



MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE HELD TUESDAY, DECEMBER 17, 2024, AT 5:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

Mayor St. Germain called the meeting to order by at 5:30 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; Public Works Director, Rod Hainey; Parks and Recreation Director, Colene Cabezas; and Jackie McCordic, Customer Service-Utility Clerk.

1. **Pledge of Allegiance** led by Emily Merkley, resident
2. **Invocation** led by Alderman David Mertins.

B. SERVICE RECOGNITION

1. Kelly Sarabia, Reserve Officer – 20 Years of Service

Mayor and Council recognized Kelly Sarabia, Reserve Officer, for 20 years of service.

2. Dan Denny, Parks Supervisor – 15 Years of Service

Mayor and Council recognized Dan Denny, Parks Supervisor, 15 years of service.

3. Lee Meyen, Dispatcher – 7 Years of Service

Mayor and Council recognized Lee Meyen, Dispatcher, for 7 years of service.

4. Alejandra Adames, Police Lieutenant – 5 Years of Service

Mayor and Council recognized Alejandra Adames, Police Lieutenant, for 5 years of service.

5. Angie Hernandez, Code Enforcement – 5 Years of Service

Mayor and Council recognized Angie Hernandez, Code Enforcement, for 5 years of service.

6. Liliana Veruny, Accounting Specialist – 5 Years of Service

Mayor and Council recognized Liliana Veruny, Accounting Specialist, for 5 years of service.

C. REPORTS

1. Police Department – Gary Stewart, Chief

Chief Stewart gave a brief overview of the monthly statistics and activities for December 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 – 2687
- Accidents – 10
- Arrest – 4
- Traffic Citations Issued – 265
- Assault – 0
- Burglary of Motor Vehicle – 2
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 2
- Fraud – 1
- Robbery – 0
- City Ordinance – 10
- Theft – 4
- Property Checks – 2697
- Flock Safety Alerts – 59
 - Stolen Vehicles – 5
 - Sex Offender – 20
 - Stolen License Plates – 1
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 1
 - Warrant – 0
 - Protection Order – 29
 - Other Agency Hot List – 1
 - Violent Person – 0

Additional Notes:

- Grants Status (In-Progress): for
 - Met with the vendor and set the plan in-motion for Dispatch Console replacement (Waiting for a refreshed quote and most likely delayed due to holidays)
 - We are currently seeking a \$250k grant for in-car cameras and body cameras (partial funding may be awarded, awaiting the final decision). Jerry is working on a secondary source and is currently under review.
- The City of Meadows Place TDEM/FEMA Recovery Team has made all tentative submissions, and has been approved by FEMA, awaiting TDEM approval)

- MPPD was proud to be a part of the dedication of the lake to Mayor Charels D. Jessup, IV. This led to fun and exciting Christmas Memories at the Park.
- Patrol: Officer M. Cigala continues to advance on schedule in her training.
- Dispatch: TCO V. Hayes is doing well covering the evening shift.
- Bailiff: No applicants currently.
- Reminder, this is a busy time of year for the Police Department, and our Team is ready to take on the challenges of the holidays.

2. Parks & Recreation – Colene Cabezas, Director

Ms. Cabezas presented the quarterly report on Parks and Recreation which was distributed to City Council and filed with the City Secretary. This report covered activity for July, August, and October through December 2024. A few key points are listed below.

Event Recap

- **October Fall Festival**: 800+ people, 20 craft booths, 12 food vendors, live band and rides for kids. (14 YAC volunteers)
- **Christmas Memories** 800+ people, 8 food vendors, rides, illuminated Christmas trail, live band, and Meadows Elementary Choir, snow and Santa, (8 YAC Volunteers) Great staff and PD support.
- **Naming of Lake Jessup** - Final Installation waiting on 811 to mark site. Statue of heron's along with plaque will be installed at the beach entry to the lake.

Projects Completed

- 280 trees were trimmed throughout the city parks, facilities, and right of ways.
- Park Rules were posted throughout all parks.
- Rainbow Trout release of 600 / 600+ in Jan
- Decorated the city for Christmas -5 staff and took 3 weeks.

Partnerships:

- YAC - Book Drive is doing very well, however, they are in need of more children's books. They will begin to restock in January.
- Colene Cabezas participated in CPAC- Campus Planning Advisory Committee (Every other month)
- Meadows Place has helped to collect canned goods and blankets for the Meadows Elementary Honor Society
- Swim Team Planning for 2025

Upcoming:

- Community Center Phase II updating - Paint All Cabinets and doors (Jan - EDC)
- Lake Trail Maintenance includes fluffing of DG and adding additional erosion preventive along beach area.
- NC Maintenance Closure - January 21-24

Council thanked the Parks Department for their hard work and efforts decorating the city and hosting amazing events.

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

No report this month.

