



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 25, 2025, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT, MEADOWS PLACE, TEXAS 77477.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor St. Germain at 6:40 p.m.

Audrey St. Germain, Mayor
David Mertins, Alderman
Kelle Mills, Alderman

Rick Staigle, Mayor Pro Tem
Kurt Kopczynski, Alderman
Tia Baker, Alderman

Nick Haby, City Administrator

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; Public Works Director, Rod Hainey; Parks and Recreation Director, Colene Cabezas; Finance Director; Anna-Maria Weston; Code Enforcement Officer, Angie Hernandez; and Utility Clerk, Jackie McCordic.

- 1. Pledge of Allegiance** – led by Audrey St. Germain, Mayor.
- 2. Invocation** – led by Jimmy Fenwick, Chaplain and Pastor

B. REPORTS

1. Police Department – Gary Stewart, Chief

Chief Stewart gave a brief overview of the monthly statistics and activities for February 2025, which was distributed to City Council and filed with the Interim City Secretary.

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

- Call for Service – 2906
- Accidents – 21
- Arrest – 11
- Traffic Citations Issued – 312
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 0
- Fraud – 0
- Robbery – 0

- Warrant – 5
- Protection Order – 17
- Other Agency Hot List – 0
- Violent Person – 0

Additional Notes:

- **Grant Status (In-Progress):**
 - Dispatch Console: Working with vendor to finalize details of installation.
 - Car Camera/Body Camera Grant: Working with vendor to finalize details for partial upgrade replacement of Safety Vision (who went of business). Jerry is working on a secondary source and is currently under review.
 - Flock Grant/Catalytic Converter Funding: Waiting on awards letter for grant that will cover 75% of cameras for one year.
- The City of Meadows Place TDEM/FEMA Recovery Team has made all tentative submissions, and has been approved by FEMA, awaiting TDEM approval. Awards are starting to come in (Water well and other expenditures).
- City of Meadows Place Recovery Team working on the Hazard Mitigation Update to be eligible for Grant Funding several Mitigation Projects such as Generators and Flooding/Drainage Rehab.
- **Patrol:**
 - Officer M. Cigala has successfully completed the Field Training Program and has been released to full duty.
 - Police Officer Position open, one applicant underwent the MPPD Oral Review Board February 25.
- **Bailiff:** No applicants currently.

a. Acceptance of Annual Racial Profiling Report

Chief Stewart presented the Annual Racial Profiling Report by Del Carmen

Chief Stewart presented the Annual Racial Profiling Report compiled by Dr. Del Carmen. A copy was filed with the Interim City Secretary.

2. Code Enforcement – Angie Hernandez, Code Enforcement Official

Angie Hernandez, Code Enforcement Official gave a brief overview of the monthly statistics and activities for December 2024, January 2025, and February 2025, which was distributed to City Council and filed with the Interim City Secretary.

Top 5 Violations

- Exterior Walls/Trims (clean, repaired, replaced, repainted) – 36
- Grass/Weeds in excess of 9 inches - 14
- Depositing on Public or Private Property (Accumulation) – 11
- Bandit Signs - 9
- Nuisance – 8

Ms. Hernandez reported that there were 132 cases open, 87 closed, and 11 citations issued for the quarter.

Additional Notes:

- 12010 Dorrance Ln
 - This address has been on the list to have the lawn maintenance every two weeks. The fence has been repaired by our City Contractor. City Ordinance Sec. 91.039.
- 12315 Alston
 - Ms. Hernandez arrived at the location on a complaint about the exterior of the home. The owner of property was sent a Citation for several violations on this property. City Ordinance Sec. 91.039 & IPMC 304.2
- 12210 Dorrance
 - This address has high grass. Ms. Hernandez has reached out with no response. The next step will be a citation.
- PODS
 - The City of Meadow Place Department handled the POD that was placed unsafely in the street. The POD has been removed.
- Junk Vehicles
 - There has been great concern from residents about junk vehicles and non-approved car covers in the city. Vehicle owners are unable to locate the proper covers according to the ordinance. *There was discussion about having a vehicle-related post on how to maintain vehicles in the city.*
- Alderman Rick Staigle shared during Angie Hernandez, Code Enforcement's report, that EZ Fiber will begin installing fiber lines in the front yard right-of-way; up to two feet behind the sidewalk. An application for a permit has been submitted to the City.
 - Cameron Miller, Communications Director, informed City Council and residents that he is still waiting for a response from EZ Fiber. He had emailed questions about the details and scope of work that is to be completed.

3. Fire Department Monthly Report for January 2025 – Audrey St. Germain, Mayor

There was no fire report this month.

