

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JANUARY 23, 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 Jessup at 6:33 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick Staigle, 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 & Recreation Director, Colene Cabezas; Public Works Director, Rod Hailey and Finance Director, Anna-Maria Weston.

**1. Pledge of Allegiance:** Kevin Barnett. resident

**2. Invocation:** Jimmy Fenwick, Resident

**B. RECOGNIZE STAFF**

**1. Recognize Chief Gary Stewart – 30 Years of Service**

Mayor Jessup recognized Chief Gary Stewart for his 30 years of dedicate service to the City of Meadows Place.

**C. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for January 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 – 2631
- Accidents – 9
- Arrest – 5
- Traffic Citations Issued – 240
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 4

- Criminal Mischief – 0
- Fraud – 1
- Robbery – 0
- City Ordinance – 0
- Theft – 4
- Property Checks – 2681
- Flock Safety Alerts – 67
  - Stolen Vehicles – 11
  - Sex Offender – 28
  - Stolen License Plates – 3
  - Gang/Suspected Terrorists – 14
  - Missing Person Alert – 0
  - Warrant – 1
  - Protection Order – 6
  - Other Agency Hot List – 4
  - Violent Person – 0

#### **Additional Notes:**

- Three fireworks calls for New Year's Eve – 1 located in the city and the others were outside the city.
- Mesa – Tennis Court project delayed due to supply chain. Equipment expected in this week.
- Grant Status (remains the same)
  - Radio Recorder grant approved in the amount of \$52,000. Recorder has been ordered.
  - Dispatch Console grant in the amount of \$197,000 is in review.
  - Portable Radio grant for 10 portable radios has been placed. No delivery date.
  - PD is currently seeking a \$250,000 grant for in-car-cameras and body cameras.
- House fire at 12100 block of Brighton – Officer Duran saw smoke and began to investigate to locate the source. He called it in immediately and notified the residents. The fire was in the rear garage and not the living space. Officer Duran assisted the residents in gathering a few essential belongings and exiting the house to safety. Multiple agencies responded including MPPD Officers Duran, Chand and Rodriguez, Stafford Fire Department, Sugar Land Fire Department, Missouri City Fire Department, Northeast Community Fire, and FBC Fire Marshal's office.

Mayor Jessup thanked Chief for his professional relationship with the Chief of Stafford Fire Department.

## **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 October, November, and December 2023. 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. A city-wide review of all sidewalks with more than a 2-inch trip hazard produced a list of 60 different locations that need to be repaired. We anticipate this work will be started mid to late February.

**Street Repairs /Road Fee funding:** The street panel replacement program is funded by the road use fee and the budget is \$185,000. Two sections in Meadow Valley have been completed, at a cost of approximately \$65k. Four other locations have been identified and quoted. No additional street panels have been replaced.

The EDC has funded the replacement of the parking lots associated with McGrath Park on Brighton street. Area 1 has been completed and Area 2- phase 1 started construction. Total expenditure for the project is approximately \$145K.

**Proposed Concrete Street repair criteria:** Inspection parameters will include damage to riding surface, drainage pipes, ponding water in curb, Volume of traffic on street and relative age of street.

- 1) Each panel will be appraised for damage based on the percentage of the riding surface that needs to be replaced. Score will be 0 to 40. Zero being no damage or recently replaced. And 40 being total replacement. (Max 40)
- 2) If there are drainage pipes under the damaged panel. Based on the percentage of damage directly associated with the drainage, the score will be 0 to 10. (Max 10)
- 3) Ponding water on the panel will be scored 0 to 25. The percentage being how much of the panel is covered with standing water. Score 0 to 25. (Max 25)
- 4) Each street panel will be assigned a score based on volume of traffic. (Max 15)  
Main thorough fair. i.e., Dorrance, Brighton near school, Monticeto – Score 15  
Collector street. i.e., Mulholland, Meadow Valley, Ambleswood, Blair Meadow – Score 10  
All other street – Score 5
- 5) Each of the sections within Meadows Place was constructed at different times. The age of the section will be scored as follows. (Max 10)

Meadows Section 1	Score 10
Meadows Section 2	Score 9
Meadows Section 3	Score 8
Meadows Section 4	Score 7
Meadowglen Section 1	Score 5
Meadowglen Section 2	Score 4
Meadowglen Section 3	Score 3

**Total maximum score of 100.** The closer the panel scores to 100 increases the priority of the replacement of that panel.

Council agreed with the proposed criteria, therefore Mr. Hainey will implement the new criteria effective immediately.

**USW Expenses:** October 2023 - \$76,912.86, November 2023 – \$77,650.40, and December 2023 - \$54,995.68

**Other repairs with USW and outside vendors:**

- 1) WWTP Generator installed but not connected. 500 KW – Diesel – The new transfer switch delivery date is March 7<sup>th</sup> and anticipate installation thereafter.
- 2) HDR, clarifier repair project has been awarded. Project is 540 consecutive day contract and is scheduled to be completed May 20, 2025.
- 3) Blowers at the Wastewater Plant:
  - Blower #1 – Motor and blower both inoperative.
  - Blower #2 – Operational (New)
  - Blower #3 – Not Operational. Being worked on by NTS.
  - Blower #4 - Operational
- 4) Fire Department garage doors were serviced. No major repairs required.
- 5) The pressure vessels at each plant have been inspected by Preventative Services. Plant #1 passed inspection, and only required a small epoxy repair inside. Plant 3 required repairs inside and outside at a cost of \$22,000. Plant 2 requires repair also at a cost of \$12,500. Work has been authorized, but not completed.
- 6) Lake pump update. The lake pump that utilizes recycled water for the irrigation system has been plagued with failures over the last few months. The main issue being the priming of the unit. Approximately six months ago a separate primer pump was installed, and this appeared to correct this issue. But now the sprinkler heads are being clogged and the pump will not continuously prime. The debris from the bottom of the lake is the root cause of the failure. As an alternative source to supply the irrigation system, a potable water connection has been made. Have contacted the original vendor, Pumps, Motors, and Controls. And we have finally received a quote for the new pump and filter system. After approval delivery and installation will be 12- 18 weeks.
- 7) WWTP lift station. Small jockey pump has failed again. The unit has not been repaired.
- 8) Arrowhead electric installed new LED lights on the top of the WWTP.

**Irrigation Systems review and 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.

Mayor Jessup thanked Rod for taking the time to explain the submersible system for him.

Council thanked Public Works for their work and for keeping these needed repairs in front of Council. They are aware that more funding is needed.

**3. Fire Department Monthly Report for December 2023 – Charles Jessup IV, Mayor**

Mayor Jessup presented the fire report for December 2023 which was distributed to City Council and filed with the City Secretary. There was a total of 60 incidents in Meadows Place over the last month and 30 of those were assist EMS with medical incidents.

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

City Administrator, Nick Haby, gave brief report. In the last several weeks a lot has happened, including the freeze. He stated that there is a lot staff has to do in order to prepare for this events

and the city did not suffer any notable damage.

