



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MAY 21, 2024, 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 St. Germain at 6:30 p.m.**

Mayor, Audrey St. Germain  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

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

- 1. Pledge of Allegiance: Andy Fenwick and Colby Fenwick, residents**
- 2. Invocation: Jimmy Fenwick, Chaplain and resident**

**B. REPORTS**

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

Chief Stewart was not present therefore Assistant Chief Ashton gave a brief overview of the monthly statistics and activities report for April 2024, which was distributed to City Council and filed with the City Secretary.

Chief Stewart introduced the department’s new chaplain, Jimmy Fenwick.

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

- Calls for Service – 2828
- Accidents – 8 (Fatality accident May 5<sup>th</sup> on W Airport)
- Arrest – 8
- Traffic Citations Issued – 323
- Assault – 3
- Burglary of Motor Vehicle – 1

- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 0
- Robbery – 0
- City Ordinance – 2
- Theft – 6
- Property Checks – 2698
- Flock Safety Alerts – 66
  - Stolen Vehicles – 4
  - Sex Offender – 36
  - Stolen License Plates – 9
  - Gang/Suspected Terrorists – 2
  - Missing Person Alert – 1
  - Warrant – 2
  - Protection Order – 7
  - Other Agency Hot List – 5
  - Violent Person – 0

**Additional Notes:**

- Mesa: The tennis court project is being installed. Remote connection is being tested and cards loaded into the database.
- Grants Status (remains the same):
  - Dispatch Console grant in review ( 197k) Has made it to the next level of review (making progress)
  - We are currently seeking a \$250k grant for in-car-camera and body cameras (currently researching a secondary source). Jerry is working on a secondary source and is currently under review.
- Legal Update training, Taser Recertification, and additional classes continue, Team Teaching with our neighbors and DPS.
- Anna Maria and Assistant Chief Ashton attended FEMA accounting 10 I course T-600 this past Wednesday, Thursday, and Friday in Galveston.
- The morning of May 29th we will have our annual EOC/Hurricane season preparedness meeting.
- Received two Dispatch applications for review for one full-time, one part-time. Full-time has moved to the background phase. Received one application for Police Officer (currently under review).
- Preparing for Kick -Off to Summer and the Fourth of July.
- IAPs have been completed for the Kick to Summer and 4th of July in progress.

**2. Code Enforcement – Angie Hernandez, Code Enforcement Official**

Ms. Hernandez presented the quarterly report on Code Enforcement which was distributed to City Council and filed with the City Secretary. This report covered activity for March through May 2024. A few key points are listed below.

Alderman Mertins welcome Ms. Hernandez to the position.

Alderman Staigle asked if she follows up on complaints. Ms. Hernandez stated that most complaints are via the website with no contact, however if they email her directly, she does follow up.

City Administrator, Mr. Haby, stated that with the Code Enforcement Official in he would like to have a workshop to discuss code enforcement.

### **3. Fire Department Monthly Report for April 2024 – Audrey St. Germain, Mayor**

Mayor St. Germain presented the fire report for April 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 45 incidents in Meadows Place over the last month and 24 of those calls were assist EMS with medical incidents.

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

#### **a. Disaster Accounting Training**

Mr. Haby stand ted that our Finance Director and Assistant Police Chief attended. FEMA’s requirements change overtime. Ms. Weston stated one of biggest takeaways was the importance of policies in place during an event. Staff will be revising policies to meet FEMA requirements and bring to council at the next meeting for approval.

#### **b. Kickoff to Summer – June 7**

Mr. Haby reminded everyone about Kickoff to Summer and invited Council members to come out and help cook and serve hamburgers and hot dogs to the public.

#### **c. City’s Personnel Policy**

Mr. Haby stated that Council approved a new Personnel Policy about 2 years ago and over the last 2 years staff has found some areas that need some changes or improvements. Staff will bring these proposed changes to Council for review and approval in the next couple of months.

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

Pursuant to Texas Government Code § 551.0415, City Council Members 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. Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update – Alderman Rick Staigle**

Alderman Staigle gave a brief update on the Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update. He stated that the consultant has been reaching out to CenterPoint, however we are still waiting.

**D. REGULAR AGENDA**

**1. Discussion and consideration of Ordinance No. 2024-25 electing a Mayor Pro Tem.**

Alderman Kopczynski made a motion to approve Ordinance No. 2024-25 electing as Alderman Rick Staigle Mayor Pro Tem. 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.

