



MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JANUARY 10, 2023, 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 5:45 p.m. with the following present.

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

David Mertins, Alderman via videoconference
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; Anna-Maria Weston, Finance Director; Rod Hainey, Public Works Director, and Colene Cabezas, Parks & Recreation Directors

Mayor Jessup called Item C out of order.

B. Discussion regarding Capital Projects, Funding, and Fund Balances in the City of Meadows Place.

Finance Director, Ms. Weston, gave a brief presentation on current and planned Capital Projects and current fund balances for the City's General Fund, Utility Fund and EDC Fund.

Per the Presentation these are current Capital Projects funded by the General Fund:

Current and Future Projects	Total Need	Funded	Unfunded	Source	Funding Total
Dorrance Phase 1 - non water	\$ 1,092,001	\$ 1,092,001	\$ -	City Infra	\$ 1,631,684
Dorrance Phase 2 - non water (est 7/2021 costs)	\$ 1,431,113	\$ 512,536	\$ (918,577)	City Infra/ ?	
Stafford - Meadows Place Bikeway (est 2/2021)	\$ 3,699,336	\$ 3,630,000	\$ (69,336)	County/Stafford,	\$ 3,630,000
Parks Projects (Field house roof, pier, tennis court)	\$ 150,000	\$ 150,000	\$ -	County Parks	\$ 150,000
City Vehicles	\$???	\$ -	\$????	Reserves ?	
Totals	\$ 6,372,450	\$ 5,384,537	\$ (987,913)		

Ms. Weston explained that the City currently has a General Fund balance of \$5,758,007 and of that balance \$4,426,710 is unrestricted funds, which is approximately 8 months of reserves.

At this time committed funding sources for the above-mentioned projects are City Infrastructure/EDC in the amount of \$1,631,684, Mobility Bond Project funded by the County, Stafford and EDC in the amount of \$3,630,000 and County Parks funding in the

amount of \$150,000.

Per the presentation these are the current Capital Projects funded by the Utility Fund:

Current and Future Projects	Total Need	Funded	Unfunded	Source	Funding Total
EOC 80kw Natural Gas Generator (WPI)	\$ 101,435	\$ 101,435	\$ -	County ARPA	
WW3 350kw Diesel Generator (WPI)	\$ 96,041	\$ 96,041	\$ -	County ARPA	
WWTP 500kw Diesel Generator (WPI)	\$ 241,566	\$ 241,566	\$ -	County ARPA	\$ 645,000
Lift Pump # 1 (Hahn)	\$ 40,000	\$ 40,000	\$ -	County ARPA	
Lift Pump #2 + Controller	\$ 275,000	\$ 165,958	\$ (109,042)	County ARPA/?	
WWTP clarifier (with engineering)	\$ 3,200,000	\$ 1,093,132	\$ (2,106,868)	Federal ARPA/?	\$ 1,139,834
Dorrance Phase 1 Water Lines (balance)	\$ 18,870	\$ 18,870	\$ -	Utility - Infra	\$ 500,000
Dorrance Phase 2 Construction (7/2021 est costs)	\$ 501,080	\$ 359,427	\$ (141,653)	Utility - Infra/ ?	
WW2 remaining work	\$ 280,000	\$ -	\$ (280,000)	Reserve ?	
Totals	\$ 4,753,992	\$ 2,116,429	\$ (2,637,563)		
WW1 evaluate / rehab	\$ 150,000 +		\$ (150,000+)		
Scada System (estimate)	\$ 250,000	\$ -	\$ (250,000)	?	
New Water Well- permit,land,construction,eng (est)	\$ 2,500,000 +	\$ -	\$ (2,500,000 +)	?	
Mechanical Bar Screens	\$ 350,000	\$ -	\$ (350,000)	?	
WWTP Blowers (4 variable speed) (estimate)	\$ 700,000	\$ -	\$ (700,000)	?	
Totals	\$ 3,950,000+		\$ (3,950,000+)		

Ms. Weston explained that the City currently has a Utility Fund balance of \$3,227,623 and of that balance \$1,656,194 is unrestricted funds, which is approximately 10.8 months of reserves.

At this time committed funding sources for the above-mentioned projects are County ARPA in the amount of \$645,000, Federal ARPA funding in the amount of \$1,139,834, and Utility Infrastructure in the amount of \$500,000.

After the presentation there was brief discussion among Council and staff. There was discussion regarding the projects presented and additional Federal ARPA funding for the Utility Capital Projects.

City Administration, Mr. Haby also informed Council that Fort Bend WCID2 is raising the Ground Water Reduction Plan fee to \$1.80 per 1,000 gallons effective the March 2023 billing. Council discussed a rate increase in the Surface Water Fee on the City's utility bill to cover this increase. Council directed staff to bring an ordinance to the next Council Meeting increasing this rate.

Council and staff discussed setting a fund balance for each account. There was discussion regarding how months of reserves would be an acceptable emergency fund amount. Council directed staff to bring a resolution to the next Council meeting setting the General Fund minimum balance at seven (7) months of budgeted expenditures and the Utility Fund minimum balance at ten (10) months of budgeted expenditures.

The final item discussed was regarding City vehicles replacement. Mr. Haby explained that the city has historically paid cash for vehicles at the end of the fiscal year and does not

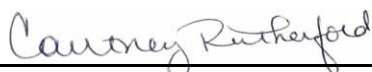
have a replacement plan in place. Currently the transmission has gone out in the 2007 Ford Ranger in Public Works. Public Works also has an older Ford Explorer and Code 3 Enforcement has an old Ford Ranger that are both having issues and in need of replacement soon. Council directed staff to review HGAC buy board and determine the cost of replacement of these vehicles. There was also discussion of requesting the County's bids for vehicle replacement. No decision was made on replacement vehicles at this time.

C. Adjourn

There being no further business to discuss the meeting adjourned at 7:00 p.m.

These minutes were approved by City Council on January 24, 2023.

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 REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 24, 2023, 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 6:31 p.m. with the following present.

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

David Mertins, Mayor Pro-Tem
Rick 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
Anne Green, Alternate

Matt Oltremari, Commissioner
Meredith Smith, Commissioner

Commissioner Stuart Barrowman and Alternate Nathan Mahand were not present.

The following staff were also in attendance: Assistant Police Chief, Jack Ashton; Communications Director, Cameron Miller; Public Works Director, Rod Hainey; Parks Recreation Director, Colene Cabezas and Finance Director, Anna-Maria Weston.

1. Pledge of Allegiance: Lucas Leal, Eagle Scout

Invocation: Jimmy Fenwick, Resident

B. JOINT PUBLIC HEARING

1. 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, Section 153.074, Special Off-Street Parking Regulations.

Mayor Jessup opened the Joint Public Hearing at 6:33 p.m. stated that a quorum was present for both City Council and the Planning and Zoning Commission. City Administrator, Nick Haby, then explained that the purpose of this hearing and Mayor call any interested parties present to speak.

Mayor explained some changes that City Council previously discussed.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:37p.m.

C. PROCLAMATION

1. National Human Trafficking Prevention Month

Mayor Jessup read a proclamation declaring January 2023 as National Trafficking Prevention Month in Meadows Place and acknowledged Meadows Place involvement in continuing to fight human trafficking and rescuing victims. He encouraged people to contact Meadows Place Police Department with any concerns regarding human trafficking.

D. REPORTS

1. Police Department – Assistant Chief Ashton

Assistant Chief Ashton gave a brief overview of the monthly statistics and activities report for January 2023, which was distributed to City Council and filed with the City Secretary.

Assistant Chief Ashton 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 – 8
- Flock Safety Alerts – 32
(Reached out to Flock to check system because numbers are down)
 - Stolen Vehicles
 - Stolen Plates
 - Gang/Suspected Terrorists
 - Protection Order
 - Other Agency Hot List
- Arrest – 9
- Assault – 1
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 2
- Robbery – 2
- City Ordinance – 11
- Theft – 11
- Property Checks – 1721
- Patrol successful in minimizing holiday crime activity.
- Working to fill four (4) full time positions and one (1) part time position.
- Closing our current TCOLE training cycle (August 2023)
- Mesa door Phase II moving forward.
- Grants
 - Ballistic Shield approved (6 shields for \$50,000).
 - Radio Recorder approved.

- Dispatch Console in review (Will provide console at PD and EOC).
- Portable Radio in review.

2. Public Works – Rod Hainey, Director

Ms. Hainey gave a brief overview of Public Works activities for the last quarter. Below are few highlights from October, November, and December.

Sidewalk repair and replacement program

The sidewalk replacement program is funded annually in the amount of \$70,000. This year we have already expended \$52,735.00 which is approximately 75% of the annual budget.

Street Repairs /Road Fee funding

The street panel replacement program is funded by the road use fee and the budget is \$185,000.00. There have been no expenditures this year. We are allowing the balance to build up to ensure that we maintain a \$100k in reserve.

USW Expenses (October, November and December 2022)

October 2022 - \$42,797.19

November 2022 – \$69,199.46

December 2022 - \$93,467.10

Annual Water Department Maintenance- Budget, \$463,000 – Year to Date, Expenditure 36%

Annual Sewer Department Maintenance- Budget \$334,000 – Year to Date, Expenditure 17%

Other repairs with USW and outside vendors

C&C repairs on Well number 2

Work Completed to Date:

Phase 1 – \$7,400 (Pull pump and Televiser)

Phase 2 – \$19,300 (Mobilize equipment, Airlift remove debris from lap, Re-televiser, Fish (retrieve suction pipe) and Re-televiser)

Phase 3 - \$9,500 (Airlift remove fill material at 695' and Re-televiser)

Total Cost to date \$36,200.00

Option 1 – Recommended – 10" Surface Liner - Submersible Pump Unit

Furnish equipment and labor to run both sizes in well -\$12,000.00.

Furnish and install 611' of 10" surface casing, approximately 370' of 6" blank/screen liner, gravel pack complete in place -\$159,138.00.

Furnish equipment and labor to insert and agitate new gravel pack and final survey - \$9,400.00.

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. \$99,100.00

Option 2 – 12" x 10" x 6" Interior Liner - Vertical Turbine Unit (NOT SELECTED)

Total Costs for Completion of Rehabilitation Option

Option 1 – Submersible Unit and Cost to Date - \$315,838.00

Status of the repair work Water Well #2, liner has been installed. Only outstanding issue is the Final TV Survey.

WPI has ordered the three generators for the EOC, Water Plant #3, and WWTP. None have been delivered.

Swanson started quarterly service of all HVAC units in the city. Note, Fire Department HVAC unit replaced with 5-ton unit, work is substantially completed.

TCEQ Permit approved.

HDR, bidding of the rehabilitation of the Clarifier bridge assembly. Project on hold until funding available.

Irrigation Systems review and update.

On a monthly basis we receive a report on all the sprinklers within the city. Mr. Hailey distributed a six (6) page report for December 2022 for information only. The report was reviewed by staff and repairs were authorized.

Mr. Hailey also reported that repairs are needed on ballfield irrigation, and he is waiting on a quote.

Alderman Kopczynski asked about the timeline to complete the work on well #2. Mr. Hailey stated that a 3-day production rest has been done and they need to test again and hope to be back online in about 2 weeks.

Alderman Staigle asked about an inspection of well #1. Mr. Hailey stated that he will get a quote.

Mayor stated that he has seen the Public Works crew working hard to clean up the city. The crew was cleaning gutters and chasing trashcans in the storm today.

3. Fire Department Monthly Report for December 2022 – Charles Jessup IV, Mayor

Mayor Jessup presented the monthly fire report for December 2022. A copy was filed with the City Secretary. Mayor Jessup reported that two inspections were performed by the Fire Marshal on commercial properties this month and this is to assure our city is protected. Both facilities had need repairs and will be reinspected.

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

Mr. Haby stated that the Fire Marshal came out and did some unscheduled inspections at the request of staff and will be coming out for another issue this week at the request of staff. He remind Council and residents that even though we don't have full-time Fire Marshal

we do have a Fire Marshal on hand that's here to serve the community. He encouraged staff and residents that any time they see something that might be unsafe to report these issues to city hall.

He also gave brief over of permits for October 1st through December 31st and stated that 132 building permits were pulled. Of those 132 permits nineteen (19) were foundation repairs, eleven (11) were electrical, twenty (20) were plumbing, five (5) were mechanical, and seven (7) were roofs.

He reminded Council that the City Attorney will be at the meeting next to begin reviewing the city's sign ordinance.

Mayor thanked Nick for permit numbers. He believes these numbers show that people are investing in their homes and working to improve.

E. 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. Flag Retirement Box, Eagle Scout Project for Lucas Leal

Mayor Jessup announced the installation of the Flag Retirement Box at City Hall by Eagle Scout Lucas Leal. Mayor Jessup stated that the box is very impressive, and he was surprised to see that the installation took five (5) hours. Mayor Jessup thanked Lucas for his gift to the City and invited Lucas to explain why he chose this project.

Lucas Leal he wanted a place in our community to retire worn American flags and he has never seen one at City Hall. He included a QR code to show how the flags are disposed. He asked Mayor Jessup to attend a flag retirement. His troop has currently collected 55-60 flags. The box will be checked every two weeks. He or his troop will be checking the box and provide a key to the city.

Alderman Baker thanked him for the box, and it stated that it was much needed.

Alderman Mertins thanked him for the box and his leadership in the project.

b. Plants and Freeze Recovering

Mayor Jessup stated that more cold weather is expected and a couple weeks ago there was a significant freeze that killed several plants in the city. In 2021 we had the same issue and received complains about the timeliness of violation notices. Council agreed that the city needs to wait until March or April. Staff are currently working to trim and remove the city's dead plants and landscaping. Council is also aware that plants are hard to get.

c. State Legislative Session

Mayor Jessup stated that state legislature is in session, and they can do just about anything they want. In the last few years, they have been hard on cities. At his most recent FBCMCA lunch they discussed how to interact with the legislature. They discussed catalytic converter thefts and have asked legislature to consider legislation to make it difficult to sale catalytic converters.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update. He stated that the City continues to push the contractor to finish and it is moving slower that predicted. Just as the contractor ore out the intersection at Oxford the rain started and this has impacted progress. The contractor continues to ask for more time and the city has asked for proof as to why they need more time and so far they have not provided that proof. As of now we looking at \$500 per day liquidated damages starting on January 17th, so we will get some off of the contractor, but this does not help our citizens. Finally, he stated that he hopes they will be done in early March.

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

Alderman Staigle gave a brief update. He stated that this project continues to be held up by CenterPoint. They have not cleared the boars to date therefore the design phase remains at 90% complete for about two (2) months now. The design cannot be complete until soil reports are verified. We hope to get an answer from CenterPoint soon.

F. REGULAR AGENDA

- 1. Discussion and consideration regarding Ordinance No. 2023-01 ordering a general election to be held on Saturday, May 6, 2023 for the purpose of electing city officials of the City of Meadows Place to Alderman Place 4 and Alderman Place 5; providing for early voting and providing for notice of said election; authorizing the Mayor and/or City Secretary 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.**

Alderman Staigle moved to approve Ordinance No. 2023-01 ordering a general election to be held on Saturday, May 6, 2023 for the purpose of electing city officials of the City of Meadows Place to Alderman Place 4 and Alderman Place 5; providing for early voting and providing for notice of said election; authorizing the Mayor and/or City Secretary 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. 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 of Ordinance No. 2023-02 amending Chapter 112: Sales, of the Code of Ordinances of the City of Meadows Place by modifying Sections 112.02 related to Estate Sale duration.

Alderman Mertins moved to approve Ordinance No. 2023-02 amending Chapter 112: Sales, of the Code of Ordinances of the City of Meadows Place by modifying Sections 112.02, Estate Sale duration for five (5) consecutive days. 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. 2023-01 authorizing the Mayor to execute Change Order No. 3 with HDR Engineering Inc., for an additional 50 calendar days for Dorrance Lane Reconstruction Projection Phase 1.

Alderman Staigle moved to approve Resolution No. 2023-01 authorizing the Mayor to execute Change Order No. 3 for Dorrance Lane Reconstruction Projection Phase 1 allowing Statewide Services, Inc. an additional 50 calendar days. Alderman Kopczynski seconded the motion. Alderman Staigle this extension is for delay in materials and Council request to not work during the holidays.

The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration of Resolution No. 2023-02 authorizing an addendum to the Swagit agreement adding Social Media eXstream Facebook Live.

Alderman Kopczynski moved to approve Resolution No. 2023-02 authorizing an addendum to the Swagit agreement adding Social Media eXstream Facebook Live. Alderman Mertins seconded the motion.

Alderman Baker asked about cost for the livestreams and Facebook live. The City Secretary., Ms. Rutherford stated that Facebook like will be \$1,500 a year and current live stream is \$495 per month.

The vote follows:

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

Nays: None

The motion passed unanimously.

5. Accept the report from the Planning and Zoning Commission regarding an amendment to Chapter 153, Section 153.074, Special Off-Street Parking Regulations.

Chairman Sean Ulrey presented the report from the Planning and Zoning Report and recommendation. He stated that the Commission reviewed the proposed amendments and unanimously voted to amend Chapter 153

Alderman Staigle moved to accept the report from the Planning and Zoning Commission to amendment to Chapter 153, Section 153.074, Special Off-Street Parking Regulations. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. Discussion and consideration regarding Ordinance No. 2023-03 amending Chapter 153, Section 153.074, Special Off-Street Parking Regulations.

Mayor Jessup listed the proposed changes as follows:

- Remove verbiage stating no truck exceeding one-ton capacity.
- Remove 153.074 (B) stating In all districts, no vehicle other than a passenger car or a vehicle not exceeding one ton capacity shall be stored in any manner upon any property in residential use where the same is visible from any public street.
- Added a new 153.074(B) stating Exceptions to 153.074(A) can be granted with written approval from the Chief of Police, the Traffic Engineer, or the Mayor.

- Removed truck for section 153.074(C)

Alderman Mertins stated that Council wanted an ordinance that could be enforceable and still protecting the integrity of the city.

Alderman Kopczynski moved to approve Ordinance No. 2023-03 amending Chapter 153, Section 153.074, Special Off-Street Parking Regulations. 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 regarding Ordinance No. 2023-04 amending Chapter 71 Parking Regulations, Section 71.01(F), General Regulations.

Alderman Staigle moved to approve Ordinance No. 2023-04 amending Chapter 71 Parking Regulations, Section 71.01(F), General Regulations. Alderman Mills 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. 2023-05 amending the schedule of fees updating fees for surface water rate from \$2.25 to \$2.50, the credit processing fee to 3.50%, and the Return Check Fee to \$30.00 due to vendor rate increases effective immediately.

Mayor Jessup stated that all of the fee increases are to match vendor increases. Alderman Staigle stated that there are several MUDs charging over \$5.00.

Alderman Staigle moved to approve Ordinance No. 2023-05 amending the schedule of fees updating fees for surface water rate from \$2.25 per 1,000 gallons to \$2.50 per 1,000 gallons, the credit processing fee to 3.50%, and the Return Check Fee to \$30.00 due to vendor rate increases effective immediately. 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 regarding Resolution No. 2023-03 setting policy for minimum fund balances within City Accounts.

Alderman Mertins moved to approve Resolution No. 2023-03 setting policy for minimum fund balance for the city's general fund at seven (7) months and ten (10) months for the utility fund. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

G. 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 acceptance of the Quarterly Investment Report.

2. Consider acceptance of the Quarterly Budget and Financial Report.

3. Consider approval of the Minutes held as follows:

December 20, 2022 – City Council Special Meeting

January 10, 2023 – City Council Special Meeting

Alderman Baker 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.

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

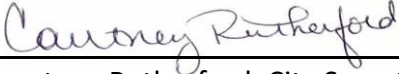
Alderman Mertins thanked the Finance Director, Anna-Maria Weston, and City Administrator, Nick Haby, for the budget reports and stated that he is impressed with city's investments.

I. ADJOURN

There being no further business to discuss the meeting adjourned at 7:54 p.m.

These minutes were approved by City Council on February 28, 2023.

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, JANUARY 24, 2023, 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 via videoconference
Rick J. Staigle, Alderman
Kelle Mills, Alderman (Arrived at 5:35 p.m.)

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller

B. Discussion regarding City Communications.

Mayor Jessup stated that since Cameron has taken over the city's social media pages the content and frequency has improved.

Mr. Miller then gave a brief presentation of his progress and projects for the last two months. He reported that he tested the Facebook live commenting on the city's page. He cannot turn off commenting during the live feeds, but he can limit the comments to pages that the city follows. He explained that city only follows other business pages such Meadows Elementary, Meadows Place PONY Baseball, Meadows Marlins Swim Team and other cities.

Mr. Miller reviewed the City Council livestream feeds and some key items for each agenda. He reported that livestream average views were sixteen (16).

Next Mr. Miller reminded Council that he is work with Eric Mulder at Bizopia on the redesign of the city's website. He hopes to have a draft next week. The new design will be more user friendly especially on mobile devices.

Finally, Mr. Miller asked Council how they would like to handle requests to post on the city's social media pages. He has received a few requests from people wanting to promote local business and events. Council discussed several options to regulate requested posts. There was discussion a non-profit versus for profit, Meadows Place affiliated organizations, church, and if it is a post that is a benefit to Meadows Place or in Meadows Place. Mr. Miller explained that currently when he receives a request he will consult with the Mayor. Council agreed that at this time they are ok with the Mayor and Mr. Miller making the

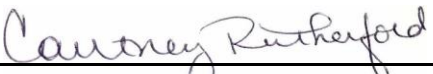
decision regarding these requests.

C. Adjourn

There being no further business to discuss the meeting adjourned at 6:19 p.m.

These minutes were approved by City Council on February 28, 2023.

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

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

Rick Staigle, Alderman
Kelle Mills, Alderman

Nick Haby, City Administrator

Aldermen Tia Baker and David Mertins were not present.

City Secretary, Courtney Rutherford was also absent.

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

1. Pledge of Allegiance: Jerry Brownlee, Meadows Place Police Sergeant

Invocation: Jimmy Fenwick, Resident

B. PROCLAMATION

1. Proclamation acknowledging Jerry Brownlee

Mayor Jessup presented Sergeant Jerry Brownlee with a proclamation acknowledging that he has applied for and has secured \$1,601,500.00 in grants that have benefited our Police Department and community.

Mayor Jessup then declared February 28, 2023, as Jerry Brownlee Day in the City of Meadows Place.

C. AUDIT

1. Presentation, discussion, and consideration to receive and accept the Fiscal Year 2021-2022 Audit Report.

Daniel Hebert from Belt, Harris, Pechacek presented the Audit Report for Fiscal Year 2021-2022. He started the presentation by thanking the Finance Director Anna- Maria Weston

stating she has been a great help in preparing the audit.

Mr. Hebert stated that they have issued an unmodified opinion of the City's financial statements which the highest level of assurance that can be given. He stated that the City's financial statements are materially correct and that all required disclosures by the generally accepted accounting principles in the United States have been made.

Council then accepted the audit report as presented.

D. REPORTS

1. Police Department – Chief Gary Stewart

a. Acceptance of Annual Contact Report

Chief Stewart first presented the Annual Contact Report compiled by Dr. Del Carmen. A copy was filed with City Secretary.

He then gave a brief overview of the monthly statistics and activities report for February 2023, which was distributed to City Council and filed with the City Secretary.

Assistant Chief Ashton 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 – 9
- Flock Safety Alerts – 39
(Reached out to Flock to check system because numbers are down)
 - Stolen Vehicles – 9
 - Sex Offender – 4
 - Stolen License Plates – 6
 - Warrant – 4
 - Gang/Suspected Terrorists – 10
 - Protection Order – 6
 - Other Agency Hot List – 3
- Arrest – 6
- Assault – 2
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 6
- Robbery – 0
- City Ordinance – 9
- Theft – 7
- Property Checks – 1801

MPPD in the final part of the training cycle. They just completed Defensive Tactics and next is CPR/AED/NARCAN Class; then "Stop the Bleed" which is a wound packing and tourniquet application class and Taser Re-Certification. This in addition to the TCOLE required mandates and legislative update. All required prior to August 2023.

Recruiting trip to Gus George and UH-D.

Actively working to fill our four full time and one part time open positions.

- Three Patrol applications in background (one potential hire)
- One part-time Dispatch application in background
- Two Accreditation Manager applications in background

New Server, replacing Neverfail, at the EOC is being setup up with the "Hyper-Sync" and should be ready for testing in a few weeks.