He stated that staff takes time to build the agenda and getting back up for each item. He stated that these agendas are a huge task to put together. He thanked staff for their work in putting together these packets.

Mayor stated that staff does a great job putting these agendas together.

#### **D. MAYOR AND COUNCIL COMMENTS**

##### **1. Mayor's Comments**

###### **a. City funded the Infrastructure Reconstruction Line Item**

Mayor Jessup stated that the residents will not see an item on the utility bill called Infrastructure Reconstruction Fee. This fee is \$10 a month and was well thought about Council and staff. Council wanted to make sure that the residents understand that this a designated fee water and sewer infrastructure maintenance and repairs.

##### **2. Council Comments**

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

Alderman Staigle reported that there is no additional information at this time. We are still waiting on CenterPoint, but there are a lot of projects going on at this time.

#### **E. REGULAR AGENDA**

- 1. Discussion and consideration regarding Ordinance No. 2024-01 ordering a General Municipal Election to be held on Saturday, May 4, 2024 for the purpose of electing city officials of the City of Meadows Place to Mayor and Alderman Places 1, 2, and 3; providing for early voting and for notice of said election; authorizing the Mayor and/or City Secretary to enter into a Joint Election Agreement with Fort Bend County to conduct the General Municipal Election on behalf of the City of Meadows Place.**

Alderman Kopczynski moved to approve Ordinance No. 2024-01 ordering a General Municipal Election to be held on Saturday, May 4, 2024 for the purpose of electing city officials of the City of Meadows Place to Mayor and Alderman Places 1, 2, and 3; providing for early voting and for notice of said election; authorizing the Mayor and/or City Secretary to enter into a Joint Election Agreement with Fort Bend County to conduct the General Municipal Election on behalf of the City of Meadows Place. Alderman Staigle 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 Ordinance No. 2024-02 amending Chapter 94, Parks and Recreation by adding Section 94.22, Provisions applicable to General Parks and Green Spaces, of the Code of Ordinances of the City of Meadows Place.**

Alderman Mills moved to approve Ordinance No. 2024-02 amending Chapter 94, Parks and Recreation by adding Section 94.22, Provisions applicable to General Parks and Green Spaces, of the Code of Ordinances of the City of Meadows Place. Alderman Mertins seconded the motion.

Alderman Staigle questioned the fine amount. Alderman Mertins stated that this penalty provision already existed in Chapter 94. Mr. Haby confirmed that this penalty is already in place.

Council discussed a tiered penalty system same as the code enforcement penalty.

Staff will need to review the chapter in its entirety before changing the penalty.

Alderman Mills rescinded her motion and Council agreed to table until next month in order to review the ordinance.

**3. Discussion and consideration of Resolution No. 2024-01 authorizing the Mayor and Police Chief to submit a grant application for a recorder for the dispatch console to the Office of the Governor – grant number 4522701.**

Alderman Kopczynski moved to approve Resolution No. 2024-01 authorizing the Mayor and Police Chief to submit a grant application for a recorder for the dispatch console to the Office of the Governor – grant number 4522701. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2024-02 authorizing the Mayor and Police Chief to submit a grant application for portable radios to the Office of the Governor – grant number 4800101.**

Alderman Staigle moved to approve Resolution No. 2024-02 authorizing the Mayor and Police Chief to submit a grant application for portable radios to the Office of the Governor – grant number 4800101. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. **Discussion and consideration of Resolution No. 2024-03 authorizing the Mayor to execute Change Order No. 4 with HDR Engineering Inc., authorizing final payment of \$45,372.04 to Statewide and sign the Certificate of Acceptance for Dorrance Lane Reconstruction Project Phase 1.**

Alderman Baker moved to approved Resolution No. 2024-03 authorizing the Mayor to execute Change Order No. 4 with HDR Engineering Inc., authorizing final payment of \$45,372.04 to Statewide and sign the Certificate of Acceptance for Dorrance Lane Reconstruction Project Phase 1. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. **Discussion and consideration Resolution No. 2024-04 authorizing the Mayor to execute an amendment to the agreement with HDR Engineering Inc. for construction services for Dorrance Lane Reconstruction Project Phase 1.**

Alderman Staigle moved to approve Resolution No. 2024-04 authorizing the Mayor to execute an amendment to the agreement with HDR Engineering Inc. for construction services for Dorrance Lane Reconstruction Project Phase 1. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

7. **Discussion and consideration regarding Resolution No. 2024-05 authorizing the Mayor to execute an agreement with Pumps, Motors, & Controls Inc. to replace the Submersible Pump at the lake in the amount not to exceed \$39,500.**

Alderman Staigle moved to approve Resolution No. 2024-05 authorizing the Mayor to execute an agreement with Pumps, Motors, & Controls Inc. to replace the Submersible Pump at the lake in the amount not to exceed \$39,500. Alderman Baker seconded the motion.

Alderman Kopczynski stated that he questioned this purchase and staff informed him that the city gets a credit from WCID for using the reclaimed water and last quarter the credit was \$5,000.

The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration regarding Ordinance No. 2024-03 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-580000, Public Works Capital Outlay, \$39,500 from the general fund balance for the replacement of the Submersible Pump at the lake in the amount not to exceed \$39,500.**

Alderman Mertins moved to approve Ordinance No. 2024-03 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-580000, Public Works Capital Outlay, \$39,500 from the general fund balance for the replacement of the Submersible Pump at the lake in the amount not to exceed \$39,500. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration regarding funding for Dog Park maintenance.**

City Council and staff briefly discussed the current condition of the dog park located on Dorrance Lane. Mayor Jessup stated that Council recommended \$25,000 for maintenance of the dog park. This cost would only cover mowing, weekly scooping, and sanitation. Ms. Cabezas recently visited the park and composed a list of needed repairs to be reviewed by Council.

Alderman Kopczynski stated that after reading the assessment of the property he is not in favor of taking over this dog park. He would like more feed back from the residents before moving forward with a dog park.

Alderman Baker stated that she is in favor a dog park, but this dog park at this time. She would prefer to put money into amenities on city property. She also stated that the city has other needs at this time that need to be addressed.

Alderman Mertins stated that he was for the dog park last month, but not this current dog park due to the lack of maintenance. He stated that he also is not in favor of spending city funds on someone else's property. He is in favor of investing in a dog park on city property.

Ms. Cabezas stated the biggest expense would be the fence for the property. She also suggested a survey for the residents, funding options, and location in the city.

Council discussed a parks master plan and vision for the city. Alderman Staigle asked staff in the are up to do this in house or does the city need to hire a third party. Mr. Haby stated that he has not seen this kind of project done in-house. Alderman Staigle stated that a third party would be a neutral party so residents don't feel that Council or staff is pushing their own initiative.



Mayor Jessup would like to discuss doing the study in-house since this mainly to discuss parks.

Council directed staff to advertise a committee and accept resumes from residents for the committee.

