jennifer Cabello.

**1. Pledge of Allegiance:** Terry Henley, Resident and former Alderman

**Invocation:** Jimmy Fenwick, Resident

**B. PROCLAMATION**

**1. National Night Out Proclamation**

Mayor Jessup presented the Police Department with the National Night Out Proclamation and declared October 4, 2022, as National Night Out in Meadows Place.

**C. REPORTS**

**1. Police Department – Assistant Chief Jack Ashton**

Chief Stewart gave a brief overview of the monthly statistics and activities report for August 2022, which was distributed to City Council and filed with the City Secretary.

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

- 52 Flock Hits (page 5)
- 13 Arrest – 5 from Flock hits (Warrant from other agencies, Public Intoxication, Sex Offender Failed to Register, DWI, and Burglary of Habitation)
- Continue to follow COVID protocol
- MPPD successfully passed TCOLE audit – 100% No Deficiencies!

- Mesa Door access system – Phase One Complete
- Actively working to fill 4 full time and 1 part time position
  - CID conducted testing this week.
- Chief Stewart working with FBC OEM to update Hazard Mitigation Plan
- New storage container in place
- New PD vehicles are almost ready (delayed by radio/siren controller coupler on back order
- Communications Director, Mr. Miller, went out with Sergeant Nix and Officer Duran for the weekly Meals on Wheels delivery

Mayor Jessup and Council congratulated the department on getting 100% in the TCOLE audit.

Mayor Jessup thanked Mr. Miller for setting a Facebook page for the Police Department.

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

Ms. Cabezas was out sick and will report at the September 27, 2022, Regular meeting.

## **3. Fire Department Monthly Report for July 2022 – Charles Jessup IV, Mayor**

Mayor Jessup presented the monthly fire report for July 2022 prepared by Stafford Fire Department this month. Stafford was very active with over 50 incidents in the last month,

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

Mr. Haby thanked Mr. Miller again for the Facebook page for PD. He also invited Council to attend the staff appreciation luncheon on September 14<sup>th</sup> from 11:00 a.m. to 1:00 p.m.

Mr. Haby stated that staff met with IT regarding issues and found out that the City’s internet was only 100x100 an upgraded to 1Gx1G and hope to see improvements.

He also informed Council that they are removing concrete on Dorrance and that majority of the mailboxes in the construction zone have been moved.

## **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. Investing in our Future**

Mayor Jessup stated that Council is trying to prepare for the future and do the best they can for this small city. He explained that with a bond the city is locked into that payment but pay as we go allows the city to work at a pace that the economy and budget allow. He stated that he excited to see Phase One of Dorrance Lane completed. He is happy to see that we continue to raise the standards of the city and he thanked staff and Council for working to make this city better and investing in our future! He encouraged the residents to get involved and reach out to staff or Council with your questions and/or suggestions.

### **b. Being Neighborly**

Mayor Jessup stated this comes up after specifically during an election year. He reminded everybody to follow the golden rule and talk to your friends and neighbors and be neighborly.

## **2. Council Comments.**

### **a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle stated that he doesn't have much to update at this time. Mr. Haby gave an update already. As of now they are on schedule.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. He stated we have a semi approved line from CenterPoint and engineers are working on release for boring trucks. Hopefully the project will start moving faster now.

Alderman Mertins asked about the lighting along the trail. Alderman Staigle stated that they do not want the trail used at night. They are discussing possible lighting at ground level for safety.

## **E. REGULAR AGENDA**

### **1. Discussion and public comment regarding Ordinance No. 2022-51 adopting City of Meadows Place Municipal Budget for fiscal year 2022-2023.**

Mayor Jessup stated that the budget public hearing was on Friday and the 2022-2023 budget was adopted by council. He then called this item and asked if there was anyone present that



want to speak on the budget for fiscal year 2022-2023. There was nobody present to speak.

**2. Conduct a separate vote to ratify the property tax increase reflected in the 2022-2023 budget adopted August 19, 2022.**

Alderman Staigle made a motion to ratify the property tax increase reflected in the 2022-2023 budget adopted August 19, 2022. Alderman Kopczynski seconded the motion. The record vote follows:

Aldermen Baker – Aye

Aldermen Mills – Aye

Aldermen Staigle – Aye

Aldermen Kopczynski – Aye

Aldermen Mertins – Aye

Mayor Jessup present but does not vote.

The motion carried unanimously.

**3. Discussion and consideration of Ordinance No. 2022-52 providing a property tax rate for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2022.**

Alderman Staigle moved to approve Ordinance No. 2022-52 providing a property tax rate of \$0.806000/\$100 for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2022. Alderman Mertins seconded the motion. The record vote follows:

Aldermen Baker – Aye

Aldermen Mills – Aye

Aldermen Staigle – Aye

Aldermen Kopczynski – Aye

Aldermen Mertins – Aye

Mayor Jessup present but does not vote.

The motion carried unanimously.

**4. Discussion and consideration of Resolution No. 2022-26 approving Texas Lawn Works to upgrade the irrigation at City Hall not to exceed \$30,240.**

Alderman Baker moved to approve Resolution No. 2022-26 approving Texas Lawn Works to upgrade the irrigation at City Hall not to exceed \$30,240. Alderman Mills seconded the

motion.

Mayor Jessup stated that there were some questions regarding this item. He met with staff and the irrigation contractor on Monday. They explained that most of the system is being removed and replaced. This will include head-to-head coverage and save water as well as expanding coverage.

Alderman Mertins asked if was part of the original repair and replace plan and Mr. Hainey stated that it is.

The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Resolution No. 2022-27 approving Waukesha-Pearce Industries to install a Generator at the Wastewater Treatment Plant located at 11934 ½ Monticeto Lane not to exceed \$242,000.**

Mayor reminded Council that this will be funded by County ARPA funds.

Alderman Mertins moved to approve Resolution No. 2022-27 approving Waukesha-Pearce Industries to install a Generator at the Wastewater Treatment Plant located at 11934 ½ Monticeto Lane not to exceed \$242,000. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Resolution No. 2022-28 allowing the Mayor and City Secretary to declare surplus equipment and authorizing the sale or disposal thereof.**

Alderman Staigle moved to approve Resolution No. 2022-28 allowing the Mayor and City Secretary to declare an old tractor as surplus equipment and authorizing the sale or disposal thereof. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**7. Discussion and consideration of Resolution No. 2022-29 amending Section 5.4.4 – Emergency/Inclement Weather Compensation and Section 6.4 – Maternity Leave in the City of Meadows Place Personnel Policy.**

Mr. Haby explained that the portion regarding Emergency/Inclement Weather is clarifying verbiage for FEMA and does not change any compensation.

He stated that Maternity Leave is being changed to Parental Leave and included Adoption of a child. He stated he did a survey of other cities and found that cities depend solely on FMLA and then there are cities that give multiple weeks of time off. Staff left it at 3 days and wanted to Council to determine if they wanted to give more leave.

Alderman Staigle moved to approve Resolution No. 2022-29 amending Section 5.4.4 – Emergency/Inclement Weather Compensation and Section 6.4 – Maternity Leave in the City of Meadows Place Personnel Policy. Alderman Baker seconded the motion.

Alderman Kopczynski would like to increase the amount of leave to 3 weeks paid leave.

Alderman Mertins stated that he supports 2 weeks paid leave.

Alderman Baker said she supports 2 weeks of paid leave.

