



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JULY 23, 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 6:31 p.m.

Audrey St. Germain, Mayor
David Mertins, 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: Communications Director, Cameron Miller; Assistant Chief Jack Ashton; Parks and Recreation Director, Colene Cabezas, Public Works Director, Rod Hailey, and Finance Director; Anna-Maria Weston.

1. Pledge of Allegiance – Mayor St. Germain

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 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 – 2900
- Accidents – 9
- Arrest – 3
- Traffic Citations Issued – 301
- Assault – 1
- Burglary of Motor Vehicle – 4
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 7
- Fraud – 0
- Robbery – 0
- City Ordinance – 1

- Theft – 1
- Property Checks – 2581
- Flock Safety Alerts – 86
 - Stolen Vehicles – 15
 - Sex Offender – 37
 - Stolen License Plates – 13
 - Gang/Suspected Terrorists – 12
 - Missing Person Alert – 0
 - Warrant – 1
 - Protection Order – 7
 - Other Agency Hot List – 1
 - Violent Person – 0

Additional Notes:

- The PD will have its first Annual Awards Ceremony since COVID.
- 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.
- City of Meadows Place TDEM/FEMA Recovery Team is in attendance to all FBC-OEM TDEM, and FEMA Recovery calls/meetings and preparing submission for both the state and federal levels.
- Currently there are two Dispatch applications in review, one full-time and one part-time has moved to the background phase. One Police Officer application is currently in background phase.
- Fourth of July went well.
- IAPs for Fall Festival in progress.
- We are for Hurricane Beryl After Action Review, (date to be announced). We are reviewing all paperwork and submitting documents to the County, State, and FEMA. Chief acknowledged all the hard and effort the EOC Team consisting of Police Officers and Public Works personnel that stood up during the event to ensure the safety and continuity of services during and after the storm, this includes the Mayor! Each employee went above and beyond to complete a tedious and difficult mission, and he was proud to serve with each and every one of them!

Alderman Kopczynski asked if there would be any benefit from installing FLOCK cameras at an internal location in the City. Chief would be better to have exit cameras at the entrances of the city.

2. Public Works – Rod Hainey, Director

Mr. Hainey presented the quarterly report on Public Works 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.

Sidewalk repair and replacement program: The sidewalk replacement program is funded annually in the amount of \$70,000. Phase I of the sidewalk replacement has been completed; 62 locations were completed at a cost of \$37,935.00. Approximately 59% of the annual budget. The remainder of the budget will be used by September 2024.

Street Repairs /Road Fee funding: The street panel replacement program is funded by the road use fee and the budget is \$185,000. We have utilized 49% of the budget.

USW Expenses October, November, and December 2023: April 2024 – \$34,631.04, May 2024 - \$24,351.25, and June 2024 - \$33,397.44. The Water Maintenance and Repair Budget is at 69% and should be around 50%. Sewer Maintenance and Repair Budget is at 38%.

Other repairs with USW and outside vendors:

1. HDR, clarifier repair project has been awarded. Project is 540 consecutive day contract and will be completed May 20, 2025.
2. Picture of gate valve installation
3. Blowers at the Wastewater Plant:
 - Blower #1 – Motor being reworked. Blower estimates cost \$18,500
 - Blower #2 – Operational (New)
 - Blower #3 – Not Operational. NTS, estimate for motor and blower repair \$28,748.00. Not approved as of today.
 - Blower #4 - Operational
4. The pressure vessels at each plant have been inspected by Preventative Services. Plant #1 passed inspection, and only required a small epoxy repair inside. Plant 3 required repairs inside and outside at a cost of \$22,000. Work has been authorized December 19, 2023, and has been completed.
5. Lake pump update. The lake pump that utilizes recycled water for the irrigation system has been plagued with failures over the last few months. The main issue being the priming of the unit. Approximately six months ago a separate primer pump was installed, and this appeared to correct this issue. BUT now the sprinkler heads are being clogged and the pump will not continuously prime. The debris from the bottom of the lake is the root cause of the failure. As an alternative source to supply the irrigation system, a potable water connection has been made. Have contacted the original vendor, Pumps, Motors, and Controls. And we have finally received a quote for the new pump and filter system. After approval delivery and installation will be 12- 18 weeks. No update on delivery of new unit. 7/22/24

6. Arrowhead installed two new parking lot lights at the EOC. Cost \$6,320.00. also working on camera installation at all water plants.
7. Scheduled repairs at water plants, booster pumps. Plant #1 – leaking pump. Plant #2 leaking pump, and Plant #3 broken coupling on Booster pump.
8. New Generators. WWTP is still not operational, waiting for replacement parts from original manufacturer.

Irrigation Update:

Texas Lawns has initiated the improved inspection time frame. They will review the sprinkler system 42 times per year. These inspections will coincide with the grass cutting frequency. Information only. The report is reviewed by staff and repairs are authorized.

Thanked Power Scoop for keeping our systems working where we did not have to go on a boil water notice.

3. Fire Department Monthly Report for June 2024 – Audrey St. Germain, Mayor

Mayor St. Germain presented the fire report for June 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 46 incidents in Meadows Place over the last month and 21 of those calls were assist EMS with medical incidents.