Mesa door access system (Phase II) project moving forward, parts on order.

Preparing for the March Camp-out

Grants

- Ballistic Shield grant Approved and started to arrive - \$56,000.
- Radio Recorder grant Approved - \$52,000.
- Dispatch Console grant in review - \$197,000.
- Portable Radio (10) grant in review - \$57,000

2. Parks & Recreation – Colene Cabezas, Director

Ms. Cabezas gave a brief overview of Parks and Recreation activities for the last quarter. Below are few highlights from December, January and February.

Staffing

- Filled Grounds Maintenance – Nick Garza
- Open position for Recreation Coordinator – Krystin Stegemeier leaving due to family obligations.
- Hiring Seasonal staff with 32 openings

Event Re-Cap

- **Christmas Memories** – Approx 1,000 in attendance
 - Many new additions (dance floor, lighted walking tour and bridge décor, PD utilized new ATV to transport Santa, additional inflates, food trucks, larger petting zoo, tree height increased by 4 feet with new topper)
- **Drop N Shops** – 2 provided - Averaged 20 kids per event, doubled from past years.
- **Trout Stocking** - additional 1,100

Completed Projects

- Relocated 21 boulders, 3 benches and 11 solar light poles from trail along Meadows Place Bayou per CenterPoint's request.
- Designed and installed new landscaping at City Hall
- Ordered floating Dock, arrival scheduled for April 1
- Installed new Field House roof.
- Top dressed Majors field and T-ball field in prep for the new MPPL season
- Completed irrigation upgrade on the ball fields to include scrubbers which will hopefully cut down on the clogged heads
- Prepared the pool for April opening – ordered additional lounge chairs, maintenance check on all the pump systems, stocked supplies and ordered a portable AED
- Vet well check completed.
- Created curriculum and activities for 7 field trips to the Nature Center from Meadows Elementary
- Booked bands and food trucks for April/May Concert series.
- Installed 5 duck nesting boxes donated by Scout Troop 301
- Splashpad is now on and operating for the season.

Upcoming Activities

- Finalizing quote to repair and resurface the tennis courts which will also include the addition of 2 formal pickleball courts (County Funded)
- Ordered 6 new solar lights poles to be installed at the Meadow Glen playground. We were able to utilize child safety funds to make that purchase.
- This month we will install the new playground equipment at Meadow Valley Park to include tree hugger seating, 4 ride-on pieces, a climbing feature, and a 3 bay swing set. We will also fence in that park and install solar light poles.
- Preparing for summer camp (Curriculum, hiring staff, training)

Upcoming Events

- Opus 4 - An Italian Serenade – March 5
- Family Camp out in the Park – March 25
- April / May Concert Series
- Kick Off to Summer Event May 26
- Pool Opens May 26 for the season.

Mayor thanked Parks staff for working to remove and trim dead landscaping and redoing the landscape at City Hall.

3. Public Works Update on Water Well #2 – Rod Hainey , Director

Mr. Hainey gave a brief update and video presentation update of Water Well #2, which is completed and back online. He stated that a new liner was put in place and the pipe is now smaller in diameter than the original. The top went from 16 inches to 10 inches and the one at the bottom went from 10 inches to 6 inches. The original pumpage for this well was about

1,200 gallons per minute and it is now about 972 gallons per minute. One of biggest changes is the pump the original had a turbine pump, and this now has a submersible pump. This pump will last seven to ten years so the replacement will be added to the long-term Capital Improvement Plan.

Alderman Staigle asked when will staff televise water well #1. Mr. Hainey explained that he is waiting on a quote, and it will cost approximately \$20,000.

Finally, he reported that there is an item on the agenda for access road and drainage improvement at the plant. This part of his maintenance and included in the current budget.

Mayor complimented Mr. Hainey on getting this water well #2 repaired.

4. Fire Department Monthly Report for January 2023 – Charles Jessup IV, Mayor

Mayor Jessup presented the monthly fire report for January 2023. A copy was filed with the City Secretary.

a. Repair compressor on ice machine

Mayor Jessup thanked Rod for repairing the compressor on the ice machine. He stated that this was important as the fire department keep coolers loaded on the fire truck in the event of working a scene.

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

Mr. Haby stated this Council meeting was being streamed on Facebook live for the first time and currently there were seven people watching.

Mr. Haby stated that he was pleased with the audit report and how thankful he was for such a deliberate and good finance director. He also mentioned that he and the Finance Director, Anna-Maria Weston, are working a Financial Management Policy that hope to bring the Council for approval soon.

He then recognized the Communications Director, Cameron Miller, for all that he has been posting to social media. A couple of those post were about the new Field House Roof and Cabo Bob's opening.

Finally, he mentioned that he and staff met with HDR and took a field visit to the wastewater treatment plant and the lift station as they're currently under design for rehabilitation.

E. 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. Infrastructure

Mayor Jessup stated that Meadows Place is one square mile that doesn't have a whole of revenue, but staff is working hard to maintain infrastructure. He stated the City received a plaque for the 2021 Norman Howe Roundabout Project of the Year from the Texas District of the Institute of Transportation Engineers for the Kirkwood Roundabouts.

He stated that there are several projects coming up and staff is working hard to prioritize the projects and find funding.

b. Citizen Involvement

Mayor Jessup stated that citizen involvement is very important in a small city like Meadows Place. He presented the Fort Bend Star article acknowledging the Flag Retirement Box recently installed at City Hall. He stated that citizen involvement makes a big difference in Meadows Place.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update. He stated we are finally in home stretch. There is some sidewalks and crosswalks to finish. He also stated that the city will need to start looking at Phase 2 which will cost approximately one million dollars and the wastewater treatment plant also needs work that has come in over three million dollars. The city has gone to the county and requested funding for this project, however at this time no funding has been approved. He suggested requesting less money for the wastewater treatment plant project and then requesting that Phase 2 of Dorrance be put into the next Fort Bend Mobility Bond.

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

Alderman Staigle gave a brief update. He stated that we are still waiting on CenterPoint to give clearance for the bores to complete the bikeway design. That request has been in for about three months now.

F. REGULAR AGENDA

1. Receive and accept the Certification of Unopposed Candidates for the May 7, 2022, General Election form the City Secretary.

Alderman Staigle moved to receive and accept the Certification of Unopposed Candidates for the May 7, 2022, General Election form the City Secretary . Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

2. Discussion and consideration regarding Ordinance No. 2023-06 cancelling the general election on May 6, 2023.

Alderman Staigle moved to approve Ordinance No. 2023-06 cancelling the general election on May 6, 2023. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

3. Discussion and consideration regarding Ordinance No. 2023-07 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$3,300 from the General Fund balance to line item 100-060-571011, Comm Center Equip/Maint. Supply, for a new projector system at the Community Center.

Alderman Kopczynski moved to approve Ordinance No. 2023-07 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$3,300 from the General Fund balance to line item 100-060-571011, Comm Center Equip/Maint. Supply, for a new projector system at the Community Center. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

4. Discussion and consideration regarding Ordinance No. 2023-08 appointing a Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas.

Alderman Staigle moved to approve Ordinance No. 2023-08 appointing Bret Kisluk as the Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

G. 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 24, 2023 – Council Workshop

January 24, 2023 – City Council Regular Meeting

2. Approved budgeted item over the \$25,000 staff spending limit.

Joe Salvide – Access driveway/road to Wastewater Treatment Plant

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

Ayes: Aldermen Staigle, Kopczynski and Mills

Nays: None

Aldermen Mertins and Baker were not present.

The motion passed unanimously.

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

Kelle Mills, Alderman, stated that she was part of group that hosted the Sweetheart Luncheon at Meadows Place Senior Village. This was the first they were allowed in since December 2019. Alderman Baker was there as well as the Mayor, and Meadows Place Police Department. She also thanked Dulles Honor Society who worked as waiters at the event.

Bruce Mills, resident at 12123 Scottsdale, spoke regarding a civil matter with his neighbor regarding the shared fence and a deck in the rear easement. Council reminded him that this is a civil matter between residents, but if the City or utility companies need to work in that easement, they will removed an structures that are in the way.

Brian Milinski, resident at 12122 Alston Drive, spoke regarding a civil matter with his neighbor regarding the shared fence and a deck in the rear easement. He stated that they structure in the easement in mobile and can moved when needed.

I. ADJOURN

There being no further business to discuss the meeting adjourned at 8:04 p.m.

These minutes were approved by City Council on March 28, 2023.

ATTEST:

Courtney Rutherford
Courtney Rutherford, City Secretary

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





MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 28, 2023, 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
Kurt Kopczynski, Alderman

Rick J. Staigle, Alderman
Kelle Mills, Alderman

Nick Haby, City Administrator

Aldermen David Mertins and Tia Baker were not present.

Courtney Rutherford, City Secretary, was not present.

Megan Mikutis, City Attorney, was also in attendance.

The following staff were also in attendance: Communications Director, Cameron Miller.

B. Discussion regarding the City of Meadows Place current sign ordinance.

Mayor Jessup introduced the item and then called on Mr. Haby. Mr. Haby stated that a few months Council directed staff to ask the City Attorney to review the city's current sign ordinance. In reviewing the ordinance, the Attorney determined that about 75% of the ordinance needs to be addressed. After the review he then asked Ms. Mikutis to put together a presentation that breaks down what is and is not allowed when regulating signs.

Ms. Mikutis stated that she performed a policy audit of the current sign ordinance and then presented her review to Council and staff. She looked for outdated provisions that need to be brought up to current law and standards, clarity, and legislation organization. She stated her presentation would focus on four (4) key things:

- Current Restrictions – What you can't do.
- General Permissible Regulations – What you can do.
- Areas of Opportunity – What you might think about doing.
- Request for Feedback Questions, Comments – What you would like to do.

She first addressed what you can't do. The biggest restriction on regulation is that you cannot regulate content-based signs.

- Communicative content which can be based on subject matter, i.e., political.
- Function on purpose, i.e., implicitly content based.

- Preference on type of speech over another, i.e., commercial over non-commercial
- Over or under inclusive standards;
- Time, place, or manner.

She then explained what permissible regulations are:

- Size, except for political signs unless the sign is billboard like proportions.
- Location
- Non-lighting and Lighting
- Aesthetics and building materials.
- Placement on private versus public property
- Place on commercial and residential property
- On-premises and off-premises commercial advertising
- Electronic billboards
- Time, Place and Manner
- Flags, banners, bunting, and balloons

She concluded her presentation with three key points of opportunity:

- Update – Meet City needs without frequent amendments in the future.
- Organization – Remove duplications.
- Function – Address administrative needs and policy making abilities.
- Definitions – Pull out key words and improve definitions section.

She also stated that Council may want to remove the sign from the Planning and Zoning section.

Mayor Jessup stated that he would like for Council to first decide if they want to remove it from the Planning and Zoning section and he is inclined to moving out of Planning and Zoning and go straight to Council. There was brief discussion regarding the location of the sign ordinance. Ms. Mikutis stated that usually a sign ordinance stands on own. Council discussed that moving it from zoning would speed up the process for modifications. Ms. Mikutis confirmed that Council can moving this from the zoning ordinance without involvement of the Planning and Zoning Commission. Council agreed to direct legal to prepare an ordinance to remove this section from the Planning and Zoning section of the ordinance.

Ms. Mikutis stated that the next step would be to decide what the city wants to do with existing signs. State law allows one of two options, grandfather them or create a sign board. This sign board consist of certain number of members from the community with specific qualifications which can be very cumbersome. Council discussed grandfathered signs and the requirements to bring up to current code if in need of repair or replacement.

Council briefly discussed regulation of commercial signs versus residential and electronic signs.

Council asked Ms. Mikutis to find a current sign ordinance that Council can review and work from to create a new sign ordinance. She stated that she will pull some samples and work with administrative staff to get input as to what we want to include in the administrative section.

Council and staff then reviewed current sign ordinance with legal. They agreed that they would like the revised ordinance to be clearer for enforcement.

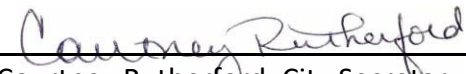
The final direction from Council was to have legal clean up the current ordinance to current standards and bring regulation ideas for electronic signs for consideration. Council agreed to have another workshop in a couple of months to review proposed changes from legal.

C. Adjourn

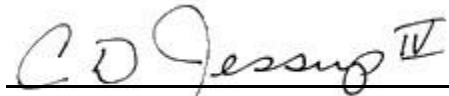
There being no further business to discuss the meeting adjourned at 6:24 p.m.

These minutes were approved by City Council on March 28, 2023.

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 REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 28, 2023, 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 6:30 p.m. with the following present.

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

David Mertins, Mayor Pro Tem
Rick 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; Public Works Director, Rod Hainey; Parks Recreation Director, Anna-Maria Weston; and Jennifer Cabello, Code Enforcement Officer.

1. Pledge of Allegiance: Kristen Malone, FBISD Board President

Invocation: Jimmy Fenwick, Resident

B. PRESENTATION

1. Presentation about FBISD 2023 Bond Issue

FBISD Chief Financial Officer Bryan Guinn and FBISD Board President Kristen Malone made a presentation to City Council regarding the upcoming 2023 Bond election and the estimated impact of Propositions A, B, and C. Ms. Malone stated that this is the first City Council meeting they have attended. She stated this is one of the largest bonds the district has ever requested at 1.2 billion dollars. She and Mr. Guinn gave a brief presentation on how the funds would be used, which is listed below.

General

- \$1.18 Billion
- \$317 Million for Three School Rebuilds
- \$146 Million for Three New Schools
- \$591 Million for Aging Buildings
- \$67 Million for Network Infrastructure
- \$30 Million for Safety & Security
- \$29 Million for Transportation

Technology

- \$52.5M
- Refresh Computers for Students & Staff
- State Law Requires Separate Proposition for Devices

Natatorium

- \$22.9M
- Natatorium to Service Students and Community in Southeast Area
- Students Spend Significant Time and Mileage Traveling to Other Swim Centers.
- State Law Requires Separate Proposition for Athletic Facilities

Ms. Malone complimented the Mayor and Council on their zest for community and how involved the residents are in all of the city events. She is proud of the city's fellowship and bringing community together.

Mayor Jessup thanked them for coming out and presenting to the City of Meadows Place.

Alderman Staigle stated that new infrastructure is needed for the county growth.

Alderman Kopczynski asked if Berrington Elementary will be re-opening? Mr. Guinn stated that will re-open but will be closed for one more school year and is not part of the bond.

Alderman Baker thanked them for sharing the impact per household.

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for February 2023, which was distributed to City Council and filed with the City Secretary.

Assistant Chief Ashton 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
- Arrest – 3
- Assault – 1
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 0
- Fraud – 2
- Robbery – 0
- City Ordinance – 17
- Theft – 6

- Property Checks – 1763
- Flock Safety Alerts – 42
 - Stolen Vehicles – 10 (2 Recovered)
 - Sex Offender – 3
 - Stolen License Plates – 7
 - Gang/Suspected Terrorists – 7
 - Protection Order – 9
 - Other Agency Hot List – 6

Additional Notes:

- MPPD is in the final part of the training cycle. CPR/AED/NARCAN Class in progress; Just completed "Stop the Bleed" (Stopthebleed.org) is a wound packing and tourniquet application. Taser Re-Certification. Mental Health Training with area agencies continues (LE Class this Thursday). This is in addition to the TCOLE required mandates and legislative update. All required prior to August 2023.
- FLOCK Coming out to replace 4 cameras and update the entire system (no cost to us). Should be completed in the next two weeks.
- Recruiting trip to UH-D Several applications passed out.
- Actively working to fill the 3 Full Time and 2 Part Time open positions.
 - Two Patrol applications in background (one Hired - Florian)
 - One part-time Dispatch application in background completed and in review.
 - Two Accreditation Manager applications in background
- New Server is at the EOC setup up and testing continues with "Hyper-Sync" (This is replacing neverfail). All will need to participate in testing their workstations once it is operational in approximately 3 weeks.
- Mesa door access system (Phase II) project moving forward, wiring is being completed this week.
- March Camp-out went well. PD continues to prepare for an active spring and summer with concerts in the park and 4th of July rapidly approaching.
- Grants
 - Ballistic Shield grant Approved are being received.
 - Radio Recorder grant Approved (52k).
 - Dispatch Console grant in review (197k).
 - Portable Radio (10) grant in review (57k).

Alderman Kopczynski stated that he has seen complaints on Facebook about Airbnbs. Chief Stewart stated that they receive a few complaints from time to time, but nothing consistent. Chief Stewart encouraged residents to call the Police Department with their complaints.

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 that report that was filed with the City Secretary.

Mayor asked about Fort Bend County animal control.

Top 5 Violations

- Trash next to curb area (not trash day)
- Trashcans/Rubbish/Recycling Bins visible from the street
- Grass/Weeds in Flowerbeds in cracks of concrete
- Bandit Sign – Prohibited Sign

Alderman Mills stated that this is the most thankless job in the city. She stated that she did get a notice of violation. She took care of it and emailed Jennifer. She stated the process was quick and easy. She also thanked Ms. Cabello for taking care of the vacant house across the street.

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

Mayor Jessup presented the monthly fire report for February 2023. A copy was filed with the City Secretary.

Mayor Jessup shared that Stafford Fire Department will be swapping living facilities with EMS, due to staff shortage.

He also stated that the Fire Department complimented Meadows Place staff because as they call for repairs, they are being taken care of quickly.

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

Mr. Haby stated attorney still working on sign ordinance and hopes to have something for review next month.

City has moved over to Municode for Code of Ordinances maintenance online.

Rod authorized company to inspect water well #1 and we'll have better idea how that is once they are done.

He then reported on the PFIA training that the Mayor, Anna-Maria, Nick and Courtney attend every other year. He presented notes from Finance Director, Anna-Maria Weston, who recently attended the training.

Mayor thanked Anna-Maria for her notes and stated that the Financial Policy later in the agenda is part of the training as well as changing auditors and banks.

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. Community Communications

Mayor Jessup stated that City Council had a 1-hour workshop with the Communications Director prior to the Council meeting. This was a newly created and funded position last year and Mr. Miller has worked hard to raise the standards for the city. He is working great with Council, staff, and residents and getting lots of feedback across the county. Mr. Miller helped launch a new website last week and communications are so much better than where they were. Communication remains a priority for the city.

b. Springtime in Meadows Place

Mayor Jessup stated that he loves springtime in Meadows Place. The city is starting to look beautiful and people are outside. The campout was a huge success. The park area was full of campers, baseball, and a party at the park. He thanked residents for removing dead plants and planting new.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update. He stated that the City had a walk through earlier in the month and the contractor is working on the final punch list. There is one bird bath, and they are currently working on how to correct that. They still need to clean up mailboxes and an ADA inspection is scheduled for April 3rd. The project should come in about \$50k under budget and contractor will have financial disadvantage due to completing the project late. Addresses will be completed once the punch list is complete.

Mayor Jessup stated that coming in under budget is rare! He thanked Alderman Staigle and staff who oversaw the project.

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

Alderman Staigle gave a brief update. He stated that this week the engineer is meeting with CenterPoint in the field to identify boring locations. Once we have a verbal ok, we will push for written approval so we can move forward with the project. This project has been delayed for about seven months.

E. REGULAR AGENDA

1. Discussion and consideration of Resolution No. 2023-04 authorizing an Interlocal Agreement with Fort Bend County, Texas for Personnel Services regarding food service establishments.

The City Administrator reached out to Fort Bend County, and they have agreed to take over personnel services for the City's food health and safety services.

Alderman Kopczynski moved to approve Resolution No. 2023-04 authorizing an Interlocal Agreement with Fort Bend County, Texas for Personnel Services regarding food service establishments. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

Mr. Haby stated that this still has to go to the County for final approval then staff will notify our businesses of the change.

2. Discussion and consideration of Resolution No. 2023-05 authorizing the Mayor to negotiate an amendment to the agreement with BBG Consulting, Inc. to add Residential Rental Program - Certificate of Occupancy Inspection Services.

Alderman Baker asked how the city will cover this cost. The City Secretary, Ms. Rutherford, stated that the current application fee will cover the cost.

Alderman Baker moved to approve Resolution No. 2023-05 authorizing the Mayor to negotiate an amendment to the agreement with BBG Consulting, Inc. to add Residential Rental Program - Certificate of Occupancy Inspection Services. 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 possible action related to the bid of the Wastewater Treatment Plant

rehabilitation.

The scope of work for this project exceeds the current ARPA funding. This item is for City Council to review and discuss funding options. The total estimated cost is 3.2 million and the City currently has 1.4 million.

Mr. Haby stated that there are couple things to discuss before authorizing HDR to go out for bid on this project. Mr. Haby stated at this point Council will have to decide to fund this project or phase 2 of Dorrance.

John Peterson, from HDR Engineering, Inc., gave a brief presentation regarding the proposed project. He stated that the plant is fairly old, and the traveling bridge has reached its end of life. He also reminded City Council that the design does not include construction phase engineering. He also stated there will be a one-year lead time once the bid is approved, so if the project is bid now the completion will be 2025.

Alderman Staigle asked what is the lifespan on this replacement. Mr. Peterson stated it will have an expected life of 30-35 years. Alderman Staigle stated that they City still needs to look at standard round clarifier in the future, but that option is about seven (7) million dollars. He encouraged Council to wait on taking action as he has heard that the City should have an answer from the county on additional funding within 30 days.

Mayor Jessup stated that he does not want to tie the two projects together. He thinks that this project is more important than Dorrance Phase 2 at this time.

Mayor asked about the reclaimed water system. Mr. Hainey state that he has added a potable water supply to help dechlorlify the water. The lake is down about a foot at this time as the reclaimed water is not good quality and will kill the fish.

There was discussion about starting the submittal process and purchasing equipment, but this would affect funding from the County.

There was discussion regarding the potential of ordering the traveling bridge directly at 1.3 million dollars and then starting the bid process for installation of that and the gates. He stated that this would accelerate the schedule by about 6 months. Alderman Staigle stated that the City would need to check on ARPA funding since sole source company before ordering anything.

Mayor Jessup asked Mr. Hainey about his sense of urgency for the repairs. Mr. Hainey stated that he was worried about meeting TCEQ requirements.

Mayor Jessup stated that there needs to be discussion before making a decision.

There was no action at this time.

4. Discussion and consideration of Resolution No. 2023-06 adopting the City's Financial Management Policy Statements.

Alderman Mertins moved to approve Resolution No. 2023-06 adopting the City's Financial Management Policy Statements. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration regarding CenterPoint Energy 2023 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase.

Alderman Staigle moved to suspend the CenterPoint Energy 2023 Annual Gas Reliability Infrastructure Program (GRIP) Adjustment with a rate increase for 45 days. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. Discussion and consideration regarding a request from TML Health Benefits Pool to send a letter to Texas Legislature requesting reimbursement for COVID expenses.

Alderman Staigle moved to approve the request from TML Health Benefits Pool to send a letter to Texas Legislature requesting reimbursement for COVID expenses. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

7. Discussion regarding contractor insurance and registration and when it is required for building permit purposes.

Mayor Jessup state that this item was requested by Alderman Staigle. Alderman Staigle stated that recently he needed warranty work/adjustment on his foundation repair and his contractor did not want to register as a contractor with City. So, he was caught in not getting a permit or not getting the warranty repair. He is asking that warranty companies be grandfathered and allowed to come back without registering.

Mr. Haby stated that he recently met with the Building Official and a permit is not required as there is nothing to inspect on foundation adjustments.

There was brief discussion among Council and staff regarding the reasons for contractor registration and if the job does not require an inspection is a permit required.

After discussion Council directed staff to prepare an ordinance amendment stating the contractor registration and insurance requirements will be waived if warranty work previously permitted with the City.

8. Discussion regarding bars and bar zoning regulations in the City of Meadows Place.

Mayor requested this item. He was at the EDC meeting last month and got suggestions from members on potential businesses. He stated there are several businesses due to the city and EDC perusing them, for example Aldis, Starbucks, and O'Reilly. A member at the meeting mentioned a potential bar and he stated that was against code. However, he found that the city cannot outlaw legal businesses and the city does not have an ordinance against bars and at this time there are no regulations.

Chief Stewart stated concerns from the police enforcement side. He stated that it does impact law enforcement. You need regular bar checks, and they currently assist neighboring cities at night at local bars with issues. He stated that bars need to maintain a high level of security and problems can lead over into the streets.

Alderman Kopczynski suggested a SUP for bars and Mayor Jessup agreed that could be solution.

