



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 25, 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 Pro Tem Staigle at 6:33 p.m.**

David Mertins, Alderman  
Rick Staigle, Mayor Pro Tem  
Kelle Mills, Alderman

Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Mayor, Audrey St. Germain, was not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

- 1. Pledge of Allegiance:** Kip Stodghill, resident
- 2. Invocation:** Jimmy Fenwick, Chaplain and resident

**B. EMPLOYEE RECOGNITION**

**1. De’Angelo Richmond – 10 Years of Service**

Mayor Pro Tem Staigle recognized Officer Richmond for his 10 years of service and presented him with a Certificate of Appreciation and Service Pin.

**C. 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 for June 2024, 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 – 3980
- Accidents – 6

- Arrest – 3
- Traffic Citations Issued – 356
- Assault – 0
- Burglary of Motor Vehicle – 7
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 1
- Robbery – 0
- City Ordinance – 25
- Theft – 6
- Property Checks – 2346
- Flock Safety Alerts – 43
  - Stolen Vehicles – 5
  - Sex Offender – 16
  - Stolen License Plates – 9
  - Gang/Suspected Terrorists – 0
  - Missing Person Alert – 0
  - Warrant – 4
  - Protection Order – 8
  - Other Agency Hot List – 1
  - Violent Person – 0

**Additional Notes:**

- The PD will have its first Annual Awards Ceremony since COVID this Thursday.
- Mesa: The tennis court project has been completed.
- 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.
- The morning of May 29th we had our annual EOC/Hurricane season preparedness meeting. We consider this to have been a successful meeting with a few minor "Tweaks."
- Currently there are two Dispatch applications in review: one full-time, one part-time. Full-time has moved to the background phase. One Police Officer application currently in background phase.
- 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.

Alderman Baker asked about the lower number of FLOCK hits. AC Ashton stated that they did reach out to FLOCK due to the decrease in hits. They are in the process of checking them now.

Alderman Baker thanked the Police Department for their presence at the swim meet earlier this week due to recent break-ins.

Alderman Kopczynski asked about cameras on the tennis court parking lots. Assistant Chief Ashton explained there are cameras, but they do not cover the entire area. Alderman Kopczynski also asked about adding cameras at the tennis courts. Ashton said the Police Department would also be in favor of additional cameras, however this would be for investigative purposes only. Mayor Pro Tem Staigle stated that this would be a budget discussion and would not be monitored.

## **2. Parks and Recreation – Colene Cabezas, Director**

Ms. Cabezas presented the quarterly report for Parks and Recreation which was distributed to City Council and filed with the City Secretary. This report covered activity for April, May, and June 2024. A few key points are listed below.

### **Event Recap**

- **Concerts in the Park** - April 5, April 12, and April 26. April 26<sup>th</sup> included Light the Night, a YAC and "Make-A-Wish" event that raised \$2,600.
- **Summer Kick Off** – June 7<sup>th</sup> (300 attended)
- **Bare Foot Friday and Jr Bare Foot Friday** (80 in attendance/ Swim and Concessions)

### **Upcoming Events**

- **July 4<sup>th</sup> Celebration (6-9:30pm) Funded through General Fund**
  - 12 Food/Drink Vendors, Carnival Rides, Spirit Booths, The Emotions, Fireworks
  - Meeting with PD on site and have confirmed Fire Department, Fire Marshal, Health Department Support
  - Bare Foot Friday and Jr Bare Foot
- **Bare Foot Friday and Jr Bare Foot – July 19<sup>th</sup>**
- **Summer Camp – approximately 20 campers per week, which is comparable to last year.**
- **Swim Lessons – filling up and being taught in house on by trained lifeguards.**
- **Community Center Rentals – April – June is booked. Six dates available for July – October.**

### **Projects Completed**

- Prepared pool for summer season. New entry desk, ceiling fans, lifeguard stands, rebuilt benches. All funded by EDC and General Fund.
- Water Fountain installation at Helfman Playground. Funded by EDC.
- Repairs splashpad electrical panel. Filing with insurance.

### **Upcoming Projects**

- Tennis Court Access – Funded by General Fund.
- Playground equipment inspection (3 times per year)
- Refresh painting of park fence line and awning poles

## **Staffing**

- 20 Pool staff including Front Desk Attendants (Training Lifeguard, 1<sup>st</sup> Aid, and AED)
- 10 Camp Counselors (Training Lifeguard, 1<sup>st</sup> Aid, and AED)
- 5 Nature Center Attendants
- As part of a new parks risk management plan staff are watching safety videos monthly covering equipment use and personal safety.

## **Partnerships**

- Swim Team
- Meadows Home and Garden – Bingo Night 7/12
- Meadows Elementary Field Trips
- MP Pony League – Ball Fields, Field House, and Batting Cage
- YAC – Wrapped up with 15 students will start again in September.
- Children’s Garden – Meeting Wednesdays
- Eagle Scout Project – Bench

Alderman Kopczynski asked about the ages for YAC. Ms. Cabezas stated that must be in 9<sup>th</sup> through 12<sup>th</sup> grade.

