



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON AUGUST 27, 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.

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

**1. Pledge of Allegiance – Meadows Elementary Students**

**Invocation** – Jimmy Fenwick, Chaplain and Resident

**B. EMPLOYEE RECOGNITION**

**1. Hurricane Beryl Employee Recognition**

Mayor St. Germain recognized and presented plaques to the following staff for their dedicated service while activated to the Emergency Command Operations during Hurricane Beryl.

Chief Stewart, Assistant Chief Ashton, Alex Adames, Matthew Bruno, Kaitlyn Chan, Travis Florian, Clay Foster, Solomon Manna, Jazmine Melancon, Lee Meyen, De’Angelo Richmond, Anthony Ybarra, Santanna Dominguez, and Joel Portillo.

Mayor St. Germain also recognized and presented certificates to the following staff for their dedicated efforts before and after Hurricane Beryl.

Nick Haby, Anna-Maria Weston, Cameron Miller, Courtney Rutherford, Jackie McCordic, Tiffany Poke, Rod Hainey, Colene Cabezas, Dan Denny, Nick Garza, Daniel Trlicek, Carloyn Whitlow, Leigh Ylanan, Wade Boatright, Tanner Cabezas, Kyle Dao, Mia Garza, Aiden Grabein, Michael Headley, Camden Miller, Madeline Peters, Josiah Robinson, Atticus Weber, and Ethan Zwahr.

## **C. PROCLAMATION**

### **1. Hurricane Beryl Proclamation**

Mayor St. Germain read a proclamation recognizing and honoring the citizens and organizations of Meadows Place for their kindness and efforts during Hurricane Beryl. She asked those in attendance to stand for recognition.

### **2. National Night Out Proclamation – October 1, 2024**

Mayor St. Germain presented a Proclamation for National Night Out and declared October 1, 2024, as National Night Out in Meadows Place.

## **D. 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 July 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 – 3374
- Accidents – 20 (12 in private parking lots)
- Arrest – 7
- Traffic Citations Issued – 288
- Assault – 1
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 0
- Fraud – 1
- Robbery – 0
- City Ordinance – 18
- Theft – 6
- Property Checks – 2023
- Flock Safety Alerts – 67
  - Stolen Vehicles – 11
  - Sex Offender – 28 (24 were repeat vehicles)
  - Stolen License Plates – 7
  - Gang/Suspected Terrorists – 5
  - Missing Person Alert – 3
  - Warrant – 2
  - Protection Order – 10
  - Other Agency Hot List – 1

- Violent Person – 0

### **Additional Notes:**

- Grants Status (remains the same):
  - Dispatch Console grant in review (197k) Has made it to the next level of review (we are expecting to hear about the award in September)
  - We are currently seeking a \$250k grant for in-car-camera and body cameras (Partial funding may be awarded in September, awaiting final decision). Jerry is working on a secondary source and is currently under review.
- City of Meadows Place TDEM/FEMA Recovery Team was in attendance at today's "Kick Off" call. Our Program manager has been assigned for FEMA recovery funds.
- Currently there are two Dispatch applications in review, one full-time. The full-time has moved to the background phase. One Police Officer application is currently in background phase.
- Currently no applications for Bailiff
- National Night Out is quickly approaching October 1<sup>st</sup>. The event is from 6pm to 8pm.
- IAP for Fall Festival in Progress
- FEMA/TDEM Training for all departments. To the data needed to complete ICS forms required for TDEM/FEMA submissions will be held tomorrow afternoon at 1pm in the Training Center.
- Chief just returned from Round Rock, TX after attending the mandatory Chief's training required by TCOLE. There were 115 Chiefs in attendance from all over Texas. There are a lot of unfunded mandates passed by legislators that must be completed by 2025.

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

Angie Hernandez, Code Enforcement Official, was not present. Mr. Haby stated that here report is in packet for Council review. He reviewed the top 3 violations for this reporting time frame which are Grass/Weeds in excess of 9 inches, Obstruction/Clearances – Trees/Landscaping, and Special Off-Street Parking Regulations.

Alderman Mills asked if the paint options for homes have changed. Mr. Haby explained that legislature took away the city's ability to regulate building material. Alderman Mertins stated that only an HOA can enforce building material.

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

Mayor St. Germain presented the fire report for July 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 63 incidents in Meadows Place over the last month and 27 of those calls were assist EMS with medical incidents.

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

Mr. Haby stated that he didn't really have a report since we have been quite a bit lately. However, he did report that staff and HDR held a Dorrance Lane pre-construction meeting and there were four (4) potential contractors in attendance.

## **E. 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 there is nothing new to report. He did mention item F1 on the agenda that needs to be approved in order to move forward with the submittal to CenterPoint.

## **F. REGULAR AGENDA**

### **1. Discussion and consideration of of Resolution No. 2024-34 authorizing the Mayor to execute an amendment to the agreement with Transcend Engineers & Planners, LLC Supplemental Proposal No. 3 incorporating a supplement with Kuo & Associates for surveying and CADD services to prepare CenterPoint exhibits for Grant to Others application associated supplement for for the Fort Bend Mobility Bond Project in the amount of \$5,255.25.**

Alderman Kopczynski moved to approve Resolution No. 2024-34 authorizing the Mayor to execute an amendment to the agreement with Transcend Engineers & Planners, LLC Supplemental Proposal No. 3 incorporating a supplement with Kuo & Associates for surveying and CADD services to prepare CenterPoint exhibits for Grant to Others application associated supplement for for the Fort Bend Mobility Bond Project in the amount of \$5,255.25. Alderman Mertins seconded the motion.

