MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON OCTOBER 21, 2025, AT 6:30 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 St. Germain at 6:41 p.m. with the following present.

Audrey St. Germain, Mayor
David Mertins, Alderman
Rick Staigle, Alderman
Kurt Kopczynski, Mayor Pro Tem
Tia Baker, Alderman- absent
Emily Merkley, Alderman

Nick Haby, City Administrator
Shandra Phillips, City Secretary

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

1. Pledge of Allegiance: Audrey St. Germain, Mayor
2. Invocation: Jimmy Fenwick, Chaplain and resident

B. REPORTS

1. **Police Department – Chief Gary Stewart**

   Chief Stewart gave a brief overview of the monthly statistics and activities report for October 2025, 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 – 3967
   - Accidents – 13
   - Arrest – 4
   - Traffic Citations Issued – 401
   - Assault – 0
   - Burglary of Motor Vehicle – 0
   - Burglary of Business, Residential or Residential Building – 1
   - Criminal Mischief – 0
   - Fraud – 1
   - Robbery – 1
   - City Ordinance – 22
   - Theft – 1
   - Property Checks – 3753
   - Flock Safety Alerts – 110
     - Stolen Vehicles – 5
     - Sex Offender – 82
     - Stolen License Plates – 3

- Gang/Suspected Terrorists – 1
- Missing Person Alert – 3
- Warrant – 1
- Protection Order – 14
- Other Agency Hot List – 1
- Violent Person – 0

Additional Notes:

- Grant Status (In progress):
  - Dispatch Console Grant- Has been completed, awaiting Governor's office for disbursement.
  - Car Camera/Body Camera Grant- In-progress, 1 car remaining for installation. Grant has been submitted, awaiting Resolution to draw funds.
  - Flock Grant/Catalytic Converter Funding-Has been completed, submitted reimbursement- awaiting Governor's office for disbursement.
- The City of Meadows Place TDEM/FEMA Recovery Team:
  - Still working with FEMA/TDEM to finalize Hurricane Beryl submission.
  - Finance Director, Anna Maria Weston has collected for CAT Z.
- New PPV Chevrolet Tahoe is in service.
- MPPD currently has 2 Full-Time Police Offer positions. Two active backgrounds in progress.
- Has partnered with Fort Bend County District Attorney's office and other Law Enforcement Agencies in Fort Bend County to support the Human Trafficking Task Force to combat Human Trafficking.

Special Events:

- National Night Out was a huge success.
- Law Day at Needville High School had a lot of interactions with the students and other Fort Bend County agencies.
- Coffee With a Cop- hosted by the Hamptons was great and joined by Fort Bend County Precinct 3.
- Sugar Grove Church of Christ- Preschoolers Community Helpers, SPO Melancon worked with resident Kristi Wolfe to coordinate the event.
- Meadows Place Fall Festival went well. The attendance estimated was approximately 700-800 and two minor incidents.
- October 31, 2025- Arrow Academy Annual Awards Day.
- MPPD in full preparation for Halloween

2. **Public Works – Rod Hainey, Director**

Mr. Hainey presented the quarterly report for Public Works which was distributed to City Council and filed with the City Secretary. This report covered activity for July, August, and September 2025. A few key points are listed below:

<u>Sidewalk repair and replacement program:</u>

A city-wide review of the sidewalks has been completed. Phase I has been released in the amount of $32,055, and work will start in late October. Phase II is ready and is scheduled to be released for construction early 2026. Estimated cost is approximately $35,000.

<u>Street Repairs /Road Fee funding</u>:

One partial street panel has been released on Pender. The resident has been waiting for over two years for repairs. 12110 Pender Lane cost was $6,120. Complete review of all streets will be completed by December.

<u>Power Scoop Utilities (PSU) Expenses:</u>

July 2025 – $39,435.46, August 2025 - $47,568.53, September 2025 - $34,224.70.