Alderman Staigle recommended holding a Joint Public Hearing with the Planning and Zoning Commission to discuss the item.

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 28, 2023 – City Council Workshop

February 28, 2023 – City Council Regular 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)

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, resident at 12123 Scottsdale, stated that she works the concessions for baseball and there are 7-10 games on some weekends. She commended Meadows Pony League for working to get teams playing in Meadows Place and thanked the city for fixing up the fields.

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 8:37 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 annual evaluation of the City Administrator.

The executive session adjourned at 9:27 p.m. and Council reconvened into regular session.

J. RECONVENE

1. Discuss and take appropriate action regarding the annual evaluation of the City Administrator.

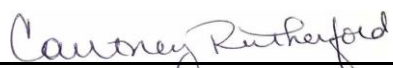
No action was taken.

K. ADJOURN

Alderman Mills moved to adjourn. Alderman Mertins seconded the motion. There being no further business to discuss the meeting adjourned at 9:28 p.m.

These minutes were approved by City Council on April 25, 2023.

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, MARCH 28, 2023, 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, Mayor Pro Tem
Rick J. Staigle, Alderman (Arrived 5:45 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 Hailey.

B. Discussion regarding City Communications.

Mayor Jessup opened the meeting and asked if City Council wanted to continue meeting bi-monthly to discuss City Communications. There was discussion among Council about meeting less frequently to review communications. Council agreed to meet quarterly for now and the next Communications Workshop will be in June.

Mr. Miller gave a brief presentation over the things he has accomplished in the last two (2) months.

- **Facebook Live** – February 28th was the first live stream on Facebook. The post currently has 246 clicks.
- **Dorrance Lane** – Cameron took videos and pictures to document the progress and communicated via social media and the City website. He finished with a recap video.
- **Wall of Heroes** – Mr. Miller worked with Chris Gawlik, resident, to improve the display.
 - Mr. Gawlik donated the materials and labor in honor of his grandparents, Herb and Linda McRight, long-time Meadows Place residents. A plaque was put up honoring them.
- **New website** – Started in January, worked with Bizopia on design, website went live March 22nd.

- **Family Cookout** – Mr. Miller attended to capture pictures and video then created a recap video to highlight the event.
- **Employee Profiles** – Mr. Miller brought an example of an employee profile/employee of the month to post on social media.
- **2024 Calendar** – Mr. Miller suggested a City calendar for the City's 40th anniversary. He suggested having children from the community submit artwork about why they love Meadows Place for the calendar. He is working on quotes to print and mail calendars to each residential address in the city. Council agreed this was a good idea and directed Mr. Miller to move forward with the project.
- **Upcoming Concerts in the Park** – already working on promoting events.
- **Do we want an App?** – Mr. Miller sat in on a demo presentation. The cost of a city app is \$3,900 per year. Council agreed that they do not want an app at this time.

Alderman Mills commended Mr. Miller on the new website design and stated that it is much easier to use.

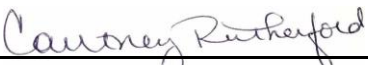
Alderman Mertins suggested that the city start to prepare infrastructure education for the residents and explain General Fund versus Utility Fund.

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 April 25, 2023.

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 REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON APRIL 25, 2023, 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 6:31 p.m. with the following present.

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

David Mertins, Mayor Pro Tem
Rick 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; Public Works Director, Rod Hainey; Parks & Recreation Director, Colene Cabezas; and Finance Director, Anna-Maria Weston.

1. Pledge of Allegiance: Officer J. Jackson

Invocation: Jimmy Fenwick, Resident

B. PROCLAMTION

1. Proclamation for Elaine Kisluk

Mayor Jessup read a Proclamation declaring Aril 25, 2023 as Elaine Kisluk day in Meadows Place.

C. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for April 2023, which was distributed to City Council and filed with the City Secretary.

Assistant Chief Ashton 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 – 6
- Arrest – 7
- Assault – 4
- Burglary of Motor Vehicle – 1

- Burglary of Business, Residential or Residential Building – -
- Criminal Mischief – 0
- Fraud – 0
- Robbery – 0
- City Ordinance – 12
- Theft – 4
- Property Checks – 1795
- Flock Safety Alerts – 60
 - Stolen Vehicles – 9
 - Sex Offender – 3
 - Stolen License Plates – 18
 - Gang/Suspected Terrorists – 18
 - Missing Person Alert – 1
 - Protection Order – 9
 - Other Agency Hot List – 2
- Total Arrests 7

Additional Notes:

- MPPD continues to complete the current training cycle. CPR/AED/NARCAN Class in progress; Just completed “Stop the Bleed” (Stopthebleed.org) is a wound packing and tourniquet application. Taser Re-Certification. Mental Health Training with area agencies continues (LE Class this Thursday). This is in addition to the TCOLE required mandates and legislative update. All required prior to July 31, 2023.
- FLOCK has recently completed the changes/upgrades. Seeing an increase in the “Hits”.
- We are actively working to fill our (3) FT and (2) PT open positions.
 - Two Patrol applications in background (one Hired - Florian)
 - One part-time Dispatch application in background completed and in review.
 - Two Accreditation Manager applications in background
- Mesa door access system (Phase II) project moving forward, coming out Wednesday to finish install and start test of the automatic door operation.
- PD Participated in the Olde Town Meadows School Carnival. Officers were out and about, including giving ATV Rides to our young constituents and future leaders. Yesterday, MPPD participated in Law Day at Gus George High School from 8a-2p and yesterday evening our Police Officers received a visit from Cub Scout Pack 1115. This visit helped fulfill some of their citizenship requirements.
- Police Dept. continues to prepare for an active spring and summer with this Fridays’ Concert in the Park (and more to come). MPPD is also preparing for the fast-approaching 4th of July.
- Grants Update:
 - Ballistic Shield grant Approved; Shields have been received.
 - Radio Recorder grant Approved (52k).
 - Dispatch Console grant in review (197k).
 - Portable Radio (10) grant in review (57k).

Mayor Jessup thanked the Chief and his officers for their involvement at Old Town Meadows. They make Council and the residents feel safe.

Alderman Baker asked if they had an estimate for attendance in the park and Old Town Meadows. Chief stated that they estimated about 300-400 at the Concert and approximately 600 at Old Town Meadows.

Alderman Kopczynski stating that he likes to push see community policing and that is exactly what they were doing.

Chief Stewart stated that he is very appreciative of the supportive community in Meadows Place.

2. Public Works – Rod Hainey, Director

Mr. Hainey gave a brief overview of Public Work activities for the last quarter covering January, February, and March. Below are few highlights from that report that was filed with the City Secretary.

Sidewalk repair and replacement program

The sidewalk replacement program is funded annually in the amount of \$70,000. This year we have already spent \$52,735.00, which is approximately 75% of the annual budget. No sidewalk repairs were done this quarter, other than utility repairs.

Street Repairs /Road Fee funding

The street panel replacement program is funded by the road use fee and the budget is \$185,000.

Repairs this quarter

- 12218 Meadow Park Ct- \$4,250.00
- Intersection of Dorrance and Amblerwood - \$12,700.00
- 11802, 11806, 11810 Brighton Ln - \$46,760.00
- 12107 & 12111 Sturdivant Ct. - \$22,235.00
- 12203, 12143, & 12147 Valencia St, Meadow Crest Cul-De-Sac. -\$26,060.00
- 12207 Valencia St -\$22,450.00

USW Expenses for – January, February, and March 2023

- January 2023 - \$73,452.90
- February 2023 – \$40,834.26
- March 2023 - \$66,528.65
- Annual Water Department Maintenance- Budget, \$463,000
 - Year to Date, Expenditure \$314,923.00 Approx. 68%
- Annual Sewer Department Maintenance- Budget \$334,000
 - Year to Date, Expenditure \$193,958.00 Approx. 58%

Other repairs with USW and outside vendors

1. Water Well number 1, Scheduled to be pulled for inspection April 19, 2023

2. WPI has ordered the three generators to be installed at the EOC, Water Plant #3, and the WWTP. Only the EOC Natural Gas generator has been delivered, installation has not been completed.
3. HDR, bidding of the rehabilitation of the Clarifier bridge assembly. Project on hold until funding is available.
4. A new 480 volts water heater was purchased and installed at the Fire Station.
5. Supplemental water supply to the lake has been completed. \$6,675.00
6. Screening material installed at Water Well number 2.
7. City owned backflow devices were tested. A few required repairs and will be scheduled for re-test.
8. Poured an access driveway on East side of the WWTP. \$34,250.00

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 2023. Information only. The report is reviewed by staff and repairs are authorized.

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

There was no report for this month from Stafford Fire Department. Mayor Jessup stated that Stafford Fire Department is very satisfied with their relationship with the City of Meadows Place. Our Public Works responds promptly to their concerns. Chief DiCamillo is working well with us and doing a good job.

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

Mr. Haby stated that staff recently met with Wright Technologies to discuss upcoming IT issues and budget. He is proud to report that Wright has a good inventory list and presented a detailed list of IT needs including cyber security. They will be holding a cyber security training for Council and staff. Once training will be during lunch with another one in the evening. The City Secretary will send out dates once we have confirmation.

Wright also launched an External Email Banner that alerts Council and staff to emails from outside the organization. This will help staff to recognize spam emails.

Lastly, he reported that the County accepted the Interlocal Agreement and will be taking over the food, health and safety for the City. A letter will be mailed out to all food vendors.

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. Mayors Meeting at Fort Bend County EOC

Mayor Jessup stated that the Fort Bend County Mayors held their lunch meeting at the Fort Bend EOC and toured the facility and saw how they operate. He said that it was a very well planned out facility and a step up from the old facility.

b. Legislative Update

Mayor Jessup stated that he is very disappointed in the attitude of legislature towards cities. He plans to get to Austin to testify as the Chair of Fort Bend County Mayors and Councils Association.

Terry Henley, resident and former Alderman, stated that he went to Austin to testify for HB622 regarding newspaper posting requirements. He has been trying to get this passed for over 15 years. He stated that it is expensive for cities to post in the newspaper, and it is difficult to locate the posting in the newspaper.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle gave a brief update. He stated that staff is still working to get a final date for the final walk through. The contractor is still reviewing the bird baths and looking at options to resolve them. He stated that the construction did pass ADA inspection and the city is still working with CenterPoint to get the lights fixed.

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

Alderman Staigle gave a brief update. He stated that there isn't a lot to report at this time. The city met with CenterPoint at the end of March and is still waiting for the board approval.

E. REGULAR AGENDA

1. Discussion and consideration of Ordinance No. 2023-09 amending the City of Meadows Place Code of Ordinances Chapter 150: Buildings by modifying sections 150.05 and 150.07; providing for severability; providing an effective date; providing for a penalty; and, providing for repeal.

Mayor this item is from discussion at the March Council meeting. This is to remove registration and insurance requirements for warranty work. Mayor is concerned with

contractors not pulling permits.

Alderman Staigle stated that they would still have to pull permit they just don't have to register and provide insurance.

Alderman Staigle moved to approve Ordinance No. 2023-09 amending the City of Meadows Place Code of Ordinances Chapter 150: Buildings by modifying sections 150.05 and 150.07; providing for severability; providing an effective date; providing for a penalty; and, providing for repeal. Alderman Kopczynski seconded the motion.

Alderman Baker asked what if something goes wrong during warranty repair. Alderman Staigle stated it would be between the homeowner and contractor and this would not remove requirement for inspection. This requirement will not put the homeowner at any more risk than when the original work was done.

The vote follows:

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

Nays: None

The motion passed unanimously.

2. Discussion and possible action related to the bid of the Wastewater Treatment Plant rehabilitation.

Mayor Jessup stated that he has spoken to the commissioners in the last two weeks and there is stuff going on that he doesn't know about. There is no discussion regarding ARPA funding requests for funding. Mayor Jessup is going to reach out to the judge and would like to postpone this item until the May meeting.

Alderman Baker said that she agrees with one month delay, but we need to move forward.

No action was taken on this item.

3. Discussion and consideration regarding Resolution No. 2023-07 approving Texas SmartBuy Membership and designating a primary and secondary contact.

Alderman Mertins moved to approve Resolution No. 2023-07 approving Texas SmartBuy Membership and designating the City Secretary, Courtney Rutherford, as the primary and Police Chief, Gary Stewart, as the secondary contact. 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 regarding Ordinance No. 2023-10 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount of \$150,000 from the Fort Bend County Parks Bond to line item 100-497000, Grant Revenue Capital Improvement, for three (3) Parks capital improvements projects, including the field house roof replacement, the installation of a floating wildlife viewing area/observation deck and tennis court improvements.**

Alderman Staigle moved to approve Ordinance No. 2023-10 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount of \$150,000 from the Fort Bend County Parks Bond to line item 100-497000, Grant Revenue Capital Improvement, for three (3) Parks capital improvements projects, including the field house roof replacement, the installation of a floating wildlife viewing area/observation deck and tennis court improvements. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 5. Discussion and consideration regarding Ordinance No. 2023-11 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$150,000 from line item 100-497000, Grant Revenue Capital Improvement, to line item 100-060-58000, Parks Capital Outlay, for Parks Capital Improvements Projects, including the field house roof replacement, the installation of a floating wildlife viewing area/observation deck and tennis court improvements.**

Alderman Kopczynski moved to approve Ordinance No. 2023-11 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$150,000 from line item 100-497000, Grant Revenue Capital Improvement, to line item 100-060-58000, Parks Capital Outlay, for Parks Capital Improvements Projects, including the field house roof replacement, the installation of a floating wildlife viewing area/observation deck and tennis court improvements. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 6. Discussion and consideration regarding Ordinance No. 2023-12 amending the Utility Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$316,000 from the Utility Account Reserves to line item 300-020-**

580000, Utility Capital Outlay, for the rehabilitation to water well #2.

Alderman Staigle moved to approve Ordinance No. 2023-12 amending the Utility Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$316,000 from the Utility Account Reserves to line item 300-020-580000, Utility Capital Outlay, for the rehabilitation to water well #2. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

7. Discussion to set a date for a Workshop to discuss the City's sign ordinance.

Council agreed to hold a Workshop meeting on May 3rd at 6:00 p.m. at the EOC/Training Center to discuss the City's sign ordinance and a possible development on the 9-acre tract of land on W Airport.

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 28, 2023 – City Council Workshop

March 28, 2023 – 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)

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.**

Kurt Kopczynski, resident, stated that swim team has started, and they currently have 160 registered swimmers. Sean Ulrey is the head coach, Emily Merkley is the President, and they have 31 sponsors.

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 7:57 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 annual evaluation of the City Secretary.

The executive session adjourned at 8:54 p.m. and Council reconvened into regular session.

J. RECONVENE

1. Discuss and take appropriate action regarding the annual evaluation of the City Secretary.


No action was taken.

K. ADJOURN

Alderman Mills moved to adjourn. Alderman Baker seconded the motion. There being no further business to discuss the meeting adjourned at 8:54 p.m.

These minutes were approved by City Council on May 23, 2023.

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 25, 2023, 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 5:30 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: Communications Director, Cameron Miller; Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton; and Public Works Director, Rod Hainey.

B. Presentation from Chad Nesvadba regarding proposed development on 9 acres within Meadows Place.

Chad Nesvadba with Aeco Developers was in attendance with representatives from Huitt Zollars. They presented two concepts of apartments with 20,000 square feet of retail space. The retail space would include stores and restaurants. Each concept would have 275 residential units all with one bathroom and 190 of the units would be one bedroom. The structure would be five stories with a parking garage on the first two levels. Council asked if they had commitments for the retail space and they stated they had interest, but not commitments at this time.

Council had brief discussion regarding revenue, additional police needed, and water and sewer. Council agreed to discuss the development in more detail at a future meeting, but they all prefer Concept #2 for the community.

C. Discussion regarding rental properties in the City of Meadows Place.

Mayor Jessup introduced the item and stated that staff are having a difficult time getting real numbers for rental properties in the city. Council discussed different ways to track rental properties including getting a list from Fort Bent County Appraisal District of all properties not claiming homestead. Alderman Kopczynski volunteered to work with staff to create a list of rental properties that can be maintained by staff.

D. Discussion regarding Mayor and Aldermen terms of office and length of terms.

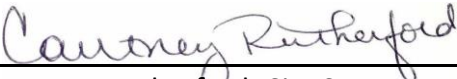
Mayor Jessup stated that he requested this item. He would like Council to consider changing the terms of Council. Currently every other year a quorum of Council is up for election. He would like to see the terms changed to three years and two Council members up for election at a time. There was brief discussion regarding the change of terms. It would require a vote of the public to change the terms of office. Council directed staff to work with legal to put together an item for more discussion at an upcoming workshop with legal counsel.

E. Adjourn

There being no further business to discuss the meeting adjourned at 6:26 p.m.

These minutes were approved by City Council on May 23, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON WEDNESDAY, MAY 3, 2023, AT 6:30 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 5:30 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

Communications Director, Cameron Miller, was also in attendance.

B. Discussion and recommendation from the Planning and Zoning Commission regarding the application from Hoovis Surveying Company/LTH Land Investments, LLC for a partial replat of the property located at Reserve "A-5" of the Grove Outlet, Retail and Town Center.

Planning and Zoning Vice Chair, Matt Oltremari, presented the report from the Commission regarding the application from Hoovis Surveying Company/LTH Land Investments, LLC for a partial replat of the property located at Reserve "A-5" of the Grove Outlet, Retail and Town Center. He stated that the Commission voted unanimously to approve the application.

Alderman Mertins moved to accept the report from the Planning and Zoning Commission regarding the application from Hoovis Surveying Company/LTH Land Investments, LLC for a partial replat of the property located at Reserve "A-5" of the Grove Outlet, Retail and Town Center. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

C. Discussion and consideration regarding the application from Hoovis Surveying Company/LTH Land Investments, LLC for a partial replat of the property located at Reserve "A-5" of the Grove Outlet, Retail and Town Center.

Alderman Staigle moved to approve the application from Hoovis Surveying Company/LTH Land Investments, LLC for a partial replat of the property located at Reserve “A-5” of the Grove Outlet, Retail and Town Center. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

D. Discussion and consideration of the City of Meadows Place current sign ordinance.

Megan Mikutis from Randle Law Office Ltd., L.L.P presented a rough draft of the City’s sign ordinance. Council and staff reviewed the draft ordinance and briefly discussed some of the following regulations.

- Definitions
- Electronic Signs
 - Council first voted 3 to 2 that they would like to consider the possibility of allowing for electronic signs. The vote follows:
 - Yes – Aldermen Staigle, Kopczynski, and Mills
 - No – Aldermen Mertins and Baker
 - If allowed, what regulations would be put in place regarding brightness, duration of messages, size, etc.
- Ordinance Enforcement
- Amortization and Grandfather
- Appeal Process
- State Regulations
- Permit Requirements and Exemptions
- Temporary Signs
- Prohibited Signs
- Non-conforming signs
- On-premises vs off-premises
- Commercial Signs
- Residential Signs
- Political Signs
- Flags
- Portable Signs
- Vehicle Signs
- Mobile Signs
- Variances
- Sign Maintenance
- Penalties

Council agreed to send any notes, changes or requests to the City Secretary by June 1st, and she will forward those to the City Attorney.

E. Discussion and consideration regarding potential development of the 9-acres tract located generally at 11919 W Airport Blvd.

Council discusses the proposal regarding an apartment development with retail space presented at the workshop on April 25th. There was concern regarding the condition of the apartments over time and filling the retail space. Council did agree on the two concepts presented the felt the second concept with open green space was a better fit for the City. Council also has concerns about taxing the city's resources for example the police department and water and sewer system. The big question for Council is if apartments are the best use of that space.

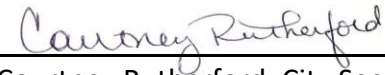
Council agreed to hold a town hall meeting allowing the developer to bring more realistic design and allow the residents to comment. Once the city receives a more realistic rendering the date for a town hall meeting will be set.

F. Adjourn

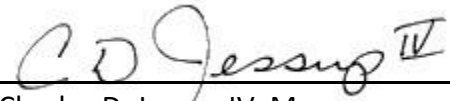
There being no further business to discuss the meeting adjourned at 9:00 p.m.

These minutes were approved by City Council on May 23, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





MINUTES OF THE EMERGENCY MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, MAY 9, 2023, AT 4:00 P.M., AT THE MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.

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
Kurt Kopczynski, Alderman

Tia Baker, Alderman
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Aldermen David Mertins and Rick Staigle were not present.

Communications Director, Cameron Miller, was also in attendance.

B. Discussion and consideration of Resolution No. 2023-08 authorizing the Mayor to enter into an agreement with Weisinger Incorporated for the emergency repair to Water Well #1 and authorizing associated expenditures in the amount not to exceed \$335,000.

Public Works Director, Rod Hainey, explained that this is an emergency repair. He explained that Water Well #1 was pulled after repairs to Water Well #2 were complete. He explained that this well can also be cleaned and saved. The repair needs to be completed as soon as possible to get the Water Well #1 back online especially with the summer months approaching.

Alderman Baker moved to approve Resolution No. 2023-08 authorizing the Mayor to enter into an agreement with Weisinger Incorporated for the emergency repair to Water Well #1 and authorizing associated expenditures in the amount not to exceed \$335,000. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Kopczynski and Mills

Nays: None

Aldermen Mertins and Staigle were not present.

The motion passed unanimously.

C. Adjourn

There being no further business to discuss the meeting adjourned at 4:10 p.m.

These minutes were approved by City Council on May 23, 2023.

ATTEST:

Courtney Rutherford
Courtney Rutherford, City Secretary

CD Jessup IV
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 REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MAY 23, 2023, 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 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 Staigle, Alderman

Alderman Kelle Mills was not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

1. Pledge of Allegiance: Luke Blackmer, Principal Blackmer's son

Invocation: David Mertins, Mayor Pro Tem

B. Election Matters

1. Issuance of Certificate of Election and Administer Oath of Office to Elected Officials. Kurt Kopczynski, Alderman Place 4; and Kelle Mills, Alderman Place 5.

Mayor Jessup presented the Oath of Office to Kurt Kopczynski for Alderman Place and presented him with his Certificate of Election.

Kelle Mills was not present and will take her oath and receive her Certificate of Election at a later date.

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. Introduction of the new Meadows Elementary School Principal, Cindel Blackmer

Mayor Jessup introduced the new principal for Meadows Elementary, Cindel Blackmer. Ms. Blackmer addressed Council and the public. She recognized her staff in attendance and thanked the city for inviting her to attend the meeting. She has been in education for 14 years.

Alderman Kopczynski stated that Ms. Blackmer has worked with the school for last couple of years and helped to hold it together.

b. Town Hall Meeting (Item E8)

Mayor Jessup stated that later in the agenda Council will set a meeting date for a Town Hall meeting to receive community input regarding a potential development on the 9-acre tract on W Airport near Aldi and Starbucks.

c. Municipal Changes on the Horizon

Mayor Jessup stated that the legislature is winding down and have put some things in place, for example the Death Star bill. They are taking away authority and moving things around. At this time, he is not quite sure how much it will affect Meadows Place. Council, the City Administrator, and City Secretary will be meeting with their professional groups to discuss how to move forward with the changes.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle reported that they are preparing the final work order and negotiating the liquidated damages due to the project running over the deadline.

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

Alderman Staigle reported that the city finally got clearance from CenterPoint to start the geo-tech boring. This work should be starting soon and then they will be able to finish the design. The parking lot design will depend on the 20" gas line being installed.

D. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for May 2023, which was distributed to City Council and filed with the City Secretary.

Assistant Chief Ashton 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 – 9
- Arrest – 10
- Assault – 0
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 2
- Fraud – 1
- Robbery – 0
- City Ordinance – 6
- Theft – 7
- Property Checks – 1601
- Flock Safety Alerts – 50
 - Stolen Vehicles – 10
 - Sex Offender – 13
 - Stolen License Plates – 8
 - Gang/Suspected Terrorists – 10
 - Missing Person Alert – 0
 - Protection Order – 8
 - Other Agency Hot List – 1
- Total Arrests – 10

Additional Notes:

- MPPD continues to complete the current training cycle. CPR/AED/NARCAN Class Completed; Taser Re-Certification Completed. Mental Health Training with area agencies continues and Training with area agencies begins in July. And TCOLE required mandates and legislative update continue, all to be completed July 31st. Chief's training completed in San Marcos, 120 Chiefs in attendance.
- FLOCK replaced two more cameras this month. Seeing an increase in the "Hits".
- We are actively working to fill our (2) FT Patrol and (1) PT Patrol open positions.
 - One Patrol applications in background (one potential hire from the upcoming June academy – successfully passed our Oral Review Board).
 - Officer Florian has completed the FTO Program and is released to full duty.
 - Part-time Dispatcher, Cassandra Jackson, hired and will complete training this week.
 - Accreditation Manager, Pete Alvarado, started today.