**Mike Bezner, resident at 11842 Mulholland**, asked if the owner signed the agreement that Council proposed last month. Council stated that the lease was submitted to the owner and the did not meet the deadline to sign the agreement and it still has not been signed by wither party. He would like the City to take over the current dog park on Dorrance Lane. He asked Council to address the current violations at the park.

**10. Discussion and consideration of Resolution No. 2024-06 authorizing the Mayor to execute a lease agreement for the dog park located on Dorrance Lane for one year.**

No action since the owner did not return the signed agreement prior to the meeting.

**11. Discussion and consideration regarding the donation of Batting Cages from Meadows Place Pony League.**

Mayor Jessup stated the Meadows Place Pony Baseball proposed donating a batting cage for the baseball field. Mayor Jessup stated that the City did receive a no objection letter from FBISD. James Fields from Meadows Place Pony Baseball gave a brief presentation on the proposed batting cage. It would have a concrete slab with poles that would hold netting around the perimeter that could be removed during the off season. The approximate slab would be 70 feet by 14 feet. Mr. Fields stated that they are requesting approval by City Council and then they will look at funding the project. He stated that ideally the cage would come down at the end of the season after the All-Star teams are done.

Alderman Mills asked where they plan to store it in the off season. Mr. Fields stated that they will find a place to store it.

Alderman Baker asked if it will be open to the public. Ms. Cabezas stated that Legal Counsel advised staff that it has to be accessible to the public. She also stated that baseball will be responsible for taking it down and storing it. She also stated that over time the maintenance of this could fall on the city. There will be a no fee permit for the install plus an agreement for the use and maintenance.

Alderman Staigle moved to approve the donation of batting cage at proposed location subject to Meadows Place Baseball securing the funding necessary. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration regarding a Memorial Tree or Bench Dedication Program in the City of Meadows Place.**

Alderman Mertins moved to approve a Memorial Tree or Bench Dedication Program in the City of Meadows Place. Alderman Mills seconded the motion.

Council and staff discussed the 4-year renewal fee. Ms. Cabezas stated that the initial purchase is maintenance for 8 years. The 4-year renewal would mainly be for the plaques. They usually begin to fade and wear around 8 years. Ms. Cabezas stated that this is modeled after other cities including the cost. She did state that plaques will not be placed at the trees due to maintenance issues, but the dedication of the tree will be adding the city website with a photo.

The vote follows:

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

Nays: None

The motion passed unanimously.

**13. Discussion and consideration of Ordinance No. 2024-04 amending the Schedule of Fees for the Community Center half-day rentals and Memorial Dedication Program.**

Discussion regarding building permit fees.

Alderman Staigle moved to approve Ordinance No. 2024-04 amending the Schedule of Fees for the Community Center half-day rentals and Memorial Dedication Program. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

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 acceptance of the Quarterly Investment Report.**
- 2. Consider acceptance of the Quarterly Budget and Financial Report.**
- 3. Consider approval of the Minutes held as follows:**

**December 19, 2023 – City Council Special Meeting**

Mr. Haby gave brief description of the Investment Report.

Alderman Staigle 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.

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

**Chris Gawlik, resident at 11419 Scottsdale**, brought up issues at Meadows Senior Village. Just recently they had to cancel an event due to the building being too cold inside. He stated that residents received a very threatening letter from the management company. He asked Council to step in and hold the management company accountable.

Mayor Jessup stated that he would visit with Nick, the Police Chief, and the Fire Marshal to see how to move forward with the issues at this location. He will also contact the city's legal counsel.

**Terry Henley, resident at 12203 Alston Drive**, stated that he and the Mayor have met with the owner several times and it is time to meet again. He is willing to help out with the situation.

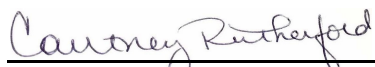
**Kelle Mills, resident at 1213 Scottsdale**, stated that she was one of the residents that contacted the Police Department regarding the cold temperatures in the building. She stated that the residents are afraid to speak up.

**H. ADJOURN**

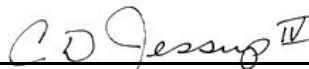
There being no further business to discuss Mayor Jessup adjourned the meeting at 8:37 p.m.

**These minutes were approved by City Council on February 27, 2024.**

**ATTEST:**



Courtney Rutherford, City Secretary



Charles D. Jessup IV, Mayor



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JANUARY 23, 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.**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 5:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins Sr., Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick J. Staigle, 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; and Assistant Police Chief, Jack Ashton.

**B. Discussion regarding City Communications.**

Communications Director, Cameron Miller, gave a brief presentation about the things he has accomplished in the last six (6) months.

Items of Note:

- Installed animal cam on the bearded dragon Queso at the Discovery and Nature Center (33,000 views since August 2023)
- Installed "Bird Buddy" smart bird feeder with AI technology at Discovery and Nature Center (Meadows Elementary teachers are using this video for lessons in class)
- First day of school post with
- Employee spotlights
- Created 40 Year Anniversary Logo and Calendar
- Designed City Projects Sign and Continues Update Projects on the website.
- Police Activity Reporting on social media (These reports get at minimum 100 views)
- Economic Development Corporation Advertising Initiative – Ads on Social Media
- Cold Weather Page (Over 100 views)
- Duplicates information from social media to the city website

There was brief discussion among Council and staff regarding the amount of people that Cameron is reaching via social media posts.

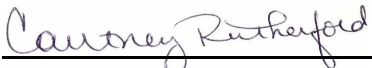
Council and staff briefly discussed using Code Red and possible software to text residents instead of Code Red phone calls. Chief Stewart will get with Cameron and Nick to attend training on Code Red and advertising for residents to sign up.

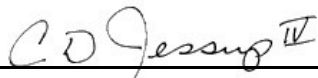
**C. Adjourn**

There being no further business to discuss the meeting adjourned at 6:18 p.m.

**These minutes were approved by City Council on February 27, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Charles D. Jessup IV, Mayor





**MINUTES OF A POSSIBLE QUORUM OF THE MEMBERS OF THE MEADOWS PLACE CITY COUNCIL  
AT THE GRAND OPENING EVENT FOR THE NEW TIM HORTON'S ON FRIDAY, FEBRUARY 16, 2024,  
AT 9:00 A.M., LOCATED AT 11411 W AIRPORT BLVD., MEADOWS PLACE, TEXAS, 77477.**

A quorum of City Council was not present.

The following members were present; Mayor, Charles Jessup IV, Alderman, David Mertins, and Alderman, Kurt Kopczynski

No official business was discussed by City Council.

**These minutes were approved by City Council on March 26, 2024.**

**ATTEST:**

A handwritten signature in purple ink that reads "Courtney Rutherford".

Courtney Rutherford, City Secretary

A handwritten signature in black ink that reads "C D Jessup IV".

