



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, OCTOBER 22, 2024, 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 6:32 p.m.

Audrey St. Germain, Mayor  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Rick Staigle, Mayor Pro Tem  
Tia Baker, Alderman  
Kelle Mills, Alderman (left at 7:35 p.m.)

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Lieutenant Adames; Public Works Director, Rod Hainey; Parks and Recreation Director, Colene Cabezas; Finance Director; Anna-Maria Weston; and Deputy Court Clerk, Tiffany Poke.

**1. Pledge of Allegiance – Charles Jessup IV, Former Mayor and Resident**

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

**B. REPORTS**

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

Chief Stewart was not present therefore **Lieutenant Adames** gave a brief overview of the monthly statistics and activities for October 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 – 3081
- Accidents – 25
- Arrest – 5
- Traffic Citations Issued – 218
- Assault – 0
- Burglary of Motor Vehicle – 2
- Burglary of Business, Residential or Residential Building – 2
- Criminal Mischief – 3
- Fraud – 2
- Robbery – 0

- City Ordinance – 2
- Theft – 5
- Property Checks – 2301
- Flock Safety Alerts – 85
  - Stolen Vehicles – 10
  - Sex Offender – 22 (9 hits were 4 repeat vehicles)
  - Stolen License Plates – 11
  - Gang/Suspected Terrorists – 0
  - Missing Person Alert – 6
  - Warrant – 8
  - Protection Order – 21 (11 hits were 1 repeat vehicle)
  - Other Agency Hot List – 7
  - Violent Person – 0

**Additional Notes:**

- Grants Status (remains the same):
  - Dispatch Console grant has been funded. Arranging a consultation with console vendor.
  - 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.
- The City of Meadows Place TDEM/FEMA Recovery Team meets weekly (in-person/zoom). Anna-Maria uploads to FEMA almost daily. Next meeting is Thursday.
- Hiring Status
  - Patrol – Full time Police Officer – M. Cigala was hired and started October 9<sup>th</sup>.
  - Dispatch – Full Time – V Hayes was hired and started October 9<sup>th</sup>.
  - Bailiff – No applicants currently.
- National Night Out was a big hit with 10 scheduled parties and 3 to 4 surprise parties.
- Fall Festival – Great turn out, one lost child came to PD booth and parents were located immediately.
- Sugar Grove Trunk or Treat coming up this Saturday, October 27<sup>th</sup>.
- Halloween – MPPD will be out early and in force.

Alderman Mills stated that she has seen several people talk about vehicle break ins on Facebook but have not reported the incidents to the Police Department. She reminded the public that need to make reports to the Police Department.

Alderman Baker stated that she noticed in the report several break ins were work vans and asked if the city needs to put special messaging out. Lt. Adames stated that work vehicles have become a target. She also reminded Council that the Police Department continues their TLC program and leaves report cards on the vehicles.

Alderman Kopczynski asked if there were any updates on last month's cases. Lt. Adames

stated that they are open cases, and the department is limited in what can be shared. Council asked that they report when an arrest has been made and charges accepted by the District Attorney.

## **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 July, August, and September 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. We released a small sidewalk list, early October 2024, in the amount of \$9,000.00. A city-wide review will be completed, and a new repair list developed, anticipating this project to be released in the spring.

**Street Repairs /Road Fee funding:** The street panel replacement program is funded by the road use fee. On an annual basis all the streets are evaluated and sections that crumbling are scored based on the Street evaluation. The list below details what was completed last fiscal year. Eight street panel repairs and seven driveway approaches, all removed and replaced at a cost of \$170,000.00. The sections that were incomplete last year will be reevaluated again this year and placed on the current repair list.

**Power Scoop Utilities (PSU) Expenses:** July 2024 – \$48,010.81, August 2024 - \$48,451.50, September 2024 - \$27,346.34, Hurricane Beryl - \$15,135.50 and Lead and Copper Survey: Required by TCEQ \$55,300.

### **Other repairs with PSU and outside vendors:**

- 1) Water Well #3 sustained major damage to the well motor and to prevent future damage Resco Electric Co. will be installing a GE Motor Management relay to the well starter, and one system Power Monitor to the MCC. These components will prevent the well motor from being damaged in the future. \$16,000.00. This work has been released.
- 2) Water Plant #1 and Fire Station. To correct an unsafe condition inside the Fire station a new 400A Automatic Transfer switch will be installed. \$28,400.00. This work has not been released.
- 3) New Service and Maintenance contracts for the new generators and an update for the existing unit. (WWTP – 500 KW, Water Plant #1 -350 KW – existing, Water Plant #3 – 300 KW, and EOC 80 KW Natural gas). The new contract with Worldwide Power Products will include annual service and dedicated response during a Hurricane event.
- 4) WWTP we currently have three blowers operational and the fourth has been removed for repair by STP.
- 5) Water Plant #3 booster #1. Last year TCEQ completed an inspection of the entire water system. This booster was noted to be leaking, after a minor leak repair the Shaft broke. After inspection the unit was found to be beyond repair and a new Booster Pump has been ordered. Pump Solutions has ordered a new unit, and we anticipate 16–18-week delivery. \$26,000.00.