- Mesa door access system, having issues with the automatic doors. All hardware for the lobby doors was replaced yesterday. Door operation programming continues with the expected completion date of this Friday.
- Police Dept. continues to prepare for an active spring and summer with this Fridays' Concert in the Park and pool opening. MPPD is also preparing for the fast-approaching 4th of July.
- Grants Status:
 - Radio Recorder grant Approved (52k).
 - Dispatch Console grant in review (197k).
 - Portable Radio (10) grant in review (57k).

2. Parks & Recreation – Colene Cabezas, Director

Ms. Cabezas gave a brief overview of Parks and Recreation activities for the last quarter covering March, April and May. Below are few highlights from that report that was filed with the City Secretary.

Staffing – Hired Carolyn Whitlow for the Recreation Coordinator Position. She has a background in camp and sports ministry.

Hired 32 Seasonal staff for camp and the pool.

Event Re-Cap

- 1) **Family Campout** – Approx 70 in attendance – 14 of the 17 families that registered spent the night in tents. We added archery, mapping and knot tying to this year's activities. Kayaking, smores and tent camping were still the overall favorites.
- 2) **Concerts in the Park** -Hosted 3 concerts. Doubled the number of food trucks at each event, the city purchased a stage for use by the bands and the quality of the bands exceeded years past. Partnered with Fab Smiles and Cabo Bobs - Both provided door prizes. Attendance was unexpectedly light due to weather threats during 2 of the concerts.

Projects Completed

- 1) Installed 11 solar lights poles in 2 of our pocket parks – Brighton, Meadowglen (Child Safety / EDC)
- 2) Began installation of the new playground equipment at Meadow Valley Park to include tree hugger seating, 4 ride-on, a climbing feature, and a 3 bay swing set. We will also fence in that park and install solar light poles. Will complete by next Friday (EDC)
- 3) Completed new landscaping at each of the 4 monument entry signs into the city, providing a cleaner, modern look. 59/ WA will have 3 mature crepe myrtles installed in the next budget year (EDC)
- 4) Installed the floating dock on the Meadows Lake (County)
- 5) Redesigned the landscaping on the Kirkwood Roundabouts making it more manageable and provided a cleaner line of site. (EDC)
- 6) Installed new permanent interactive displays at the NC -General store / Blacksmith shop /and Early Texas Pioneer village.
- 7) Provided 1st Aid training and orientation for 18 summer camp and Nature center staff.

- 8) Completed Phase 1 of Tennis Court Upgrades by installing LED lights (County)

Upcoming Projects

- 1) Tennis Court Phase II and III – Hopeful for a July start Phase II surface repair followed by Phase III painting, striping and pickleball court installation (County)
- 2) Well 2 landscape installation scheduled for June to include hedges initially then crepe myrtles in the new budget year.
- 3) Three additional Education trail signs will be installed along the McGrath walking path. These are audio sensory signs (Water/ Animals/ Forest) -July

Upcoming Events

- 1) Kick Off to Summer Event May 26 – Need Council 4pm cooks – 5:30 servers (Tia, Kurt and David will be cooking and serving hamburgers and hot dogs)
- 2) Pool Opens May 26 for the season.
- 3) Summer Camp beginning Tuesday, May30
- 4) BFF June 16 and July 21
- 5) July 4 Festival with fireworks

Mayor Jessup complimented her starting the camp program and changes at Nature Center/Discovery Center.

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

Mayor Jessup presented the monthly fire report for April 2023. A copy was filed with the City Secretary. There were 48 calls for service and the majority of those calls were for Medical Assist and Emergency Medical Services.

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

Mr. Haby reported that we have transitioned to the County for health inspections at the local food establishments. The change was effective May 15th and they have hit the ground running making contact with the establishments.

He also reported that staff attended a Cyber Security Training held by Wright Technologies. There will be one more training session in the evening on a date to be determined.

E. REGULAR AGENDA

1. Discussion and consideration of Ordinance No. 2023-13 electing a Mayor Pro Tem.

Alderman Mertins moved to approved Ordinance No. 2023-13 electing Tia Baker as the Mayor Pro Tem. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

2. Discussion and consideration of Resolution No. 2023-09 ratifying the submission of the grant application for Bullet Proof Shield acquisition to the Office of the Governor – Grant Number 4675501.

Alderman Staigle moved to approved Resolution No. 2023-09 ratifying the submission of the grant application for Bullet Proof Shield acquisition to the Office of the Governor – Grant Number 4675501. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

3. Discussion and consideration of Ordinance No. 2023-14 amending the Utility Fund Interest Revenue Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, increasing line item 300-481000, Utility Interest, by \$98,000 due to increased interest received.

Alderman Kopczynski moved to approved Ordinance No. 2023-14 amending the Utility Fund Interest Revenue Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, increasing line item 300-481000, Utility Interest, by \$98,000 due to increased interest received. 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.

4. Discussion and consideration of Ordinance No. 2023-15 amending the General Interest Fund Revenue Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, increasing line item 100-48100, City Interest, by \$200,000 due to increased interest received.

Alderman Staigle moved to approved Ordinance No. 2023-15 amending the General Interest Fund Revenue Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, increasing line item 100-48100, City Interest, by \$200,000 due to increased interest received. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2023-16 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount of \$45,000 from the General Fund balance to line item 100-040-520510, Public Works Vehicle Purchase, for the purchase of a Public Works vehicle.

Alderman Staigle moved to approved Ordinance No. 2023-16 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount of \$45,000 from the General Fund balance to line item 100-040-520510, Public Works Vehicle Purchase, for the purchase of a Public Works vehicle. Alderman Kopczynski seconded the motion.

Public Works will be retiring a 2007 Ford Ranger with a bad transmission.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

6. Discussion and consideration authorizing staff to purchase a new Public Works vehicle in the amount not to exceed \$45,000.

Alderman Staigle moved to authorize staff to purchase a new Public Works vehicle not to exceed \$45,000. Alderman Kopczynski seconded the motion.

Staff is looking to purchase a half ton truck with a trailer/towing package.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

7. Discussion and possible action related to the bid of the Wastewater Treatment Plant rehabilitation.

Alderman Staigle stated that the ARPA funding project at the County was tabled today, and no action was taken.

Mayor Jessup stated that the city has held off on moving forward with this project in hopes of getting ARPA funding, however the city needs to move forward with this project soon.

Alderman Staigle suggested splitting the project into two (2) projects while waiting for the County to make a decision on funding.

Council agreed to postpone it for one more month.

8. Discussion and consideration regarding a date for a Town Hall Meeting regarding potential development of the 9-acres tract located generally at 11919 W Airport Blvd.

Council agreed to hold a Town Hall Meeting on Wednesday, June 7th from 6:30 p.m. to 7:30 p.m. Staff will work with the contractor regarding presentation and handouts.

9. Discussion and consideration regarding a date for 2023-2024 Budget Workshop.

Council agreed to meet on June 20th at 6:00 p.m. at the EOC/Training Center.

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:

April 25, 2023 – City Council Workshop

April 25, 2023 – City Council Regular Meeting

May 3, 2023 – City Council Special Meeting

May 9, 2023 – City Council Emergency Meeting

Alderman Staigle moved to approve the Consent Agenda as presented. 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.

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.**

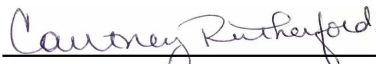
Cheryl Teague, resident at 11611 Dorrance Ln, thanked staff and Council for getting the June newsletter out early.

H. ADJOURN

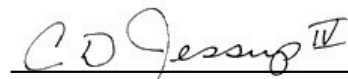
There being no further business to discuss the meeting adjourned at 8:01 p.m.

These minutes were approved by City Council on June 27, 2023.

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 KICK OFF TO SUMMER EVENT HOSTED BY THE PARKS AND RECREATION DEPARTMENT ON FRIDAY, MAY 26, 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

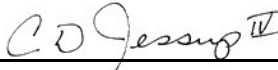
No official business was discussed by City Council.

These minutes were approved by City Council on June 27 2022.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MONDAY, JUNE 5, 2023, AT 9:00 A.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 5:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kelle Mills, Alderman

Tia Baker, Mayor Pro Tem
Kurt Kopczynski, Alderman

Aldermen David Mertins and Rick Staigle were not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Communications Director, Cameron Miller, was also in attendance.

B. Issuance of Certificate of Election and Administer Oath of Office to Elected Official Kelle Mills, Alderman Place 5.

Mayor Jessup presented the Oath of Office to Kelle Mills for Alderman Place 5 and presented him with his Certificate of Election.

C. Discussion and consideration authorizing staff to purchase a new Police vehicle not to exceed \$49,000.

Alderman Mertins moved to authorize staff to purchase a new Police vehicle not to exceed \$49,000. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski and Mills

Nays: None

Alderman Staigle was not present.

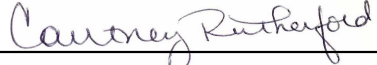
The motion passed unanimously.

D. Adjourn


There being no further business to discuss the meeting adjourned at 9:04 a.m.

These minutes were approved by City Council on June 27, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





MINUTES OF THE TOWN HALL MEETING HELD BY THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON WEDNESDAY, JUNE 7, 2023, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

The meeting was called to order by Mayor, Charles D. Jessup IV, at 6:31 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem
Rick J. Staigle, Alderman
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Communications Director, Cameron Miller; Finance Director, Anna-Maria Weston; were also in attendance.

- 1. The purpose of this Town Hall meeting is to give a brief presentation and for City Council to receive general public comment regarding potential development of the 9-acres tract located generally at 11919 W Airport Blvd.**

Mayor Jessup introduced the item and stated the purpose of this meeting is to allow for a presentation from the developer and then allow the public to share comments with City Council. He then stated that there will be no action on this project tonight.

City Administrator, Nick Haby, gave a brief presentation regarding the proposed development and zoning of the property. He explained that the zoning for the land is Commercial Residential Mixed Use which allows for development that is residential and commercial development together. This section allows for a Planned Development, Commercial Residential Mixed Use, which still has to go before the Planning and Zoning Commission and City Council for approval. He also informed the public that an official application has not been submitted for this project.

Zach of Aeco Development gave a brief presentation of the potential development. They propose a mixed residential and commercial development. They focused on the commercial and green space provided in the potential development. They are proposing 275 residential units.

Alderman Staigle took over the meeting to take comments from the public. He explained that this is being held as a Town Hall in order to give Council a little more leeway in responses. He then started to call on the public to share their thoughts and comments.

He then called on the public who signed in to speak.

Barbara Canaday – 38-year resident – questioned flood control of the property. She is worried about flooding and wanted to know if there are any plans for water retention. She is also concerned about the city's current infrastructure and strain on the police department.

Alderman Staigle stated that retention would be reviewed during the actual design. He stated that the city's current water and storm sewer were designed to handle development on this property.

He also stated that any development on that site will generate increased traffic.

Mayor Jessup stated that he has met with the Police Chief regarding this project, and this would require 2 additional officers.

Osmond 12503 Brook Meadows – 2-year resident – how long would it take to complete the project and plan for security? Developer they are planning on 24/7 security, and he stated it would take 3-4 years for completion if approved.

Mike Schofield – Meadowdale resident for 30 years – the pictures resented look high end and he asked what the rent will be. The Developer stated starting at \$2,500 per month. He also asked how many units would be built – apro 295 units.

Chad – Hoggard – 23-year resident. He believes that over time these apartments will go downhill, and he is worried about security in the complex and the strain on the Police Department. He is against the development. He is concerned that property value will drop with the addition of apartments.

Alderman Staigle reminded the public that this is not the cities proposal, and they are listening to the presentation the same as the residents and no money from the rent will go to the city.

Amaya Labrador – resident Ambleswood – project architect in Houston. She stated that she does agree with the mixed-use development, however she is concerned with the strain on city infrastructure. She asked if they are affiliated with another developer whose rendering is being presented. Developer stated that they are not affiliated with them.

Randle Miller – against development.

Bob – Blair Meadow resident – concerned with the increased number of people and cars.

Alderman Kopczynski – asked for the traffic count on W Airport – Staigle about 30,000 per day.

Jesse Rodriguez – resident for over 30 years. He is concerned that over time these

apartments will not maintain their quality long term and lose value. He would prefer 40-50 town homes instead of apartments. Town homes are individually owned and have a vested interest in the city. He is against the apartments.

Tom Lloyd – Dorrance - How many residential parking spots per unit. What is the penalty if they don't build to the Planned Development? C of O would be withheld until in compliance. What type of businesses would be allowed? Mr. Haby stated that we do not know at this time. He also asked about short-term rentals. Alderman Staigle stated they cannot ban but can be regulated.

Chris Gawlik – resident – Average rent for homes in the city. Alderman \$2100-\$3000 at this time. He wanted to know how council currently stands on the project. Council would like to wait before stating their opinion. He then asked if any of council has a financial gain for this project. NO

Karen Hargraves – resident on Meadowdale – She wants to know about the developer. She stated that the photos of the renderings are very different. She is concerned with their financial backing. She stated that it feels like an incomplete thought brought to the residents. She asked them how long have they been in business and how many projects have they completed? He stated that have done projects in the Heights and a lot of high rises in Turkey. Here in the Houston area, they have only done single family homes. Who will manage the property? They have not gone that far into the project.

Developer parking will be the first and second levels of the development.

Alderman Mertins stated that these drawings are not actual renderings of the development.

Elena – resident – moved here for the small city and less congestion. She is against the apartments due to the increased number of residents. She doesn't see the benefit to the city.

Alderman Staigle Taxes are based on the value of the building. Staff estimates approximately \$250,000 in property tax. This money would go towards hiring additional police officers.

Billy Burge – owner of Ayrshire and developer of Meadows Place – bought the land in 1973. He stated that Starbucks strip center will be celebrating 1 year on June 20th from 10 am to 1 pm. Presented 30-year-old news article that states Meadows Place is safe, secure, and affordable and believes that is still true today. He stated that Meadows Place is a special little pocket community and the people come first.

Debra Harvey – 50-year resident – she has concern for the effect on Meadows Elementary and getting those children across W Airport to the school. She wanted to know if the complex will be family oriented. Developer geared towards young professionals without

families.

Developer they will background check and credit checks of the tenants.

Joe Debruyn – 11402 Brighton – 27-year resident – this could be a 20% increase in population and concerned with the effect on the infrastructure and staff. Concerned that taxes would go up to support this large development.

Alderman Staigle stated that infrastructure was designed for development on this land. The city can handle the development. The question is the right fit for the city.

Emily Merkley – resident on the roundabout. She was against them at first and later changed her mind, so opinions can be changed. They will have contracts limiting the number of tenants per unit. Emily is in favor of the project.

Cindy Barrowman -she asked if they had any involvement in the development on the other side of US59 and those developments are not in the middle of the community. She is concerned with additional people and pets. She is against the development.

Pam Huddle – 11803 Meadowdale – she is undecided. She asked about the retail space and stated that there is already a lot of underutilized retail space. She would like to see this occupied before adding more. She also stated that she loves Meadows Place and will this complex become a part of the community or just be their own world. Will there be a guarantee for upkeep and maintenance?

Developer current residents will be able to enjoy the retail space and more residents will increase retail.

Alderman Staigle stated that the complex would be subject code enforcement and annual fire and health inspections.

Jennifer – lived here all of her life. She stated that growing up here everyone was family. She agrees that this is too close to residential properties. This is inviting the outside into Meadows Place.

Developer they are looking at 5-7 commercial retailers in the space.

Kristin Mahand – resident – she is a teacher at Meadows Elementary and that is the heartbeat of our community. There is concern that families will double up to use that address to get into Meadows Elementary School. She suggested they build a relationship with the school district because more children will put a strain on school resources. She is also worried about the city offering some tax abatement for the development. Council stated that they have never offered abatements.

Terry Henley – Alston Drive – Council member for 30 plus years and started the EDC. He is aware of what the EDC would like to see developed. He asked if all units would only have

1 bathroom? The developer stated that yes, they are all 1-bathroom units. He asked if they would consider owner-occupied high-rise condominiums instead of apartments. Her stated that retail is definitely needed for taxes. Developer did not consider condominiums as that would be more people. He stated that would probably be against the proposed development as presented.

Silvio Romano – 11923 Bloomington – Most of his questions have been answered. He stated that this seems to be completely in an idea stage and more definitive proposals need to be presented. He is concerned with maintenance over the years.

Lynn Rosenberg Johnson – Resident since– registered architect and builder. She is not in favor of this project. She is in favor of smart development. She believes this will only benefit the residents in the complex. She had a few questions. 275units anticipated population – 450 people. How tall for 5 stories? 5500 feet tall. The increased population will affect the small-town feel.

Nathan Mahand - Grid apartments are about \$2,000 for more square footage with more amenities. He doesn't think people will come here.

Scott Holland – this development would put us over 5000 and would this bring back the interest of home rule. Alderman Staigle stated that this has not been discussed.

Sharon Leal – the development presented is beautiful, however not true. She is familiar with these types of development, and they look nice at first and over time the do not maintain that standard. Concerned about extra traffic. She is against the development.

AJ Ortiz – resident over 20 years – he stated that individually owned would be better and concern for the retail space. He has seen several businesses come and go. How will this retail be different? Developer bringing in the residential will help the commercial retail.

Mayor Jessup stated that the strip center on W Airport next to Walgreens is full and the other strip center at Kirkwood and W Airport is fully committed.

Alderman Staigle stated that they did bring a connect with less greenspace and retail, however the city was not interested in that.

Alderman Mills had a few questions from residents via text message. One concern is they worry about the complex falling to Section 8 housing. She asked the developer if that can they guarantee this won't happen? The Developer stated that he is not familiar with Section 8. She also stated that she prefers ownership versus renting.

Alderman Kopczynski also had a few questions. How many parking spots? The developer stated there would be about 60-80 on-street spots and about 1,000 in garage. He then asked about anchor businesses. The developer stated that they are looking at restaurants, fitness, and pet shops. He also stated that they have talked to a couple of businesses, but

they would like more residents.

Alderman Baker stated she is not against apartments or development as she works for a developer. She has concerns for the school and how many people will live in each apartment. She has concerns regarding the strain on the police department. She would prefer condominiums that are individually owned. She would like to see more commercial development for sales tax. She is also concerned that this would be their first development of this type. She stated that Meadows Place is more family oriented and not for millennials. She is not in favor of this development.

Alderman Mertins stated that at first, he thought no way, but when he saw the mixed use, he thought maybe. He is concerned that the presented concept does not match the proposed area. The open concept retail would be a much better fit for the city. At this time his vote would be no due to concerns of changing the culture of the city. He would prefer a development with individual ownership. He does not know if this will increase or decrease property values.

Alderman Mills stated that with the way it presented she is not favor. She wants to see ownership.

Alderman Kopczynski stated that he loves the concept. He goes to City Center often and would love the outdoor commercial closer to home. He does have concerns regarding the school because he sees the current strain on the teachers. He loves the concept, but the school effect is holding him back so at this time he would vote no.

Alderman Staigle stated that he has been on P&Z or Council for over 20 years now and he has voted against apartments in the past and does not see anything at this time that would change his vote. If they move forward with the Planned Development, he would want to see a guarantee in sales tax or payment to the city monthly in place of sales tax.

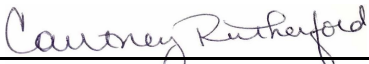
Alderman Mertins thanked all of the residents who took time to attend the meeting.


2. Adjourn

There being no further business to discuss the meeting adjourned at 9:01 p.m.

These minutes were approved by City Council on June 27, 2023.

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, JUNE 20, 2023, 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 5:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker Mayor Pro Tem (Arrived at 6:15 p.m.)
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; Communications Director, Cameron Miller; Police Chief, Gary Stewart; Public Works Director, Rod Hailey, Parks & Recreation Director, Colene Cabezas; and Assistant Police Chief, Jack Ashton.

B. Review and discussion of the proposed 2023-2024 Fiscal Year Municipal Budget, Tax Rate, Water and Sewer Rates, Revenue and Expenditure projections.

Finance Director, Anna-Maria Weston, presented a review of the current budget. She reviewed current Revenue sources such as Sales Tax, Licenses and Permits, Franchise Fees, Fines and Forfeitures, Parks and Recreation events, and Interest earned.

Council and staff then reviewed the city's current general fund balance. The current balance is approximately \$7,644,000. This includes \$3,887,500 in reserves per city policy and \$1,665,700 in restricted/committed funds. City Administrator, Nick Haby, pointed out the city as line item dedicated to infrastructure.

Ms. Weston then gave a brief presentation on the city's expenditures. This review included software highlights for the last year and online payments to the city.

Council and staff then reviewed the utility budget revenue and expenditures for fiscal year 2022-2023 including the fund balance and restricted/committed funds. Council and staff briefly reviewed funding for ongoing and upcoming utility projects.

After reviewing the current year's budget Ms. Weston gave a brief presentation on the proposed 2023-2024 Proposed Budget. She started by reviewing the goals for the 2023-2024 budget. The goals for this budget are as follows:

- Balance with Property tax increase of 3%
- Maintain City services
- 5% COLA for staff
- Surplus to be able to continue to fund infrastructure

Staff has created a proposed budget for fiscal year 2023-2024 with a surplus of \$110,922. Staff made minimal changes to the budget. Most changes were due to inflation and rate increases. Ms. Weston presented the expenditure changes for each department including cost of living adjustments for staff.

Staff and council reviewed possible budget options keeping a tax increase of 3% including an increase in certificate/incentive pay for staff. The city's current incentive pay has not been adjusted in 30 plus years. Staff recommended incentive pay for higher education as well.

Ms. Weston then gave a presentation on revenue differences with tax rate options from 3% to 7.50%. Every 1% increase in the tax rate generates approximately \$36,000 in income with a tax increase to residents of \$20 per year. A tax increase of 7.50% would be about \$175,000 more towards infrastructure.

Council and staff then reviewed the proposed utility budget and utility and sewer rates. Last year Council approved a 10% annual increase in utilities for 5 years to cover the operating cost and build the fund reserve for future capital improvements.

Staff presented revenue increases with a tax rate increase versus adding a Capital Recovery Fee on the monthly utility bill. There was discussion regarding a survey to the public regarding a monthly fee for utility infrastructure repairs.

Council directed staff to prepare a proposed budget with 7.9% tax increase, 10% utility rate increase, \$10 per month utility infrastructure repair fee, 5% COLA, and the incentive/education pay as presented.

Council directed staff to move forward with the foundation repairs at the Community Center and Discovery/Nature Center in the fiscal year as well as the \$30,000 sensory park improvements.

Council agreed to meet on the following dates:

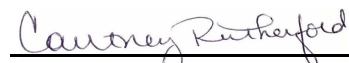
- July 11th at 6:00 p.m. at the Training Center to review the proposed budget for fiscal year 2023-2024 fiscal year.
- August 8th at 6:00 p.m. at City Hall to Vote on the Proposed Tax Rate for fiscal year 2023-2024
- August 15th at 6:30 p.m. at City Hall for Public Hearing and vote on the fiscal year 2023-2024 Budget
- August 22nd at City Hall for the Regular Council Meeting for a Public Hearing and Record Vote on the fiscal year 2023-2024 the Tax Rate

C. Adjourn

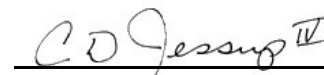
There being no further business to discuss the meeting adjourned at 8:15 p.m.

These minutes were approved by City Council on July 25, 2023.

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 27, 2023, 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 Jessup at 6:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem
Rick Staigle, Alderman

Courtney Rutherford, City Secretary

Alderman Kelle Mills and City Administrator, Nick Haby were not present.

The following staff were also in attendance: Assistant Police Chief, Jack Ashton; Public Works Director, Rod Hainey; and Parks & Recreation Director, Colene Cabezas.

1. Pledge of Allegiance: Jimmy Fenwick, Resident

Invocation: Meadows Place Police Officer Melancon

B. REPORTS

1. Police Department –Assistant Chief Jack Ashton

Assistant Chief Ashton gave a brief overview of the monthly statistics and activities report for June 2023, which was distributed to City Council and filed with the City Secretary.