<u>Other repairs with PSU and outside vendors:</u>

1) EMS Building. ABC Pest Control was called to exterminate pest and possible wild animals from the roof/ attic areas. Will be an ongoing issue; we have a contract with ABC Pest Control for a monthly service. On going service.
2) Authorized repair on Gateway $2,000. The cost of new units would be $13,500
3) Lift Station, project completed.
4) WWTP. During construction the controls for wasting from the Clarifier were omitted. PSU has an electrician working on the installation of the switches and timers. Cost Estimate $10,000. Limit switches was installed and completed.
5) TCEQ. Failed Biomonitoring, November 2024, failed the required re-test twice, December 2024 and January 2025. PSU and Bio Aquatics submitted a Toxicity Reduction Evaluation Plan (TRE) to the TCEQ. They have received the Plan and the schedule for completion is February 2027. Update June 2025 and August 2025 Biomonitoring FAILED
6) The Recycling effluent filter is down for repairs. ALFA Laval Inc. has provided estimates for repair in the amount of $21,759.30. This repair work has been scheduled to start November 1, 2025.
7) On September 2 we received the Lead and Copper notification from TCEQ. PSU has completed the testing of the 20 residential locations, and we await the official report.
8) The Community Center Air Conditioner has failed. The units are 2003-year model and will need to be replaced.
9) STP replaced Blower #4 in WWTP, Blower #3 failed, and only three units are working. The estimated cost is $17,000.00.
10) PSU completed the water line replacement on Mulholland at Brighton; the cost of the repair was $62,500. The outstanding issues at this location include the repair of the concrete wall and having difficulty receiving a written estimate.
11) Basin #1- both aeration basins have been cleaned out by Magna Flow.

<u>Irrigation Update:</u> Texas Lawns has initiated an 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.

3. **City Administrator's Report – Nick Haby, City Administrator**

Mr. Haby thanked Public Works Director, Rod Hainey, for his wealth of knowledge.

C. PUBLIC COMMENTS

<u>A.W. Keepers, resident at 12243 Alston Dr.</u>: Mr. Keepers, spoke regarding commercial vehicles sitting on public streets.

<u>Terry Henley, resident at 12203 Alston Dr.</u>: Mr. Henley spoke regarding obtaining his residential permits.

<u>Monica Black, resident at 11811 Monticeto Court.</u>: Ms. Black spoke regarding Centerpoint Sewage

Insurance Letter she had received. She also spoke about the intersection at Amblewood and W. Airport Blvd.

D. MAYOR AND COUNCIL COMMENTS

1. **Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update – Alderman Rick Staigle**

   Alderman Staigle advised that City of Stafford responded and wished to move forward with their portion of the project. He also advised that there will be multiple phases as Centerpoint was requesting separate permits for the parking lots.

2. **Dorrance Lane Reconstruction Project Phase 2 – Alderman Rick Staigle**

   Alderman Staigle advised that Phase 3 of the project was ready to begin. City Administrator, Nick Haby advised that notices had been sent to residents.

E. REGULAR AGENDA

1. **Discussion and consideration regarding the Quarterly Investment Report.**

   Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Investment Report. She presented the 3rd Quarter 2025 Investment report ending September 30, 2025 summarizing the beginning and end of quarter balances in all City South State Bank accounts as well as in the City's two Investment Pools, TexPool and LoneStar.

   The interest rate for the investment accounts was relatively flat at about 4.3%. The total interest earned on all accounts (City, Utility and EDC) was $99,966 for the quarter and $487,599 for the fiscal year.

   The unrestricted reserves for the City Operating Fund ended the fiscal year at 6.6 months, or $228,555 below the recommended 7 months reserve. The end of fiscal year Utility reserve was at 5.3 months or $787,142 less than recommended reserve of 10 months.

   Alderman Mertins motioned to approve the quarterly investment report as presented. Alderman Kopczynski seconded the motion. The vote follows:

   Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

   Nays: None

   The motion passed unanimously.