Alderman Mertins moved to amend the current motion to 10 days paid leave. Alderman Baker seconded the amended motion. Alderman Staigle approved the amendment to his motion. The vote follows:

The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: Alderman Staigle

The motion passed.

**8. Discussion and consideration regarding Estate Sales as it relates to Chapter 112: Garage Sales.**

Mayor Jessup introduced the item and stated that this is a Council requested item. He stated that current ordinance states that garage sales on designated days and estate sales have been held to these same days. He also stated that the current ordinance does not address estate sales.

Alderman Kopczynski stated that twice this year he has ran into a resident that experienced loss and needed to hold an estate sale in order to empty the house and then sale house. He

stated that this extended the process and postpones the sale of these homes. He wanted Council input on allowing estate sales outside of garage sale regulations.

Alderman Baker stated that she is in favor allowing estate sales with guidelines and possible permit for estate sales.

Alderman Mertins stated that he agreed and that there should be stiff regulations. His concern is additional traffic and parking on the street. He agrees with a permitting process.

Alderman Mills stated an estate sale should include older couples that need to downsize or move to assisted living.

Alderman Staigle stated that it should include death or moving to an assisted living facility. He thinks the hard part for staff will be getting proof of reason for an estate sale.

Mayor Jessup stated that an estate sale is usually to sell everything in the house. He has concerns with who will make the decision to allow and what proof will be provided. He wonders if there is an actual issue regarding estate sales.

Mayor Jessup suggested staff putting together a policy/procedure and present to Council at the next meeting.

Alderman Baker stated that she would like staff to come back with a suggestion and limit estate sales to indoors.

Alderman Mills suggested that estate sales must be run by a company.

Mr. Haby suggested defining an estate sale and then exempting them from Section 112.02.

Alderman Staigle suggested that each estate sale register with the city and limit the time frame of the sale. He does not want to force resident to hire a company to run the sale.

Estate sells must register and take their word that it is an estate and only allow one per resident.

Mr. Haby and staff will create an ordinance and procedures for a no fee permit for estate sales and allow one per owner to present to Council at the next council meeting. One sign in the yard advertising the sale.

## **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 20, 2022 – City Council – Special Meeting

July 26, 2022 – City Council – Regular Meeting

August 2, 2022 – City Council Workshop

August 2, 2022 – City Council Special Meeting

August 8, 2022 – City Council – Special Meeting

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

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

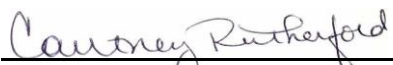
None

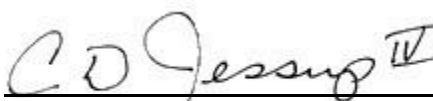
**H. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:57 p.m.

**These minutes were approved by City Council on September 27, 2022.**

**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 SEPTEMBER 27, 2022, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN Dr., MEADOWS PLACE, TEXAS 77477.**

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

**The meeting was called to order by Mayor Jessup at 6:34 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Mayor Pro-Tem  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; Communications Director, Cameron Miller; Finance Director, Anna-Maria Weston, Public Works Director, Rod Hainey; Parks and Recreation Director, Colene Cabezas; and Code Enforcement Officer, Jennifer Cabello.

Parks Staff in attendance: Leigh Ylanan, Dan Denny, Frank Burch, Jacey Bowers, and Seasonal Staff Nick Garza and Tanner Cabezas

**1. Pledge of Allegiance:** Tanner Cabezas, Resident

**Invocation:** Jimmy Fenwick, Resident

**B. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for September 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- 107 Flock Safety Alerts
- 2 Robberies – 1 incident included exchange of gunfire – No injuries
- Participated in Operation Sapphire – Initiated by Fort Bend County DA's Office Human Trafficking Division
- Continue to follow COVID protocol
- Undergoing CJIS Security Audit
- Mesa Door Access System – ID Cards complete
- Working to fill for 4 full time positions and 1 part time position
- Introduced newly hire Detective Avalos

- New Storage Container in place
- New vehicles are almost ready – sent back to fix electrical issues
- National Night Out next Tuesday – please register parties

Mayor Jessup congratulated Chief Stewart on the success of Operation Sapphire that was operated in Meadows Place.

## **2. Code Enforcement – Jennifer Cabell, Code Enforcement Officer**

Ms. Cabello gave a brief overview of code enforcement for the last quarter. Below are few highlights from the last 3 months.

- Total Violations Opened – 382
- Total Violations Closed – 355
- Cases Opened – 246
- Cases Closed – 250
- Cases to Court – 12
- Weekends Worked – 4 Days
- Top 5 Violations
  - Grass/Weeds in excess 9 Inches – 90
  - Grass/Weeds in Flowerbeds/Cracks – 36
  - Bandit Signs – 25
  - Dead Landscaping/Trees – 23
  - Junk/Abandoned Vehicles - 21

Ms. Cabello showed Council her updated Door Hanger for Violations.

Mayor Jessup congratulated Ms. Cabello on getting residents to trim their trees. He asked her to contact the residents who back Dairy Ashford about trees that have grown over the soundwall.

Alderman Baker stated that she did a great job on the notice. Alderman Mills stated that she thought it was very easy to follow.

## **3. Parks and Recreation – Colene Cabezas, Director**

Ms. Cabezas was out sick last month; therefore, she is presenting this month. She gave a brief overview of the last 4 months. June to September

Ms. Cabezas introduced her staff in attendance and acknowledged all they accomplished over the summer. The following staff were in attendance:

Mr. Frank Burch, Recreation Coordinator, was in charge of summer camp with 290 children in attendance.

Ms. Leigh Ylanan, Parks Superintendent, over sees the pool and all pool staff.

Seasonal Staff, Nick Garza, Pool Supervisor, and Tanner Cabezas, Headguard. They dealt with the public daily at the pool and oversaw 13 pool parties. The City also sold 1176 pool passes.

Dan Denny, Parks Maintenance and Jacey Bowers, Landscape Specialist, in charge of Kirkwood plant change out and lots of landscaping throughout the city.

Ms. Cabezas then gave a brief update on upcoming events and projects planned for the next three (3) months.

#### Upcoming Events

- Rec the Night Oct 8
- Fall Festival- Oct 15 / Stein Holding Preparation
- Pumpkin Patch last 2 weekends in Oct
- Symphonic Quartet Oct 28

#### Projects Next 3 months

- Sensory Park- Plan and install
- Rebuild the lake bridge
- Install new equip Meadowglen Park
- Complete Kirkwood upgrade
- New irrigation at City Hall / CC / McDonald Park
- Tree Trimming 260
- County supported Projects

Alderman Baker stated that parks staff is amazing, and she watched them all summer working in the heat. She said all her dealings with the pool staff was incredible.

Alderman Baker asked if there is a date for Christmas Memories. Ms. Cabezas stated that it planned for Friday, December 2<sup>nd</sup>.

Mayor Jessup also thanked parks for all of their hard work.

#### **4. Fire Department Monthly Report for August 2022 – Charles Jessup IV, Mayor**

Mayor Jessup presented the monthly fire report for August 2022 prepared by Stafford Fire Department this month.

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

Mr. Haby reported that 25 employees attended the staff appreciation luncheon. He stated that staff was thankful for the Council Members that were able to attend.



Mr. Haby was happy to report that the city received the second half of their ARPA funding totally just over \$1,000,000. This funding is very important to help with the wastewater treatment plant improvements,

He reminded council that starting next week, Monday, City Hall hours will change to 8:30 a.m. to 4:30 p.m. This will be a work in progress and if there needs to be any modifications staff will let Council know.