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

- Accidents – 14
- Arrest – 17
- Traffic Citations Issued – 413
- Assault – 3
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 2
- Criminal Mischief – 0
- Fraud – 1
- Robbery – 0
- City Ordinance – 15

- Theft – 6
- Property Checks – 1826
- Flock Safety Alerts – 47
 - Stolen Vehicles – 9
 - Sex Offender – 10
 - Stolen License Plates – 14
 - Gang/Suspected Terrorists – 4
 - Missing Person Alert – 0
 - Warrant – 0
 - Protection Order – 1
 - Other Agency Hot List – 9 (including Rosenberg hit for juggling suspect in our City)
 - Violent Person – 0
- Total Arrests – 17

Additional Notes:

- MPPD continues to complete the current training cycle. Firearms Qualifications (Pistol, Rifle, and Shotgun) in progress with Officer Florian (Certified Range/Firearms instructor who just came onboard full-time). Mental Health Training with area agencies continues and Training with area agencies begins in July. And TCOLE required mandates and legislative update continue, all to be completed July 31st. Chiefs training completed in San Marcos, 120 Chiefs in attendance.
- FLOCK replaced two more cameras this month. Seeing an increase in the "Hits".
- We are soon to be full staff in Patrol. Officer Katlyn Chan started full-time on June 19th Officer Manna, (a reserve who was full-time) is returning to Full-Time status July 15th.
- The Mesa door access system is in the final stages. Some minor issues are being resolved.
- Police Dept. continues to prepare for the Fourth of July Festival.
- Grants Status (remains the same):
 - Radio Recorder grant Approved (52k).
 - Dispatch Console grant in review (197k).
 - Portable Radio (10) grant in review (57k).

2. Code Enforcement – Jennifer Cabello, Officer

Code Enforcement Officer, Jennifer Cabello, was not present. Mayor Jessup presented the quarterly report for Code Enforcement, which was distributed to City Council and filed with the City Secretary. This report covered code enforcement activity for April, May and June 2023.

Mayor Jessup shared that Ms. Cabello recently received a complaint regarding eighteen (18) pools either in need of repair or dirty. He stated that the city takes these complaints very seriously due to the concern for disease like West Nile Virus and Zika. Ms. Cabello has

inspected all pools and has a schedule moving forward to re-inspect.

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

Mayor Jessup presented the monthly fire report for May 2023. A copy was filed with the City Secretary.

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

City Administrator, Nick Haby, was not present.

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. Budget Season in Process

Mayor Jessup stated that the budget season is in process. City Council and staff had their first budget workshop last week. Where they reviewed revenue, expenditures, water and sewer rates, and a proposed tax rate. The City Administrator, Finance Director, and staff worked hard to present a balanced budget. Finally, he stated that budget meetings have been set and invited the residents to attend.

Alderman Staigle stated that he sent some budget questions to the Mayor and staff that need to be reviewed by Council at the upcoming meetings.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle reported that he has nothing new report. Contractor has still not filed the final report to close out the project and get final payment.

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

Alderman Staigle reported borings are done and CenterPoint reported no damage,

therefore the City's deposit has been returned. The design should move fairly quickly now. The gas line project has been delayed, so the city needs to decide if they want to move forward with risk of the work being torn up or wait until the gas line is complete. Staff will know more once the design is complete.

D. REGULAR AGENDA

- 1. Discussion and consideration regarding Resolution No. 2023-10 approving the Texas Health Benefits Pool Renewal Notice and Benefit Verification Form Setting the Employer Funded Defined Contribution Rate for Employee Medical, Dental, Long-Term Disability, Basic Life and AD&D, Voluntary Dependent Life and Additional Employee Life Coverage.**

Alderman Staigle moved to approved Resolution No. 2023-10 approving the Texas Health Benefits Pool Renewal Notice and Benefit Verification Form Setting the Employer Funded Defined Contribution Rate of 93% for Employee Medical, and 100% for Dental, Long-Term Disability, Basic Life and AD&D, Voluntary Dependent Life and Additional Employee Life Coverage funded by the employee . Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

- 2. Discussion and consideration regarding Resolution No. 2023-11 approving the 2023-2025 Rerate Notice from VSP Vision Care and Setting the Employer Funded Defined Contribution Rate and authorizing the Mayor and City Secretary to enter into an agreement for employee and dependent vision coverage.**

Alderman Kopczynski moved to approved Resolution No. 2023-11 approving the 2023-2025 Rerate Notice from VSP Vision Care and Setting the Employer Funded Defined Contribution Rate of 75% of the premium and authorizing the Mayor and City Secretary to enter into an agreement for employee and dependent vision coverage. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

3. Discussion and consideration regarding Resolution No. 2023-12 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for Fire Code Investigations.

Alderman Staigle moved to approved Resolution No. 2023-12 authorizing the Mayor to enter into an Interlocal Agreement with Fort Bend County for Fire Code Investigations. 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.

4. Discussion and consideration authorizing HDR Engineering, Inc. to competitively bid the construction of the Wastewater Treatment Plant rehabilitation.

Alderman Baker moved to authorize HDR Engineering, Inc. to competitively bid the construction of the Wastewater Treatment Plant rehabilitation. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

Alderman Staigle requested that he review the bid proposal before publishing to review ARPA requirements.

5. Discussion and consideration authorizing staff to purchase equipment for the new Police vehicle not to exceed \$35,000.

Alderman Kopczynski moved to authorize staff to purchase equipment for the new Police vehicle not to exceed \$35,000. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

6. Discussion and consideration of Ordinance No. 2023-17 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount of \$83,000 from the General Fund balance to line item 100-050-520510, Police Vehicle Purchase, for the purchase of a new Police vehicle and equipment.

Alderman Baker moved to approved Ordinance No. 2023-17 amending the General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount of \$83,000 from the General Fund balance to line item 100-050-520510, Police Vehicle Purchase, for the purchase of a new Police vehicle and equipment. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

7. Discussion and consideration ratifying the Mayor's signature on agreement with NTS for the emergency repair of the blower and blower motor on unit 2 at the Wastewater Treatment Place in the amount of \$49,000.

Alderman Staigle moved to ratify the Mayor's signature on agreement with NTS for the emergency repair of the blower and blower motor on unit 2 at the Wastewater Treatment Place in the amount of \$49,000. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills 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. Consider approval of the Minutes held as follows:

May 23, 2023 – City Council Regular Meeting

May 26, 2023 – Possible Quorum – Kick Off Summer

June 5, 2023 – Special Meeting

June 7, 2023 – Town Hall Meeting

Alderman Staigle moved to approve the Consent Agenda as amended changing May 22, 2023 to May 23, 2023. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

F. 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.**

Lee Hausman, resident at 11723 Cedar Form Ln, stated he moved here after seeing a coworker was arrested in Meadows Place for drunk driving. He stated that most recently he has been calling the Police Department since June 10th and he has not received a return call regarding a police issue.

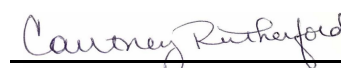
Kurt Kopczynski, resident at 11930 Meadow Trail Ln, recognized the Meadows Place Marlins as the 10 & Under Division 3 Champions. He recognized Emily Merkley and Sean Ulrey for all that have done for the swim team this year.

G. ADJOURN

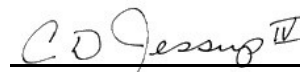
There being no further business to discuss the meeting adjourned at 7:24 p.m.

These minutes were approved by City Council on July 25, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JULY 11, 2023, AT 6:00 P.M., AT THE MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.

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
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker Mayor Pro Tem (Arrived at 6:15 p.m.)
Rick J. Staigle, Alderman

Kelle Mills, Alderman was not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Finance Director, Anna-Maria Weston; Communications Director, Cameron Miller; Police Chief, Gary Stewart; Public Works Director, Rod Hailey, Parks & Recreation Director, Colene Cabezas; and Assistant Police Chief, Jack Ashton.

1. Discussion consideration authorizing staff to purchase a new tractor for Parks and Recreation through TX BuyBoard contract not to exceed \$60,000.

Alderman Baker moved to authorize staff to purchase a new tractor for Parks and Recreation through TX BuyBoard contract not to exceed \$60,000. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

Alderman Kopczynski asked where the money to fund this purchase is money coming from? Mr. Haby stated this will come from the General Fund Balance which was increased by the interest revenue adjustment made at the May 23, 2023, meeting.

2. Discussion and consideration of Resolution No. 2023-13 adopting a Certificate Pay and Academic Pay Policy.

Alderman Staigle asked to table this item until after the budget discussion in item 5. Council

agreed, therefore Mayor Jessup called Item #3.

3. Discussion and consideration of Ordinance No. 2023-18 amending the schedule of fees updating fees for water service rates, sanitary sewer service rates, and adding a Utility Capital Project Fee.

Alderman Mertins made a motion to approve Ordinance No. 2023-18 as amended approving the amendment of the schedule of fees updating fees for water service rates, and sanitary sewer service rates. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

Council agreed to receive public comment from the residents at the August 15, 2023 meeting at 6:30 p.m. regarding the addition of a monthly Utility Infrastructure Fee.

4. Discussion and consideration of Ordinance No. 2023-19 accepting the proposed Capital Improvement Plan for fiscal year 2023-2024.

Council and staff briefly reviewed the Capital Improvement Plan for fiscal year 2023-2024.

Mr. Haby explained that Dorrance Phase II has been moved to fiscal year 2024-2025, but that does not mean Council can't move the project to fiscal year 2023-2024 if funding is available. Alderman Staigle also stated that the city should wait to see if this project makes the County Bond list.

Alderman Staigle moved to approve Ordinance No. 2023-19 accepting the proposed Capital Improvement Plan for fiscal year 2023-2024. 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.

5. Review and discussion of the proposed 2023-2024 Fiscal Year Municipal Budget, Tax Rate, Water and Sewer Rates, Revenue and Expenditure projections.

Finance Director, Anna-Maria Weston, presented a review of the current budget. She reviewed current Revenue sources such as Sales Tax, Licenses and Permits, Franchise Fees, Fines and Forfeitures, Parks and Recreation events, and Interest earned.

Ms. Weston presented the changes made to the proposed budget by staff since the June 20th meeting including additional funding for Capital Improvements for Infrastructure. She stated that proposed budget does not have any changes to proposed expenditures.

She explained that the current proposed surplus is \$133,670 with a 3% tax increase. If Council wants to fund more surplus for infrastructure the tax rate will need to be increased. Staff has estimated that 7% tax rate increase would generate approximately \$280,000 in surplus for infrastructure. Ms. Weston reminded staff that this is an estimated number since the city does not have certified values from Fort Bend County Appraisal District at this time.

Ms. Weston and Mr. Haby explained that this proposed budget includes a 5% COLA for staff plus the funding for the Certificate Pay and Academic Pay to be discussed after this budget review item.

Council discussed the proposed tax rate needed to fund \$280,000 for infrastructure improvements. There was discussion regarding a lower rate, but due to infrastructure needs Council agreed to move forward with a proposed tax rate of \$0.80600. Council will officially vote on the proposed tax rate at the August 8, 2023, meeting at 6:00 p.m.

Alderman Staigle made a motion to accept the proposed budget for fiscal year 2023 – 2024 with the changes presented and adding \$280,000 for infrastructure improvements. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

Mayor Jessup then called item #2.

2. Discussion and consideration of Resolution No. 2023-13 adopting a Certificate Pay and Academic Pay Policy.

Alderman Staigle made a motion to approve Resolution No. 2023-13 adopting a Certificate Pay and Academic Pay Policy with an effective date of August 1, 2023, with a one-time academic pay adjustment for Department Directors. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

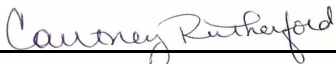
The motion passed unanimously.

6. Adjourn


There being no further business to discuss the meeting adjourned at 7:33 p.m.

These minutes were approved by City Council on July 25, 2023.

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 JULY 25, 2023, 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 Jessup at 6:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem
Rick Staigle, Alderman
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

1. Pledge of Allegiance: Jimmy Fenwick, Resident

Invocation: Nick Garza, Resident and Meadows Place Employee

B. RECOGNITION OF MEADOWS PLACE LIFEGUARDS

1. Recognize Meadows Place Lifeguards for saving the life of 3-year child at the Meadows Place pool on June 2, 2023.

Mayor Jessup recognized the following staff for their efforts on June 2, 2023, to save the life of a 3-year-old resident who drown at the Meadows Place pool.

- Tanner Cabezas – Pool Supervisor
- Jimmy Valle – Headguard
- Greg Torre – Lifeguard

He also acknowledged the following staff who were not present at the meeting.

- Charles Houston – Lifeguard
- Taegen Palash-McCordic – Lifeguard
- Mia Martin – Front Desk
- Atticus Weber – Front Desk

Mr. Cabezas then explained the situation that day and their emergency protocol that was followed.

C. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for July 2023, which was distributed to City Council and filed with the City Secretary.

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

- Accidents – 11
- Arrest – 8
- Traffic Citations Issued – 388
- Assault – 0
- Burglary of Motor Vehicle – 2
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 0
- Fraud – 2
- Robbery – 0
- City Ordinance – 4
- Theft – 6
- Property Checks – 1765
- Flock Safety Alerts – 50
 - Stolen Vehicles – 8
 - Sex Offender – 11
 - Stolen License Plates – 8
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 3
 - Warrant – 0
 - Protection Order – 4
 - Other Agency Hot List – (including Rosenberg hit for jugging suspect in our City) – 14
 - Violent Person – 0

Additional Notes:

- MPPD continues to complete the current training cycle. MPPD Hosting a TCOLE Instructor's Course at the Training Center this week (40 Class). We are Team Teaching with Stafford Fire Marshall's Office and have four officers in attendance with officers from Mo City PD as well.
- FLOCK: still working with Flock on camera system to ensure all cameras are properly logging data.
- Officer Katlyn Chan is doing well in the program. Officer Manna has started his Full- Time tour of duty.
- The Mesa door access system is in the final stages. Will be out Wednesday afternoon to complete punch list and software training.
- The Fourth of July Festival went well, one of the largest turnouts ever.

- Grants Status (remains the same):
 - Radio Recorder grant Approved (52k).
 - Dispatch Console grant in review (197k) We did meet with Motorola this week to review the equipment and installation list.
 - Portable Radio (10) grant in review (57k).

2. Public Works – Rod Hainey, Director

Mr. Hainey presented the quarterly report for Public Works, which was distributed to City Council and filed with the City Secretary. This report covered code enforcement activity for April, May and June 2023.

Sidewalk repair and replacement program

The sidewalk replacement program is funded annually in the amount of \$70,000. This year we have already spent \$65,585.00, which is approximately 94% of the annual budget.

Street Repairs /Road Fee funding

The street panel replacement program is funded by the road use fee and the budget is \$185,000.

Balance of fund \$63,125.00. Enough for two reasonably sized street panels.

USW Expenses

April 2023 - \$47,453.49

May 2023 – \$51,237.57

Jun 2023 - \$45,812.78

Annual Water Department Maintenance- Budget, \$463,000 – Year to Date Expenditure \$434,029 Approx. 94%

Annual Sewer Department Maintenance- Budget \$334,000 – Year to Date Expenditure \$233,819.00 Approx. 70%

Other repairs with USW and outside vendors

- Water Well number 1, back online.
- Gateway at well #2 damaged. And has been replaced.
- WPI generators – EOC has been delivered (80 KW) Well #3 is scheduled for delivery. A standby generator will be in place while the work is being completed. Nothing on WWTP unit.
- HDR, bidding of the rehabilitation of the Clarifier bridge assembly. Project moving forward as scheduled, with Bid opening August 8, 2023.
- Blowers at the Wastewater Plant:
 - Blower #1 – Motor and blower both inoperative.
 - Blower #2 – Damaged by operator. 6 weeks until repaired.
 - Blower #3 – Motor working, blower damaged. Temporary unit in place.
 - Blower #4 – Motor and Blower working.
- EMS building – Fort Bend County made repairs to the main door and wired it into their security system. While that work was being completed the keyed access that

Public Works utilized to gain access to building was removed. Worked with Ms. Rita at EMS and resolved the issue.

- Fire station/ Air conditioning – The unit was replaced this year and started to have issues during this very hot period. Initial installation was based on heat load calculations that indicated we needed a 4.72-ton unit. A Five Ton unit was installed. During the installation process the decision was made to move the unit from the attic space to ground floor level to provide better service access. The building is a metal frame with a drop ceiling in the living area, with no gable vents or any other ventilation method. The bat insulation on top of the drop ceiling is proving to be inadequate, and we are arranging to have the attic space insulated with spray foam. Schedule 3 plus weeks.
- EOC mini split air conditioner was repaired.
- Nature Center air conditioner repaired.
- EMS air conditioner repaired.
- Purchased a new ice machine for the Fire Department.
- Painted parking lot stripes at city hall.
- WWTP – RAS line clogged, causing a septic sludge issue. Magna flow called in to pump out and process.

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 Jun 2023. Information only. The report is reviewed by staff and repairs are authorized.

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

Mayor Jessup stated that the City did not receive a fire report for June 2023. He shared that staff will be meeting with Fire and EMS tomorrow discuss better ways to work together.

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

City Administrator, Nick Haby, stated that all is well and kept his report short due to the lengthy agenda.

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. Communication

Mayor Jessup stated that Council and staff had a workshop at 5:30 p.m. with the Communications Director, Cameron Miller, to discuss the city's communication and social media post over the last 3 months. He believes that hiring this position has raised the standards of Meadows Place and he is excited about communication items with the residents. There are plans to share updates on projects in the city and how these projects are funded.

b. Staff Training

Mayor Jessup shared that staff continues to attend training and continue their education. He explained that each department has a budget line item for training. The Permit Clerk attended a new court clerk training last month as part of the city's cross training program. All departments have training opportunities and Council recently approved a revised certificate pay policy for staff. Mr. Miller shared a training video from the Police Department showing one of the new officers getting tased as part of her training.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle reported that unfortunately the contractor has still not submitted their final paperwork for final payment.

He also reported that Mr. Haby did submit Dorrance Phase 3 to be part of the County Mobility Bond Project.

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

Alderman Staigle reported that this project is still in process. We now have the boring information and are working on final design. We will probably see a change order for additional surveying, due to the CenterPoint poles along W Airport. The sidewalk will have to be redesigned around those new power line poles being installed.

E. REGULAR AGENDA

Mayor Jessup called Item #13 out of order.

13. Discussion regarding volunteerism in the City of Meadows Place.

He stated that volunteerism doesn't happen by accident and is strong in Meadows Place. He thanked Council for serving as they are the highest level of volunteerism in the city.

He thanked following board and commission members:

- Board of Adjustment – David Piwonka, Chris Gawlik, Terry Henley, Joe DeBruyn, David Lantz and alternate members Joseph Weymon, Audrey St. Germain, Ken Smith, and Ping Law.
- Planning and Zoning – Sean Ulrey, Matt Oltremari, Mike Elmore, Meredith Smith, Stuart Barrowman, and alternate commissioners Sammy Skemp, Anne Green, and Nathan Mahand.
- Economic Development Corporation – Bob Graf, Terry Henley, Brian Frame, Kurt Kopczynski, Tim Gooding, Tia Baker, and Richard Ramirez.

He wanted it on the record that the City wants volunteers and asked Council to encourage residents to volunteer in the city.

Alderman Baker thanked Mayor Jessup for his kind words. She stated that she agrees that there are people who want to volunteer, but don't know how to get involved. She agrees that reaching out to residents is a great idea.

He then called the agenda items as posted.

1. Discussion and consideration of Sign Ordinance changes.

City Attorney, Megan Mikutis, was from Randle Law, was present to review the proposed sign ordinance changes. She stated that she took the feedback from the May Council meeting and restructured the proposed draft.

2. Discussion and consideration of Ordinance No. 2023-20 correcting the surface water fee back to \$2.50 per thousand gallons of water.

Alderman Staigle moved to approved Ordinance No. 2023-20 correcting the surface water fee back to \$2.50 per thousand gallons of water. 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 regarding Ordinance No. 2023-21 authorizing and allowing, under the act governing the Texas Municipal Retirement System, Updated Service Credits and Cost of Living Adjustment and removing the Maximum Contribution Rate Limit.

Alderman Staigle moved to approved Ordinance No. 2023-21 authorizing and allowing, under the act governing the Texas Municipal Retirement System, 100% Updated Service Credits and

70% Cost of Living Adjustment and removing the Maximum Contribution Rate Limit. 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 regarding Resolution No. 2023-14 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, Carmen P. Turner, MPA PCC, CTOP.

Alderman Mertins moved to approved Resolution No. 2023-14 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, Carmen P. Turner, MPA PCC, CTOP. 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. 2023-22 amending the General Fund Budget for the fiscal year ending September 30, 2023, by increasing line item 100-060-580000, Parks Capital Improvements, \$60,000 from General Fund balance for the purchase of a new tractor for Parks and Recreation.

Alderman Mertins moved to approved Ordinance No. 2023-22 amending the General Fund Budget for the fiscal year ending September 30, 2023, by increasing line item 100-060-580000, Parks Capital Improvements, \$60,000 from General Fund balance for the purchase of a new tractor for Parks and Recreation. Alderman Baker 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. 2023-23 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-060-580000, Parks Capital Improvements, \$30,000 from General Fund balance for the purchase and installation of Sensory Park Equipment in McDonald Park.

Alderman Kopczynski moved to approved Ordinance No. 2023-23 amending the General

Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-060-580000, Parks Capital Improvements, \$30,000 from General Fund balance for the purchase and installation of Sensory Park Equipment in McDonald Park. 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. 2023-24 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2023, increasing line item 100-495005, Grant Revenue – Police Uniforms, \$46,185 awarded from Department of Homeland Security’s Ballistic Shield Grant.

Alderman Staigle moved to approved Ordinance No. 2023-24 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2023, increasing line item 100-495005, Grant Revenue – Police Uniforms, \$46,185 awarded from Department of Homeland Security’s Ballistic Shield Grant. Alderman Mertins 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. 2023-25 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-050-533505, Grant Funded Uniforms, \$46,185 from General Fund balance for the purchase of Police Ballistic Shields.

Alderman Staigle moved to approved Ordinance No. 2023-25 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-050-533505, Grant Funded Uniforms, \$46,185 from General Fund balance for the purchase of Police Ballistic Shields. Alderman Mertins 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 Ordinance No. 2023-26 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2023, increasing line item 100-498010, Other Revenue Sources, \$197,476 awarded from Fort Bend County ARPA Funding for the purchase of generators at the EOC/Training Center and Water Well #3.

Alderman Baker moved to approved Ordinance No. 2023-26 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2023, increasing line item 100-498010, Other Revenue Sources, \$197,476 awarded from Fort Bend County ARPA Funding for the purchase of generators at the EOC/Training Center and Water Well #3. 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 Ordinance No. 2023-27 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-040-580000, Public Works Capital Outlay, \$197,476 from General Fund balance for the purchase of generators at the EOC/Training Center and Water Well #3.

Alderman Staigle moved to approved Ordinance No. 2023-27 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-040-580000, Public Works Capital Outlay, \$197,476 from General Fund balance for the purchase of generators at the EOC/Training Center and Water Well #3. 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 Ordinance No. 2023-28 amending the Utility Fund Budget for the fiscal year ending September 30, 2023, increasing line item 300-046-567000, Maintenance and Repairs, \$337,155 from Utility Fund Reserves for Water Well #1 repairs.

Alderman Mertins moved to approved Ordinance No. 2023-28 amending the Utility Fund Budget for the fiscal year ending September 30, 2023, increasing line item 300-046-567000, Maintenance and Repairs, \$337,155 from Utility Fund Reserves for Water Well #1 repairs. Alderman Baker seconded the motion.

Alderman Mertins asked for the reserve balance of the utility fund. Mr. Haby stated that the balance is below the ten (10) month reserve requirement. He stated that this shows why the Utility Infrastructure Fund is needed.

The vote follows:

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

Nays: None

The motion passed unanimously.

12. Discussion and consideration of Ordinance No. 2023-29 setting the 15th day of August 2023 at 6:30 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 2023-2024.

Alderman Staigle moved to approved Ordinance No. 2023-29 setting the 15th day of August 2023 at 6:30 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 2023-2024. 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. Quarterly Investment Report.