- 6) Water Plant #2. Overflowing Ground Storage tank and leaking valves causing constant flooding in and around the Plant. Solution New Silent Check Valves and isolation valves were installed by Power Scoop. Cost \$12,731.00
- 7) Water Plant #1 Booster #2 has been scheduled to be removed for inspection and possible repair.
- 8) EMS Building, roof damage from Beryl has been completed by Trinity Roofing. \$31,070.00.
- 9) EMS Building. ABC Pest Control was called to exterminate pests and possible wild animals from the roof/ attic areas.
- 10) WWTP- LEM Construction returned to the site and is currently working on the installation of the last main gate valve and the removal of the old traveling bridge. Project is 540 consecutive day contract and will be completed May 20, 2025.
- 11) The new Lake pump that was ordered five months ago has been delivered and installed.
- 12) Lift Station, engineer waiting on a submittal from Turnkey construction. No activity on site.
- 13) Scheduling of the Ground Storage tanks (GST) at the three water plant locations. Prior inspections have been completed with the use of remote cameras which complete the required TCEQ underwater. (GST not taken offline). This year the required inspection will be completed by an Engineering company that specializes in GST work. The completed inspection will provide a detailed engineering report, with estimated cost of repair. These numbers will be folded into the CIP for next year.

**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.

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

Mayor St. Germain presented the fire report for September 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 30 of those calls were assist EMS with medical incidents.

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

#### **a. Town Hall Meeting regarding Dorrance Lane Reconstruction Phase 2 – October 24<sup>th</sup> at 6 PM**

Mr. Haby reminded Council and the residents that the city will hold an informational meeting regarding Dorrance Lane Reconstruction Phase 2 at the Discovery Center on October 24<sup>th</sup> at 6 p.m.

#### **b. Tree Trimming**

Ms. Haby stated that 241 trees have been trimmed in the last 3 weeks. He thanked Parks staff for helping get the work completed.

### **c. Code Enforcement Officer Certification**

Mr. Haby stated that Ms. Hernandez, the current Code Enforcement Official, was previously employed as a Code Enforcement Officer for the city of Pasadena and they have certified her employment. This is one step closer to Ms. Hernandez becoming a Certified Code Enforcement Officer for the City of Meadows Place.

### **C. PUBLIC COMMENTS**

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens shall be limited to **three (3) minutes** for comments to City Council.

**Terry Henley, resident**, spoke in reference to AI and reminded they city that it is both good and bad and reminded staff to to keep that in mind when using AI. He also shared that he will be working with TML during the upcoming legislation session to change the requirements of posting legal notices in the newspaper.

### **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. Lake Jessup Dedication on December 6<sup>th</sup> at Christmas Memories.**

Mayor St. Germain stated that the city will be naming the lake in Meadows Place Lake Jessup and invited all to attend the dedication ceremony at Christmas Memories.

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

Alderman Staigle stated that CenterPoint has reviewed the meets and bounds and requested the design plans. These plans have been sent and hopefully the city will be able to go out for bid in the next few months. Before going out to bid the city will have to get with the City of Stafford to make sure they are still willing to participate in the project.

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

Alderman Staigle that the start of this project is close. He reminded the public that the Dorrance Lane Reconstruction Phase 3 was included the Fort Bend County Mobility and the County agreed to use that funding towards Phase 2 to help the project get completed faster.

*Alderman Mills left at 7:35 p.m.*

## **E. REGULAR AGENDA**

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

Ms. Weston, Finance Director, gave a brief presentation of the Quarterly Investment Report.

Alderman Kopczynski moved to approve the Quarterly Investment Report. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

### **2. Discussion and consideration regarding the Quarterly Budget and Financial Report.**

Ms. Weston, Finance Director, gave a brief presentation of the Quarterly Budget and Financial Report.