Charles D. Jessup IV, Mayor





Charles Jessup, IV, Mayor  
David Mertins, Alderman  
Kurt Kopczynski, Alderman  
Nick Haby, City Administrator

Tia Baker, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman  
Courtney Rutherford, City Secretary

## **MEADOWS PLACE CITY COUNCIL REGULAR MEETING AGENDA**

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON FEBRUARY 27, 2024, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., 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 Jessup at 6:30 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick Staigle, 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; Public Works Director, Rod Hailey and Finance Director, Anna-Maria Weston.

1. Pledge of Allegiance – Cameron Miller, Resident and Communications Director
2. Invocation – Jimmy Fenwick, Resident

### **B. REPORTS**

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

- **Acceptance of Annual Contact Report**

Chief Stewart presented the Annual Contact Report performed by Del Carmen

Chief Stewart first presented the Annual Contact Report compiled by Dr. Del Carmen. A copy was filed with City Secretary.

He then gave a brief overview of the monthly statistics and activities report for February 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 – 2701
- Accidents – 7
- Arrest – 11

- Traffic Citations Issued – 277
- Assault – 2
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 2
- Fraud – 2
- Robbery – 0
- City Ordinance – 15
- Theft – 3
- Property Checks – 2501
- Flock Safety Alerts – 67
  - Stolen Vehicles – 10
  - Sex Offender – 15
  - Stolen License Plates – 4
  - Gang/Suspected Terrorists – 15
  - Missing Person Alert – 0
  - Warrant – 15
  - Protection Order – 6
  - Other Agency Hot List – 6
  - Violent Person – 0

#### **Additional Notes:**

- Mesa: The tennis court project is being installed. Working through the remote connection.
- Grant Status: (remains the same):
  - Radio Recorder grant Approved (52k) *Recorder to be installed next week.*
  - Dispatch Console grant in review (197k) *Has been resubmitted.*
  - Portable Radio Grant Order (9) radios and accessories. No delivery date set.
  - We are currently seeking a \$250k grant for in-car cameras and body cameras (currently researching a secondary source).
- Legal Update training resumes in March, Team Teaching with our neighbors and DPS.
- Assistant Chief Ashton had a tragic event recently that has affected him and his family. Chief asked everyone to keep him and his family in their thoughts and prayers.
- Jimmy Fenwick is going through training to become the Department Chaplain.

Alderman Staigle asked about Airbnb citation process. City Administration, Nick Haby, explained that once two (2) citations are issued in a rolling 12-month period the property owner will go before Council for possible license revocation.

## **2. Fire Department Monthly Report for January 2024 – Charles Jessup IV, Mayor**

Mayor Jessup presented the fire report for January 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 47 incidents in Meadows Place over the last month and 26 of those were assist EMS with medical incidents. There was one residential building fire.



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

- **WWTP Rehabilitation Construction Update**

Mr. Haby gave a brief presentation on the construction timelines for the Wastewater Treatment Plant Rehabilitation project. This project is over 500 days. The gates have been ordered and should be in May. We are looking at completion in March 2025.

Mr. Haby almost mentioned that there has been a change at USW. Byron, who has been running the plant is no longer with USW. Contractually USW is to continue operating the plant.

Mr. Haby stated that the parking spaces along Brighton Lane are complete. This project was funded by EDC.

Mr. Haby attended the Public Funds Investment Act training last week and this act helps limit risk for city funds. They suggest keeping funds in the city accounts low to reduce risk and Ms. Weston, the Finance Director, does a great job at managing the city funds in the investment accounts. He reminded staff and Council to watch out for fraudulent emails and double check with staff before acting on emails regarding money.

### **C. MAYOR AND COUNCIL COMMENTS**

#### **1. Mayor's Comments**

- **Election/Voting**

Mayor Jessup reminded everyone that there is an election going right now and Meadows Place City Hall is a polling location. So far there have been a little over 700 people early vote at City Hall. Meadows Place has always been able to contact Commissioners and State Reps and get help, because they know that the residents of Meadows Place vote.

- **Future of Meadows Place**

Mayor Jessup stated that there is an item on the agenda to discuss visioning. He stated that he feels the city is in the best condition it's been that he's ever seen. The city is in good hands and a really good financial state. He added that our parks have been full and that is because people feel safe in Meadows Place due to the Meadows Place Police Department. He thanked Council and staff for all they do.

#### **2. Council Comments**

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

Alderman Staigle reported that the engineer did meet with CenterPoint a few weeks ago and CenterPoint provided some comments that will require some changes. It will most likely result in a contract change and a small change in funding from each city and the county.

- Alderman Mertins thanked Jim Fields and Meadows Place Pony Baseball for the opening day event. Their participation is up 30% from last year with 193 children registered. He thanked him for leadership and providing a great opportunity for Meadows Place to shine.

#### **D. REGULAR AGENDA**

- 1. Discussion and consideration regarding Resolution No. 2024-05 authorizing the Mayor and City Secretary to enter into a joint election agreement and contract with Fort Bend County for City of Meadows Place May 4, 2024, general election services.**

Alderman Kopczynski made a motion to approving Resolution No. 2024-05 authorizing the Mayor and City Secretary to enter into a joint election agreement and contract with Fort Bend County for City of Meadows Place May 4, 2024, general election services. 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. 2024-06 authorizing the Mayor and City Secretary to enter into a Professional Collection Services agreement with Linebarger Goggan Blair & Sampson, LLP, as being fully qualified as special counsel to perform all legal services necessary to collect delinquent fees, fines and court costs as provided in Article 103.0031 of the Texas Code of Criminal Procedure.**

Alderman Staigle made a motion approving Resolution No. 2024-06 authorizing the Mayor and City Secretary to enter into a Professional Collection Services agreement with Linebarger Goggan Blair & Sampson, LLP, as being fully qualified as special counsel to perform all legal services necessary to collect delinquent fees, fines and court costs as provided in Article 103.0031 of the Texas Code of Criminal Procedure. Alderman Mertins 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. 2024-07 regarding Linebarger Goggan Blair & Sampson, LLP as being fully qualified as Special Council to perform all legal services pursuant to Sec. 2254.1036 of The Texas Government Code for collection of unpaid fines, fees and court costs.**

Alderman Staigle made a motion approving Resolution No. 2024-07 regarding Linebarger Goggan Blair & Sampson, LLP as being fully qualified as Special Council to perform all legal services pursuant to Sec. 2254.1036 of The Texas Government Code for collection of unpaid

finest, fees and court costs. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2024-08 regarding VROOM's request to Terminate Development Agreement with the City.**

Alderman Mertins made a motion approving Resolution No. 2024-08 regarding VROOM's request to Terminate Development Agreement with the City with a settlement of \$50,000. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration in relation to preparing to go out for bid on the Lift Station project.**

Mayor Jessup stated this is a crucial part of the water and wastewater system. He recommends going out to bid.

City Administrator, Nick Haby, gave a brief presentation on funding for the project. In late 2022 Council authorized HDR to design repairs and improvements to the Lift Station. The design is complete and HDR is ready to go out for bid. The cost was originally estimated at approximately \$400,000, but we have no idea what the cost will be now.