2. Consideration of Quarterly Budget and Financial Report.

3. Consider approval of the Minutes held as follows:

June 20, 2023 – Budget Workshop

June 27, 2023 – City Council Regular Meeting

July 11, 2023 – Special Meeting

Alderman Kopczynski 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)

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.**

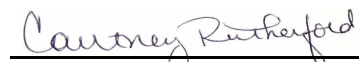
NONE

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 August 22, 2023.

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, JULY 25, 2023, 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 5:30 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 (Arrived 5:48 p.m.)
Kelle Mills, Alderman (Arrived 5:37 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 Assistant Police Chief, Jack Ashton.

B. Discussion regarding City Communications.

Communications Director, Cameron Miller, gave a brief presentation about the things he has accomplished in the last four (4) months.

- Items of Note:
 - KHOU Feature: 4,848 visitors to Discovery and Nature Center webpage
 - Installed hardware that allows me to program the TV monitor in the nature center with messaging and video (Similar to City Hall)
 - Employee profiles are going well. Also did a feature on all Summer Staff
 - Spring Concert Series and 4th of July successful
 - Jiffy Lube Feature
- Capital Improvement Plan Update Graphics and City Project page on the website.
- EDC logo and upcoming work with EDC awareness.
- 40th Anniversary Calendar update and EDC involvement
- Discussion on Social Media and Reporting as it relates to Meadows Place Police Reports

There was brief discussion among Council and staff regarding the posting of police activity on the Meadows Place Police Department Facebook page. Council agreed to post portions of the Chief's monthly report after the Council meeting. Council also agreed that the Police Chief will notify the Communications Director when there is police activity in the City that needs to be posted on Facebook. The Police Chief will give the information to be posted.

C. Adjourn

There being no further business to discuss the meeting adjourned at 6:16 p.m.

These minutes were approved by City Council on August 22, 2023.

ATTEST:

Courtney Rutherford
Courtney Rutherford, City Secretary

CD Jessup IV
Charles D. Jessup IV, Mayor





MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, AUGUST 8, 2023, AT 6:00 P.M., AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

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
Rick J. Staigle, Alderman
Kelle Mills, Alderman

David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker Mayor Pro Tem was not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

1. Discussion and consideration of Ordinance No. 2023-30 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 2023-2024 tax rate.

Alderman Staigle moved to approve Ordinance No. 2023-30 setting the maximum proposed tax rate at \$0.79961 per \$100; setting August 15, 2023, for any necessary public hearings on the proposed tax rate; and setting August 22, 2023, as the date City Council will adopt the fiscal year 2023-2024 tax rate. Alderman Kopczynski seconded the motion. The record vote follows:

Aldermen Mertins Aye

Alderman Staigle Aye

Alderman Kopczynski Aye

Alderman Mills Aye

Alderman Baker was not present.

Mayor Jessup was present but did not vote.

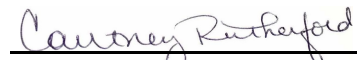
The motion passed unanimously.

6. Adjourn


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

These minutes were approved by City Council on August 22, 2023.

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 15, 2023, AT 6:30 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 6:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker, 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: Communications Director, Cameron Miller; Finance Director, Anna-Maria Weston; Police Chief Gary Stewart; Parks and Recreation Directors, Colene Cabezas; and Public Works Director, Rod Hailey.

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 2023-2024.

Mayor Jessup opened the Public Hearing at 6:30 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. spoke on the budget concerning the road and sidewalk maintenance budget. He questioned why the line items were not increased for fiscal year 2023-2024. Mayor Jessup stated Council is trying to keep a balanced budget. He stated that we should close the Nature Center.

Alderman Staigle stated that would include closing the summer camps and if that is what the residents want, they can bring that to Council. He also encouraged residents to attend the budget workshops to voice concerns at that time.

Alderman Mertins stated that staff and Council prepared a budget with a 3% increase to put more funding towards infrastructure repairs.

Mr. Bezner stated that he wanted to be included in the departmental budget meetings.

Alderman Mertins stated that staff brings the proposed budget to the workshops and that is when Council and staff work together to review and set a proposed budget. Residents are encouraged to attend these workshops and be a part of the process.

Terry Henley, resident at 12201 Alston Dr. stated that discussions continue regarding money set aside for infrastructure and should have been discussed in this budget process.

Alderman Staigle stated that \$280,000 has been set aside last year and this year for infrastructure repairs. He also stated that Council discussed and higher tax rate and did not want to cover the current rate.

Mr. Henley also questioned why the ad valorem is budgeted so under budget. Mr. Haby explained that the ad valorem comes in close to the actual number collected.

Alderman Staigle stated the original budget presented by staff did not including funding for infrastructure. Staff had to rework the numbers and brought back a balanced budget with \$280,000 for infrastructure.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 7:04 p.m.

C. Discussion and consideration of Ordinance No. 2023-31 approving and adopting the City of Meadows Place Municipal Budget for fiscal year 2023-2024.

Alderman Staigle moved to approve Ordinance No. 2023-31 approving and adopting the City of Meadows Place Municipal Budget for fiscal year 2023-2024. Alderman Mertins seconded the motion. The record vote follows:

Alderman Baker	Aye
Aldermen Mills	Aye
Alderman Staigle	Aye
Alderman Kopczynski	Aye
Alderman Mertins	Aye

Mayor Jessup was present but did not vote.

The motion passed unanimously.

D. Discussion and consideration of Resolution No. 2023-15 authorizing the Mayor to enter into a subrecipient agreement with Fort Bend County for the City to receive \$1,500,000 in ARPA State and Local Fiscal Recovery Funds to be dedicated to the City for the rehabilitation of the City's wastewater treatment plant.

Alderman Staigle made a motion to approve Resolution No. 2023-15 authorizing the Mayor to enter into a subrecipient agreement with Fort Bend County for the City to receive \$1,500,000 in ARPA State and Local Fiscal Recovery Funds to be dedicated to the City for the rehabilitation of the City's wastewater treatment plant. Alderman Baker seconded the motion.

The vote follows:

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

Nays: None

The motion passed unanimously.

E. Discussion, receive public comment, and consideration regarding the addition of a Utility Infrastructure Fee to monthly utility bill.

Mayor Jessup explained the purpose of the fee. Alderman Staigle stated that this is not state mandated and presented by Council to help with infrastructure repairs to the water and sewer system.

Mr. Haby stated that during the budget process last year staff and council realized that revenue would not meet budgeted expenditures and would continue to fall short each year. This is when staff and council came up with a plan to increase rates 10% per year over the next 5 years. He gave a brief presentation on upcoming capital improvement projects over the next 10-15 years. He stated these projects average a little over \$600,000 per year over the day-to-day operations of water and sewer. The current budget does not have excess funds to cover these projects, therefore staff and council decided to create a Utility Infrastructure Fund to fund those additional capital improvement projects.

Jesse Rodriguez, resident at 11707 Brook Meadows, stated that this fee is a tax regardless of what the city calls it. He stated that residents are also dealing with inflation same as the city, so he would be in favor of a fee up to \$10 per month.

Council explained that this would be a restricted fee that can only be used for water and sewer infrastructure repairs and maintenance.

Alderman Baker asked when road use fee was first adopted. Alderman Staigle stated it was adopted approximately 10 years ago.

Mike Bezner, resident at 11842 Mulholland, questioned what we can do to prevent these failures. He asked if there is a maintenance plan for the infrastructure. Alderman Staigle stated that the city has a maintenance plan, but there have been unforeseen failures. Mr. Bezner stated that he would rather see this fee in his taxes. Alderman Mertins explained that if the fee is in the taxes, it cannot be dedicated to infrastructure. This fee would be set by ordinance specifically for utility infrastructure.

Mayor Jessup read an email from Connie Rogers resident at 12307 Scarcella Ln, she understands the need to replace/maintain water/sewer lines. She asked **the following questions:** Will this fee be "in perpetuity" or is there an end budget goal? Or will it be like the "road fee" that has crept up over time? How has the utility infrastructure been funded

in the past? Mayor Jessup stated that there is not a set goal, and he would imagine this fee would stay in place to maintain infrastructure.

Elaine Herff, resident at 11815 Ambleswood Dr., spoke for the residents on fixed incomes. She is not in favor of additional fees. She congratulated staff and council on their work on the budget,

Alderman Baker stated that council is very sensitive to the residents on fixed incomes and are trying to find a balance to repair and maintain infrastructure.

Terry Lindquist, resident at 11507 Scottsdale Dr, stated that the presentation answered a lot of her questions. She is newly retired and on a fixed income. She thinks \$10 is a good rate to start with and maintain. She also likes that it is dedicated to infrastructure.

Randall Miller, resident at 11822 Ambleswood, stated he is there to represent families with small children. He agrees in principle with the fee and asks that council keep the yearly amount in mind when implementing these fees.

Mayor Jessup thanked everyone in attendance.

Kelle Mills, Alderman and resident at 12123 Scottsdale, stated that she moved her to due to the age diversity. She stated that she unexpectedly became a fixed income family, and she knows that \$5 a month is a big expense.

Mayor Jessup proposed a rate of \$10 per month for all residents. Alderman Baker stated that she would not go above \$10, and she was leaning towards to \$5, but she knows the work that needs to be done. Alderman Mills says no more than \$10. Alderman Staigle stated that he was in favor of \$5 to \$10 per month. Alderman Kopczynski stated that he is in favor of \$10 per month due to the amount of work to be done. Alderman Mertins stated that \$10 is a good start.

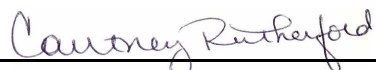
Council asked staff to bring an ordinance to the next meeting with a \$10 Utility Infrastructure Fee.

F. Adjourn

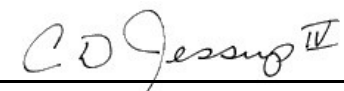
There being no further business to discuss the meeting adjourned at 8:08 p.m.

These minutes were approved by City Council on September 26, 2023.

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 22, 2023, 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 Jessup at 6:31 p.m. with the following present.

Mayor, Charles D. Jessup, IV

David Mertins, Alderman

Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem

Rick Staigle, Alderman

Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

1. Pledge of Allegiance: Kaitlyn Chan, Meadows Place Police Officer

Invocation: Jimmy Fenwick, Resident

B. PROCLAMATION

1. National Night Out Proclamation – October 3, 2023

Mayor Jessup presented Chief Stewart with the Proclamation for National Night Out and declared October 3, 2023, as National Night Out in Meadows Place.

C. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for August 2023, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 2209
- Accidents – 8
- Arrest – 15
- Traffic Citations Issued – 302
- Assault – 0
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0

- Criminal Mischief – 1
- Fraud – 1
- Robbery – 0
- City Ordinance – 9
- Theft – 9
- Property Checks – 1801
- Flock Safety Alerts – 64
 - Stolen Vehicles – 18
 - Sex Offender – 16
 - Stolen License Plates – 14
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 1
 - Warrant – 3
 - Protection Order – 8
 - Other Agency Hot List – 2
 - Violent Person – 0

Additional Notes:

- MPPD has completed the training cycle ahead of schedule.
- National Night Out is quickly approaching, Tuesday, October 3rd from 6pm to 8pm. Register parties with the PD.
- Working to get Shop 40, the new car, upfitted.
- The Mesa door access system should be complete. Minor software changes are still in progress.
- MPPD will perform an assessment board for the open Sergeant position on September 14th.
- MPPD Officers attended the 25th anniversary of Sugar Grove Church. We continue to partner with them on many community service events.
- MPPD Officers participated in a birthday party for one of our young residents. It was a great time for all and shows our community policing model works well.
- Grant status (remains the same)
 - Radio Recorder grant Approved (52k).
 - Dispatch Console grant in review (197k) We did meet with Motorola this week to review the equipment and installation list.
 - Portable Radio (10) grant in review (57k).

Alderman Mertins asked why Northern Tool doesn't have cameras on their property. Chief Stewart stated that they did have cameras at one time, but the Police Department cannot require them.

Alderman Baker thanked Chief Stewart for helping her recently and the for the professionalism of the officers.

Alderman Kopczynski stated that he noticed there were numerous items on the report that were zero for the month and shows that Meadows Place is a safe place to live.

2. Parks & Recreation – Colene Cabezas, Director

Ms. Cabezas presented the quarterly report for Parks & Recreation which was distributed to City Council and filed with the City Secretary. This report covered activity for June, July and August 2023.

Event Re-Cap

- **Kick Off to Summer** – 400 in attendance/Great support from Council / PD/ Parks cooked 350 burgers and 200 hot dogs, Live band performed, and pool was opened for the season.
- **Pool Passes** – Sold 1072 individual passes / 12 Pool Parties / Labor Day is the last day the pool will be open for the 2023 season.
- **Summer Camp** – 242 campers \$17,220 exp / \$33,922 revenue (User Funded)
- **July 4 Festival** – 1000 in attendance – 12 food trucks, several community spirit booths, live band, and 12-minute firework show without incident. Great Departmental support. That event was funded by EDC and the General Fund.

Projects Completed

- Completed all phases of tennis court repairs to include LED light replacement, court repair and leveling, painting, striping, adding permanent pickleball courts. We are working on updating our social media, fee schedule, and card purchasing procedures. We are planning to open in the first week of September. This project was County funded.
- Meadow Valley Park – Sidewalks have been installed and finishing touches to include a water fountain and bike racks will be in place this week. This project was funded by EDC, Child Safety, and the General Fund.
- New tractor has been delivered and is already in use.

Upcoming Projects

- **Irrigation Management** – Parks and Public Works are working together to mitigate issues during this intense heat. The City utilizes a third party to inspect, operate and repair our current system. Both departments communicate with the irrigator as needed and they provide a monthly inspection report. Irrigation does fail from time to time and that becomes apparent when we see dying or dead vegetation and cracks in the ground.
- **The Baseball Fields are suffering because of irrigation issues** – Parks noticed the grass dying and cracks becoming apparent a week ago. Parks made a request to the irrigator to increase the frequency and duration of the automatic irrigation. Public Works discovered last Friday that the lake pump that runs the McGrath Park irrigation was not operating, and they issued a request for repair and that was completed today. Additionally, Public Works will increase their oversight of the pump by

performing a weekly maintenance check. This will provide us with a real-time awareness of its operating status.

Mayor Jessup stated that irrigation has been a stressful subject for him. He finally feels like staff has handle on monitoring the systems.

Alderman Mills thanked Ms. Cabezas for jumping on the issues at the baseball field.

- **Sensory Park Installation** – Next week climbing hill, musical instruments, boulders, and ground cover should be completed by end of September. This was funded by the EDC and General Fund.
- **Painting the Exterior of the Field House** – Scheduled for September
- **Foundation Repair** – Community Center and Nature Center scheduled for September.
- **Well 2 landscape** – installations are on hold until leaks at the well have been repaired.

Upcoming Events

- October 14 – Fall Festival & Bazaar – Partner with Home and Garden Club – Vendors. This event is supported by EDC and the General Fund.
- October 14 – 29 Saturday and Sunday only – Childrens Garden Pumpkin Patch @ Nature Center
- December 1 - Christmas Memories This project is funded by EDC and the General Fund.

Mayor Jessup thanked Ms. Cabezas for working with the Children’s Garden and he stated that he appreciates the partnership in outsourcing events for the City.

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

Mayor Jessup presented the fire report for July 2023 which was distributed to City Council and filed with the City Secretary. The city maintains the building for the fire department and Public Works has been checking the doors on a quarterly basis and just replaced some last week.

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

City Administrator, Nick Haby, stated that he, on behalf of staff, would like to thank City Council for their service. Council and staff held several meetings over the past couple of months preparing the budget. He stated that not all Councils give staff the support that they do.

He reminded Council and the residents that Meadows Place is not under any mandatory water restrictions at this time. He stated that the city is on ground water and meeting the capacity.

He also shared that recently the city’s bank flagged a fraudulent check in the amount of \$24,500 and this was not processed.

Mr. Haby also shared that the city is remodeling the lady's bathroom in City Hall as well as remodeling the desk height in court.

Finally, he reported that one bid was received for the WWTP Rehabilitation project. The city received one bid from and the bid with the alternative additions is \$4,275,000. HDR is reviewing the contractor and will have a recommendation for the city soon.

D. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Budget and Tax Rate

Mayor Jessup stated that Meadows Place does a little bit of everything just like the big cities and we have a lot going on. He recognized Finance Director, Anna-Maria Weston, for her work on the budget. He stated that staff and Council start the budget review and process as early as April. He thanked staff for all of their efforts in maintaining the budget. He stated that Council will be voting on the tax rate tonight.

b. Funding Sources

Mayor Jessup stated that he received a complaint about spending tax money and the item they were complaining about was not funded by the city. He realized then that the city needs to work better at sharing information on the projects and where the funding comes from. Several projects in parks over the last couple of months were funded through a County Parks Bond.

He stated that Police Department alone has secured over one million dollars in grant funding. He thanked staff for their efforts in securing these funds.

2. Council Comments

a. Dorrance Lane Construction Update – Alderman Rick Staigle

Alderman Staigle reported that there are no changes. The project is complete; however, the city is still waiting for the contractor to submit their final paperwork and final invoice.

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

Alderman Staigle reported that this project is still in process. Staff met with the consultant last week and they made changes to finish the design on the bridge. Once approved by the City it will be submitted to CenterPoint for review and approval. A new survey will most likely be needed due to the power lines being installed along W Airport. Alderman Staigle stated that based on the design he saw from CenterPoint for the gas line he does not see an issue with the parking lot install, but we still need

to wait for the final design. He also stated that this project will need to be reevaluated after the review of the bid for the WWTP.

Alderman Staigle stated that Dorrance Phase 3 is on the list for the Fort Bend County Mobility bond for November election. If that passes the county will cover most of Phase 3 of Dorrance. This project will be designed from Kirkwood to Amblewood.

E. Public Hearing

- 1. 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 2023 Tax Year Proposed Property Tax Rate for the City of Meadows Place.**

Mayor Jessup opened the Public Hearing at 7:22 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.

Mr. Haby stated that the proposed tax rate is all Maintenance & Operation as the city carries no debt at this time.

With no one signing up to speak, Mayor Jessup closed the Joint Public Hearing at 7:24 p.m.

F. REGULAR AGENDA

- 1. Conduct a separate vote to ratify the property tax increase reflected in the 2023-2024 budget adopted August 15, 2023.**

Alderman Baker made a motion to ratify the property tax increase of 6.6% reflected in the 2023-2024 budget adopted August 15, 2023. Alderman Mertins seconded the vote. The record vote follows:

Aldermen Baker – Aye

Aldermen Mills – Aye

Aldermen Staigle – Aye

Aldermen Kopczynski – Aye

Aldermen Mertins – Aye

Mayor Jessup was present but did not vote.

The motion carried unanimously.

- 2. Discussion and consideration of Ordinance No. 2023-32 providing a property tax rate for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2023.**

Alderman Staigle made a motion approving Ordinance No. 2023-32 providing a property tax

rate of \$0.79961/\$100 for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2023. 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 was present but did not vote.

The motion carried unanimously.

3. Discussion and consideration regarding sign ordinance changes.

Brandon Morris, from Randle Law Office Ltd., L.L.P., was present to review the sign ordinance with Council and staff.

Alderman Mertins stated that this was a needed change and started months ago. Legal Counsel, Council and staff have done a lot of research to create an ordinance that implements codes that city can enforce and clarifies the ordinance. He also stated that ordinance no longer falls under Planning and Zoning.

Alderman Staigle asked how these changes will be communicated to the local businesses. Mayor Jessup stated that we can send code enforcement to the businesses. Alderman Staigle stated that he would like EDC to present the changes to the current businesses. Alderman Baker stated that she agrees. She thinks that EDC Members could split up the list and visit each business.

Mr. Haby stated the EDC President could prepare a letter with the changes.

Mayor Jessup asked about contractor signs and Mr. Morris stated that they would be allowed since they are on residential property.

Mayor asked to clarify Item 7 page 12, would this allow the business to put signs on each side of their property? Mr. Morris stated they would be allowed as long as it is on their premises.

Mayor Jessup asked about the variance process. Mr. Morris explained that the variance request would go before City Council.

Alderman Staigle stated that the Code Enforcement needs to properly document illegal signs for back up in court.

Alderman Staigle asked about the fine per day on page 23 and wanted to know if they city has to issue a citation per day? Mr. Morris stated that it gives the city the option to charge a fine, but they do not have to charge it daily.

4. Discussion and consideration of Ordinance No. 2023-33 amending City of Meadows Place Code of Ordinances by repealing Chapter 153 - Signs, Sections 153.190 through 153.199 and Appendices A – D and adopting a new Chapter 155, Signs.

Alderman Mertins made a motion to approve Ordinance No. 2023-33 amending City of Meadows Place Code of Ordinances by repealing Chapter 153 - Signs, Sections 153.190 through 153.199 and Appendices A – D and adopting a new Chapter 155, Signs. Alderman Mills 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. 2023-34 establishing a Special Fee entitled Utility Infrastructure Fee and Special Fund for the purpose of rehabilitation and construction of present and future public water and sewer utilities in the city.

Mayor Jessup stated that this item is being pulled from the agenda at this time.

6. Discussion and consideration of Ordinance No. 2023-35 amending the Schedule of Fees by adding a monthly Utility Infrastructure Fee, amending fees for Parks and Recreation, and removing the fees for Chapter 115, Food and Food Handlers.

Alderman Mertins made a motion to approve Ordinance No. 2023-35 as amended by removing the Utility Infrastructure fee and amending the Schedule of Fees by amending fees for Parks and Recreation, and removing the fees for Chapter 115, Food and Food Handlers. 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. 2023-16 declaring surplus equipment/property and authorizing sale or disposal of surplus equipment/property.

Alderman Staigle made a motion to approve Resolution No. 2023-16 declaring surplus equipment/property and authorizing sale or disposal of surplus equipment/property. Alderman Mills 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. 2023-17 authorizing the Mayor to enter into an agreement with Lemons Auctioneers LLC and Online Pros Agreement per BuyBoard #708-23 to auction City property declared surplus.

Alderman Mertins made a motion to approve Resolution No. 2023-17 authorizing the Mayor to enter into an agreement with Lemons Auctioneers LLC and Online Pros Agreement per BuyBoard #708-23 to auction City property declared surplus. Alderman Kopczynski seconded the motion.

Alderman Staigle for the signs considered surplus would we want to auction them at a city event? Council agreed to auction the signs to residents. The vote follows:

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

Nays: None

The motion passed unanimously.

9. Discussion and consideration of Ordinance No. 2023-36 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-060-580000, Parks Capital Improvements, \$8,750 from General Fund balance for foundation repairs for the Community Center and Discovery/Nature Center.

Alderman Staigle made a motion to approve Ordinance No. 2023-36 amending the General Fund Budget for the fiscal year ending September 30, 2023, increasing line item 100-060-580000, Parks Capital Improvements, \$8,750 from General Fund balance for foundation repairs for the Community Center and Discovery/Nature Center. Alderman Baker 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. 2023-18 amending Certificate Pay and Academic Pay Policy.

Alderman Staigle moved to approve Resolution No. 2023-18 amending Certificate Pay and Academic Pay Policy. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

G. CONSENT AGENDA

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

1. Consider approval of the Minutes held as follows:

July 25, 2023 – City Council Workshop

July 25, 2023 – City Council Regular Meeting

August 8, 2023 – City Council Special Meeting

Alderman Baker 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.

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

None.

I. ADJOURN

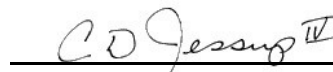
There being no further business to discuss the meeting adjourned at 7:55 p.m.

These minutes were approved by City Council on September 26, 2023.

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 PRESENTATION BY THE FORT BEND COUNTY DISTRICT ATTORNEY, BRIAN MIDDLETON, REGARDING HUMAN TRAFFICKING ON FRIDAY, SEPTEMBER 15, 2023, AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, 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

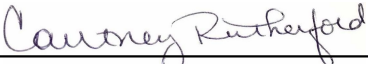
Alderman, Kelle Mills was not in attendance.

Fort Bend County District Attorney, Brian Middleton, gave a presentation to City Council, staff and residents regarding Human Trafficking. Felony Prosecutor Ashley Harkness and Lt. David Hall of District Attorney's Human Trafficking Task Force were also in attendance and spoke on their efforts to stop Human Trafficking. Ms. Rhonda Kuykendall was also in attendance to give testimony and advocate for those trying to end Human Trafficking.

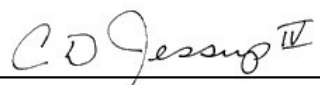
No official City business was discussed by City Council.