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

a. Hurricane Beryl

Mr. Haby stated that he wanted to echo Chief’s statements regarding staff during the event. He shared that the City has the kind of staff that you want to go through a storm with.

He acknowledged the Finance Director, Anna-Maria Weston and Assistant Chief Jack Ashton for working on all of the paperwork for FEMA.

He shared that Mayor St. Germain jump right in during the storm and staff and citizens got to her heart.

He also shared that Fort Bend County has picked up 78 loads of debris in Meadows Place so far. He stated that the Communication Directors posted on the city’s Facebook page that 78 loads is equal to 3,221.5 cubic yards and a standard washing machine is roughly one cubic yard. If you lined up that many washing machines it would be about 1.83 miles approximately .2 of mile longer than Dorrance Lane. equivalent to

b. FY25 Budget

Mr. Haby stated that Council and staff have been reviewing the budget and Finance Director, Ms. Weston, has made adjustments for the TMRS rate and the newsletter changes. This is a balanced budget; however, the city is still waiting on the certified numbers from Fort Bend County Appraisal District.

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.

Mayor St. Germain stated how proud she is to serve with the staff, and this is a group that really cares about people.

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 CenterPoint will not issue final notice until city applies for the permit/license.

Mr. Haby met with the new staff member in Stafford and shared the mobility bond project information with him.

D. REGULAR AGENDA

1. Discussion and consideration of Resolution No. 2024-28 accepting the letter of recommendation from HDR Engineering, Inc and authorizing the Mayor to execute an agreement with AR Turnke Construction Company, Inc. in the amount of \$608,100 for the Wastewater Treatment Plant Lift Station Rehabilitation project per the recommendation of HDR Engineering, Inc.

John Peterson from HDR was present and stated that 2 bids were received for this project and the low bidder was AR Turnke Construction Company, Inc in the amount of \$608,100. They reviewed the bid for accuracy and checked references. He stated that this is a straightforward project, and they recommend AR Turnke Construction Company, Inc. to complete the project.

Staigle stated that there is money in the city reserves to help fund this project.

Alderman Staigle moved to approve Resolution No. 2024-28 accepting the letter of recommendation from HDR Engineering, Inc and authorizing the Mayor to execute an

agreement with AR Turnkey Construction Company, Inc. in the amount of \$608,100 for the Wastewater Treatment Plant Lift Station Rehabilitation project per the recommendation of HDR Engineering, Inc. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

2. Discussion and consideration of Ordinance No. 2024-26 authorizing and allowing, under the act governing the Texas Municipal Retirement System, Updated Service Credits and Cost of Living Adjustment and removing the Maximum Contribution Rate Limit.

Alderman Staigle moved to approve Ordinance No. 2024-26 authorizing and allowing, under the act governing the Texas Municipal Retirement System, 100% Updated Service Credits and 70% Cost of Living Adjustment and removing the Maximum Contribution Rate Limit. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

3. Discussion and consideration of Ordinance No. 2024-27 accepting the proposed Capital Improvement Plan for fiscal year 2024-2025.

Alderman Kopczynski moved to approve Ordinance No. 2024-27 accepting the proposed Capital Improvement Plan for fiscal year 2024-2025. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

4. Discussion and consideration of Ordinance No. 2024-28 amending the schedule of fees by increasing the fees for water and sewer service rates, garbage collection fee, tennis court

access cards, and facility rentals.

Alderman Kopczynski asked about the non-resident fee for tennis court access. This fee was adopted about 6 months ago. Application does state rules. Enforcement is hard to determine if attendees have cards or not.

Alderman Kopczynski moved to approve Ordinance No. 2024-28 amending the schedule of fees by increasing the fees for water and sewer service rates, garbage collection fee, tennis court access cards \$75 for residents and \$250 for non-residents, and facility rentals. Alderman Staigle seconded the motion.

The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

5. Discussion and consideration of Resolution No. 2024-30 accepting the 10/20 Year Write Off per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Carmen P. Turner, MPA PCC, CTOP.

Alderman Mertins moved to approve Resolution No. 2024-30 accepting the 10/20 Year Write Off in the amount of \$338.68 from 2013 per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Carmen P. Turner, MPA PCC, CTOP. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

6. Discussion and consideration of Ordinance No. 2024-29 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-498010, Other Revenue Sources, \$241,566 awarded from Fort Bend County ARPA Funding for the purchase of a 500KW gas generator at the Wastewater Treatment Plant.

Alderman Kopczynski moved to approve Ordinance No. 2024-29 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-498010, Other Revenue Sources, \$241,566 awarded from Fort Bend County ARPA Funding for the purchase of a 500KW gas generator at the Wastewater Treatment Plant. Alderman Mills

seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski, and Mills.

Nays: None

Alderman Staigle abstained.

Alderman Baker was not present.

The motion passed unanimously.

7. Discussion and consideration of Ordinance No. 2024-30 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-580000, Public Works Capital Outlay, \$241,566 from General Fund balance for the purchase of 500KW gas generator at the Wastewater Treatment Plant.