He reviewed the fund balances. The current utility fund balance is \$1,094,647 and the restricted fund reserve balance is \$1,596,958 which is approximately \$500,000 below the 10-month reserve balance. The general fund balance is \$4,433,244 and the fund reserve balance is \$3,875,556 which is approximately \$550,000 over the 7-month reserve.

Efrain from HDR stated that they are seeing project coming about 50% higher than the projected costs so that is a prediction of a bid of approximately \$600,000.

Alderman Staigle stated that he would like to wait a couple months to see what happens with the County and the Mobility Bond Project funding for Dorrance Lane Phase 2.

Mayor Jessup asked Mr. Hainey how he feels about waiting 2 more months before going to bid. Mr. Hainey explained that he worries about the pump. He is currently using the jockey pump as the main lead, which was purchased new 3 years ago, and has already needed repairs.

Council discussed going to bid in order to get a better idea of costs.

Alderman Mertins made a motion authorizing HDR to go out for bid on the Lift Station

Project. 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 of Resolution No. 2024-09 authorizing the adoption of the 2024 Fort Bend County Hazard Mitigation Action Plan update.**

Chief Stewart stated that the plan has been approved by TDEM and is now with FEMA waiting for approval.

Alderman Staigle made a motion approving Resolution No. 2024-09 authorizing the adoption of the 2024 Fort Bend County Hazard Mitigation Action Plan update. Alderman Kopczynski 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 Ordinance No. 2024-02 amending Chapter 94, Parks and Recreation by adding Section 94.22, Provisions applicable to General Parks and Green Spaces, of the Code of Ordinances of the City of Meadows Place.**

Alderman Mertins made a motion approving Ordinance No. 2024-02 amending Chapter 94, Parks and Recreation by adding Section 94.22, Provisions applicable to General Parks and Green Spaces, of the Code of Ordinances of the City of Meadows Place. Alderman Mills 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. 2024-05 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Equipment, \$39,895 awarded from the Office of the Governor – grant number 4522701 for a recorder for the dispatch console.**

Alderman Staigle made a motion approving Ordinance No. 2024-05 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Equipment, \$39,895 awarded from the Office of the Governor – grant number 4522701 for a recorder for the dispatch console. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration of Ordinance No. 2024-06 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542600, Grant Funded Equipment, \$39,895 for a recorder for the dispatch console.**

Alderman Kopczynski made a motion approving Ordinance No. 2024-06 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542600, Grant Funded Equipment, \$39,895 for a recorder for the dispatch console. Alderman Mertins 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. 2024-07 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item, 100-495014, Grant Revenue Police Radio, \$38,398 awarded from the Office of the Governor – grant number 4800101 for portable radios.**

Alderman Staigle made a motion approving Ordinance No. 2024-07 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item, 100-495014, Grant Revenue Police Radio, \$38,398 awarded from the Office of the Governor – grant number 4800101 for portable radios. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**11. Discussion and consideration of Ordinance No. 2024-08 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542710, Grant Funded Radio Equipment, \$38,398 for portable radios.**

Alderman Kopczynski made a motion approving Ordinance No. 2024-08 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542710, Grant Funded Radio Equipment, \$38,398 for portable radios. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**12. Discussion and consideration of Ordinance No. 2024-09 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-523005, Fire Protection, \$50,000 from the General Fund Balance for City of Stafford fire protection services in Meadows Place.**

Alderman Staigle made a motion approving Ordinance No. 2024-09 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-523005, Fire Protection, \$50,000 from the General Fund Balance for City of Stafford fire protection services in Meadows Place. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**13. Discussion and consideration of Ordinance No. 2024-10 amending the Utility Fund Budget for the fiscal year ending September 30, 2024, funding new line item 300-450070, Utility Infrastructure Fee, \$126,000, from the Utility Infrastructure Fee adopted and approved December 19, 2023.**

Alderman Baker made a motion approving Ordinance No. 2024-10 amending the Utility Fund Budget for the fiscal year ending September 30, 2024, funding new line item 300-450070, Utility Infrastructure Fee, \$126,000, from the Utility Infrastructure Fee adopted and approved December 19, 2023. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**14. Discussion and consideration of Ordinance No. 2024-11 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 26<sup>th</sup> of March 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Hamida Mitha, under Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G.**

Alderman Staigle made a motion approving Ordinance No. 2024-11 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 26<sup>th</sup> of March 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard

on or in connection with any matter or question involving a Specific Use Permit application from Hamida Mitha, under Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G. Alderman Baker 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. 2024-12 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 26<sup>th</sup> of March 2024 at 6:30 p.m. at Meadows Place City Hall, One Trojan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Ali Khan, under Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518).**

Alderman Staigle made a motion approving Ordinance No. 2024-12 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 26<sup>th</sup> of March 2024 at 6:30 p.m. at Meadows Place City Hall, One Trojan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Ali Khan, under Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518). Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 16. Discussion and consideration of Ordinance No. 2024-13 repealing Ordinance No. 2018-17; adopting a percentage-based homestead exemption from ad valorem taxes for residential homesteads located in the City of Meadows Place; adopting an exemption in the amount of thirty thousand dollars (\$30,000.00) for residential homesteads owned by individuals sixty-five years of age and over or are disabled.**

Alderman Staigle made a motion approving Ordinance No. 2024-13 repealing Ordinance No. 2018-17; adopting a 20% homestead exemption from ad valorem taxes for residential homesteads located in the City of Meadows Place; adopting an exemption in the amount of thirty thousand dollars (\$30,000.00) for residential homesteads owned by individuals sixty-five years of age and over or are disabled. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

#### **17. Discussion and consideration regarding vision planning in the City of Meadows Place, TX.**

Mr. Haby gave a brief presentation regarding vision planning for the City of Meadows Place. He explained the difference in visioning and goals/projects.

Alderman Mertins stated he would like to create a vision and then set projects to meet those visions. He wants to focus on why people move here and what keeps them here.

There was discussion regarding internal vision planning or bringing in a third party to facilitate vision planning. There was discussion regarding a committee of residents and some or all council members. Council discussed reaching out to a few companies to get pricing. There was discussion regarding changes coming in the near future and if this is a good time to take on this project.

Council directed staff to get a list of contacts that facilitate this type of project and then meet with Council to discuss ideas and pricing. Alderman Baker stated that she would reach out to the Chamber for possible contacts.

#### **E. 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:**

January 23, 2024 – City Council Workshop

January 23, 2024 – City Council Special Meeting

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Kopczynski 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)**

Douglas Barber introduced himself as a candidate running for Mayor.

Audrey St Germain also introduced herself as candidate running for Mayor.



**Tia Baker**, resident and alderman reminded everyone that registration is open for swim team and April 29<sup>th</sup> is the first practice.

