



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SEPTEMBER 24, 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, and Finance Director; Anna-Maria Weston.

1. Pledge of Allegiance – Jackie McCordic, City Employee and Resident

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 August 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 – 3436
- Accidents – 11
- Arrest – 8
- Traffic Citations Issued – 231
- Assault – 4
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 2
- Criminal Mischief – 0
- Fraud – 1
- Robbery – 1

- City Ordinance – 18
- Theft – 2
- Property Checks – 2496
- Flock Safety Alerts – 74
 - Stolen Vehicles – 13
 - Sex Offender – 11 (9 hits were 1 repeat vehicles)
 - Stolen License Plates – 11
 - Gang/Suspected Terrorists – 8
 - Missing Person Alert – 2
 - Warrant – 0
 - Protection Order – 12
 - Other Agency Hot List – 16
 - Violent Person – 1

Additional Notes:

- Grants Status (remains the same):
 - Dispatch Console grant in review (197k) Has made it to the next level of review (still waiting to hear about the award)
 - We are currently seeking a \$250k grant for in-car-camera and body cameras (Partial funding may be awarded, awaiting final decision). Jerry is working on a secondary source and is currently under review.
- Hiring Status
 - Patrol – Full time Police Officer – Chief has made a contingent offer (contingent upon passing all required test)
 - Dispatch – Full Time – Chief has an interview tomorrow for a contingent job offer for evening shift.
 - Dispatch – Part Time – One applicant under review.
 - Bailiff – No applicants currently.
- National Night Out – October 1st 6pm to 8 pm.
- IAP for Fall Festival and Halloween in Progress

Alderman Mills asked if the city could close off Scottsdale Drive for Halloween. Alderman Staigle stated that the residents were told a year ago to come up with a plan to present to the Police Department and the city. No plan has been presented.

Alderman Kopczynski asked if Council will be updated on the case status for the burglary and robbery cases. Assistant Chief Ashton stated the information is provided in the report if an arrest is made.

2. Parks & 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 July, August, and September and June 2024. A few key points are listed below.

Event Recap

- **July 4th** – 1,500 plus in attendance. Fantastic 12-minute fireworks show. The Emotion performed and there were 12 food trucks and 4 spirit booths from the community. Great staff and Police Department support.
- **Summer Camp** – 10 weeks with 18 plus in attendance. Revenue \$22,700 versus last year's revenue of \$34,000. Lost 2 weeks due to Hurricane Beryl.
- **Pool Closure** – No incidents. Revenue \$12,000 versus \$9,000 from last year

Upcoming Events

- **Fall Festival – October 12th (6 pm to 9:30 pm) Funded through General Fund**
 - 12 Food/Drink Vendors, Petting Zoo, Adrian's Fault, Bazaar, and Stein Holding Contest
 - Pumpkin Patch – Joint with Children's Garden at the Fall Festival and a second patch on October 19th at the Discovery Center
- **Christmas Memories – December 6th from 6 pm to 9 pm**

Projects Completed

- Updated the Community Center - Flooring, accent walls, patio plants.
- Rebuilt the Butterfly Garden – New beds and flowers funded through General Fund
- Repairs from Beryl – Fencing and tree removal.
- Tennis Court Access

Upcoming Projects

- Tennis Court Monitoring Plan – to discourage not members from gaining access.
- Adding imaginative play features (canoe/tipi) to early inhabitant area at the Nature Center
- Began tree trimming throughout the city.
- Seasonal Landscaping – waiting for plants to arrive.
- Preparing for holiday season – Banners, displays, tree, and lights.
- Installing park rules signs and QR codes

Staffing

- Colene attended training for Inclusive play and design planning.
- Colene attended the GGCD East Region Meeting
- Caroyln – taking the Texas Master Naturalist training.
- Queso cam has reached 100K views.

Partnerships

- Meadows Place Home & Garden – Partnering at Bazaar
- Meadows Elementary – Nature Center Field Trips, Pickleball Club, and Children's Garden Club
- MP Pony League – Batting cages and concessions at City events
- YAC – 18 students and 8 attended the beach cleanup event.
- Children's Garden – Meeting Saturdays and hosting a Pumpkin Patch

- Sugar Grove Church – Looking for ways to support each other.
- Fort Bend County Animal Control – Coordination efforts for community events

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

Mayor St. Germain presented the fire report for August 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 58 incidents in Meadows Place over the last month and 33 of those calls were assist EMS with medical incidents.

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

a. Budget Close Out

Mr. Haby stated that staff is closing our fiscal year 24 and preparing for fiscal year 25. There are a few amendments on this agenda to clean up fiscal year 24 in preparation for the annual audit.

b. Wastewater Capital Projects

Mr. Haby stated there are 2 utility projects going on at this time. Ift station and wastewater treatment plant. Both projects are on hold waiting for parts needed to complete repairs but should still be completed within the contract time frame.

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 a payment was made to CenterPoint for updating the license agreement and plans have been submitted for review. Mr. Haby stated that CenterPoint sent an email today asking who the signatory should be on the right of access agreement. Council agreed that they Mayor should sign the agreement.