## **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. Year End Review**

Mayor Jessup stated that this was hard to keep brief. There was huge progress in every department over the last year. The Police Chief was able to hire additional dispatcher and cover more dispatch time.

He stated that Parks has also made huge improvements.

Administrative staff is full and there is great staff at City Hall offering excellent customer service. The Finance Department handled the audit transition very well and did a great job. City Administrator has a little over two years under his belt and is doing a great job as well. He stated that Meadows Place is solid as a rock.

Council added a Communications Directors which has been a huge success and exceeded expectations.

He stated that feels like the fiscal year has been the most significant.

#### **b. Children's Community Garden**

Mayor Jessup stated that the Community Garden wasn't working anymore and lost interest of the residents. He met with Ms. Cabezas and asked her to fix it. There was a posting looking for volunteers and Ms. Krystin Stegemeier stepped up and decided to change it to a butterfly garden with a children's garden at the end. She has taken over the children's garden and got about 10 families involved.

## **2. Council Comments.**

### **a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle stated there have been a few issues with getting deliveries. These delays have slowed the process. Construction throughout the area has been affected by ration. There is a low supply of concrete impacting all contractors. They have installed a temporary walkway of wood. Concrete pour is supposed to start tomorrow morning and will take two 2 days. Once that is cured, they will start to move on to the next section. Concrete pour will start at 6:00 a.m. This is better than the 4:00 a.m. proposed time.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. He stated he had a phone call with CenterPoint, and we still have an existing application that has not been answered and are requiring a second application for Geotech and survey to get on the property. This will require a second fee. January or February will be the soonest we can go out to bid for this project.

## **D. REGULAR AGENDA**

### **1. Discussion and consideration of Ordinance No. 2022-53 approving the City of Meadows Place Economic Development Corporation 2022-2023 fiscal year budget as adopted by the Board of Directors at its September 8, 2022, meeting.**

Alderman Staigle made a motion to approve Ordinance No. 2022-53 approving the City of Meadows Place Economic Development Corporation 2022-2023 fiscal year budget as adopted by the Board of Directors at its September 8, 2022, meeting. Alderman Mills seconded the motion.

Alderman Staigle pointed out the Capital Improvement Funding that the EDC provides.

The vote follows:

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

Nays: None

The motion passed unanimously.

### **2. Discussion and consideration of Ordinance No. 2022-54 , amending Chapter 112: Sales, of the Code of Ordinances of the City of Meadows Place by modifying Sections 112.01 and 112.02 related to Estate Sales.**

Alderman Kopczynski made a motion to approve Ordinance No. 2022-54 , amending Chapter 112: Sales, of the Code of Ordinances of the City of Meadows Place by modifying Sections 112.01 and 112.02 related to Estate Sales. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration of Resolution No. 2022-30 creating a policy for disconnects related to utility billing delinquencies.**

Council discussed payment plans and what would be a reasonable down payment for a payment plant.

**Brian Frame, resident at 11927 Meadow Trail Ln,** stated that he thought a 50% down payment could be too high for a resident that is struggling financially.

**Jimmy Fenwick, resident at 12323 Alston Dr.,** stated that most people struggling are struggling to pay all of their bills.

Council agreed that if a payment plan is requested prior to the disconnect the resident must 25% down payment and equal payments for the next three (3) months plus the current bill due to get the account current.

Alderman Staigle moved to approve Resolution No. 2022-30 creating a policy for disconnects related to utility billing delinquencies as amended below:

**Section 2.** Utility accounts that are not paid in full within 45 days following the due date of the 20<sup>th</sup>, including any late payment fees, shall be immediately disconnected from water utility service.

**Section 3.** Utility customers that pay 50% of the utility account balance, the water reconnect fee, late payment fee, and additional deposit prescribed in the City's fee schedule shall have water utility services reconnected. Then the account must be paid in full by the next due date.

**Section 4.** Utility customers are encouraged to pay the account in full, however accounts that request a payment plan prior to disconnect must pay 25% of the balance up front and then equal payments for the next three (3) months plus the current bill in full to bring the account current. If there is one missed payment on the payment plan shall result in a disconnect of water utility service.

**Section 5.** Closed utility accounts that are delinquent more than six (6) months shall hereby be retired and deemed uncollectable by the City.

Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2022-31 authorizing emergency repairs to water well #2 not to exceed \$250,000.**

Alderman Staigle moved to approve Resolution No. 2022-31 authorizing emergency repairs to water well #2 not to exceed \$250,000. Alderman Baker seconded the motion.

Alderman Staigle stated that the city is currently operating on two wells and has decent pressure at this time.

Mr. Hainey gave a brief presentation regarding the condition of the well. As this time, he can only report on the top half of the well as video is not ready for the bottom half of the well. As of 3:00 p.m. today they were able to fish out debris at 300 feet.

The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Ordinance No. 2022-55 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$5,600 from the Child Safety Fund to line items 100-040-580000, Public Works Capital Outlay, for the installation of the solar powered School Zone Lighted Signs installed in the School Zone on Dorrance Lane.**

Alderman Staigle moved to approve Ordinance No. 2022-55 amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$5,600 from the Child Safety Fund to line items 100-040-580000, Public Works Capital Outlay, for the installation of the solar powered School Zone Lighted Signs installed in the School Zone on Dorrance Lane. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 6. Discussion and consideration of Resolution No. 2022-32 authorizing the Mayor to execute Change Order No. 2 with HDR Engineering Inc., in the amount of \$16,285.52 for the installation of a temporary wooden walkway constructed of ½” plywood and skid hazard grip tape for Dorrance Lane Reconstruction Projection Phase 1.**

Alderman Baker moved to approve Resolution No. 2022-32 authorizing the Mayor to execute Change Order No. 2 with HDR Engineering Inc., in the amount of \$16,285.52 for the installation of a temporary wooden walkway constructed of ½” plywood and skid hazard grip tape for Dorrance Lane Reconstruction Projection Phase 1. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 7. Discussion and consideration of Resolution No. 2022-33 selecting a revised bridge design for the City’s Mobility Bond Project with Fort Bend County.**

Alderman Staigle moved to approve Resolution No. 2022-33 selecting Option 2 for the bridge design for the City’s Mobility Bond Project with Fort Bend County. Alderman Mills seconded the motion.

Ms. Cabezas wants to be able to make cosmetic adjustments. For example, the plexi glass is not a good option for the park. Alderman Staigle told her to get with the landscape architect regarding the plexi glass.

The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: Alderman Staigle

The motion passed unanimously.

- 8. Discussion and consideration of Resolution No. 2022-34 appointing one Director to the Meadows Place 4B Economic Development Corporation for a term commencing immediately and ending December 31, 2022.**

Alderman Staigle moved to approve Resolution No. 2022-34 appointing Brian Frame to the

Meadows Place 4B Economic Development Corporation for a term commencing immediately and ending December 31, 2022. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: Alderman Staigle

The motion passed unanimously.

**9. Discussion and consideration of Resolution No. 2022-35 authorizing staff to advertise for sealed competitive bids for janitorial services for City Facilities within the City of Meadows Place.**

Alderman Kopczynski moved to approve Resolution No. 2022-35 authorizing staff to advertise for sealed competitive bids for janitorial services for City Facilities within the City of Meadows Place. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: Alderman Staigle

The motion passed unanimously.