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

a. 8th Annual Meadows Place Family Campout – March 22nd

Mr. Haby reminded everyone about the 8th Annual Family Campout which is March 22nd and if you register before February 28th there is a \$5 discount per person.

b. Surge Protection – Water Well #3

Mr. Haby stated Water Well #3's motor has had to be replaced a couple of times because of power surges from Center Point. Resco Electric Co. has started the process of installing an electronic component to protect the wellhead at Water Well #3.

Mr. Hainey, Public Works Director, mentioned that the component still needs to be programmed.

C. PUBLIC COMMENTS

Citizens who have completed a comment card and wish to speak to the City Council will be heard at this time. 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 or existing policy. Citizens shall be limited to **three (3) minutes** for comments to City Council.

Emily Merkley, 11702 Scottsdale Dr - Ms. Merkley asked to move May 27th City Council Meeting to May 20th because Meadows Marlins will have their first swim meet. She also mentioned some of Council are very involved in swim and may not be there as well. *Nick Haby, City Administrator, suggested bringing an item to the next agenda.*

Ms. Merkley also mentioned a concern about the 8th Annual Meadows Place Family Camp Out. She asked if staff will be enforcing quiet hours this year. *Colene Cabezas, Parks Director, informed Ms. Merkley that the quiet hours are at 10 p.m. and yes, staff will be enforcing quiet hours.*

Todd Loyd, 11415 Dorrance Ln: Mr. Lloyd asked City Council if the fiber lines being installed by EZ Fiber will disrupt the landscaping and driveways that were just installed on Dorrance. *Alderman Staigle stated that yes, the landscaping may be affected but the driveway should not.*

D. MAYOR AND COUNCIL COMMENTS

1. Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update

Alderman Staigle reported the consultant submitted another version to CenterPoint addressing their concerns with the design. CenterPoint visited the Discovery Center to determine how to route the power to the gate that will be on the bridge. Once CenterPoint approves, the City of Stafford will be sent an invoice to ensure they are still on board with the project and price.

2. Dorrance Lane Reconstruction Project Phase 2 – Alderman Rick Staigle

Alderman Rick Staigle reported the construction is still ongoing. The intersection at Bloomington and Dorrance is closed at the moment. Cameron Miller, Communications Director, mentioned they are hoping to open the intersection at the end of March. Tandem Services is hoping to be finished and have a walk through in April.

Mr. Haby, City Administrator, mentioned there was a progress meeting that morning. It was a good meeting. They are still ahead of schedule, and they do not anticipate any future massive change orders to come along. There is one more section that they plan on pouring.

Mr. Haby did receive an email or phone call from a gentleman working with our Precinct Commissioner, Andy Meyers, on Phase 3. He stated that it sounds like they are preparing to help the City of Meadows Place with Phase 3 once Phase 2 is completed.

E. REGULAR AGENDA

1. Discussion and consideration of Ordinance No 2025-05 appointing City Secretary.

Alderman Mertins moved to approve Ordinance No. 2025-05 appointing Shandra Philips as City Secretary. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

elected.

Nick Haby, City Administrator, mentioned he had received a question about why the city has not posted any information stating the election was cancelled; the reason is because City Council has not voted to cancel the election until tonight.

Alderman Baker asked the question if City Hall will still be a polling location for elections in May. The answer is yes, the city will still be a polling location, however the City will not be having an election.

Alderman Mertins also mentioned that if the city cancels the election, the city's cost will go to \$0.00, and the county will be picking up the cost to have City Hall has a polling site.

Mayor St. Germain unofficially congratulated Emily Merkley as one of the unopposed candidates in the May 3, 2025, General Election.

Alderman Mertins moved to accept the Certification of Unopposed Candidates for the May 3, 2025, General Election from the Interim City Secretary. Alderman Mills seconded the motion.

The vote follows:

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

Nays: None

The motion passed unanimously.

3. Discussion and consideration regarding Ordinance No. 2025-06 cancelling the general election on May 3, 2025.

Alderman Staigle moved to approve Ordinance No. 2025-06 cancelling the general election on May 3, 2025. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration regarding Ordinance No. 2025-07 appointing a Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas.

Alderman Kopczynski moved to approve Ordinance No. 2025-07 appointing Bret Kisluk as Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2025-08 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line items 100-030-510111, Judges, \$3,600, and 100-030-510112, Prosecutors, \$3,600, for Judge and Prosecutor for docket pay.