Alderman Mertins moved to approve Ordinance No. 2024-30 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-580000, Public Works Capital Outlay, \$241,566 from General Fund balance for the purchase of 500KW gas generator at the Wastewater Treatment Plant. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Staigle abstained.

Alderman Baker was not present.

The motion passed unanimously.

8. Discussion and consideration of Ordinance No. 2024-31 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-52051, Police Vehicle Purchase, \$100,000 from the General Fund balance to purchase a new police vehicle and equipment needed.

Alderman Kopczynski moved to approve Ordinance No. 2024-31 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-52051, Police Vehicle Purchase, \$100,000 from the General Fund balance to purchase a new police vehicle and equipment needed. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

9. Discussion and consideration of Ordinance No. 2024-32 setting the 20th day of August 2024 at 6:30 p.m. at Meadows Place City Hall, 1 Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing on the proposed Municipal Budget Fiscal Year 2024-2025.

Alderman Mertins moved to approve Ordinance No. 2024-32 setting the 20th day of August 2024 at 6:30 p.m. at Meadows Place City Hall, 1 Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing on the proposed Municipal Budget Fiscal Year 2024-2025. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

10. Discussion regarding animal control in the city.

Mayor St. Germain introduced this item. The Fort Bend County Animal Control Direct Renee Vasquez was present. Mr. Vasquez gave a brief presentation regarding their involvement in the community. They do free microchipping and would like to partner with the City of Meadows Place in the month of October.

The county picks up strays and they do the trap, neuter and return. The county shelter is currently at capacity, and they are working with rescue groups to help get animals adopted. The county does not charge for adoption.

The county is starting a new program for anyone wanting to adopt between June 1 and November 30 they will provide a year's worth of dog food, flea and tick treatment, and heartworm medications for 1 year.

Mr. Vaquez stated that the county also offers spay and neuter clinics.

Mayor St. Germain asked Council to review the current animal control ordinance as some of the language is vague and needs to be better defined. She has met with the Chief and they want to better define the ordinance so that it is enforceable.

Mayor St. Germain stated that she will work with the county for a microchip and vaccine clinic in the city.

Council and staff briefly reviewed Chapter 90 – Animal Control regulations of the Code of Ordinances. City Council directed staff to amend the ordinance by better defining premises, removing at heel and specifying that dogs must be on a leash even in the front yard.

11. Discussion regarding parking regulations in the city.

Mayor St. Germain introduced the item. She was stating that she and Mr. Haby looked through the established no parking zones and she would like to add a new parking zone. Council and staff reviewed Chapter 70, Parking Regulations. Staff went to verify signs were in place. Mr. Haby noted that ordinance does not show the change made a couple of years regarding Amblewood and staff will look into getting that corrected. There are no parking signs on Mulholland, but staff could not find any parking regulations for this street in the ordinance, and they will also research that street.

Mayor St. Germain would like to add no parking on one side of Valencia near Dorrance southbound side facing towards the school. She is working with the school to educate parents, but this is still an issue. She suggested maybe posting certain times of no parking. Alderman Staigle stated that the county assists the school throughout the district with these issues and all this does is move the traffic farther down the street and this will take away parking for residents at their own house.

Debbie Braund, resident and crossing guard, spoke in favor of no parking signs. She says it is a safety issue for the kids walking. Alderman Staigle suggested reviewing signage with school district for the Meadows Elementary now that they school has been opened for a few years.

Alderman Mertins stated that he wanted to discuss the number of vehicles parked at each residence. He has seen numerous homes with 6-8 cars with temporary tags. He would like to create an ordinance regulating the number of cars at the residence.

Chief Stewart stated if they are running business out of the home there is an ordinance to use for enforcement.

Alderman Staigle suggested the Mayor and City Administrator get in touch with Stephanie Denton at the Fort Bend ISD to discuss parking and traffic issues around the school.

E. CONSENT AGENDA

- 1. Consider approval of the Quarterly Investment Report.**
- 2. Consider approval of the Quarterly Budget and Financial Report.**
- 3. Consider approval of the Minutes held as follows:**

June 25, 2024 – City Council Meeting

July 4, 2024 – City Council Possible Quorum – July 4th Event

July 9, 2024 – City Council Emergency Meeting

July 17, 2024 – City Council Budget Workshop

Alderman Mertins moved to approve the Consent Agenda as presented. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

F. AUDIENCE COMMENTS (for matters NOT on the agenda)

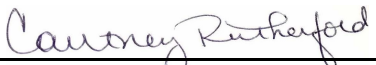
Kelle Mills, alderman and resident, stated that Chuck McClurkin’s mother passed recently, and she was a long-time resident of Meadows Place. Alderman Kopczynski stated she was a sweet lady who will be missed.

G. ADJOURN

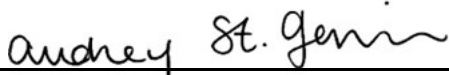
There being no further business to discuss the meeting adjourned at 8:11 p.m.

These minutes were approved by City Council on August 27, 2024.

ATTEST:



Courtney Rutherford, City Secretary



Audrey St. Germain, Mayor