**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:**

August 19, 2022 – City Council – Public Hearing and Special Meeting

August 23, 2022 – City Council Public Hearing

August 23, 2022 – City Council – Regular Meeting

**2. Consideration and approval addition of the City Administrator and City Secretary as authorized users to access and move money via the City's Lone Star account.**

**3. Approve budgeted items over the \$25,000 staff spending limit**

**a. Community Center irrigation upgrade not to exceed \$27,000**

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Kopczynski

seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

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

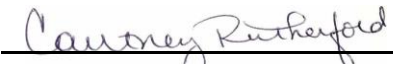
**Brian Frame, resident at 11927 Meadow Trail Lane,** stated that last week Meadows Place baseball was notified that the fields will not be available on October 15<sup>th</sup> due to the Fall Festival. There are three (3) games scheduled to be played during that time. He asked City to allow them to play their games and move the city events to other locations. He presented a drawing with his suggested locations for the events. Mayor Jessup stated that he and Mr. Frame agree that we need to work on communication. Mayor Jessup stated that he must stand by the city's decisions and ask baseball to reschedule. Alderman Staigle reminded that Mr. Frame that this was not an item on agenda therefore Council cannot have discussion regarding the item.

**G. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:42 p.m.

**These minutes were approved by City Council on October 25, 2022.**

**ATTEST:**

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

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





**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, SEPTEMBER 27, 2022, AT 6:00 P.M., AT THE 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  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman (Arrived at 5:33 p.m.)  
Kelle Mills, Alderman (Arrived at 5:33 p.m.)

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; and Public Works Director, Rod Hailey.

**B. Discussion regarding City Communications.**

Mayor Jessup opened the discussion. He stated that everyone has seen a difference in communication since hiring Cameron Miller as a full time Communications Director. In the few months he has been employed he has started Meadows Place Police Department Facebook page and increased social medial communications.

Mr. Miller informed Council that he recently attended a Public Information Officer training and is working with Chief Stewart to determine his role as the PIO for the city. He then gave Council a brief summary of all that he has done and has planned for the near future. Some of these items are listed below:

- PD Facebook Page
- National Night Out Video
- Three (3) Fall Festival Videos
- Dorrance Lane Improvement Project including videos and updates on the website
- Getting a wrap installed on the electrical box on Kirkwood
- Promoting City events on social media
- Working on the EDC website
- Redesign of the city's website and better mobile format
- New Display for the Wall of Heroes
- Working on issues with the LED sign
- Updating facility photos

Alderman Martin's presented his ideas regarding communications to Council. Some of



ideas include a Comparison Chart of Meadows Place to other cities, Article promoting different Amenities, Features, and/or Attractions, Council Corner in the Newsletter, Why Meadows Place – to get stories from residents, and Officer/Employee of the month.

Council briefly discussed his ideas. There was discussion regarding an initiative to promote Meadows Place versus comparing Meadows Place to other cities. Council would like to highlight no Homeowner's Association, no MUD tax, city events and services. They want to focus on promoting Meadows Place as a safe city with its own Police Department, city services, and community events.

There was brief discussion regarding Council's Corner. Council was not interested in this at this time.

Council and staff also discussed an office/employee of the month. Staff questioned who would nominate and vote on the staff to promote.

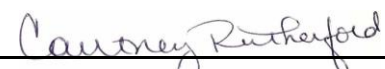
No decisions were made at this meeting and Council agreed to an hour-long workshop before the Regular November Council meeting.

#### **C. ADJOURN**

There being no further business to discuss the meeting adjourned at 6:30 p.m.

**These minutes were approved by City Council on October 25, 2022.**

#### **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 OCTOBER 25, 2022, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 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 Jessup at 6:33 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Mayor Pro-Tem  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

**1. Pledge of Allegiance:** Byron Hughey, USW Utility Group

**Invocation:** Jimmy Fenwick, Resident

**B. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for October 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart spoke on a few highlights from the month as follows:

- 95 Flock Safety Alerts
- Arrest – 10
- Assault – 4
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 0
- Robbery – 1
- Theft – 6
- MPPD Successfully passed CJIS Security Audit with no deficiencies at 100% compliance with commendations (New Door Access System and new Watchguard Router is in place, this is a key element for Security Addendum)

- Passes TCOLE Audit at 100%, this is our Law Enforcement governing agency
- Mesa Coor – Working to activate Phase 1
- Working to fill 4 Full Time and 1 Part Time Position
- New PD Vehicles returned for install issues and to install remaining equipment
- Fall Festival went well – One lost child recovered
- Preparing for Halloween with increased patrol and will be highly visible

Chief Stewart also reported that Sergeant Nix will be retiring after working 20 years and 7 months for the City of Meadows Place.

Alderman Kopczynski asked for increased patrol at the gravel parking lot on Dorrance on Halloween. Chief Stewart stated that he would have increased patrol on the streets and will cover this area as well.

## **2. Public Works – Rod Hainey, Director**

Ms. Hainey gave a brief overview of Public Works activities for the last year. Below are few highlights from the last 3 months.

Sidewalk repair and replacement program: The sidewalk replacement program is funded annually in the amount of \$70,000. Last year \$70,485.00 in repairs were completed, which amounts to 100.69%.

Street Repairs /Road Fee funding: The street panel replacement program is funded by the road use fee and the budget is \$185,000.00. Last year \$183,905.00 were completed, which is 99.41% of the budget.

### USW Expenses:

- July 2022 - \$59,351.80
- August 2022 – \$32,791.56
- September 2022 - \$118,140.72
- Annual Water Department Maintenance – Year to Date Expenditure: \$686,293 (120% of budget)
- Annual Sewer Department Maintenance – Year to Date Expenditure: \$348,365 (82% of budget)

### Alsay repairs on well number 3 completed: Total Cost \$131,600.00

Pull well and inspect, mechanical cleaning, equipment replacement, chemical cleaning, and motor repair. Motor appears to be good, has been sent to Northside for inspection.

### C&C repairs on Well number 2 Work Completed to Date:

- Phase 1: \$7,400.00 – Pull pump and televise
- Phase 2: \$19,300.00 – Mobilize equipment, airlift remove debris from lap, re-televise, fish (retrieve suction pipe), and re-televise
- Phase 3: \$9,500.00 - Airlift remove fill material at 695', Re-televise
- Total Cost to date for Phase 1-3 – \$36,200.00

#### Well No. 2 Repair – Option 1 Recommended

- 10" Surface Liner - Submersible Pump Unit (Cost – \$315,838.00)
- Furnish equipment and labor to run both sizers in well
- Furnish and install 611' of 10" surface casing, approximately 370' of 6" blank/screen liner, gravel pack complete in place
- Furnish equipment and labor to insert and agitate new gravel pack and final survey
- Furnish and install 125hp submersible motor, 800gpm pump end, 410' of submersible pump cable, 410' of 6" column pipe, 410' of stainless-steel airline, disinfect and sample

#### Well No. 2 Repair– Option 2

- 12" x 10" x 6" Interior Liner - Vertical Turbine Unit (Cost – \$346,729.00)
- Furnish equipment and labor to run both sizers in well
- Furnish and install 420' of 12" surface casing, 200' of 10" surface casing, approximately 370' of 6" blank/screen liner, gravel pack complete in place
- Furnish equipment and labor to insert and agitate new gravel pack and final survey
- Furnish and install 800gpm @ 355tdh pump bowl assembly: 410' of 8" x 2 ½" x 1 ½" column assembly, 410' of stainless-steel airline, 3-gallon oil reservoir, motor repair (clean, bake stator and windings, balance rotor, new bearings, heaters, site glass, oil, and test)

#### More Repairs Completed

- Fire house heaters have been installed and are operational
- WPI has ordered the three generators. One for the EOC and the second for Water Plant #3 and the third one is located at the WWTP
- Flashing School sign has been installed and is operational
- Swanson started service of all HVAC units in the city, quarterly service. Ongoing. Note, Fire Department being reviewed for replacement. Existing unit is 18 years old and oversized
- TCEQ Permit renewal at the WWTP has been submitted. Anticipate issuance within 14 days of October 24, 2022
- WWTP- gear box for traveling bridge replaced and the unit worked for two weeks and again has jumped off the track
- HDR, bidding of the rehabilitation of the Clarifier bridge assembly. The schedule for bid will be January 2023. Project will be ready before this date, but we decided to push the bid past the Thanksgiving and Christmas Holiday

Irrigation Systems review and update – Monthly review on all the sprinklers within the city. The report is reviewed by staff and repairs are authorized.