Alderman Kopczynski moved to approve Ordinance No. 2025-08 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line items 100-030-510111, Judges, \$3,600, and 100-030-510112, Prosecutors, \$3,600, for Judge and Prosecutor for docket pay. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. Discussion and consideration of Resolution No. 2025-05 authorizing the Mayor to execute an agreement with Power Scoop Utility, LLC for Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant.

Mayor St. Germain explained that staff had a bid opening on January 15, 2025 and the City we received 2 bids from Power Scoop Utility and ClearStream Environmental LLC. Power Scoop Utility was the lowest qualified bid, and staff recommend City Council to accept.

Alderman Staigle moved to approve Resolution No. 2025-05 authorizing the Mayor to execute an agreement with Power Scoop Utility, LLC for Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant. Alderman Kopczynski seconded the motion. The vote follows:

Treatment Plant and authorize associated expenditures in the amount not to exceed \$250,000.

Mr. Hainey, Public Works Director, gave a brief explanation of the major reconstruction project at the Wastewater Treatment Plant. He stated that while it is customary for both HydroClear and MagnaFlow to provide sludge pumping services sparingly and only when needed, the current capital project is unexpectedly creating a situation where a lot more sludge needs to be pumped. The pumping must be done every other week until the contractor completes the Capital Project in May.

Mr. Haby, City Administrator, informed Council that staff has recently realized that the expense to do so will exceed \$50, 000. Therefore, Staff needs to establish an emergency expense that exceeds the competitive bidding threshold of \$50, 000.

Alderman Kopczynski asked the question about funding and where is it coming from. He was told that this is a utility expense, and it will have to stay in that Enterprise Fund.

Alderman Staigle moved to approve Resolution No. 2025-06 authorizing HydroClear and MagnaFlow to conduct emergency maintenance and repair to the City's Wastewater Treatment Plant and authorize associated expenditures in the amount not to exceed \$250,000. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

8. Discussion and consideration regarding residential utility accounts on malfunctioning meters.

Alderman Mertins mentioned that there were 8 residents whose meter's had misreads for billing purposes. In the workshop, Council discussed that these residents would receive a payment plan for the number of months the misreads occurred.

Alderman Staigle asked the question if council needed to review what was discussed in today's workshop. He was told that staff will get back to Council after the City Administrator

has spoken with the attorneys about billing dates, payment plans, and leak adjustments. He will bring the agenda to the March City Council Meeting.

Alderman Baker moved to proceed with the payment plan for the 8 residents whose meters misread. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

9. Discussion and consideration of Resolution No. 2025-07 authorizing the Mayor to execute an agreement with Spectrum VOI for a new phone system.

Ms. Weston, Finance Director, reported the City's phone lease ends June 2025. The current cost of the phone lease and required Comcast trunking services at both City Hall and EOC totals \$1,888/month. The proposal from Spectrum is for VOIP phone service and video collaboration set up for the Police Conference room for training purposes. The SpectrumVoiP proposal is \$1,424.24/mo for 60 months. Total monthly savings with proposal is \$464.76/mo.

Alderman Mertins moved to approve Resolution No. 2025-07 authorizing the Mayor to execute an agreement with Spectrum VOI for a new phone system. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

10. Discussion and consideration of Ordinance No. 2025-09 amending the schedule of fees by adding a 10% administration fee for cancelations of camp.

Alderman Baker moved to approve Ordinance No. 2025-09 amending the schedule of fees by adding a 10% administration fee for cancelations of camp. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

Chief Stewart stated the Police Department is looking into ways to use the funds that follow the restrictions and guidelines.

Alderman Kopczynski moved to approve Resolution No. 2025-08 supporting the Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

12. Discussion and consideration of Resolution No. 2025-09 authorizing the Mayor to execute Change Order No. 1 for Dorrance Lane Reconstruction Project Phase 2 allowing Tandem Services, LLC a net decrease of \$10.70.

Alderman Kopczynski moved to approve Resolution No. 2025-09 authorizing the Mayor to execute Change Order No. 1 for Dorrance Lane Reconstruction Project Phase 2 allowing Tandem Services, LLC a net decrease of \$10.70. Alderman Mertins seconded the motion. The vote follows:

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

January 28, 2025 – City Council Regular Meeting

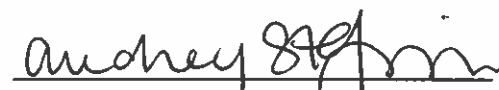
The motion passed unanimously.

G. ADJOURN

There being no further business discuss Mayor St. Germain adjourned the meeting at 7:47p.m.

ATTEST:


Jackie McCordic, Utility Clerk


Audrey St. Germain, Mayor