Alderman Staigle mentioned that the funding is 49% Meadows Place and 51% Stafford.

The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration of Resolution No. 2024-35 designating Scott Williams as the Building Official for the City of Meadows Place.**

Alderman Staigle moved to approve Resolution No. 2024-35 designating Scott Williams as the Building Official for the City of Meadows Place. Alderman Baker seconded the motion.

Tracy Rodriguez was in attendance from Safebuilt, because Mr. Williams was not able to attend.

Alderman Kopczynski asked if residents are able to contact Mr. Williams or do they need to go through staff. Ms. Rodriguez stated that usually the questions start with the city and then get forward to Safebuilt, but residents are allowed to reach out SafeBuilt directly.

Mr. Haby stated that most of the questions fall under the International Code and that is when staff needs help from the Building Official.

The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration of Ordinance No. 2024-37 amending City of Meadows Place Code of Ordinances Chapter 90, Animal Control Regulations.**

Alderman Kopczynski moved to approve Ordinance No. 2024-37 amending City of Meadows Place Code of Ordinances Chapter 90, Animal Control Regulations. Alderman Mills seconded the motion.

Alderman Kopczynski stated he got a call today about a dog in the front yard and let the resident know that this item was on the agenda.

Alderman Mertins asked if code enforcement or Police would enforce this ordinance. Mr. Haby stated that enforcement can follow under both. If a resident feels threatened, they definitely need to call the Police Department.

Alderman Staigle asked how staff is going to communicate this? Alderman Baker stated that she would like to see tolerance in the beginning so that the public can be educated.

Council agreed on a 60-day grace period so that notice can be put in the October newsletter and on the city website and social media.

The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Ordinance No. 2024-38 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-060-565001, Mowing and Landscaping, \$40,000 from General Fund balance for the tree trimming in the city.**

Alderman Mertins moved to approve Ordinance No. 2024-38 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-060-565001, Mowing and Landscaping, \$40,000 from General Fund balance for the tree trimming in the city. Alderman Staigle seconded the motion.

Alderman Staigle stated that this city facility and parks.

The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration of Ordinance No. 2024-39 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-060-510100, Parks & Recreation Salaries \$28,000 from the General Fund balance due to the increase in pay for summer staff.**

Ms. Cabezas, Parks & Recreation Director, reminded Council that this budget amendment was to cover the summer staff rate increase from earlier in the year in order to hire sufficient staff. She stated this budget amendment is for lifeguards only and staff will have an item next month in the amount of \$7,000 to cover the rate increase for camp counselors.

Alderman Kopczynski moved to approve Ordinance No. 2024-39 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-060-510100, Parks & Recreation Salaries \$28,000 from the General Fund balance due to the increase in pay for summer staff. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration regarding Texas Water Code Section 11.086: Overflow Caused by Diversion of Water.**

Mayor St. Germain explained that the topic of stormwater runoff was recently brought to City Council's attention. Specifically, what to do when water flows from one property to another, potentially causing damage.

Heather Cook from Randle Law Office Ltd., L.L.P. was in attendance for the discussion. She stated that they City does have options to create a threshold for fill dirt regarding impervious cover, etc. that would require a City plan review and permit to ensure water is not diverted improperly.

Currently there is no City code specifically related to regrading or impervious cover installations. Stormwater mitigation is typically handled through a building permit process where a plan set is reviewed. Current issues and damage would need to be handled at a civil court level.

Alderman Kopczynski stated that he requested this item, because he currently has a friend that is experiencing an issue with this right now.

**David Lantz, resident at 11946 Meadow Crest Drive**, stated that he lives in the patio home section with zero lot lines. Currently he has a rental property next door occupied by a tenant and the renter raised the backyard quite a bit. He brought in fill dirt and grass and sloped the yard towards his house. Even during a slight rain event water comes inside his house. He is concerned about future problems with this foundation and damage inside his home. So far, he has been able to save the sheetrock, but he did have to remove carpet. He has not been able to get in touch with the homeowner or the tenant.

There was brief discussion among the City Attorney, Council and staff regarding Texas Water Code Section 11.086: Overflow Caused by Diversion of Water.

Alderman Staigle shared that Fort Bend County passed regulations in 2014 regarding these types of issues and will be amending these regulations. He is open to adopting no harm to neighbor ordinances similar to the county.

Ms. Cook reminded everyone that if the city does put some regulations into place they cannot be enforced retroactively. She suggested looking at building codes to address issues because it is faster and allows for stop work orders.

**Monica resident at 11827 Oak Meadows**, her mother, Paula Devia, is having the same issue with water coming in her home due to the neighbor building up and adding plants to her side of the house.

Alderman Staigle will send the county ordinance to legal and staff for review. Staff will also look into building codes to address this issue.

**G. CONSENT AGENDA**

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

July 23, 2024 – City Council Communications Workshop

July 23, 2024 – City Council Meeting

August 13, 2024 – City Council Special Meeting

August 20, 2024 – City Council Special Meeting

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

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

Nays: None

The motion passed unanimously.

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

Melba Henderson resident at 12211 Meadow Crest Dr., stated she has a concern for the infestation of cats. She has reported a resident that is feeding the cats in front of her home. She has also contacted the SPCA.

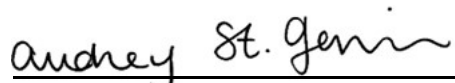
**I. ADJOURN**

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

**These minutes were approved by City Council on September 24, 2024.**

**ATTEST:**

  
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Courtney Rutherford, City Secretary

  
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Audrey St. Germain, Mayor