2. **Discussion and consideration of Resolution No. 2025-30 adopting the 2025-2026 City of Meadows Place Investment Policy and Strategy Guidelines.**

   Alderman Staigle motioned to approve Resolution No. 2025-30 adopting the 2025-2026 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Merkley seconded the motion. The vote follows:

   Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

   Nays: None

   The motion passed unanimously.

3. **Discussion and consideration of Ordinance No. 2025-36 amending City of Meadows Place Code of Ordinances Chapter 51: Water and Sewers, Section 51.06 (a) (b) Due dates and times.**

   Alderman Staigle motioned to approve Ordinance No. 2025-36 amending City of Meadows Place Code of Ordinances Chapter 51: Water and Sewers, Section 51.06 (a) (b) Due dates and times. Alderman Kopczynski seconded the motion. The vote follows:

   Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

   Nays: None

   The motion passed unanimously.

4. **Discussion and consideration of Resolution No. 2025-31 authorizing the Mayor to execute an amendment to the agreement with Transcend Engineers & Planners, LLC Supplemental Proposal No. 4 incorporating updated services for the Fort Bend Mobility Bond Project in the amount of $10,260.**

   Alderman Staigle motioned to approve Resolution No. 2025-31 authorizing the Mayor to execute an amendment to the agreement with Transcend Engineers & Planners, LLC Supplemental Proposal No. 4 incorporating updated services for the Fort Bend Mobility Bond Project in the amount of $10,260. Alderman Kopczynski seconded the motion. The vote follows:

   Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

   Nays: None

   The motion passed unanimously.

5. **Discussion and consideration of Resolution No. 2025-32 authorizing the Mayor to execute Final Change Order No. 2 for Wastewater Treatment Plant Clarifier Project allowing LEM Construction Company a net decrease of $381,993.50.**

   Alderman Mertins motioned to approve Resolution No. 2025-32 authorizing the Mayor to execute Final Change Order No. 2 for Wastewater Treatment Plant Clarifier Project allowing LEM Construction Company a net decrease of $381,993.50. Alderman Staigle seconded the motion. The vote follows:

   Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

   Nays: None

   The motion passed unanimously.

6. **Discussion and consideration of Resolution No. 2025-33 designating a City representative and an alternate representative to the Houston-Galveston Area Council's 2026 General Assembly.**

   Alderman Mertins motioned to approve Resolution No. 2025-33 designating a City representative and an alternate representative to the Houston-Galveston Area Council's 2026 General Assembly. Alderman Merkley seconded the motion. The vote follows:

   Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

   Nays: None

   The motion passed unanimously.

7. **Discussion and consideration regarding the job description for a Full-time Finance Director.** City Administrator Nick Haby advised that a job description for a Finance Director had not been created. City Council provided feedback and recommendations to the job description presented.

   Alderman Mertins motioned to approve the amended job description for a Full-time Finance Director. Alderman Staigle seconded the motion. The vote follows:

   Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

   Nays: None

   The motion passed unanimously.

F. CONSENT AGENDA

1. **Consider approval of the Minutes held as follows:**
   September 23, 2025 – Communications Workshop
   September 23, 2025 – City Council Regular Meeting

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

   Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

   Nays: None

   The motion passed unanimously.

G. RECESS REGULAR SESSION

Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.

Mayor St. Germain recessed the special meeting at 7:52 p.m. for Council to go into executive session.

H. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters regarding the Finance Director and 6-month evaluation of the City Secretary.

I. ADJOURN EXECUTIVE SESSION

The executive session adjourned at 8:16 p.m. and Mayor St. Germain reconvened City Council into regular session.

J. RECONVENE

Discuss and take appropriate action on items discussed in Executive Session.

Alderman Staigle motioned to approve the Full-time Finance Director position with a yearly salary of $112,500, plus an additional $6,000 annual emergency management stipend. Alderman Merkley seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

K. ADJOURN

There being no further business to discuss the meeting adjourned at 9:34 p.m.

ATTEST:

Shandra Phillips, City Secretary

Audrey St. Germain, Mayor