**2. Discussion and consideration of Resolution No. 2024-17 removing Charles Jessup and designating a new check signer for the City accounts at Independent Bank and designating primary check signers effective immediately upon passage of this ordinance.**

Alderman Mertins amended his motion to approve Resolution No. 2024-17 removing Charles Jessup and designating Audrey St. Germain a new check signer for the City accounts at Independent Bank and designating primary check signers effective immediately upon passage of this ordinance. 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.

**3. Discussion and consideration of Resolution No 2024-18 designating Audrey St. Germain Mayor; David N. Haby, City Administrator; and Courtney Rutherford, City Secretary; as the Authorized Representatives and Finance Director, Anna-Maria Weston as an Inquiry Representative for the City's TexPool Investment account.**

Alderman Baker made a motion to approve Resolution No 2024-18 designating Audrey St. Germain Mayor; David N. Haby, City Administrator; and Courtney Rutherford, City Secretary; as the Authorized Representatives and Finance Director, Anna-Maria Weston as an Inquiry Representative for the City's TexPool Investment account. Alderman Staigle 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 Resolution No. 2024-19 – designating Audrey St. Germain, Mayor; David N. Haby, City Administrator; and Anna-Maria Weston, Finance Director; as authorized users to access and move money via the City’s Lone Star account and removing Charles Jessup IV, Mayor; and Courtney Rutherford, City Secretary.**

Alderman Kopczynski made a motion to approve Resolution No. 2024-19 – designating Audrey St. Germain, Mayor; David N. Haby, City Administrator; and Anna-Maria Weston, Finance Director; as authorized users to access and move money via the City’s Lone Star account and removing Charles Jessup IV, Mayor; and Courtney Rutherford, City Secretary. 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 Resolution No. 2024-20 authorizing the Mayor to execute a contract amendment with i3 Verticals, AVR, adding NCOA Data Verification Service to Statement Processing suite.**

Alderman Staigle made a motion to approve Resolution No. 2024-20 authorizing the Mayor to execute a contract amendment with i3 Verticals, AVR, adding NCOA Data Verification Service to Statement Processing suite. 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 Resolution No. 2024-21 authorizing the Mayor to execute Lease Agreement No. L137427 with CenterPoint Energy Houston, LLC For a parking area on**

**0.46-acre (20,000 square feet) parcel of land out of a 24.75-acre tract or parcel of land situated in the H.J. Dewitt Survey, Abstract 162, Fort Bend County, Texas.**

Alderman Staigle explained that this is for the proposed parking lot at the EOC/Training Center which is part of the Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford.

Alderman Staigle made a motion to approve Resolution No. 2024-21 authorizing the Mayor to execute Lease Agreement No. L137427 with CenterPoint Energy Houston, LLC For a parking area on 0.46-acre (20,000 square feet) parcel of land out of a 24.75-acre tract or parcel of land situated in the H.J. Dewitt Survey, Abstract 162, Fort Bend County, Texas. 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.

**7. Discussion and consideration regarding dates for 2024-2025 Budget Workshops.**

Council and staff discussed dates for a budget workshop and agreed to meet on June 19<sup>th</sup> at 6:00 p.m.at the Meadows Place EOC.

**E. CONSENT AGENDA**

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

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

April 23, 2024 – City Council Workshop

April 23, 2024 – City Council Meeting

May 14, 2024 – City Council Special Meeting

Alderman Mertins 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)**

**Terry Henley, resident at 12203 Alston Dr,** congratulated Mayor St. Germain on an efficient meeting. He also encouraged Ms. Hernandez to keep enforcing the codes in Meadows Place. He recently was having warranty work down on his foundation and Ms. Hernandez stopped the job stating a permit was required. After speaking with the City Administrator, it was determined that permit was no needed for foundation warranty work. He stated that he does not think inspections should be required for permitting warranty work.

Mayor St. Germain stated that Council and staff will be reviewing the permit process.

**Silvio Romano, resident at 11923 Bloomington,** spoke about code enforcement complaints and he doesn't think anonymous complaints should not be accepted.

Emily Merkley, Scottsdale Dr, stated that she put about 100 books in the little libraries and noticed that they are gone. She stated that a resident told her that they a woman with a tote loading up all of the books in the Little Library. She asked staff to look into the issue.

**G. 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 St. Germain recessed the regular meeting at 7:10 p.m. for Council to go into executive session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.

**H. 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 7:50 p.m. and Mayor Pro-Tem Baker reconvened City Council into regular session.

**I. RECONVENE**

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

No action was taken.

**J. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:51 p.m.

**These minutes were approved by City Council on June 25, 2024.**

ATTEST:

Courtney Rutherford  
Courtney Rutherford, City Secretary

Rick Staigle  
Rick Staigle, Mayor Pro Tem