D. REGULAR AGENDA

1. Discussion and consideration regarding Ordinance No. 2024-40 approving the City of Meadows Place Economic Development Corporation 2024-2025 fiscal year budget as adopted by the Board of Directors at its September 19, 2024, Economic Development

Corporation meeting.

Alderman Kopczynski moved to approve Ordinance No. 2024-40 approving the City of Meadows Place Economic Development Corporation 2024-2025 fiscal year budget as adopted by the Board of Directors at its September 19, 2024, Economic Development Corporation meeting. Alderman Baker 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. 2024-36 appointing one (1) Director to the Meadows Place 4B Economic Development Corporation for a term commencing immediately and ending December 31, 2025.

Alderman Staigle moved to approve Resolution No. 2024-36 appointing David Mertins as a Director to the Meadows Place 4B Economic Development Corporation for a term commencing immediately and ending December 31, 2025. 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. 2024-37 accepting the letter of recommendation from HDR Engineering, Inc. and authorizing the Mayor to execute an agreement with Tandem Services, LLC for the Dorrance Lane Reconstruction Project Phase 2 in the amount of \$2,029,661.00.

Ngoc Le from HDR Engineering, Inc. and Dan Reynolds, Project Manager, for Tandem Services, LLC were present.

Alderman Staigle moved to approve Resolution No. 2024-37 accepting the letter of recommendation from HDR Engineering, Inc. and authorizing the Mayor to execute an agreement with Tandem Services, LLC for the Dorrance Lane Reconstruction Project Phase 2 in the amount of \$2,029,661.00. Alderman Mertins seconded the motion.

Alderman Staigle suggested the city hold a groundbreaking and invite the Commissioner's office as this is funded by the Fort Bend County Mobility Project. Staff will work on dates for the groundbreaking.

Alderman Baker suggested hold a Town Hall meeting with the residents in the construction

area. Council agreed to hold a Town Hall meeting. Staff will work on dates and notify residents.

The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration of the first reading of Resolution No. 2024-38 declaring Meadows Place Economic Development Corporation's intent to undertake the Meadows Place Mark McGrath Park Batting Cage as a project and declaring to spend \$10,000 to construct the slab for the Meadows Place Mark McGrath Park Batting Cage Project.

Alderman Baker moved to approve the first reading of Resolution No. 2024-38 declaring Meadows Place Economic Development Corporation's intent to undertake the Meadows Place Mark McGrath Park Batting Cage as a project and declaring to spend \$10,000 to construct the slab for the Meadows Place Mark McGrath Park Batting Cage Project. Alderman Baker seconded the motion.

Alderman Baker stated that this a project EDC has agreed to fund.

The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration of the second reading of Resolution No. 2024-38 declaring Meadows Place Economic Development Corporation's intent to undertake the Meadows Place Mark McGrath Park Batting Cage as a project and declaring to spend \$10,000 to construct the slab for the Meadows Place Mark McGrath Park Batting Cage Project.

Alderman Kopczynski moved to approve the second reading of Resolution No. 2024-38 declaring Meadows Place Economic Development Corporation's intent to undertake the Meadows Place Mark McGrath Park Batting Cage as a project and declaring to spend \$10,000 to construct the slab for the Meadows Place Mark McGrath Park Batting Cage Project. Alderman Mertins seconded the motion.

James Fields thanked Council for helping to fund concrete slab for this project.

Alderman Baker asked if the batting cage is open to the public. Mr. Fields stated that it will

be open to the public when baseball is not using it, but they plan to take it down during the off season.

The vote follows:

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

Nays: None

The motion passed unanimously.

6. Discussion and consideration of Resolution No. 2024-39 authorizing the Mayor to execute an amendment to the agreement with American Janitorial Services increasing the Community Center cleaning fees.

Alderman Staigle moved to approve Resolution No. 2024-39 authorizing the Mayor to execute an amendment to the agreement with American Janitorial Services increasing the Community Center cleaning fees. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

7. Discussion and consideration of Resolution No. 2024-40 amending the City's Personnel Policy Section 6.2.2b Administration of Vacation leave allowing full-time employees to carry over up to 40 hours of vacation leave annually.

Alderman Kopczynski moved to approve Resolution No. 2024-40 amending the City's Personnel Policy Section 6.2.2b Administration of Vacation leave allowing full-time employees to carry over up to 40 hours of vacation leave annually. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

8. Discussion and consideration of Ordinance No. 2024-41 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-060-580000 Parks Capital Improvements \$9,062 from the General Fund balance for naming of Lake Jessup and signage.

Alderman Staigle moved to approve Ordinance No. 2024-41 amending the General Fund

Budget for the fiscal year ending September 30, 2024, increasing line item 100-060-58000 Parks Capital Improvements \$9,062 from the General Fund balance for naming of Lake Jessup and signage. Alderman Baker seconded the motion.

Alderman Baker asked that staff invite former Alderman John Isbell as this was an item he requested when he stepped down from Council.

The vote follows:

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

Nays: None

The motion passed unanimously.

9. Discussion and consideration of Ordinance No. 2024-42 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-060-571520 Summer Camp Expenses \$2,000 from the General Fund balance due to the increase in pay for camp counselors.