**Kurt Kopczynski**, resident and alderman reminded everyone to sign up for the Family Camp Out!

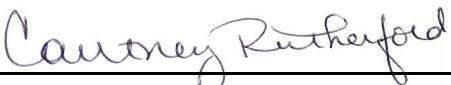
**Johnny Williams**, resident, stated that he runs Sylvan Learning Center and looking to expand towards Meadows Place.

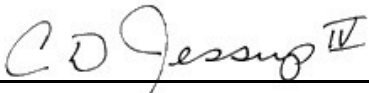
**G. ADJOURN**

Alderman Baker made a motion to adjourn the meeting. Alderman Mills seconded the motion. There being no further business to discuss Mayor Jessup adjourned the meeting at 8:14 p.m.

**These minutes were approved by City Council on March 26, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MONDAY, MARCH 11, 2024, AT 6:00 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, Charles D. Jessup IV, at 6:00 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins Sr., Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller;

**B. Discussion and consideration of Ordinance No. 2024-14 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 2<sup>nd</sup> of April 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Hamida Mitha, under Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G.**

Alderman Staigle made a motion to approve Ordinance No. 2024-14 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 2<sup>nd</sup> of April 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Hamida Mitha, under Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**C. Discussion and consideration of Ordinance No. 2024-15 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 2<sup>nd</sup> day of April 2024 at 6:30 p.m. at Meadows Place City Hall, One**

**Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Ali Khan, under Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518).**

Alderman Mertins made a motion to approve Ordinance No. 2024-15 calling a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission to be held on the 2<sup>nd</sup> day of April 2024 at 6:30 p.m. at Meadows Place City Hall, One Troyan Drive, Meadows Place, TX 77477, to hear any and all persons desiring to be heard on or in connection with any matter or question involving a Specific Use Permit application from Ali Khan, under Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518). Alderman Baker seconded the motion. The vote follows:

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

Nays: None

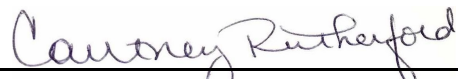
The motion passed unanimously.


**D. Adjourn**

There being no further business to discuss the meeting adjourned at 6:03 p.m.

**These minutes were approved by City Council on March 26, 2024.**

**ATTEST:**

  
Courtney Rutherford, City Secretary

  
Charles D. Jessup IV, Mayor



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 26, 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 Jessup at 6:30 p.m. with the following present.**

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick Staigle, 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, Public Works Director, Rod Hailey and Finance Director, Anna-Maria Weston, Angie Hernandez, Code Enforcement.

- 1. Pledge of Allegiance:** Led by Camden Miller, Resident and member of Meadows Place Youth Action Council (YAC)
- 2. Invocation:** Jimmy Fenwick, Resident

**B. AUDIT**

- 1. Presentation, discussion, and consideration to receive and accept the Auditor's Financial Report for Fiscal Year 2022-2023.**

Daniel Hebert, CPA, of Belt Harris Pechacek, LLLP, presented the Auditor's Financial Report for Fiscal Year 2022-2023. He started the presentation by thanking the Finance Director Anna-Maria Weston, stating she has been a great help in preparing the audit.

Mr. Hebert stated that they have issued an unmodified opinion of the City's financial statements which the highest level of assurance that can be given and that the City's financial statements are materially correct and that all required disclosures by the generally accepted accounting principles in the United States have been made.

He briefly reviewed the report with City Council and pointed out that the general fund, the main operating fund of the city, ended the year with total revenues of about 7.8 million and total expenditures of about 7.6 million, leading to a slight increase in the general fund leaving the ending fund balance of \$6.4 million. He stated that this a reserve of about then (10) months and Financial Health Bond Rating Agencies like to at least three (3) months reserve balance.

He then reviewed the change made 2022 in Financial Reporting to separate out utility fund activity and present it on its own. Overall, the city has good total operating revenues and expenditures with a small operating loss in the utility fund. He reminded Council and staff to continue to review utility rates and make sure the operating revenue is in line with operating expenditures.

Alderman Mertins asked about the reserve amount for the utility fund and Mr. Hebert stated that is not a for profit fund and you want to be sure that the revenue covers the cost to maintain service.

Alderman Mertins made a motion accepting and approving Auditor's Financial Report for Fiscal Year 2022-2023. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

## **C. 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 report for March 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 – 3584
- Accidents – 8
- Arrest – 7
- Traffic Citations Issued – 302
- Assault – 1
- Burglary of Motor Vehicle – 4
- Burglary of Business, Residential or Residential Building – 2
- Criminal Mischief – 0
- Fraud – 2
- Robbery – 0
- City Ordinance – 13
- Theft – 3
- Property Checks – 2399
- Flock Safety Alerts – 79
  - Stolen Vehicles – 9
  - Sex Offender – 37
  - Stolen License Plates – 14
  - Gang/Suspected Terrorists – 1

- Missing Person Alert – 2
- Warrant – 9
- Protection Order – 7
- Other Agency Hot List – 0
- Violent Person – 0

#### **Additional Notes:**

- Mesa: The tennis court project is being installed. Working through the remote connection.
- Grant Status: (remains the same):
  - Radio Recorder has been installed and is operational.
  - Dispatch Console grant in review (197k) *Attended Zoom to confirm selection.*
  - Portable Radio Grant Order (9) radios and accessories. No delivery date set.
  - We are currently seeking a \$250k grant for in-car cameras and body cameras (currently researching a secondary source).
- Legal Update training continues, Team Teaching with our neighbors and DPS.
- Liam Adkisson has resigned from his full-time dispatch position and will continue part-time.
- Chief Stewart is currently attending Texas Police Chief's Conference.
- Camp out went well.
- IAPs (Incident Action Plans) have been completed for the Kickoff to Summer and Old Town Meadows (school carnival)

Aggravated robbery at Aldi on Monday. Woman was held up as gun point in the parking lot. She had just cashed her paycheck. Review of FLOCK cameras does show a vehicle matching the description and time frame. The Police Department has tried to contact the registered owner.

Alderman Staigle had a question about the business that declined prosecution. AC Ashton stated that he thinks it was due to the circumstance of the robbery. Council asked for follow-up as to why, because this will invite more crime in the area.

Alderman Baker asked if it is common for the businesses not to have surveillance cameras. Alderman Staigle stated it is usually cost or the company not wanting to get involved.

Alderman Kopczynski asked about a camera in the easement that is maintained by the city. Ashton stated it is possible, but the issue becomes what is caught on camera or missed and the cost to install and maintain. Also issues with monitoring a private business.

## **2. Parks & Recreation – Colene Cabezas, Director**

Ms. Cabezas gave a brief presentation December 2023 through March 2024.

Ms. Cabezas introduced members of the City's Youth Action Council. On April 26<sup>th</sup> YAC will partner with Make-A-Wish for a Light the Night event. Carolyn Whitlow gave a brief presentation regarding YAC. She introduced Charlotte and Camden Miller. She explained

that YAC will be working with Make-A-Wish to fund raise for 17-year-old, Michelle, towards a trip to Disney World. The event will be at the Aril 26<sup>th</sup> Concert in the Park. Attendees will be able to purchase lanterns for \$5.00 to release on the lake. They will also have a silent auction as well as QR code to donate funds to the Make-A-Wish trip.