These minutes were approved by City Council on September 26, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, SEPTEMBER 19, 2023, AT 5:30 P.M., AT THE MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

- A.** The meeting was called to order by Mayor, Charles D. Jessup IV, at 5:31 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem
Rick J. Staigle, Alderman (*Arrived 5:40 P.M.*)
Kelle Mills, Alderman (*Arrived 5:33 P.M.*)

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

- B. Discussion and consideration accepting the letter of recommendation from HDR Engineering, Inc for the Meadows Place WWTP Clarifier Rehabilitation Project bid in the amount of \$4,275,000.00 for the total bid and additive alternate items.**

John Peterson from HDR Engineering, Inc. gave a brief presentation regarding the bid process. He stated that the city only received one bid and stated that one contractor decided not to bid due to the fact that the plant must remain working during the rehabilitation. He stated that this bid has bypass pumping which was part of the reason the bid came in higher than estimated. The base bid includes the clarifier bridge replacement and electronic controllers. It also includes two (2) gates, and the alternative items include fifteen (15) additional gates to replace, which is a cost savings to replace now versus at a later date. The increase in sludge is making it more difficult to operate the plant. Mr. Peterson also stated that if the city approves replacing all the gates there could be minimal savings, but there is no guarantee of reduced costs.

There was brief discussion regarding how the rehab will be done while the plant remains operational and how the gates will allow the plant to remain operational. Council agreed that they would like to replace all the gates if there is funding to replace all of them.

Mr. Peterson stated that he contacted references for LEM Construction Co., Inc. and all he talked to stated they would use them again and working with them was a good experience.

Council and staff then reviewed possible funding sources for the project. Currently the city has \$2,549,528 in County funding for the project. City Administrator, Nick Haby, briefly reviewed the city's utility fund and general fund budgets. He stated that the city needs to fund approximately \$1,825,000 for this project. In reviewing the budget, he stated that the city may need to use the funding set aside for Dorrance Lane Reconstruction Phase 2. He

stated that staff recommends funding this project from the general fund in order to keep the ten (10) month reserves in the utility fund.

There was brief discussion regarding the mobility election in November. Part of this bond is to help fund Dorrance Lane Phases 3 and 4. Mayor Jessup asked how quickly the city would have to start that project. Alderman Staigle stated that he doesn't think it would be an issue with the county if the city wants to hold off on this project for a couple of years.

Council confirmed the funding as \$2,549,528.00 from county and \$1,296,646.00 from the general fund excess reserves and reallocate the \$280,000.00 in the infrastructure line item to this project.

Alderman Mertins moved to accept the letter of recommendation from HDR Engineering, Inc for the Meadows Place WWTP Clarifier Rehabilitation Project bid. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

C. Discussion and consideration Resolution No. 2023-19 authorizing the Mayor to execute an agreement with LEM Construction Co., Inc. for the WWTP Clarifier Rehabilitation Project per the recommendation of HDR Engineering, Inc.

Alderman Staigle moved to approve Resolution No. 2023-19 authorizing the Mayor and City Secretary to execute an agreement in the amount \$4,025,000 with LEM Construction Co., Inc. for the WWTP Clarifier Rehabilitation Project with all alternatives per the recommendation of HDR Engineering, Inc. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

D. Adjourn

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

These minutes were approved by City Council on October 24, 2023.

ATTEST:

Courtney Rutherford
Courtney Rutherford, City Secretary

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



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SEPTEMBER 26, 2023, 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 Jessup at 6:31 p.m. with the following present.

Mayor, Charles D. Jessup, IV

David Mertins, Alderman

Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem

Rick Staigle, Alderman

Kelle Mills, Alderman *(Arrived at 6:34 p.m.)*

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

1. Pledge of Allegiance: Matthew Autry, Resident

Invocation: Jimmy Fenwick, Resident

B. PROCLAMATION

1. World Teachers' Day – October 5, 2023

Mayor Jessup presented to Ms. Cindel Blackmer, Meadows Elementary Principal, and teachers with the Proclamation for World Teachers' Day and declared October 5, 2023, as World Teachers' Day in Meadows Place.

C. REPORTS

1. Police Department – Assistant Chief Jack Ashton

Chief Stewart was not present; therefore, Assistant Ashton gave a brief overview of the monthly statistics and activities report for September 2023, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 2198
- Accidents – 11
- Arrest – 11
- Traffic Citations Issued – 365
- Assault – 3

- Burglary of Motor Vehicle – 2
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 4
- Fraud – 3
- Robbery – 0
- City Ordinance – 8
- Theft – 3
- Property Checks – 1701
- Flock Safety Alerts – 66
 - Stolen Vehicles – 18
 - Sex Offender – 16
 - Stolen License Plates – 14
 - Gang/Suspected Terrorists – 4
 - Missing Person Alert – 1
 - Warrant – 3
 - Protection Order – 8
 - Other Agency Hot List – 2
 - Violent Person – 0

Mayor Jessup asked about the incident regarding an elderly resident who found a fraudulent account in their name with several transactions. Mayor Jessup asked if there is a way to make more people aware. Assistant Chief Ashton stated that he can work with Mr. Miller, Communications Director, to get some information out via social media and the newsletter.

Additional Notes:

- MPPD has started new training cycle for 2023-2024.
- National Night Out is quickly approaching, Tuesday, October 3rd from 6pm to 8pm. Register parties with the PD.
- Working to get Shop 40, the Police Car, equipment upfitting scheduled for next Tuesday. It should take about a week to complete.
- The Mesa door access system should be complete. Minor software changes are still in progress.
- MPPD completed the Sergeant's Assessment Board on September 14th. Chief Stewart is reviewing the results of the five participants.
- Grant Status
 - Radio Recorder grant approved in the amount of \$52,000
 - Dispatch Console grant in the amount of \$197,000 is in review. Met with Motorola to review equipment and installation list. Application in revision.
 - Portable Radio grant for 10 radios in review in the amount of \$57,000.
 - PD is currently seeking a \$250,000 grant for in-car-cameras and body cameras.

Assistant Chief Ashton shared that Meadows Place Police assisted Fort Bend County

Sheriff's Department in reference to a human trafficking incident at 12326 Meadowhollow. This is still an active case under investigation and cannot be discussed at this time.

Alderman Staigle asked about damage to the rails at the floating dock. Ms. Cabezas, Parks & Recreation Director, stated that it looks like they were trying to rock the dock and broke the welds that hold the railing on the docks. This cannot be repaired and must be replaced. She is working with a contractor to get quotes at this time.

2. Code Enforcement – Jennifer Cabello, Officer

Ms. Cabello presented the quarterly report for Code Enforcement which was distributed to City Council and filed with the City Secretary. This report covered activity for July, August, and September 2023.

Top 5 Violations

- Trash next to curb area (not trash day) – 41
- Dead Landscaping/Trees – 38
- Obstructions/Clearances – Trees/Landscaping – 36
- Grass/Weeds in Flowerbeds in cracks of concrete – 31
- Bandit Sign – Prohibited Sign – 28

Ms. Cabello reported that there were 1314 open cases for the fiscal year, 1353 cases closed, and 96 citations issued. She also reported that she worked 24 weekends over the last fiscal year.

Mayor Jessup asked about the house on Alston and asked if it was closed. Ms. Cabello reported that his work is not complete, but the owner is in compliance at this time.

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

Mayor Jessup presented the fire report for August 2023 which was distributed to City Council and filed with the City Secretary. There was a total of 43 incidents in Meadows Place over the last month and 31 of those were to assist EMS with medical incidents. He stated that he was proud to see so many firefighters at the funeral of Mr. Frances who was a member of Stafford Fire Department.

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

a. Fiscal Year 2022-2023 Final Amended Budget

City Administrator, Nick Haby, stated that this meeting marks the end of the 2022-2023 fiscal year. He then presented the Final Amended Budget for fiscal year 2022-2023 prepared by Ms. Weston, the Finance Director. This document shows the final budget numbers after budget amendments that were made throughout the fiscal year. He reviewed the original budgeted revenue and the final revenue. He stated this increase was mostly due to investment interest and County funding. He then reviewed expenditures and stated that it

was a successful budget year.

Mayor Jessup stated that he was impressed by the report and liked seeing the amendments listed with the supporting ordinance.

Alderman Mertins stated this shows transparency for anyone questioning how money was spent and how the budget was balanced.

D. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Another Great Year for Meadows Place

Mayor Jessup stated that this was another great year as Mr. Haby just showed through the improved budget reporting process. He shared that bond money and county funding has helped with maintenance throughout the city. He reminded staff and the residents that City Council has struggled with some tough decisions this year and he is pleased to work with this City Council, and they are one of the best he has worked with. He recognized the new sensory park installed and stated that is beautiful and he constantly sees people using it. He thanked each department for their work to make Meadows Place better.

b. Community Input

Mayor Jessup stated that Council and staff try very hard to communicate with the community. He stated that it started with the newsletter. The City has hired a Communications Director to help get information out. He works on the newsletter, the City website, social media, and marquee signs. Mayor Jessup stated that the city wants the community's input. He reminded the residents that they can use "Ask a Question" on the website and report code enforcement issues through the website as well. He also reminded everyone that solicitors must have a permit from the city, so please report solicitors to the police department that are not permitted.

2. Council Comments

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

Alderman Staigle reported that we are still waiting on the next submission. The surveyor did field review to locate the new power poles from CenterPoint. It won't be as accurate, but it did save the city money. He reported that as of now the goal is for them to submit the 100% plans to the city before October 23, 2023, however they are still gathering information and finishing the design. The city will review it and then submit it to CenterPoint again for review and approval. Mr. Haby stated that he and the Mayor met with the new Mayor of Stafford regarding the portion of the project.

Alderman Staigle stated that the city has declared the Dorrance Lane project closed and will no longer be on the agenda. Alderman Kopczynski asked if the final invoice has been paid. Alderman Staigle stated that the city has requested this information, and the contractor has still not submitted the information. Staff met with the City Attorney, and he informed the city of the statute of limitations and now the city will wait to see if the contractor will submit the final documents requested per the contract.

E. REGULAR AGENDA

- 1. Discussion and consideration regarding Ordinance No. 2023-37 approving the City of Meadows Place Economic Development Corporation 2023-2024 fiscal year budget as adopted by the Board of Directors at its September 14, 2023, Economic Development Corporation meeting.**

Alderman Mertins made to approve Ordinance No. 2023-37 approving the City of Meadows Place Economic Development Corporation 2023-2024 fiscal year budget as adopted by the Board of Directors at its September 14, 2023, Economic Development Corporation. Alderman Staigle seconded the vote. The vote follows:

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

Nays: None

The motion passed unanimously.

Mr. Haby reminded Council that this budget includes the \$250,000 allocated for the Dorrance Lane project and staff will bring a budget amendment for this item in the near future.

- 2. Discussion and consideration of the first reading of Resolution No. 2023-20 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$250,000 for this project.**

Alderman Staigle moved to approve the first reading of Resolution No. 2023-20 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$250,000 for this project. 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 regarding Resolution No. 2023-21 ratifying the Mayor's signature on an agreement with TXU Energy Retail Company LLC for electric rates for a term from January 2026 to December 2030.**

Mayor Jessup stated that the city's electric broker contacted the city regarding rates and advised the city that this is a good rate, and the city should lock in now.

Alderman Staigle moved to approve Resolution No. 2023-21 ratifying the Mayor's signature on an agreement with TXU Energy Retail Company LLC for electric rates for a term from January 2026 to December 2030. 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. 2023-22 authorizing the Mayor to execute an agreement with LEM Construction Co., Inc. for the WWTP Clarifier Rehabilitation Project in the amount of \$4,275,000.00 including additive alternate items per the recommendation of HDR Engineering, Inc.

Alderman Staigle stated that the City Attorney stated that action taken at the last meeting was not correct per Procurement law, therefore the City needs to approve the contract for the bid amount and then negotiate changes.

Alderman Staigle moved to approve Resolution No. 2023-22 authorizing the Mayor to execute an agreement with LEM Construction Co., Inc. for the WWTP Clarifier Rehabilitation Project in the amount of \$4,275,000.00 including additive alternate items per the recommendation of HDR Engineering, Inc. Alderman Baker 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. 2023-38 repealing City of Meadows Place Code of Ordinances Chapter 130, Section 130.53 Juvenile Curfew per House Bill 1819 effective September 1, 2023.

Alderman Staigle moved to approve Ordinance No. 2023-38 repealing City of Meadows Place Code of Ordinances Chapter 130, Section 130.53 Juvenile Curfew per House Bill 1819 effective September 1, 2023. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Baker asked if there is anything that can be done if children are seen out late at night. Alderman Staigle stated there would have to be probable cause.

The motion passed unanimously.

6. Discussion and consideration of the Second reading of Resolution No. 2023-20 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$250,000 for this project.

Alderman Kopczynski moved to approve the Second reading of Resolution No. 2023-20 identifying Dorrance Lane rehabilitation as a project and approving EDC expenses not to exceed \$250,000 for this project. Alderman Mertins 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:

August 15, 2023 – City Council Special Meeting

August 22, 2023 – City Council Regular Meeting

September 15, 2023 – Possible Quorum (Presentation by FBC District Attorney)

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.

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

Emily Merkley asked everyone to sing Happy Birthday to Cameron Miller, the Communications Director.

Jimmy Fenwick, resident 12323 Alston Drive, thanked City Council, First Responders and staff

for how they care for the city. He stated that Meadows Place is unique in how they are there for the community.

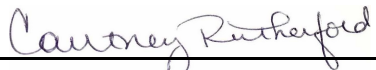
Kelle Mills, resident and Alderman, stated that there are over 160 children registered for the fall baseball season and congratulated Meadows Pony League for getting more involvement.

H. ADJOURN

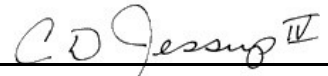
There being no further business to discuss the meeting adjourned at 7:39 p.m.

These minutes were approved by City Council on October 24, 2023.

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 MONDAY, OCTOBER 2, 2023, AT 5:30 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 5:30 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 (Arrived 5:48 p.m.)
Kelle Mills, Alderman (Arrived 5:37 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; Assistant Police Chief, Jack Ashton; Code Enforcement Officer, Jennifer Cabello; and Parks & Recreation Director, Colene Cabezas.

B. Discussion regarding the human trafficking incident in the City of Meadows Place.

Alderman Staigle requested this meeting to clarify what happened regarding the recent human trafficking incident on Meadowhollow. Chief Stewart reminded Council and staff that this is still an open case under investigation, therefore he will not be able to share much detail regarding the incident.

Alderman Staigle stated that he wanted to know staff and the Mayor to share what they knew regarding this property based on the accusations being spread, specifically any reports of criminal activity at this location. Chief Stewart presented a report to Council regarding police activity at this location. He stated there were a few self-initiated visits by officers and follow up to complaints by residents regarding parking violations and junk vehicles. Upon one visit there was one citation issued with two charges. The resident answered the door and came out to the Police Officers. He was not acting suspicious and cooperated with the officers. The violation found was fictitious license plates. The next call the Police Department received regarding this address was from Fort Bend County Sheriff's office who was already on scene. Chief reiterated that prior to the victim escaping and calling they also had no tips or reports suspicious or criminal activity at this address.

Alderman Staigle asked about the junk vehicles that were reported. Chief Stewart stated that again the Police Department addressed the resident every time a complaint was received and again, he was cooperative and did not act suspicious. At the time the resident stated that he bought the vehicles from auction. The Police Department did take the license plates as evidence and advised that he needed to remove the vehicles and he did comply. Chief Stewart stated that

it is a broad jump to go from a junk vehicle to human trafficking.

Several Alderman shared the several stated they lived on the same street or near the home and had no idea this was going on in the home. Chief Stewart stated that if residents see a lot of people going in and out from a residence or moving people in the night to please call the Police Department as that is suspicious activity.

The Code Enforcement Officer, Ms. Cabello, stated that the only complaints she received were regarding vehicles.

Staff shared that the house is registered as a rental and the tenant started water service on August 30, 2021, and occupancy inspections were performed on September 1, 2021.

Alderman Mills stated that multiple vehicles do not make for illegal activity, and she believes staff did everything right.

Alderman Staigle asked if there is ever only one officer scheduled per shift. Chief Stewart stated that they never schedule only one officer. If someone is sick another officer will hold over until relief can come in. The Police Department never shares how many officers are on shift at a time for safety reasons, but there are multiple officers in the city 24/7.

Alderman Kopczynski stated that some residents claim they told the Mayor. Mayor Jessup shared one email he received regarding this address, and it never states kidnapping or human trafficking. He said the complaints were about cars, parking and dogs.

Alderman Baker stated that only way to prevent this is to get involved in the community and get to know your neighbors. Mayor Jessup stated that National Night Out is the perfect opportunity to get your neighbors out and meet one another.

Overall Council has a better understanding of what took place and believes that the Police Department and Code Enforcement responded to the complaints received appropriately.

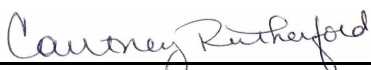
Mayor Jessup reminded the public that calling the Police Department is an official complaint and posting on social media is not.

C. Adjourn

There being no further business to discuss the meeting adjourned at 6:22 p.m.

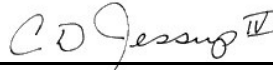
These minutes were approved by City Council on October 24, 2023.

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 24, 2023, 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 6:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem *(arrived at 6:33 p.m.)*
Rick Staigle, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Kelle Mills, Alderman, was not present.

The following staff were also in attendance: Communications Director, Cameron Miller; Assistant Chief Jack Ashton; Public Works Director, Rod Hainey; Parks & Recreation Director, Colene Cabezas; and Finance Director, Anna-Maria Weston.

1. Pledge of Allegiance: Cameron Miller

2. Invocation: Jimmy Fenwick

B. REPORTS

1. Police Department – Assistant Chief Jack Ashton

Chief Stewart was not present; therefore, Assistant Chief Ashton gave a brief overview of the monthly statistics and activities report for October 2023, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 2256
- Accidents – 21
- Arrest – 15
- Traffic Citations Issued – 341
- Assault – 0
- Burglary of Motor Vehicle – 2
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 2
- Robbery – 0
- City Ordinance – 21

- Theft – 8
- Property Checks – 1887
- Flock Safety Alerts – 88
 - Stolen Vehicles – 11
 - Sex Offender – 12
 - Stolen License Plates – 21
 - Gang/Suspected Terrorists – 13
 - Missing Person Alert – 0
 - Warrant – 11
 - Protection Order – 12
 - Other Agency Hot List – 2
 - Violent Person – 6

Mayor requested a quick break to acknowledge Emily Merkley in attendance on her birthday. Council, staff and residents in attendance sang Happy Birthday to Ms. Merkley.

Additional Notes:

- MPPD has started a new training cycle for 2023-2024
- Training Center in full swing! Multiple Agency training (this allows our D to host classes needed by opening the training to other agencies, at little to no cost for the city as the host). We hosted three different classes (SFST Field Sobriety Update X2 and Legal Update), last week with visitors from:
 - Rosenberg PD (3)
 - Stafford PD (2)
 - FBC Pct. 1 (12)
 - FBC Pct. 3 (2)
 - DPS (1)
 - Shertz (3)
 - MPD (12)
- National Night Out was a success despite the weather.
- Shop 40 is almost complete and on the road. The Computer/Video System is being programmed.
- Mesa is still working on the automatic scheduler.
- Grant Status (remains the same)
 - Radio Recorder grant approved in the amount of \$52,000.
 - Dispatch Console grant in the amount of \$197,000 is in review.
 - Portable Radio grant for 10 radios in review in the amount of \$57,000.
 - PD is currently seeking a \$250,000 grant for in-car-cameras and body cameras.

Alderman Staigle asked about the email regarding a call to Dispatch that went to the County. Assistant Chief Ashton stated that they are still looking into the incident. They have reached out to the person who sent the email to better understand what happened and followed up with the County and have requested a copy of the audio from the call to see what was said.

Alderman Kopczynski asked about the residential burglary. Assistant Chief Ashton stated that this case is still under investigation, but Friendswood Police Department just arrested an

individual who had the driver's license of the victim from Meadows Place in his position.

Mayor Jessup stated that he was pleased to see Meadows Place taking advantage of the Training Center and hosting training that benefits Meadows Place Police Department as well.

2. Public Works – Roderick Hainey, Director

Mr. Hainey presented the quarterly report on Public Works which was distributed to City Council and filed with the City Secretary. This report covered activity for July, August, and September 2023. A few key points are listed below.

Sidewalk repair and replacement program

The sidewalk replacement program is funded annually in the amount of \$70,000. As of late September, we have been working on last year's funding. We anticipate a large sidewalk project will be released on the first of next year. The short list has approximately 18 locations that will be addressed.

Mayor Jessup stated that the City has received a few complaints on sidewalks that aren't hazardous. He stated that Mr. Hainey is doing a good job at evaluating and looking at other ways to make some repairs like using asphalt instead of replacing the whole sidewalk.

Street Repairs /Road Fee funding

The street panel replacement program is funded by the road use fee and the budget is \$185,000. Two sections in Meadow Valley have been released for repairs, approximately \$65k. Four other locations have been identified and quoted.

USW Expenses (July, August, and September 2023)

July 2023 - \$68,825.41

August 2023 – \$96,067.46

September 2023 - \$112,559.07

Mr. Hainey also provided a seven-year history of leaks and repair costs.

Other repairs with USW and outside vendors.

- 1) Water Well #3 Generator installed. 350 KW- Diesel.
- 2) EOC Generator installed. 80 KW Natural gas.
 - a. Staff performed a test and the power transferred seamlessly.
- 3) WWTP Generator installed but not connected. 500 KW – Diesel.
- 4) HDR, bidding of the rehabilitation of the Clarifier bridge assembly. Project moving forward.
- 5) Blowers at the Wastewater Plant:
 - a. Blower #1 – Motor and blower both inoperative.
 - b. Blower #2 – Operational (New)
 - c. Blower #3 – Unit is being replaced by USW.

- d. Blower #4 - Operational
- 6) Made repairs to air conditioner in the Finance Department, damper had failed.
 - 7) Fire Department garage doors were serviced.
 - 8) Completed review of water leak and related cost for the last seven years. See attachment, History water leak and Cost.
 - 9) Water meter review – the water system has approximately 1600 meters and around three hundred have registered over one million gallons, since being installed. Accurate meter has been scheduled to pull and test ten of these meters. Since the system was last updated in 2016 these results will determine the efficiency of the units with over one million gallons of consumption.
 - 10) Lake pump update. The lake pump that utilizes recycled water for the irrigation system has been plagued with failures over the last few months. The main issue being the priming of the unit. Approximately six months ago a separate primer pump was installed, and this appeared to correct this issue. BUT now the sprinkler heads are being clogged and the pump will not continuously prime. The debris from the bottom of the lake is the root cause of the failure. As an alternative source to supply the irrigation system, a potable water connection has been made. Have contacted the original vendor, Pumps, Motors, and Controls. And we are working on an alternative solution to pump the recycled water into the irrigation system.
 - 11) WWTP lift station. Small jockey pump has failed again. Replacement will be ordered, and the old unit will be reworked for a spare.

Irrigation Systems review and update

On a monthly basis we receive a report on all the sprinklers within the city. This report has been reviewed by staff and repairs are authorized.

Alderman Kopczynski asked about the fire hydrants that are covered in plastic bags. Mr. Hainey said they do not have a completion date at this time. Those hydrants have been identified and parts have been ordered and will be repaired and placed back in service as soon as possible.

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

Mayor Jessup presented the fire report for September 2023 which was distributed to City Council and filed with the City Secretary. There was a total of 43 incidents in Meadows Place over the last month and 24 of those were assist EMS with medical incidents.

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

City Administrator, Nick Haby, stated that calendars have been printed and complimented Communications Director, Cameron Miller, on his work putting it together and thanked EDC for funding the project.

He shared that staff is working with Texas Lawn Works on a new option for service on the city's irrigation systems. Staff will be bringing a new agreement to Council to review regarding increased rates on irrigation maintenance.

C. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Elections

Mayor Jessup stated that this is a very important election cycle for the state of Texas, Fort Bend County, and Meadows Place. He stated that even though the city doesn't have any items on the ballot there are several items that affect the city; the Fort Bend Mobility Bond has \$3,000,000 allocated to the city. He also stated that Meadows Elementary School is the center of the city and there is a VATRE item on the ballot that will increase pay for teachers. He stated that this item will cost residents approximately \$10 a month, however the overall tax rate will go down.