Alderman Baker moved to approve the Quarterly Budget and Financial Report. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

### **3. Discussion and consideration of Resolution No. 2024-42 adopting the 2024-2025 City of Meadows Place Investment Policy and Strategy Guidelines.**

Alderman Mertins moved to approve Resolution No. 2024-42 adopting the 2024-2025 City of Meadows Place Investment Policy and Strategy Guidelines. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

**4. Discussion and consideration regarding Resolution No. 2024-43 authorizing the Mayor to enter into an agreement with Cypress Creek Mosquito Control, Inc. for mosquito control spraying in the City of Meadows Place.**

Alderman Kopczynski moved to approve Resolution No. 2024-43 authorizing the Mayor to enter into an agreement with Cypress Creek Mosquito Control, Inc. for mosquito control spraying in the City of Meadows Place. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

**5. Discussion and consideration of Ordinance No. 2024-49 repealing and amending Title III: Administration, Officials, Subsection 30.31(A) "Payment of Debts and Obligations," contained within the Code of Ordinances of the City of Meadows Place.**

Alderman Kopczynski moved to approve Ordinance No. 2024-49 repealing and amending Title III: Administration, Officials, Subsection 30.31(A) "Payment of Debts and Obligations," contained within the Code of Ordinances of the City of Meadows Place. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

**6. Discussion and consideration of Resolution No. 2024-44 appointing Deputy Court Clerk, Tiffany Poke, as the Juvenile Case Manager for City of Meadows Place Municipal Court Youth Diversion Plan.**

Ms. Poke briefly explained the Youth Diversion Plan.

Alderman Kopczynski moved to approve Resolution No. 2024-44 appointing Deputy Court Clerk, Tiffany Poke, as the Juvenile Case Manager for City of Meadows Place Municipal Court Youth Diversion Plan with a rate increase of \$1.00 per hour. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

**7. Discussion and consideration ratifying the repair of Booster Pump #1 at Water Well #3 in the amount of \$26,000 by Pump Solutions.**

Alderman Staigle moved to approve ratifying the repair of Booster Pump #1 at Water Well #3 in the amount of \$26,000 by Pump Solutions. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

**8. Discussion and consideration of Ordinance No. 2024-50 amending Chapter 151: Flood Damage Prevention of the Code of Ordinances of the City of Meadows Place by modifying Sections 151.25, 151.27, and 151.47.**

Alderman Staigle moved to approve Ordinance No. 2024-50 amending Chapter 151: Flood Damage Prevention of the Code of Ordinances of the City of Meadows Place by modifying Sections 151.25, 151.27, and 151.47 as amended. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

**9. Discussion and consideration of Resolution No. 2024-45 designating a city representative and an alternate representative to the Houston-Galveston Area Council's 2025 General Assembly.**

Alderman Kopczynski moved to approve Resolution No. 2024-45 designating Alderman Tia Baker as the city representative and Alderman David Mertins, Sr. as the alternate representative to the Houston-Galveston Area Council's 2025 General Assembly. Alderman Staigle seconded the motion. The vote follows:



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

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

**10. Discussion and consideration to reschedule the Regular City Council Meetings for November and December to November 19, 2024, and December 17, 2024, due to the holidays.**

Alderman Staigle moved to reschedule the Regular City Council Meetings for November and December to November 19, 2024, and December 17, 2024, due to the holidays. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

Alderman Mills was not present.

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:**

**September 24, 2024 – City Council Meeting**

**October 8, 2024 – City Council Special Meeting**

**October 14, 2024 - City Council Possible Quorum**

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

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

Nays: None

Alderman Mills was not present.

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 551.087(2) – Deliberation regarding Economic Development Negotiations.**

Mayor St. Germain recessed the special meeting at 8:38 p.m. to move into an Executive Session.

**H. EXECUTIVE SESSION**

Mayor St. Germain called the executive session to order at 8:46 p.m.

**Pursuant to the Texas Open Meetings Act, Government Code Section 551.087(2) – Deliberation regarding Economic Development Negotiations – business incentive for the business located at 11720 W Airport Blvd.**

**I. ADJOURN EXECUTIVE SESSION**

Mayor St. Germain adjourned executive session at 9:21 p.m.

**Adjourn the Executive Session stating the date and time the Executive Session ended and reconvene the Regular Session.**

**J. RECONVENE**

Mayor St. Germain reconvened the meeting at 9:21 p.m.

**Discuss and take appropriate action regarding Economic Development Negotiations – business incentive for the business located at 11720 W Airport Blvd.**

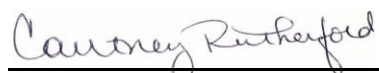
City Council directed the City Attorney to draft an agreement with the property owner stating that the city pay \$45,000 once the meter and tap are complete and the remaining \$45,000 once the sprinkler system is installed and passed all inspections.

**K. ADJOURN**

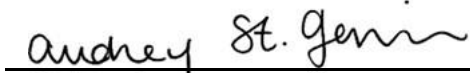
There being no further business to discuss the meeting adjourned at 9:29 p.m.

**These minutes were approved by City Council on November 19, 2024.**

**ATTEST:**



Courtney Rutherford, City Secretary



Audrey St. Germain, Mayor