June 7 Kickoff Summer need Council there to cook and serve the public. Contact Colene if you are available to work.

### **3. Fire Department Monthly Report for February 2024 – Charles Jessup IV, Mayor**

Mayor Jessup presented the fire report for February 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 40 incidents in Meadows Place over the last month and 25 of those calls were assist EMS with medical incidents.

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

#### **a. Code Enforcement**

Mr. Haby reported that Angie Hernandez has been promoted from Permit Clerk to Code Enforcement Official. She has been with Meadows Place for almost 5 years and previously worked in Pasadena for 13 years where she did code enforcement for 12 years. Staff does have 2 applicants scheduled for interviews for the Permit Clerk position.

#### **b. Grease and Sanitary Sewers**

Mr. Haby stated that Mr. Hainey stated there has been quite a bit of build up grease at the lift station. The city wants to remind residents not to pour grease and fats down the drain.

#### **c. City Hall Entrance Improvements**

Mr. Haby stated that staff have scheduled repairs to the cover at the City Hall entrance. The current cover is leaking down the wall into the doors and into the bulletin board. This repair is about \$6800 and to replace the entire structure is over \$30,000. He let staff know that the facility is requiring some maintenance over the next couple of years.

## **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. Mayor's Comments**

#### **a. Business Activity that may affect our future.**

Mayor Jessup stated that there is a lot going on and potential activity on the corner of W Airport and Kirkwood as well as in that strip center on the same corner. New businesses would bring new life and a little money to the city. He also shared that EDC has been visiting with current property owners for new businesses.

He encouraged the residents to attend the public hearings and let their voices be heard.

**b. May Election and local activity**

Mayor Jessup stated Meadows Place residents need to show up and vote. He encouraged residents to get to know their candidates and attend any meet and greets that they may have before the election. He also stated that the Fort Bend Chamber will be hosting a Candidate Forum on April 10<sup>th</sup>.

**2. Council Comments**

**a. 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 are no significant updates this month. The City is expecting a contract change that will go to Council possible next week.

He also stated that the interlocal for Dorrance has been submitted to the county.

**E. REGULAR AGENDA**

**1. Discussion and consideration regarding Resolution No. 2024-10 accepting the auditor's engagement letter from Belt Harris Pechacek, LLLP.**

Alderman Staigle made a motion approving Resolution No. 2024-10 accepting the auditor's engagement letter from Belt Harris Pechacek, LLLP. 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 regarding Resolution No. 2024-11 authorizing the Mayor to execute a contract amendment to the Residential Solid Waste Collection Contract with Texas Pride Disposal implementing a Variable Energy Charge for fuel.**

Kevin, owner of Texas Pride, was in attendance for questions. He stated that they have serviced the city since 2016. He stated that from 2013 to 2022 they averaged around \$2.80



per gallon on fuel and for 2021 through 2023 they hedged their fuel and that hedged has expired. Due to the loss of the fuel hedge, they are requesting a 1% adjustment for every month that the average fuel cost is over \$3.25 per gallon. The 1% increase will be per every 25 cents per gallon over the \$3.25 average. A 1% increase for the city would be less than \$300 per month.

Alderman Staigle made a motion approving Resolution No. 2024-11 authorizing the Mayor to execute a contract amendment to the Residential Solid Waste Collection Contract with Texas Pride Disposal implementing a Variable Energy Charge for fuel. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Discussion and consideration regarding Resolution No. 2024-12 authorizing the Mayor and City Secretary to execute an Interlocal Cooperation Contract with the Department of Public Safety of the State of Texas for the Failure to Appear Program.**

Alderman Mertins made a motion approving Resolution No. 2024-12 authorizing the Mayor and City Secretary to execute an Interlocal Cooperation Contract with the Department of Public Safety of the State of Texas for the Failure to Appear Program. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration regarding Resolution No. 2024-13 ratifying the emergency repair of the Wastewater Treatment Plant Blower #3 Motor in the amount of \$38,506.**

Alderman Staigle made a motion approving Resolution No. 2024-13 ratifying the emergency repair of the Wastewater Treatment Plant Blower #3 Motor in the amount of \$38,506. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Discussion and consideration regarding Ordinance No. 2024-16 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-533010, Security Cameras, \$7,500 from the General Fund Balance for annual subscription and**

**maintenance and three (3) FLOCK cameras.**

These are 3 cameras Council authorized for purchase and are not covered under the grant.

Alderman Staigle made a motion approving Ordinance No. 2024-16 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-533010, Security Cameras, \$7,500 from the General Fund Balance for annual subscription and maintenance and three (3) FLOCK cameras. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2024-17 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Training, \$2,661.47 awarded from the Texas Comptroller, Law Enforcement Officers Standards and Education, Grant "LEOSE", for full-time Police Officer Training.**

Alderman Mertins made a motion approving Ordinance No. 2024-17 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Training, \$2,661.47 awarded from the Texas Comptroller, Law Enforcement Officers Standards and Education, Grant "LEOSE", for full-time Police Officer Training. Alderman Kopczynski 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 Ordinance No. 2024-18 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542010, Grant Funded Training, \$2,661.47 from line item 100-495015, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training.**

Alderman Baker made a motion approving Ordinance No. 2024-18 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542010, Grant Funded Training, \$2,661.47 from line item 100-495015, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**8. Discussion and consideration regarding an increase in pay for summer/seasonal staff.**

Ms. Cabezas gave a brief presentation regarding pay for seasonal staff. She stated that applications for summer/seasonal positions are very low this year. So far, we have received 5 applications for lifeguard and historically we usually have about 18-20 applications. In reaching out to previous staff is because they can work at other pools making more money. The average hourly rate is \$12.75 for starting lifeguard. She stated that the city basically has two (2) options. One option is to reduce pool hours and numbers allowed in the pool at a time or increase the hourly rate to the average rate of \$12.75.

Mr. Haby stated that this agenda item is asking for permission to increase the rates and staff will bring a budget amendment at a later date once we see the budget impact.

Alderman Kopczynski made a motion to increase the starting hourly rate for lifeguards to \$12.75 and the Pool Supervisor to \$19.00. Alderman Baker seconded the motion.

Ms. Cabezas stated that this increase is also for Camp Counselors, but that should be offset with registration fees.

The vote follows:

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

Nays: None

The motion passed unanimously.

**9. Discussion and consideration regarding council comments and agenda items.**

Mayor Jessup introduced this item. He stated that he wanted to bring this up since there will be change in Mayor soon. He suggested creating procedures and routine for Council comments, especially with a change in Mayor coming in May. After a discussion with Alderman Staigle, he suggested that Council adopt a process similar to the Commission Court and each month the Mayor ask if there are any comments or questions from Council.