### **3. Fire Department Monthly Report for May 2024 – Rick Staigle, Mayor Pro Tem**

Mayor Pro Tem Staigle presented the fire report for May 2024 which was distributed to City Council and filed with the City Secretary. There was one (1) structure fire last month. There was a total of 50 incidents in Meadows Place over the last month and 22 of those calls were assist EMS with medical incidents.

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

#### **a. Code Red Training**

Mr. Haby stated that this is a system to notify the public via telephone in the event of an emergency. He explained that there is a link on the website to sign up. Staff will be attending training tomorrow.

#### **b. Household Hazardous Waste**

Mr. Haby explained that staff do get questions regarding batteries, paint, oil, etc. Fort Bend County does have a hazardous waste disposal on Bloom Rd in Rosenberg there is a link on city website.

#### **c. Wastewater Treatment Plant Rehabilitation Update**

Mr. Haby stated that new gates have been ordered and the bypass plan has been approved to install these gates. HDR is reviewing plan set for clarifier. Today we had a bid opening for the Lift Station Rehabilitation. About \$650,000 will be ARPA funding. The city received 2 bids and the low bid was \$650,100, however the city estimated \$400,000 for this project. HDR is reviewing the bids and will report back to council

soon.

Alderman Kopczynski asked about text options via code red and Ashton stated yes staff will review that in the training session.

#### **D. 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. Consultant is still working to get responses to CenterPoint.

#### **E. REGULAR AGENDA**

##### **1. Discussion and consideration regarding Resolution No. 2024-23 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 Mertins made a motion to approve Resolution No. 2024-23 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, Kopczynski, and Mills.

Nays: None

The motion passed unanimously.

##### **2. Discussion and consideration of Resolution No. 2024-24 authorizing the City Secretary to execute a Cyber Fund Interlocal Agreement with Texas Municipal League Intergovernmental Risk Pool for continued Cyber Security Coverage.**

Alderman Baker made a motion to approve Resolution No. 2024-24 authorizing the City Secretary to execute a Cyber Fund Interlocal Agreement with Texas Municipal League

Intergovernmental Risk Pool for continued Cyber Security Coverage with CORE+. 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 of Resolution No. 2024-25 amending the City of Meadows Place Personnel Policy Sections 1.2 – Definitions, 3.6 – Flex Time 9/80 Alternative Work Schedule, 5.4.2 – On-Call/Callouts, 5.4.3 – Emergencies, 6.1 – Holidays, 6.3.2 – Administrative Sick Leave, 6.4 – Parental Leave, 6.6 – Funeral/Bereavement Leave, and 6.8 – Administrative leave without Pay.**

Alderman Baker made a motion to approve Resolution No. 2024-25 amending the City of Meadows Place Personnel Policy Sections 1.2 – Definitions, 3.6 – Flex Time 9/80 Alternative Work Schedule, 5.4.2 – On-Call/Callouts, 5.4.3 – Emergencies, 6.1 – Holidays, 6.3.2 – Administrative Sick Leave, 6.4 – Parental Leave, 6.6 – Funeral/Bereavement Leave, and 6.8 – Administrative leave without Pay. 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:**

May 21, 2024 – City Council Meeting

June 7, 2024 – City Council Possible Quorum – Kick off to Summer.

June 19, 2024 – City Council Budget Workshop

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

The motion passed unanimously.

**G. AUDIENCE COMMENTS (for matters NOT on the agenda)**

**Kip Stodghill, resident at 11802 Amblerwood Dr**, stated that he was frustrated with the permit process for a patio cover that he recently replaced on his house. Mayor Pro Tem stated that has come up in discussion with Council. The City Administrator and City Secretary have a meeting scheduled with Safebuilt on July 10<sup>th</sup>.

**Terry Henley, resident at 12203 Alston Dr**, stated that there is an issue with the building code, but the only way to address is to go to the state level. He stated that EDC approved \$10,000 for the pad for the new batting cage and City Council will have to approve a resolution authorizing those funds.

He also stated that in May he sent an email to Council requesting additional funding for his TML rep travel. Mayor Pro Tem Staigle stated that Council discussed this during the Budget Workshop and the City Administrator, Mr. Haby, will be in contact with him.

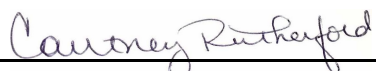
Mr. Henley also stated that a couple of years ago Council approved the max homestead exemption and an over 65 exemptions. He asked Council to increase the over 65 exemptions.

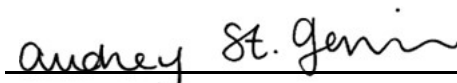
**H. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:22 p.m.

**These minutes were approved by City Council on July 23, 2024.**

**ATTEST:**

  
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Courtney Rutherford, City Secretary

  
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Audrey St. Germain, Mayor