Alderman Mertins shared that if the VATRE passes the state will match a portion of the money.

b. Park Additions

Mayor Jessup stated that he is very happy with Public Works, staff and Parks. He encouraged others to ride around and look at the new equipment that has been installed at the sensory park. He said he constantly sees people of all ages using the parks of Meadows Place.

2. Council Comments

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

Alderman Staigle reported that there is not a lot of changes. Staff got back with the engineer regarding the gate on the bridge and the gate will be on the end of the bridge near the Discovery Center. He asked that the city provided the vendor information for the city's current vendor on the electronic doors.

Mayor Jessup wanted his appreciation for Alderman Staigle for acting as the volunteer project manager on several of the city's recent projects. He shared that the city couldn't have done these projects without his guidance.

D. REGULAR AGENDA

1. Discussion and consideration of Resolution No. 2023-23 authorizing the Mayor to execute Change Order No. 1 with LEM Construction Co. for the reduction of bypass pumping and solid removals and reducing the contract amount to \$3,950,000 for the WWTP Clarifier Rehabilitation Projection.

Hunter Howard with LEM Construction Co. was present for any questions regarding the change order.

Mr. Howard stated that the bid came in over budget and they were contacted by HDR Engineering regarding the bid. He stated that there were some issues with how the bid was put together regarding pumping for the gate replacements. They reviewed the bid and removed some of the extra fees and reduced the contract amount due to the city accepting all of the Add Alts.

Alderman Baker moved to approve Resolution No. 2023-23 authorizing the Mayor to execute Change Order No. 1 with LEM Construction Co. for the reduction of bypass pumping and solid removals and reducing the contract amount to \$3,950,000 for the WWTP Clarifier Rehabilitation Projection. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

Mr. Haby stated that staff will now meet with the contractor and give a Notice to Proceed and intend to get started soon.

2. Discussion and consideration of Resolution No. 2023-24 adopting the 2023-2024 City of Meadows Place Investment Policy and Strategy Guidelines.

Alderman Staigle moved to approve Resolution No. 2023-24 adopting the 2023-2024 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

3. Discussion and consideration of Resolution No. 2023-25 designating a city representative and an alternate representative to the Houston-Galveston Area Council's 2024 General Assembly.

Alderman Kopczynski moved to approve Resolution No. 2023-25 designating Tia Baker as the city representative and David Mertins as the alternate representative to the Houston-Galveston Area Council's 2024 General Assembly. 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.

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. Acceptance of the Quarterly and Annual Financial and Investment Reports.

2. Acceptance of the Quarterly Budget and Financial Report.

3. Consider approval of the Minutes held as follows:

- September 19, 2023 – Special Meeting
- September 26, 2023 – 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, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

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

Alderman Staigle stated Alderman Mills was going to ask for item to review the TML Representative travel budget. Aldermen Baker, Mertins, and Kopczynski agreed to add the item to the next agenda.

Terry Henley, resident and former Alderman, shared that his daughter is a teacher and left Fort Bend to go to Lamar for a salary increase. He also shared that it was an excellent TML Conference this year in Dallas, although attendance was lower. He stated that he attended the business meeting and TML passed his resolution regarding newspaper posting requirements for cities. Mayor Jessup stated that he is going to send notice to all of the representatives to pass the bill regarding the option to publish in the newspaper and remove the requirement for publication.

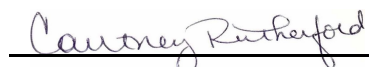
Tia Baker, resident, stated that she brought signs for the mobility bond election, and she has fact sheets for anyone who would like more information regarding the bond. She stated that Fort Bend is growing so quickly, and this bond money is much needed improvements.

G. ADJOURN

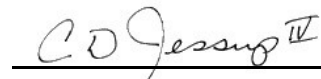
There being no further business to discuss the meeting adjourned at 7:50 p.m.

These minutes were approved by City Council on November 28, 2023.

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 NOVEMBER 28, 2023, 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 Jessup at 6:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem
Rick Staigle, Alderman
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 Chief Jack Ashton; Parks & Recreation Director, Colene Cabezas; and Public Works Director, Rod Hailey.

1. Pledge of Allegiance:

The Pledge of Allegiance was led by Meadows Elementary National Honor Society Members. Mayor Jessup introduced those members in attendance; Alexander Little-Ayala, Caleb Quick, Declan Merkley, Gregory Ng, Scarlett Skemp, Benjamin Tri, Charlotte St. Germain, Brynlee Kopczynski, Yanisel Hernandez, Lorenzo Ghashghaie, Abigail Romero, Jacob Ibarra and Ava Frame.

Mayor Jessup also recognized the Meadows Place Elementary teacher of the year, Audrey St. Germain.

Stacy Garcia from Meadows Elementary thanked Council for allowing the students to lead the prayer and see the city in action. She also reminded the community that the school is doing a food and blanket drive. You can drop off items at City Hall or the school.

2. Invocation: David Mertins, Alderman and resident

B. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for November 2023, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 2101

- Accidents – 9
- Arrest – 13
- Traffic Citations Issued – 351
- Assault – 6
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 2
- Robbery – 0
- City Ordinance – 2
- Theft – 5
- Property Checks – 2101
- Flock Safety Alerts – 51
 - Stolen Vehicles – 22
 - Sex Offender – 4
 - Stolen License Plates – 11
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 0
 - Warrant – 0
 - Protection Order – 3
 - Other Agency Hot List – 9
 - Violent Person – 0

Additional Notes:

- MPPD is preparing for Christmas Memories this Friday. Our IA is complete and will have final review tomorrow.
- Officer Manna was promoted to Sergeant. His new tour began at the beginning of November, and he has some additional training to attend, but has begun the transition. Officer Florian was promoted to Senior Officer and will be acting supervisor in the absence of a shift Sergeant.
- Training Center is in full swing. Multiple Agency training (this allows us to host classes we need by opening the training to other agencies, at little to no cost to us as the host). We are hosting more classes this month.
- Mesa: Quote for the Bridge Access Gate
- Grant Status (remains the same)
 - Radio Recorder grant approved in the amount of \$52,000.
 - Dispatch Console grant in the amount of \$197,000 is in review.
 - Portable Radio grant for 10 radios in review in the amount of \$57,000.
 - PD is currently seeking a \$250,000 grant for in-car-cameras and body cameras.

Mayor Jessup asked about the dispatch console grant. Chief Stewart stated that they are currently scheduled to assess the city's current set up to ensure we can connect with Harris County.

2. Parks and Recreation – Colene Cabezas, Director

Ms. Cabezas presented the quarterly report on Parks and Recreation Events which was distributed to City Council and filed with the City Secretary. This report covered activity for September, October and November 2023. A few key points are listed below.

Event Re-Cap

- Fall Festival on October 14th
 - Approximately 800 people were in attendance.
 - Stein Contest had 75 kids and 15 adults
 - 20 Home and Garden Club Craft Booths
 - 2 Community Partners - Vessel & Pediatric Dentist
 - 8 Food Trucks, Carnival ride, inflates and petting zoo
 - Great support by PD
- Childrens Garden Pumpkin Patch
 - 3 Saturdays with 6 volunteers
 - Sold 74 pumpkins for a total of \$584

Projects Completed

- Sensory Park – Funded by General Fund and EDC
- Well 2 Landscaping – Funded by EDC
- Field House Painted – Funded by EDC
- Foundation Repairs – Funded by General Fund
- Street Name boulder installation – Funded by EDC
- Annual Well Check for NC Animals
- Christmas Decorating complete
- MPPB Discussion of Batting Cage Donation
 - Baseball will plan to present their request to council in January

Upcoming Projects

- Memorial program – Bench/Tree Donation
- New Rental Options for ½ day use
- Investigating Self Service Kayak Rental Kiosk
- Tennis Court Access Conversion
- Pool Reception Desk
- Dorrance Pender Fence Replacement
- Trail Work – Fill/Fluff

Upcoming Events

- Dec 1 – Christmas Memories – Funded by General Fund and EDC
 - Partners: Meadows Elementary Choir
 - Meadows Elementary NEHS
 - Virtue Tattoo
 - Meadows Marlins
 - MP Home & Garden

Mayor Jessup asked about the new tennis court access system. Ms. Cabezas explained that it has not been installed yet. They are scheduled to be out on Friday to start working on the installation. This process will not interrupt the current system.

Mayor Jessup also stated that the sensory park is a huge success. He has seen lots of children playing at on a regular basis including his grandchildren. He also met a family from Sugar Land that comes on a regular basis to the Meadows Place sensory park.

Alderman Mertins stated his grandchildren were in town last week. His daughter who lives in a planned community with a HOA stated that our parks are better than the parks in the neighborhoods. He also stated that the landscaping looks great throughout the city.

Alderman Kopczynski asked that when contacting card holders to remind them about the number of guests allowed.

Alderman Baker asked about the rainbow trout stocking at the lake. Ms. Cabezas stated that she talked to Texas Parks and Wildlife today, because they posted that they were going to be stocking today. They confirmed that they plan to deliver on December 12th.

Alderman Baker also stated that Christmas Memories is he daughter's favorite event because of the snow. Ms. Cabezas stated that there will be 20,000 pounds of snow this year!

Alderman Staigle stated that he likes the idea of the kayak rentals, but curious about signage of rent and use at your own risk. Ms. Cabezas stated that they are still looking into the process.'

Alderman Mills stated that all of the Christmas decorations look amazing.

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

Mayor Jessup presented the fire report for October 2023 which was distributed to City Council and filed with the City Secretary. There was a total of 54 incidents in Meadows Place over the last month and 29 of those were assist EMS with medical incidents.

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

a. Restricted and Unrestricted Funds Analysis

City Administrator, Nick Haby, presented a brief report on the City's current restricted and unrestricted fund balances. He explained that from time-to-time staff brings budget amendments to City Council for unplanned expenditures. He stated that Council passed an ordinance for minimum fund balances. The city general fund currently has a balance of about 3.4 million dollars which is about \$400,000 short of the minimum fund balance. The utility fund currently has a fund balance about \$800,000 below the fund balance minimum. He reminded Council and staff to keep this in mind when thinking about unfunded projects in the future.

Mayor Jessup stated that he appreciated the update on the fund balances and that this is definitely in Council's thought process when approving projects.

Alderman Staigle reminded Council and staff that this is one of the lowest fund balance months and come February or march fund balances will be back up.

Alderman Mertins stated to review cash flow from past years to see what to expect in the future.

C. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Staff Appreciation

Mayor Jessup stated that the City will be hosting the annual employee appreciation luncheon on December 21st at 11:30 a.m. He stated that he enjoys the luncheon, but it is not enough to show his appreciation of staff. He publicly thanked the staff in attendance and asked that each department head share with their departments.

b. Drought affected roads

Mayor Jessup stated the drought affected the city in main breaks and streets dropped in some places close to 5 inches. The road damage across south Texas is real and this recovery will take years and millions of dollars. Public Works is working the best they can to repair streets in the city. Mr. Hainey maintains a list of repairs, as many as the budget will allow.

2. Council Comments

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

Alderman Staigle reported that we did get a submission of plans from the engineers, which he reviewed over Thanksgiving. He has reviewed and provided comments. He didn't see anything critical to hold up moving forward and asked that they submit to CenterPoint and... for review and approval. His main concern is CenterPoint since this project is on their land.

Mayor Jessup thanked Alderman Staigle for providing his expertise and time to work on these projects and saving the City thousands of dollars.

D. REGULAR AGENDA

1. Discussion and consideration regarding Resolution No. 2023-26 casting the city's vote for the candidate(s) for the 2024-2025 Fort Bend County Appraisal District Board of Directors per Property Tax Code, Chapter 6, Section 6.03, Board of Directors.

Alderman Staigle moved to approve Resolution No. 2023-26 casting the city's seven votes for Jim Rice for the 2024-2025 Fort Bend County Appraisal District Board of Directors per Property Tax Code, Chapter 6, Section 6.03, Board of Directors. 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 Resolution No. 2023-27 authorizing the Mayor and City Secretary to execute an agreement with Granicus for Social Media eXstream renewal for the Facebook live stream of City Council meetings through December 2026.**

Alderman Kopczynski moved to approve Resolution No. 2023-27 authorizing the Mayor and City Secretary to execute an agreement with Granicus for Social Media eXstream renewal for the Facebook live stream of City Council meetings through December 2026. 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. 2023-28 authorizing the Mayor and City Secretary to execute an agreement with Texas Lawn Works for maintenance of the city's irrigation systems in the amount of \$40,320.00.**

Mr. Haby stated that this is a new agreement for weekly inspections and a work schedule for irrigation repairs.

Alderman Staigle moved to approve Resolution No. 2023-28 authorizing the Mayor and City Secretary to execute an agreement with Texas Lawn Works for maintenance of the city's irrigation systems in the amount of \$40,320.00. 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 Ordinance No. 2023-39 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-566000, Sprinkler Maintenance, \$28,800 from the general fund balance for maintenance of the city's irrigation systems.**

Alderman Mertins moved to approve Ordinance No. 2023-39 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-566000, Sprinkler Maintenance, \$28,800 from the general fund balance for maintenance of the city's irrigation

systems. Alderman Baker seconded the motion.

Alderman Baker asked if they are going to fix the issues moving forward with this new contract? Ms. Cabezas explained that this cost is just for the maintenance and identifying the problems.

The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration establishing a Special Fee entitled Utility Infrastructure Fee and Special Fund for the purpose of rehabilitation and construction of present and future public water and sewer utilities in the city.

City Attorney, Grady Randle, from Randle Law was in attendance to discuss this item with City Council and staff. He explained that the current utility fund is an enterprise fund that covers both water and wastewater. The current budget is approximately five (5) months underfunded. He explained that the purpose of this fund is to cover the cost of rehabilitation and construction of the present and future public water and sewer facilities in the city. He then asked Council if this fee going to be used to cover the expenses to provide utility services for which the customers are being billed. He then explained that the water code gives the city the authority to fix the revenue to permit a reasonable opportunity to earn a reasonable return on its invested capital are used and useful in rendering service to the public, providing water and wastewater, over and above its reasonable and necessary operating expenses and to preserve financial integrity of the utility. Therefore, the current budget proves that this fee is needed in order preserve the financial integrity of the utility.

Mr. Randle stated that his office has a copy of the ordinance created by staff in August and they will revise it and send it back to staff for approval at the December meeting.

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

Ms. Cabezas requested additional rules for the city parks and public grounds. The parks are becoming more heavily used by residents and non-residents. She would like to update the rules and post signs stating what is not allowed in the city parks.

There was brief discussion among Council and staff regarding rules and regulations for use of city parks and public grounds.

Alderman Staigle stated that some of these items are going to be hard to enforce, like pinatas and confetti.

Council directed staff to bring a mockup of the sign to the Council meeting next month for

review.

7. Discussion and consideration regarding political signs.

Mayor Jessup stated that he requested this item. His concern is political signs in residential yards and at City Hall during elections. He asked to create restrictions for political signs at City Hall. Mr. Randle stated that the city cannot regulate political signs at City Hall. The only regulation is that the signs must be 100 feet from the polling location entrance. There was no further discussion regarding political signs.

8. Discussion and consideration regarding travel and training, including annual travel budget for the city's TML Representative.

Alderman Staigle stated that he requested this item at the request of Terry Henley, the City's TML Representative. The budget current budget for his travel is \$1200 and he spent over \$1,500 at the TML Annual Conference. Mr. Henley also attends the TML Regional meeting yearly and he asked Council to increase this line item to cover his travel for these two (2) events. Alderman Staigle asked if the city wants to continue have Terry Henley serve as the TML Rep for the city.

Council agreed to have Mr. Henley continue as the City's representative with TML. They believe he has done a great job representing the city. However, they would like for him to report to Council after attending these events. Once Mr. Henley steps down they would like to see another person take on this position, possibly a board member.

Alderman Staigle moved to increase the TML Rep travel budget to \$2,000. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

There was brief discussion regarding a Training and Travel policy for Council and staff. Council directed staff to create a policy for the December meeting for review and approval.

9. Discussion and consideration to reschedule the Regular City Council Meeting in December to December 19, 2023, due to the Christmas holidays.

Alderman Baker moved to reschedule the Regular City Council Meeting in December to December 19, 2023, due to the Christmas holidays. Alderman Kopczynski 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 24, 2023 – 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)

None.

G. RECESS REGULAR MEETING

Mayor Jessup recessed the regular meeting at 8:27 p.m. for Council to meet in executive session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney.

H. EXECUTIVE SESSION

1. Pursuant to the Texas Open Meetings Act, Government Code 551.071 – Consultation with Attorney regarding VROOM’s request to Terminate Development Agreement with the City.

The executive session adjourned at 9:10 p.m. and Council reconvened into regular session at 9:12 p.m.

I. RECONVENE REGULAR MEETING

1. Discuss and take appropriate action regarding VROOM’s request to Terminate Development Agreement with the City.

Mayor Jessup stated that Council has decided not to terminate the agreement with VROOM at this time.

Alderman Mertins stated that the current contract is for one more year with a \$10,000 monthly payment to the city in place of sales tax. Council agreed to terminate the agreement if VROOM agrees to a settlement of \$80,000.

Patrick Hamilton was present on behalf of VROOM. He will take the City's counter back to his company. He stated that the permit is for a specific use and the use is no longer working. He also stated that VROOM's lease is terminating effective December 31, 2023. He stated that part of the agreement was to be an agreement on credit for sales tax from the other businesses in the complex and if it exceeded \$10,000 a month, then VROOM would not have to pay the monthly fee. He believes VROOM is actually due a reimbursement on sales tax.

Mayor Jessup stated that he believes that the City has met its obligations regarding sales tax.

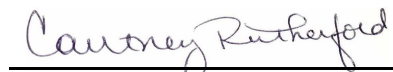
Alderman Staigle stated that he can talk to his side and communicate through the City Administrator, Nick Haby.

J. ADJOURN


There being no further business to discuss Mayor Jessup adjourned the meeting at 9:23 p.m.

These minutes were approved by City Council on December 19, 2023.

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor





MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, DECEMBER 12, 2023, AT 6:030 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

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

Mayor, Charles D. Jessup, IV
Rick J. Staigle, Alderman
Kelle Mills, Alderman

David Mertins, Alderman
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Tia Baker, Mayor Pro Tem was not present.

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

- B. Discussion and consideration authorizing the City Attorney to prepare a lease agreement between the City of Meadows Place and Beechnut FEC LLC for the dog park located on Dorrance Lane.**

Mayor Jessup introduced the item and explained that VROOM is leaving at the end of the month and plans to shut the dog park. He stated that has met with the property owner and discussed the city leasing the property and maintaining the dog park for \$1.00 a year for 99 years. He explained that there will be additional cost of approximately \$18,000 a year to maintain the dog park plus a few more expenses for water and electricity.

Alderman Mertins asked if the \$1.00 per year lease amount has been agreed upon by the owner. Mayor responded that he has spoken with the owner and assumes they agree to the \$1.00 per year.

Alderman Staigle asked about the out clause in the lease and Mayor Jessup stated it would be 30 days in writing for either party. Alderman Staigle stated that he has concern about spending funds there and then the owner ending the agreement.

Alderman Kopczynski stated that he polled some friends and only one actually uses it and she was not in favor of keeping it. She stated that she does not see many residents there and her vet does not recommend going to dog parks due to disease and dog fights. He is also worried about dogs being dropped off there.

Mayor Jessup then called upon those who signed up to speak on this item.

Silverio Romano, 11823 Bloomington Ln, spoke in favor of keeping the dog park.

Mike Bezner, resident at 11842 Mullholland Dr, stated that he uses the dog park daily. He suggested signage at the dog park stating that dumping dogs is illegal with a fine. He also suggested access cards to use the park.

Sean Garland, resident from Huntington Village, stated that he currently uses the dog park and wouldn't mind paying for access to the dog park.

Tom Lloyd, resident at 11415 Dorrance Ln, does use the dog park, but prefers to go to Sugar Land, because this park is small and not maintained. He would use it more if it was maintained.

Alderman Staigle moved to authorize the City Attorney to prepare a one-year lease for \$1.00 for the enclosed dog park and attached parking lot only with no 30 days out to allow time to get more information from the public and allow staff to bring a budget amendment in the amount of \$25,000 to maintain the dog park. Alderman Mertins seconded the motion.

There was discussion among Council and staff regarding maintenance, installing monitored cameras, and possibly building a city owned dog park in more central location in the city.

There was discussion that the agreement should state that any equipment/amenities purchased by the city and added to the dog park would be property of the city and would be removed at the termination of the agreement.

Council asked the Parks Department to report back at the January meeting with an interim plan to run the dog park for one year with a budget amendment to cover the cost if the property owner agrees to the one-year lease for \$1.00. At that time City Council will decide if they want to move forward with the lease and maintain the enclosed dog park and attached parking lot.

Alderman Staigle stated that he would be interested in Council and staff working on a long-term plan for parks.

Ernest Harding stated that he has been going to dog park since before it opened. He suggested asking one of the car dealerships to take over the dog park. He also stated that the current drainage needs to be repaired to allow the water to drain and prevent illness.

Janice Spear stated that she goes to the dog park often. She also stated that there are broken pipes on the property which causes standing water and illness.

The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Mills

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

C. Discussion and consideration regarding the design and construction of Dorrance Lane Phase 2 and Phase 3.

Alderman Staigle stated that he asked for this item to be put on the agenda after a resident contacted regarding Dorrance Lane Phase 2 construction. The resident needs to replace their driveway and was asking if they should wait until construction starts.

There was discussion among Council regarding the Fort Bend 2023 Mobility Bond funds. The City has currently agreed to fund Dorrance Lane Phase 2 construction and asked the County to fund Phase 3 design and construction. The City is proposing that staff reach out to the County and ask them to move forward with funding the construction of Phase 2 plus design of Phase 3. If the county agrees the city would have to fund the construction of Phase 3, however this allows this project to keep moving forward and gives the city more time to save funds for Phase 3 construction.

Alderman Mertins moved to direct staff to contact the County to change the order of the Dorrance Lane reconstruction project and ask the County to fund the construction of Dorrance Lane Phase 2 and design of Phase 3. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Mills

Nays: None

Alderman Baker was not present.

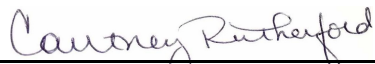
The motion passed unanimously.

D. Adjourn

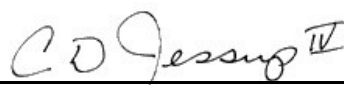
There being no further business to discuss the meeting adjourned at 7:02 p.m.

These minutes were approved by City Council on December 19, 2023.

ATTEST:


Courtney Rutherford, City Secretary




Charles D. Jessup IV, Mayor

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

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

Mayor, Charles D. Jessup, IV
David Mertins, Alderman
Kelle Mills, Alderman

Tia Baker, Mayor Pro Tem
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Rick Staigle, Alderman, was not present.

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

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

B. PROCLAMATION

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

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

C. REPORTS

- 1. Police Department – Chief Gary Stewart**

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

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

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

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

Additional Notes:

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

2. Code Enforcement – Jennifer Cabello, Officer

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

Top 5 Violations

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

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

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

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

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

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

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

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

D. MAYOR AND COUNCIL COMMENTS

1. Mayor's Comments

a. Stranger Danger

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

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

b. Happy Holidays

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

2. Council Comments

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

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

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

E. REGULAR AGENDA

- 1. Discussion and consideration regarding Ordinance No. 2023-40 establishing a Special Fee entitled Utility Infrastructure Fee and Special Fund for the purpose of rehabilitation and construction of present and future public water and sewer utilities in the city.**

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

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

The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

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

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

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

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

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

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

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

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

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

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

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

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

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

The vote follows:

Ayes: Aldermen Mertins, Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

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

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

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

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

F. CONSENT AGENDA

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

1. Consider approval of the Minutes held as follows:

November 28, 2023 – City Council Regular Meeting

December 12, 2012 – City Council Special Meeting

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

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

Nays: None

Alderman Staigle was not present.

The motion passed unanimously.

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

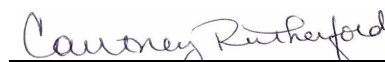
Tia Baker, alderman and resident, reminded everyone the swim team is hosting the Polar Plunge on January 1st as a fund raiser. Please come out and support the Meadows Marlins.

H. ADJOURN


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

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

ATTEST:



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor