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

a. Holiday Schedule

Mr. Haby reminded everyone that City offices will close early on December 23rd for the City’s annual employee appreciation lunch and offices will be closed December 24th, December 25th, and January 1st for the Christmas and New Year holidays.

D. RECESS SPECIAL MEETING

Recess the Special Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Deliberation regarding appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Secretary.

Mayor St. Germain recessed the special meeting at 5:53 p.m. to move into an Executive Session.

E. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Deliberation regarding appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Secretary.

F. ADJOURN EXECUTIVE SESSION

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

Mayor St. Germain left at 6:40 p.m.

Mayor Pro Tem Staigle adjourned the Executive Session at 6:48 p.m.

Alderman Mills did not return and left at 6:50 p.m.

G. RECONVENE

Discuss and take appropriate action regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Secretary.

Mayor Pro Tem reconvened the Special Session at 6:51 p.m. stating that no final actions, decisions, or votes were had during the Executive Session.

H. PUBLIC COMMENTS

Citizens who have completed a comment 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.

None.

I. 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 salutory 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 stated not update. We are still waiting for a response from CenterPoint.

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

Alderman Staigle stated that the contractor is moving along quickly, and they plan to have the current concrete complete by Christmas.

J. REGULAR AGENDA

1. Discussion and consideration of Resolution No. 2024-52 appointing three (3) Directors to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2026.

Alderman Mertins moved to approve Resolution No. 2024-52 appointing Terry Henly, Brian Frame, and Emily Merkley to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2026. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

2. Discussion and consideration of Resolution No. 2024-53 appointing two (2) Commissioners to the Planning and Zoning Commission for a term commencing immediately upon passage

of this resolution and ending December 31, 2026.

Alderman Baker moved to approve Resolution No. 2024-53 appointing Matt Oltremari and Meredith Smith Commissioners to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2026. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

3. Discussion regarding the Wastewater Treatment Plant rehabilitation project.

Mr. Hainey gave a brief update on the Wastewater Treatment Plant rehabilitation project. He reported that in early November the contractor completed installation of the gate valves. Since the installation they have completed four (4) bypasses with only some minor infractions. On November 26th and 27th they set up the last and final bypass which actually took the clarifier basin out of service. This was part of the engineering design for a period of five (5) days. On December 2nd the contractor noticed some solids going over the weir. Mr. Hainey quickly called a meeting with the contractor, HDR, and Power Scoop and they collectively came to a conclusion regarding the issue. The contractor recommended an additional waste pump to transfer the solids to the digester. TCEQ has been notified.

He also reported that the generator has been repaired, and it is working.

4. Discussion and consideration of Ordinance No. 2024-54 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-510100, Police Department Salaries, \$16,500 and increasing line item 100-020-510100, Administration Salaries, \$3,500 for the Emergency Management Stipend.

Alderman Kopczynski moved to approve to approve Ordinance No. 2024-54 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-510100, Police Department Salaries, \$16,500 and increasing line item 100-020-510100, Administration Salaries, \$3,500 for the Emergency Management Stipend. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

5. **Discussion and consideration of Ordinance No. 2024-55 calling a Joint Public Hearing before City Council and the Planning and Zoning Commission to be held the the 28th day of January 2025 at 6:30 p.m. at Meadows Place City Hall, One Trojan Drive, Meadows Place, TX 77477, to receive public comment regarding a specific use application from Coree Corbin or Collision Motor Specialist per Meadows Place Code of Ordinances, Chapter 153, Section 153.95(B)(2)(c)(4) allowing for auto body shop on the property located at 12002 Southwest Freeway, Meadows Place, TX 77477.**

Alderman Mertins moved to approve Ordinance No. 2024-55 calling a Joint Public Hearing before City Council and the Planning and Zoning Commission to be held the the 28th day of January 2025 at 6:30 p.m. at Meadows Place City Hall, One Trojan Drive, Meadows Place, TX 77477, to receive public comment regarding a specific use application from Coree Corbin or Collision Motor Specialist per Meadows Place Code of Ordinances, Chapter 153, Section 153.95(B)(2)(c)(4) allowing for auto body shop on the property located at 12002 Southwest Freeway, Meadows Place, TX 77477. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

6. **Discussion and consideration Resolution No. 2024-54 authorizing the City Secretary to advertise a Request for Sealed Bids for the Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant.**

Alderman Kopczynski moved to approve Resolution No. 2024-54 authorizing the City Secretary to advertise a Request for Sealed Bids for the Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

7. **Discussion and consideration of the first reading of Resolution No. 2024-55 identifying**

Meadows Place Economic Development Corporation's intent to undertake the general park improvements as a Meadows Place Economic Development Corporation's project and approving the expenditure of \$90,000 for the general park improvements project.

Alderman Mertins moved to approve the first reading of Resolution No. 2024-55 identifying Meadows Place Economic Development Corporation's intent to undertake the general park improvements as a Meadows Place Economic Development Corporation's project and approving the expenditure of \$90,000 for the general park improvements project. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

8. Discussion and consideration of the second reading of Resolution No. 2024-55 identifying Meadows Place Economic Development Corporation's intent to undertake the general park improvements as a Meadows Place Economic Development Corporation's project and approving the expenditure of \$90,000 for the general park improvements project.

Alderman Kopczynski moved to approve the second reading of Resolution No. 2024-55 identifying Meadows Place Economic Development Corporation's intent to undertake the general park improvements as a Meadows Place Economic Development Corporation's project and approving the expenditure of \$90,000 for the general park improvements project. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

9. Discussion and consideration of the first reading of Resolution No. 2024-56 identifying Meadows Place Economic Development Corporation's intent to undertake general Parks Maintenance not to exceed \$21,600.

Alderman Mertins moved to approve the first reading of Resolution No. 2024-56 identifying Meadows Place Economic Development Corporation's intent to undertake general Parks Maintenance not to exceed \$21,600. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

10. Discussion and consideration of the second reading of Resolution No. 2024-56 identifying Meadows Place Economic Development Corporation's intent to undertake general Parks Maintenance not to exceed \$21,600.

Alderman Baker moved to approve the second reading of Resolution No. 2024-56 identifying Meadows Place Economic Development Corporation's intent to undertake general Parks Maintenance not to exceed \$21,600. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

11. Discussion and consideration of the first reading of Resolution No. 2024-57 identifying Meadows Place Economic Development Corporation's intent to undertake park improvements within Kirkwood Linear not to exceed \$40,000.

Alderman Kopczynski moved to approve the first reading of Resolution No. 2024-57 identifying Meadows Place Economic Development Corporation's intent to undertake park improvements within Kirkwood Linear not to exceed \$40,000. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

12. Discussion and consideration of the second reading of Resolution No. 2024-57 identifying Meadows Place Economic Development Corporation's intent to undertake park improvements within Kirkwood Linear not to exceed \$40,000.

Alderman Kopczynski moved to approve the second reading of Resolution No. 2024-57 identifying Meadows Place Economic Development Corporation's intent to undertake park improvements within Kirkwood Linear not to exceed \$40,000. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

13. Discussion and consideration of the first reading of Resolution No. 2024-58 identifying Meadows Place Economic Development Corporation's intent to undertake the expenditure of \$280,000 for the Dorrance Lane Rehabilitation project.

Alderman Mertins moved to approve the first reading of Resolution No. 2024-58 identifying Meadows Place Economic Development Corporation's intent to undertake the expenditure of \$280,000 for the Dorrance Lane Rehabilitation project. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

14. Discussion and consideration of the second reading of Resolution No. 2024-58 identifying Meadows Place Economic Development Corporation's intent to undertake the expenditure of \$280,000 for the Dorrance Lane Rehabilitation project.

Alderman Kopczynski moved to approve the second reading of Resolution No. 2024-58 identifying Meadows Place Economic Development Corporation's intent to undertake the expenditure of \$280,000 for the Dorrance Lane Rehabilitation project. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

15. Discussion and consideration of the first reading of Resolution No. 2024-59 identifying Meadows Place Economic Development Corporation's intent to undertake Business Development Expenses not to exceed \$129,400.

Alderman Baker moved to approve the first reading of Resolution No. 2024-59 identifying Meadows Place Economic Development Corporation's intent to undertake Business Development Expenses not to exceed \$129,400. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

16. Discussion and consideration of the second reading of Resolution No. 2024-59 identifying Meadows Place Economic Development Corporation's intent to undertake Business Development Expenses not to exceed \$129,400.

Alderman Kopczynski moved to approve the second reading of Resolution No. 2024-59 identifying Meadows Place Economic Development Corporation's intent to Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

17. Discussion and consideration of Resolution No. 2024-60 authorizing the Mayor and Police Chief to submit a grant application for the SB224 Catalytic Converter Grant Program.

Alderman Mertins moved to approve Resolution No. 2024-60 authorizing the Mayor and Police Chief to submit a grant application for the SB224 Catalytic Converter Grant Program. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

18. Discussion and consideration regarding Resolution No. 2024-61 authorizing the Mayor and Police Chief to submit a grant application for the replacement of the dispatch console to the Office of the Governor – grant number 5245401.

Alderman Baker moved to approve Resolution No. 2024-61 authorizing the Mayor and Police Chief to submit a grant application for the replacement of the dispatch console to the Office of the Governor – grant number 5245401. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion carried unanimously.

K. 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:

November 19, 2024 – City Council Special Meeting

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

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

Nays: None

The motion carried unanimously.

L. ADJOURN

There being no further business to discuss the meeting adjourned at 7:21 p.m.

These minutes were approved by City Council on January 28, 2025.

ATTEST:

Courtney Rutherford
Courtney Rutherford, City Secretary

Audrey St. Germain
Audrey St. Germain, Mayor