Alderman Kopczynski moved to approve Ordinance No. 2024-42 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-060-571520 Summer Camp Expenses \$2,000 from the General Fund balance due to the increase in pay for camp counselors. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

10. Discussion and consideration of Ordinance No. 2024-43 amending the Utility Fund Budget for the fiscal year ending September 30, 2024, increasing line item 300-020-580000, Utility Capital Outlay/Projects \$1,350,000 for the Wastewater Treatment Plant Clarifier Reconstruction Project and the Lift Station Pump with Controls.

Alderman Staigle moved to approve Ordinance No. 2024-43 amending the Utility Fund Budget for the fiscal year ending September 30, 2024, increasing line item 300-020-580000, Utility Capital Outlay/Projects \$1,350,000 for the Wastewater Treatment Plant Clarifier Reconstruction Project and the Lift Station Pump with Controls. Alderman Kopczynski seconded the motion.

Mr. Haby stated that at the next Council meeting he would like to discuss increasing the spending limit for the utility fund as these repairs are very costly. Council directed staff to bring an item with a spending limit up to \$50,000.

The vote follows:

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

Nays: None

The motion passed unanimously.

11. Discussion and consideration of Ordinance No. 2024-44 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-070-584060, Capital – Infrastructure, \$45,000 for Dorrance Lane Reconstruction Phase 2 engineering and design.

Alderman Staigle moved to approve Ordinance No. 2024-44 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-070-584060, Capital – Infrastructure, \$45,000 for Dorrance Lane Reconstruction Phase 2 engineering and design. Alderman Kopczynski seconded the motion.

Alderman Staigle stated that this expense is part of the original contract.

The vote follows:

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

Nays: None

The motion passed unanimously.

12. Discussion and consideration of Ordinance No. 2024-45 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-070-584065, Capital – MP Stafford Mobility Project \$35,000 for activity on the Fort Bend Mobility Bond Project.

Alderman Kopczynski moved to approve Ordinance No. 2024-45 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-070-584065, Capital – MP Stafford Mobility Project \$35,000 for activity on the Fort Bend Mobility Bond Project. Alderman Baker seconded the motion.

Alderman Baker asked what this expense is for. Mr. Haby stated that this is just cleaning up the line item as the finds have been spent.

The vote follows:

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

Nays: None

The motion passed unanimously.

13. Discussion and consideration authorizing staff to pay invoice from Fort Bend County Appraisal District in the amount of \$34,572.14 due to CAD supplement charges for tax years 2022 and 2023.

Alderman Kopczynski moved to authorize staff to pay invoice from Fort Bend County Appraisal District in the revised amount of \$29,979.06 due to CAD supplement charges for tax years 2022 and 2023. Alderman Mertins seconded the motion.

Alderman Mertins stated this payment is due to property owners who won the appeal on their property values and money was refunded to the property owners.

The vote follows:

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

Nays: None

The motion passed unanimously.

14. Discussion and consideration of Resolution No. 2024-41 casting the City's vote for the candidate for the 2024-2025 Texas Municipal League (TML) Region 14 Director.

Alderman Mertins moved to approve Resolution No. 2024-41 casting the City's vote for Joe Zimmerman for the 2024-2025 Texas Municipal League (TML) Region 14 Director. Alderman Kopczynski seconded the motion.

The vote follows:

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

Nays: None

The motion passed unanimously.

15. Discussion and consideration of Ordinance No. 2024-46 calling a Joint Public Hearing before City Council and the Planning and Zoning Commission to be held the 22nd day of October 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding a specific use application from AutoZone Parts Inc. c/o Yen W. Lai, P.E. per Meadows Place Code of Ordinances, Chapter 153, Section 153.94(b)(2)(d)(2) allowing for auto parts sales, Auto Zone, on the property located at 11707 W Airport Blvd., Meadows Place, TX 77477.

Alderman Staigle moved to approve Ordinance No. 2024-46 calling a Joint Public Hearing

before City Council and the Planning and Zoning Commission to be held the 22nd day of October 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to receive public comment regarding a specific use application from AutoZone Parts Inc. c/o Yen W. Lai, P.E. per Meadows Place Code of Ordinances, Chapter 153, Section 153.94(b)(2)(d)(2) allowing for auto parts sales, Auto Zone, on the property located at 11707 W Airport Blvd., Meadows Place, TX 77477. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

E. CONSENT AGENDA

1. Consider approval of the Minutes held as follows:

August 26, 2024 – City Council Special Meeting

August 27, 2024 – City Council Meeting

Alderman Mertins 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.

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

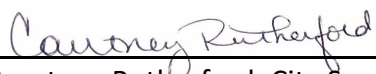
None

G. ADJOURN

There being no further business to discuss the meeting adjourned at 7:27p.m.

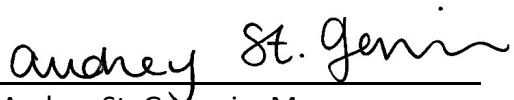
These minutes were approved by City Council on October 22, 2024.

ATTEST:



Courtney Rutherford, City Secretary





Audrey St. Germain, Mayor