



MINUTES OF THE SPECIAL MEETING AND BUDGET WORKSHOP OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JUNE 19, 2024, 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, Audrey St. Germain, at 5:30 p.m. with the following present.

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

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

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

B. Discussion and consideration of Resolution No. 2024-22 terminating the City's contract with USW Utility Group as operator of its water and sewer utilities upon 30 days' written notice; declaring a necessary expense to preserve and protect public health and safety and authorizing the execution of a contract with Power Scoop to serve as the City's operator on a temporary emergency basis; and authorizing City staff to advertise a Request for Proposals for an operator for the City's water and sewer utilities.

Alderman Staigle moved to approve Resolution No. 2024-22 terminating the City's contract with USW Utility Group as operator of its water and sewer utilities upon 30 days' written notice; declaring a necessary expense to preserve and protect public health and safety and authorizing the execution of a contract with Power Scoop to serve as the City's operator on a temporary emergency basis; and authorizing City staff to advertise a Request for Proposals for an operator for the City's water and sewer utilities. Alderman Mertins seconded the motion.

City Administrator, Nick Haby, gave a brief explanation of the item. He introduced Chris Malinowski, from HDR Engineering, who will help staff with the bid process. He is also an operator and familiar with the process.

Mr. Haby explained that the Mayor and staff met with USW regarding their concerns and to discuss the issues. They were unable to come to a solution. Staff also met with Power Scoop who will work as the Operator per the Emergency Service Agreement until the bid process is complete.

Barry Calhoun and Louis Rodriguez from Power Scoop were also present. They explained that they are very familiar with city's operations and are ready to take over.

There was discussion regarding the current issues with TCEQ and EPA. Mr. Calhoun explained that Mr. Rodriguez has been an operator for the city's plant in the past and their goal is to get the city back into compliance.

Alderman Staigle directed staff to ask the city attorney to send a demand letter to USW requesting the city records.

After discussion was complete Mayor St. Germain called for a vote.

The vote follows:

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

Nays: None

The motion passed unanimously.

C. Discussion and consideration regarding the City's Training and Travel Budget and Policy.

Terry Henley, the City's current TML representative, asked Council to increase his travel budget to \$3,000. Council briefly discussed the benefits of having Mr. Henley as the City's TML representative and the meetings that he attends annually. Council agreed to keep his current budget at \$2,000 and increase it to \$2,500 for fiscal year 2024 – 2025.

Alderman Staigle stated that he also asked staff for this item to discuss a possible cap on hotel expenses. Council and staff briefly discussed the cost of hotels related to travel and training. No changes were made to the policy at this time.

D. Discussion and discussion of the proposed 2024-2025 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 for both the general and utility funds. She reviewed current revenue sources such as Sales Tax, Licenses and Permits, Franchise Fees, Fines and Forfeitures, Parks and Recreation events, and Interest earned. She also briefly reviewed the current fund balances and expenditures.

After reviewing the current year's budget Ms. Weston then gave a brief presentation on the proposed budget prepared by staff which included projected revenues and expenditures for fiscal year 2024-2025. Ms. Weston explained that proposed budget had been prepared with preliminary CAD property values from April 2024, the current property tax rate of \$0.79961/\$100 valuation, which is about a 5.5% increase in property tax revenue, a 5% COLA for staff, and 3 additional holidays. This proposed budget will maintain the current level of service to the residents without increased fees.

While reviewing the budget staff proposed a few market salary adjustments. The first proposal was to change the starting salary for a Police Officer to \$65,000. Staff also presented 3 other adjustments due to the market salary survey and/or title changes and additional duties assigned for the Accounting Clerk, Parks Superintendent, and Recreation Coordinator. Council authorized staff to make those adjustments effective June 23, 2024.

In reviewing the current fund budget Ms. Weston presented a list of staff wants not included in the proposed budget. This list includes vehicle purchases, Tyler Technologies city-wide software upgrade, tree trimming, Meadowglen Park capital outlay project, City Hall entry canopy replacement, City Hall lobby updates, pending street repairs, Police Department expansion, and city visioning process.

After discussion Council directed staff to move forward with purchasing a vehicle from the Police Department, schedule the tree trimming and get prices on a used vehicle for either Public Works or Code Enforcement.

During the budget discussions staff presented a few proposed changes to the Personnel Policy. One change discussed was the addition of 3 new holidays. Council agreed to add Martin Luther King day, Juneteenth, and Veteran's day as official City holidays. Staff will bring these proposed changes for approval to the June 25th meeting.

Council agreed to meet on the following dates:

- July 17th at 6:00 p.m. at the Training Center to review the proposed budget for fiscal year 2024-2025 fiscal year.
- August 13th at 6:30 p.m. at City Hall to Vote on the Proposed Tax Rate for fiscal year 2024-2025
- August 20th at 6:30 p.m. at City Hall for Public Hearing and vote on the fiscal year 2024-2025 Budget
- August 26th at City Hall for a Public Hearing and Record Vote on the fiscal year 2024-2025 the Tax Rate

E. Adjourn

There being no further business to discuss Mayor St. Germain adjourned the meeting at 9:13 p.m.

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

ATTEST:


Courtney Rutherford, City Secretary




Rick Staigle, Mayor Pro Tem