#### Work completed last fiscal year

- Kirkwood Linear Park – Removed all areas where drip irrigation required change out due to consistent damage
- City Hall system complete overhaul. \$30K approved by council

- Community Center complete overhaul \$26K approved by council
- Tennis courts – added lines on perimeter adjacent to park and tree area. \$10K
- Majors Field re-worked system
- Minor Field re-worked system
- Tee ball area with gazebo, and adjacent raised beds. Repaired and re-worked. This area had been damaged during the school construction.
- Lake pump rebuilt
- Dairy Ashford made repairs to backflows and control valves
- West Airport made repairs to backflows and control valves

### **3. Fire Department Monthly Report for September 2022 – Charles Jessup IV, Mayor**

Mayor Jessup presented the monthly fire report for September 2022 prepared by Stafford Fire Department this month.

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

Mr. Haby reported that the Quarterly Financials are on the Consent Agenda tonight for approval. He pointed out that even with budget amendments throughout the year the budget came in 2.5% under budget.

He also stated that EDC held a special meeting the week prior and held Public Hearings for funding items in the 2022-2023 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. Happy New Year**

Mayor Jessup stated that the new fiscal year officially began October 1<sup>st</sup> and staff has all kinds of great plans and ideas and he know they will complete more than anticipated. Mayor Jessup thanked staff or their hard work and running the City with big hearts. He is very comfortable moving into the next fiscal year.

#### **b. Difficult Decisions**

Mayor Jessup stated that Council and staff are faced with difficult decisions everyday and he believes they are looking out for the best of Meadows Place!

## **2. Council Comments.**

### **a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction project. He stated that the City has received an updated schedule from the contractor and have asked for extension due to material delays and this is a legitimate request. The current completion date is set for January to February. The contractor has requested to close the intersection at Oxford in order to complete that section faster. They have already met with the school and trash company. Chief Stewart asked that they give emergency responders a couple weeks' notice prior to the closure.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. He stated they had a conference call with the engineers to finalize the bridge and alignment. There is a change order to change how the boring will be completed. This will help in getting approval from CenterPoint in order to finalize the design. Staff has not received any approvals in writing, but they have received a few verbal approvals.

## **D. REGULAR AGENDA**

### **1. Discussion and consideration of Resolution No. 2022-36 authorizing the Mayor to execute a Master Short Form agreement in with HDR Engineering, Inc. for professional engineering, consulting, and related services.**

Alderman Staigle moved to approve Resolution No. 2022-36 authorizing the Mayor to execute a Master Short Form agreement in with HDR Engineering, Inc. for professional engineering, consulting, and related services. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

### **2. Discussion and consideration of Resolution No. 2022-37 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Professional Engineering Services, Design, Bid Phase, and Construction Management Services for Wastewater Treatment Plant – Lift Station.**

Alderman Kopczynski moved to approve Resolution No. 2022-37 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Professional Engineering Services, Design, Bid Phase, and Construction Management Services for Wastewater Treatment Plant – Lift Station. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration of Resolution No. 2022-38 adopting the 2022-2023 City of Meadows Place Investment Policy and Strategy Guidelines.**

Alderman Mertins moved to approve Resolution No. 2022-38 adopting the 2022-2023 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of the First reading of Resolution No. 2022-39 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project.**

Alderman Staigle moved to approve First reading of Resolution No. 2022-39 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Resolution No. 2022-40 authorizing the Mayor's to execute an agreement with Transcend Engineers & Planners LLC on supplemental scope of services for the Bike/Pedestrian Trail Design adding geotechnical and structural engineering services to the Fort Bend County Mobility Bond project.**

Alderman Staigle moved to approve Resolution No. 2022-40 authorizing the Mayor's to execute an agreement with Transcend Engineers & Planners LLC on supplemental scope of services for the Bike/Pedestrian Trail Design adding geotechnical and structural engineering services to the Fort Bend County Mobility Bond project. . Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Resolution No. 2022-41 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for City-Managed Public Infrastructure Projects funded by the American Rescue Plan Act in the amount of \$645,500.**

Alderman Staigle moved to approve Resolution No. 2022-41 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for City-Managed Public Infrastructure Projects funded by the American Rescue Plan Act in the amount of \$645,500. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: None

Abstain: Alderman Staigle

The motion passed unanimously.

**7. Discussion and consideration of Resolution No. 2022-42 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for parks improvements funded by the Fort Bend County Parks Bond passed on November 3, 2020, in the amount of \$150,000.**

Alderman Mertins moved to approve Resolution No. 2022-42 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for parks improvements funded by the Fort Bend County Parks Bond passed on November 3, 2020, in the amount of \$150,000. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration of Resolution No. 2022-43 ratifying the Mayor's signature on an agreement with C&C Waterservices LLC for the emergency repair to Water Well #2 in the amount of \$315,838 per Option 1.**

Alderman Staigle moved to approve Resolution No. 2022-43 ratifying the Mayor's signature on an agreement with C&C Waterservices LLC for the emergency repair to Water Well #2 in the amount of \$315,838 per Option 1. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.



**9. Discussion and consideration of Resolution No. 2022-44 designating a city representative and an alternate representative to the Houston-Galveston Area Council's 2023 General Assembly.**

Alderman Mills moved to approve Resolution No. 2022-44 designating Tia Baker as the city representative and David Mertins as the alternate representative to the Houston-Galveston Area Council's 2023 General Assembly. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**10. Discussion and consideration of the Second reading of Resolution No. 2022-39 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project.**

Alderman Staigle moved to approve Resolution No. 2022-39 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$150,000 for the project. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration to reschedule the Regular City Council Meeting in November to November 15, 2022, due to the Thanksgiving holidays.**

Alderman Kopczynski moved to reschedule the Regular City Council Meeting in November to November 15, 2022, due to the Thanksgiving holidays. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration to reschedule the Regular City Council Meeting in December to December 20, 2022, due to the Christmas holidays.**

Alderman Mills moved to reschedule the Regular City Council Meeting in December to December 20, 2022, due to the Christmas holidays. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**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:**

- September 27, 2022 – City Council Workshop
- September 27, 2022 – City Council Regular Meeting

**2. Acceptance of the Quarterly and Annual Financial and Investment Reports.**

**3. Acceptance of the Quarterly Budget and Financial Report.**

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

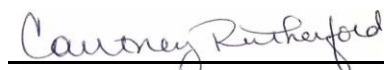
**F. AUDIENCE COMMENTS (for matters NOT on the agenda)**

**G. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:17 p.m.

**These minutes were approved by City Council on November 15, 2022.**

**ATTEST:**



Courtney Rutherford, City Secretary





Charles D. Jessup IV, Mayor



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, OCTOBER 25, 2022, AT 6:00 P.M., AT THE MEADOWS PLACE EOC/TRAINING CENTER, 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 6:00 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman (Arrived at 5:41 p.m.)  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton; and Public Works Director, Rod Hainey.

