



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.

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| Mayor, Charles D. Jessup, IV | David Mertins, Alderman via videoconference |
| Tia Baker, Alderman | Rick J. Staigle, Alderman |
| Kurt Kopczynski, 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

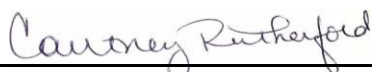
have a replacement plan in place. Currently the transmission has gone out in the 2007 Ford Ranger in Public Works. Public Works also has an older Ford Explorer and Code 3 Enforcement has an old Ford Ranger that are both having issues and in need of replacement soon. Council directed staff to review HGAC 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