**B. DISCUSSION REGARDING DRIVEWAY MAINTENANCE AS IT RELATES TO CHAPTER 150.02 OF THE CITY'S CODE OF ORDINANCES.**

Mayor Jessup opened the discussion. He stated that this item is to address two issues, safety and appearance. He read the current ordinance which states "All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions. Driveways which contain a vertical difference of two (2) inches or more of the surface, a horizontal separation of two (2) inches or more of the surface, or which have a low or sunken surface causing water to stand or pool all constitute hazardous conditions."

There was discussion regarding the time frame allowed in order to complete these repairs. There was also discussion regarding a time frame for repairs regarding homestead properties versus rental properties. Council discussed how to enforce the repair of driveways before the home is sold, however this would be very difficult for the city to enforce. The City Administrator, Mr. Haby, stated that the only way to enforce the replacement is for the city to replace the driveway and then file lien against the property.

Council discussed getting rid of the ordinance all together due to the difficulty to enforce it.

Council directed staff to create ordinance amending the current ordinance enforcing repair or replacement of rental properties in violation within one year. Staff will bring an ordinance for review and approval to the November Council meeting.

**C. DISCUSSION REGARDING STRAY ANIMALS.**

Mayor Jessup stated that he requested this item due to stray cats and dogs at large. There was discussion among Council regarding what is “harboring” an animal. There was discussion regarding citations for dogs at large if the owner can be identified and taking stray cats to Fort Bend County Animal Control.

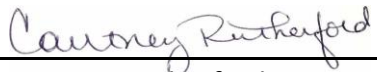
Mayor Jessup stated that there has been reports of dogs being abandoned at the Texas Direct Dog Park. Code Enforcement Officer, Ms. Cabello, has met with the guard and asked them to contact her regarding abandoned dogs at the park.

**D. ADJOURN**

There being no further business to discuss the meeting adjourned at 6:27p.m.

**These minutes were approved by City Council on October 25, 2022.**

**ATTEST:**

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

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





Charles Jessup, IV, Mayor  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman  
Nick Haby, City Administrator

David Mertins, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON NOVEMBER 15, 2022, AT 6:30 P.M., AT MEADOWS 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 Jessup at 6:35 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Mayor Pro-Tem  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

**1. Pledge of Allegiance:** Colene Cabezas, Parks and Recreation Director

**Invocation:** Jimmy Fenwick, Resident

**B. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for November 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart stated that this reporting period is shorter than normal due to the meeting date change. He spoke on a few highlights from the month as follows:

- Accidents – 11
- Flock Safety Alerts – 89
- Arrest – 6
- Assault – 2
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 2
- Robbery – 0
- Theft – 4

Mayor Jessup asked about the Flock safety alerts 89 from October 25 to November 14, 2022.

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

Ms. Cabezas gave a brief overview of Parks and Recreation activities for the last quarter. Below are few highlights from the last 2 months, October through November.

- One open position for Grounds Maintenance
- Hired Krystin Stegemeier as Recreation Coordinator.
- Rec the Night
- Fall Festival – largest to date approx. 1,000 people in attendance
- Pumpkin Patch – Over \$600 in revenue for the Children’s Garden
- Symphonic Duo in October and November – Beautiful event

### **Projects competed**

- Bridge decking, irrigation at City Hall, Community Center, and McDonald park complete.
- Will began landscaping at City Hall now
- Trimmed 260+ trees
- Christmas Decorations are 75% in place to be complete next week.
- Tree is 18 feet tall now
- New goat at Nature Center – small pigmy goat and tiny and full grown

### **Upcoming Events**

- Drop & Shop November & December
- Partnering with Meadows Elementary School for canned goods and blankets
- Santa’s mailbox in front of Nature Center
- Christmas Memories – Dec 2 from 6pm to 9pm
- Trout drop scheduled the week of Dec 5-9
- Nature Center new winter hours
- Agreement with CenterPoint for landscape rights between Dorrance and Monticeto. They request that we move all landscaping – light poles, boulders, and benches. All items will be repurposed

Alderman Staigle – CenterPoint pipeline will take out existing trail and scheduling to start beginning of trail. Effecting everybody along the path.

Alderman Mertins great job at Fall Festival. Mayor added that Communications Director did a great job promoting the event and follow videos.

Reported that Daniel Trliceck volunteers at War museum and participating in the Astros World Series celebration parade with several dignitaries. Post on Facebook for more details.

## **3. Fire Department Monthly Report for October 2022 – Charles Jessup IV, Mayor**

Public Works had new A/C system installed at the fire department. No activity report from Stafford Fire Department this month.

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

Mr. Haby reported that no bids were received for Janitorial Services. Staff will continue month to month services with the current vendor.

Also, the new policy for utility disconnects is in place. Staff tagged twenty-one homes for delinquent accounts and nine were disconnected. Three paid in full on the day of disconnect. Three accounts were closed out and three accounts still have no contact. Mr. Haby thanked staff for following through with the process.

#### **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. Happy Thanksgiving**

Mayor Jessup said Happy Thanksgiving, and this is the start of a joyful time of the year. George Washington's 1789 National Proclamation of Thanksgiving was the first in the United States. Encouraged everyone to read it.

###### **b. Elections**

Mayor Jessup reminded everybody what an amazing event this is for our country. A great job running the election and thank you to the County for running such a smooth election.

##### **2. Council Comments.**

###### **a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Dorrance Lane Construction project. Not much new to report and progressing along. Looking at January for completion.

Alderman Baker asked about speaking to school about changing bus stop. That happened about 3 weeks ago, and several kids missed the bus because they were not aware of the move. No communication needed at this point, but there was a drop in communication to the residents. Look at replacing intersection at one time to speed up progress.

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

Alderman Staigle gave a brief update on the Mobility Bond Project. Install pipeline that will run through current trail. New application with CenterPoint and fees per boring not one fee as in the past. Working with CP to get all info to get application accurate. Mr. Haby stated that application has been completed and mailed.

**D. REGULAR AGENDA**

**1. Discussion and consideration regarding Ordinance No. 2022-56 amending City of Meadows Place Code of Ordinances Chapter 150.02 regarding driveways.**

Alderman Kopczynski moved to approve Ordinance No. 2022-56 amending City of Meadows Place Code of Ordinances Chapter 150.02 regarding driveways. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration regarding commercial/oversized vehicles in Meadows Place.**

Mayor Jessup introduced the item and stated that the City currently has ordinances to address commercial and oversized vehicles in the city including regulations for parking.

Alderman Kopczynski stated that he had concerned with the 1-ton capacity addressed in Chapter 153. He felt that the current verbiage could not be enforced. Alderman Staigle also brought up the length regulations and stated that several residential vehicles, for example trucks, may exceed the 20-foot length. There was discussion regarding the definition of a commercial/oversized vehicle.

There was discussion among Council and staff to make the following amendments to Chapter 71, Parking Regulations (oversized vehicles).

Remove the following from item (F)

- (2) Which is 20 feet or more in length;
- (4) Which weighs 10,000 pounds or more;
- (7) Which is any other commercial vehicle.

Council and staff also reviewed Chapter 153, Section 153.074, Special off-street parking regulations. There was discussion to remove the regulation for trucks exceeding one ton capacity in Section (A). They also discussed removing Section (B) and adding a statement allowing for the written approval of the Chief of Police, the Traffic Engineer or the Mayor.

**Angela Collins, resident at 11715 Kenzie Ct,** spoke to Council regarding the flatbed tow truck



violations they received.

Alderman Staigle suggested that staff clean up the ordinance and bring it back to Council for review.

### **3. Discussion and consideration regarding anonymous Code Enforcement complaints.**

Mayor Jessup introduced this item and stated that there is a form on the website that allows people to submit possible Code Enforcement violations. The Code Enforcement Officer, Jennfier Cabello, opens a case on each of these complaints and if there is no violation, she closes it. If there is a violation, she will send a violation notice. Mayor Jessup reported that out the 135 most recent anonymous complaints 26 were invalid.

Council briefly discussed the violate form and process. Council stated that they are in favor of the keeping the form but watch for possibly targeted addresses. They also requested Ms. Cabello to add an item for anonymous complaints on her quarterly report.

**Chris Gawlik, resident at 11419 Scottsdale**, stated that he is concerned about the ability to abuse the complaint form and target addresses. He suggested that Council remove the anonymous complaint form.

### **4. Discussion and consideration regarding Halloween in Meadows Place.**

Mayor Jessup stated that he rode with the Police Department in the new ATV on Halloween night. He stated that it was a great learning experience and a true operation of the Police Department. He stated that officers were patrolling the city and in constant communication with each officer and dispatch.

Audrey St. Germain, resident at 12123 Scottsdale, stated that she did see the Police and out and about, but she was concerned with the amount of traffic. She requested that the city consider closing some streets for an hour.

Chief Stewart stated that if he pulls officers to close streets there would be less on patrol. He also reminded Council that he cannot work officers more than 16 hours per day. He stated that if barricades were put up that people would just remove them. He stated that it is better to keep the officer mobile in order to monitor the entire city.

Alderman Staigle suggested an event at the park near the school during trick or treat hours, but you would still have trick or treaters going door to door. Chief Stewart stated that this would be a city event and officers would be at the event instead of patrolling.

Mayor Jessup reminded everyone that there were no significant events during Halloween.

Alderman Kopczynski stated that he trick or treaters earlier this year. He said they started at his house around 5:00 p.m. and he didn't see any officers for a while. Chief stated that his officers start based on past experience of traffic on Halloween night. He would be happy to start earlier if Council wants to designate times for patrol on Halloween.

Council and staff continued to discuss different options for patrol and traffic control during Halloween trick or treating.

Alderman Staigle moved to create an ad hoc committee of residents, with Alderman Kopczynski as the Chairman, to come up with ideas for Halloween night. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

#### **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:**

October 25, 2022 – City Council Workshop

October 25, 2022 – City Council Regular Meeting

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

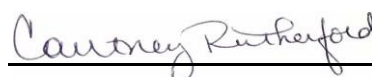
#### **F. AUDIENCE COMMENTS (for matters NOT on the agenda)**


#### **G. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:34 p.m.

**These minutes were approved by City Council on December 20, 2022.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor





**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, NOVEMBER 15, 2022, AT 5:30 P.M., AT THE 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 5:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; and Police Chief, Gary Stewart.

*Mayor Jessup called Item C out of order.*

**C. Discussion regarding political signs and the city's sign ordinance.**

Mayor Jessup stated that current city ordinance allows for one sign per property and signs can be put out 30 days for early voting and must be removed 5 days after election day. There was discussion regarding regulating sign content, size, number allowed, and signs in the right of way.

Council agreed that the city cannot enforce the content of signs.

Council directed staff to have the City Attorney review the city's current sign ordinance and state what it is legal to enforce.

**B. Discussion regarding City Communications.**

Mayor Jessup stated that he is happy with the progress since hiring Cameron Miller as the Communications Director.

Mr. Miller gave a brief summary of his work since the last Workshop and upcoming events. Below is a brief summary of his report:

- Police Department Facebook has 172 new likes.
- Promoted Operation Sapphire and created our own version of the press release.
- Currently working with SWAGIT to get the City Council meetings streamed live on

Facebook as well as the website. This will cost \$120.00 per month.

- Working on the installation of a monitor in the lobby in City Hall.
- Moving forward with Bizopia to redesign the city website.

Alderman Mertins suggested one-page inserts in the monthly utility billing as another form of communication with residents. This led to brief discussion regarding the redesign of the city's newsletter. Council discussed updating the look, reducing the size of the Parks Department insert. Council agreed that it could use a brand refresh.

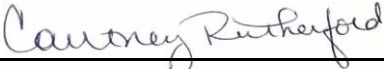
Alderman Staigle suggested creating a Vision Committee of Council and staff. Council agreed that this is a good idea, but due to the number of projects in progress it would be a good idea to do this at a later date.


**D. Adjourn**

There being no further business to discuss the meeting adjourned at 6:27 p.m.

**These minutes were approved by City Council on December 20, 2022.**

**ATTEST:**

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

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





Charles Jessup, IV, Mayor  
Tia Baker, Alderman  
Kurt Kopczynski, Alderman  
Nick Haby, City Administrator

David Mertins, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON DECEMBER 20, 2022, AT 6:30 P.M., AT MEADOWS 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 Jessup at 6:35 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
Kurt Kopczynski, Alderman

David Mertins, Mayor Pro-Tem  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Aldermen Tia Baker and Rick Staigle were not present.

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

**1. Pledge of Allegiance:** Cameron Miller, Communications Director

**Invocation:** Lt. Alejandra Adames, Meadows Place Police Department

**B. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for December 2022, which was distributed to City Council and filed with the City Secretary.

Chief Stewart stated that this reporting period is shorter than normal due to the meeting date change. He spoke on a few highlights from the month as follows:

- Accidents – 11
- Flock Safety Alerts – 83
- Arrest – 7
- Assault – 0
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 4
- Robbery – 1

- City Ordinance – 8
- Theft – 2
- Property Checks – 1521
- Holiday season reminder – Bad guys are shopping too!
- Mesa Door Access – Phase 1 complete and Phase 2 mostly exterior doors waiting on parts.
- Looking to fill 4 full time and 1 part time position
- Started Senior Police Officer (SPO) Program with monthly incentive pay.
- Christmas Memories went really well!
- Coffee with a Cop at Starbucks on December 13<sup>th</sup> was a huge success.
- Social Media activity went way up this month.

Alderman Kopczynski thanked Chief and the officers for all they do for the City. He asked if there are any candidates for the open positions. Chief reported that there is one applicant that they are looking at. He also informed Council that several departments are struggling to fill positions and are started to steal from other departments. These other departments are raising their starting salary and offering hiring bonuses.

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

Ms. Cabello gave a brief overview of Code Enforcement activities for the last quarter. Below are few highlights from the last 3 months.

- Total Violations Opened – 411
- Total Violations Closed – 367
- Cases Opened – 292
- Cases Closed – 404
- Citations Issued – 12
- Weekends Worked – 5 Days
- Top 5 Violations
  - Trash next to curb (not trash day)
  - Bandit Sign – Prohibited Sign
  - Grass/Weeds in excess 9 inches
  - Trashcans/Rubbish/Recycling Bin visible from street
  - Junked/Abandoned Vehicle

Structure permit for garage on Scottsdale was not obtained after extension to December 1<sup>st</sup>, therefore a citation was issued for work without permit.

## **3. Fire Department Monthly Report for November 2022 – Charles Jessup IV, Mayor**

Mayor Jessup presented the monthly fire report for November 2022 and the annual activity report for 2022 prepared by Stafford Fire Department this month. He reported that the majority of the calls are medical assist/EMS calls. The total number of calls for 2022 was 566, however this was only through December 20, 2022.

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

Mr. Haby reported that longevity checks were issued to 17 employees. He reminded Council that last year staff and Council decided to issue the checks once a year in December instead throughout the year in each paycheck.

Mr. Haby announced the upcoming holiday schedule for City facilities. City Hall will close at 11:00 a.m. on Thursday and then will be closed Friday and Monday for the Christmas holiday. City Hall will also be closed on Monday, January 2<sup>nd</sup>.

He also reminded Council and staff of the workshop coming up on January 10<sup>th</sup> to discuss Capital Improvement Projects.

He then wished all a Merry Christmas and Happy New Year and stated his appreciation of staff and Council.

Mayor Jessup expressed his appreciation for the City Administrator Nick Haby. He believes bringing in a City Administrator to help with the change government was a great decision.

#### **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. Courtney Rutherford, City Secretary, Treasurer Election**

Mayor Jessup announced that the City Secretary, Courtney Rutherford, was elected and recently sworn in as Treasurer to the Salt Grass Chapter of City Secretaries. The Chapter consists of 80 members representing 50 cities in the region. He stated that it's an honor to have her in that position.

###### **b. New Website**

Mayor Jessup that he and Cameron Miller are working with Bizopia to put together a new website for the city. It will take a few months but will be easier to use and allow for use of newer technology.

## **2. Council Comments**

### **a. Dorrance Lane Construction Update – Alderman Rick Staigle**

Alderman Staigle was not present. City Administrator, Mr. Haby, gave a brief update. Dorrance work is ongoing and there has been talk about a change order allow for a finish date later than the current extension of January 17, 2023. At this time, we do not have the new frame. Staff is waiting for a letter from the contractor. Council will eventually have the option to approve this Change Order. Original extension was requested to due delay in supplies.

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

Alderman Staigle was not present. City Administrator, Mr. Haby, gave a brief update. The bridge aesthetic has been presented. We are still waiting on Center Point to approve application for the boring. Once approved this will require a \$5,000 deposit.

**Cheryl Teague, resident at 11611 Dorrance Lane**, wrote an email about a month ago to Council and staff regarding resident complaints regarding the construction. She had questions regarding pool drainage that is no longer allowed to drain to the street, temporary sidewalks, mud over walkways, and concerns about the amount of rebar. She also stated that contractors are parking in people's yards and leaving trash behind. She was also concerned with traffic driving the wrong way. Ms. Teague submitted photos to the City Secretary for Council to review.

Mayor Jessup stated that he was sorry because he thought that he had responded to her email. He asked her to narrow down her email to make it easier for him and staff to research and respond. He also stated that the city is aware that it is going to be a mess during the constructions phase, but once the project is complete it will be cleaned up and look really nice.

**Terry Henley, resident at 12203 Alston Drive**, he stated that Ms. Teague raised some good points, but it is going to be mess. Concern with portions that have been completed. To start at 11510 Dorrance the sidewalk is 6 inches lower than old sidewalk and driveway and sidewalk don't match up. The Superintendent said he will address it. At 11514 Dorrance the manhole cover is in the yard. Mayor Jessup stated that the manhole was originally there and got covered with dirt and grass. Staff and the contractor have already addressed this with the homeowner. Mr. Haby stated that the manhole in question is in the right-of-way.

## **D. REGULAR AGENDA**

- 1. Discussion and consideration of Resolution No. 2022-45 appointing three (3) Directors to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2024.**



Alderman Kopczynski moved to approve Resolution No. 2022-45 appointing Bob Graf, Terry Henley, and Brian Frame as Directors to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2024. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski and Mills

Nays: None

Alderman Baker and Staigle were not present.

The motion passed unanimously.

**2. Discussion and consideration of Resolution No. 2022-46 appointing two (2) Commissioners to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2024.**

Alderman Mertins moved to approve Resolution No. 2022-46 appointing Matt Oltremari and Meredith Smith as Commissioners to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2024. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski and Mills

Nays: None

Alderman Baker and Staigle were not present.

The motion passed unanimously.

**3. Discussion and consideration of Ordinance No. 2022-57 setting the 24<sup>th</sup> day of January 2023 at 6:30 p.m. 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 Chapter 153, Section 153.074, Special Off-Street Parking Regulations.**

Alderman Kopczynski moved to approve Ordinance No. 2022-57 setting the 24<sup>th</sup> day of January 2023 at 6:30 p.m. 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 Chapter 153, Section 153.074, Special Off-Street Parking Regulations. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski and Mills

Nays: None

Alderman Baker and Staigle were not present.

The motion passed unanimously.

- 4. Discussion and consideration regarding Ordinance No. 2022-58 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$26,910 from the General Fund balance to line item 100-040-566000, Irrigations Systems, for a new irrigation system at the Community Center.**

Mayor Jessup stated that this item was budgeted last fiscal year, but the work was not completed until this fiscal year therefore this amendment is to move the funds to this Fiscal year.

Alderman Kopczynski moved to approve Ordinance No. 2022-58 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$26,910 from the General Fund balance to line item 100-040-566000, Irrigations Systems, for a new irrigation system at the Community Center. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski and Mills

Nays: None

Alderman Baker and Staigle were not present.

The motion passed unanimously.

- 5. Discussion and consideration regarding the addition of two surplus Police vehicles to the City fleet.**

Mayor Jessup introduced the item and explained that the Police Department got two new vehicles and staff asked to repurpose the two older police vehicles to Code Enforcement and Parks and Recreation and moving the current Code Enforcement vehicle to Parks increasing the parks fleet.

Alderman Kopczynski moved to approve adding two surplus vehicles to the city fleet. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski and Mills

Nays: None

Alderman Baker and Staigle were not present.

The motion passed unanimously.

Council reviewed the vehicle maintenance log provided by Chief Stewart. Alderman Mertins asked if there is a threshold as to when to replace city vehicles outside of the Police Department. Mayor Jessup stated that the city does not currently have a policy for replacement.

#### **6. Discussion and consideration regarding Estate Sale duration and signage in the city.**

Mayor Jessup introduced an item and stated that Council recently amended the ordinance allowing for estate sales. Approximately 2 weeks ago a company came in and got a permit for the estate sale and handle it the correct way. His concern is that the ordinance does not address a time limit for the estate sale. He would like Council to set a time frame per estate sales.

Alderman Mertins stated that he never thought about the duration. He would suggest one week.

Alderman Kopczynski stated that he typically sees estate sales lasting about three days.

Alderman Mills said that 3-5 days is what she has typically seen.

Council agreed to allow estate sales for 5 consecutive days and directive staff to bring an ordinance with this amendment to the January 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:**

November 15, 2022 – City Council Workshop

November 15, 2022 – City Council Regular Meeting

Alderman Mills moved to approve the Consent Agenda as presented. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski and Mills

Nays: None

Alderman Baker and Staigle were not present.

The motion passed unanimously.

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

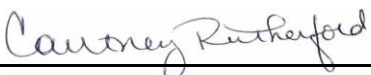
None.

**G. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:42 p.m.

**These minutes were approved by City Council on January 24, 2023.**

**ATTEST:**

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

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