**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:**

**February 16, 2024 – Possible Quorum – Tim Hortons Grand Opening**

**February 27, 2024 – City Council Meeting**

## March 11, 2024 – City Council Special Meeting

Alderman Staigle moved 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 passed unanimously.

### G. AUDIENCE COMMENTS (for matters NOT on the agenda)

**Terry Henley, Resident and TML Representative**, gave a brief update on the TML Board meeting last month. He stated that TML vetted a new financial service department for cities. He also stated that House Bill 471 passed regarding mandatory sick leave for first responder employees can be paid for time off sick and workers comp. The TML building has been more than 50% vacant for several years and they have decided to start hosting events there in order to save month. TX Health is in good shape financially.

**Chuck McClurkin, resident at 11947 Brighton**, asked about parking along Dorrance and heard about someone wanting to put an auto-RV parking lot and storage. Mayor and Council remind the residents of the Joint Public Hearing on April 2<sup>nd</sup> at 6:30 p.m. regarding the auto-RV parking on Dorrance and Smoke Shop on W Airport Blvd.

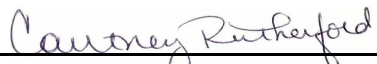
**Kelle Mills, 12123 Scottsdale**, will be working Snack Shack at the Concert in the Park at the request of parents. All funds will go to baseball.


### H. ADJOURN

There being no further business to discuss Mayor Jessup adjourned the meeting at 8:10 p.m.

**These minutes were approved by City Council on April 23, 2024.**

#### ATTEST:

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Charles D. Jessup IV, Mayor





**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS  
HELD ON TUESDAY, APRIL 2, 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, Charles D. Jessup IV, at 6:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins Sr., Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick J. Staigle, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Kelle Mills, Alderman, was not present.

Planning and Zoning Commissioners Present:

Sean Ulrey, Commissioner  
Mike Elmore, Commissioner  
Anne Green, Alternate

Matt Oltremari, Commissioner  
Meredith Smith, Commissioner

Stuart Barrowman, Commissioner; and Sammy Skemp, Alternate; were not present.

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; and Public Works Director, Rod Hainey.

**B. Conduct a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission for the purpose of receiving written and oral comments from any interested person(s) regarding a Specific Use Permit application from Hamida Mitha, under Meadows Place Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G.**

Mayor Jessup opened the Joint Public Hearing at 6:32 p.m. and stated that a quorum was present for both City Council and the Planning and Zoning Commission. He then explained that the purpose of this hearing was to give all interested parties the right to appear and to be heard. He then called upon anyone interested in speaking regarding the application to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G.

**Tim Gooding, resident at 11910 Dorrance Lane and business owner,** spoke against the against the smoking paraphernalia establishment. He submitted a letter signed by six (6) other business

owners in the strip center against the smoke shop. He stated that he is not in favor of this type of business, especially that close to the church.

**Silvia Romano, resident at 11923 Bloomington Ln.,** spoke against the smoke shop. She stated that it is too close to the church and school.

**Doug Barber, resident at 12007 Alston Dr.,** stated that he is not in favor of the smoke shop. He stated this type of business is not family friendly and does not add value to the City.

Lee, resident at 11723 Cedar Form Lane, spoke against the smoke shop stating that it is not a family friendly business.

**Mike Bezner, resident at 11842 Mulholland,** spoke against the smoke shop. He also stated that he researched smoke shops in the area and there are at least four (4) bordering the city.

**Sylvio Ramano, resident at 11923 Bloomington Ln.,** spoke against the smoke shop due to the influence on teens and damage it does to their lungs. He also stated that it is too close to the schools.

**Evan St. Germain, resident at 12222 Meadowdale Dr.,** stated that he is a member of Sugar Church Board and Meadows Place Preschool and is against the smoke shop. He stated that he is a part of the Jump for the Heart fundraiser, and a big push is to say no to vaping.

**Dave Dyer, resident at 11703 Kenzie Ct.,** spoke against the smoke shop because it is too close to the church and school.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 6:51 p.m.

- C. **Conduct a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission for the purpose of receiving written and oral comments from any interested person(s) regarding a Specific Use Permit application from Ali Khan, under Meadows Place Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518).**

Mayor Jessup opened the Joint Public Hearing at 6:52 p.m. He then called upon anyone interested in speaking regarding the application to allow for Auto/RV Storage Parking located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518).

**Mike Bezner, resident at 11842 Mulholland,** questioned the location of the parking/storage lot and how it would affect water sewer and concern for people working on their cars in the lot. Council stated that drainage is in place and would have minimal impact on water on sewer. Mr. Khan stated that renters would not be allowed to work on cars on the lot. He added that there would be rules and regulations plus security cameras. Security would not be onsite, but the cameras would be monitored.

**Police Chief Stewart** stated these storage lots tend to attract theft due to no onsite security.

**Alderman Staigle** asked what kind of gate control would be installed and if the entire perimeter would be fenced. Mr. Kahn stated that there will be a chain link fence along the perimeter and renters would have access codes.

**Lee Hausman, resident at 11723 Cedar Form Ln.,** asked if the storage lot would include boats. Mr. Khan stated that he would not allow boats and it would be an open lot with no covered parking. The lot would have about 300 spots, but he did not plan to fill it to capacity.

**Silvia Romano, resident at 11923 Bloomington Ln.,** stated that the Vroom building and dog park were supposed to be well kept and were not. She spoke against auto/rv parking stating that it is too close to residential area. Mr. Khan stated that he will keep it nice and tidy and plans to develop something nicer on the property at a later date.

**Alderman Mertins** asked since this is not a permanent use how long did they plan to keep it a parking/storage lot. Mr. Khan stated that he plans to keep it for about two (2) years.

**Stacy Torre, resident at 11619 Scottsdale Dr.,** spoke in favor of the auto/rv storage/parking lot. He thought that it would be a good place for overflow parking for residents.

**Alderman Kopczynski** stated that being in real estate this is not the highest and best use of the property. He believes a storage lot would not do well for property values in the city.

**Alderman Baker** stated that most rv owners prefer covered parking when storing their rvs. She is also concerned about theft because Northern Tool already has issues with crime.

**Mayor Jessup** asked the cost of rent to park in the lot. Mr. Khan stated that it would be \$300 for RVs and \$150 for cars per month.

With no one else signing up to speak, Mayor Jessup closed the Joint Public Hearing at 7:21 p.m.

*The Planning and Zoning Commissioner recessed to their own meeting at 7:22 p.m.*

**D. Discussion and consideration of Resolution No. 2024-14 authorizing the Mayor to execute an agreement with Transcend Engineers & Planners, LLC for Supplemental Proposal No. 2 for additional engineering services related to the design and construction for the Fort Bend Mobility Bond Project in the amount of \$35,232.**

Alderman Staigle made a motion approving Resolution No. 2024-14 authorizing the Mayor to execute an agreement with Transcend Engineers & Planners, LLC for Supplemental Proposal No. 2 for additional engineering services related to the design and construction for the Fort Bend Mobility Bond Project in the amount of \$35,232. Alderman Mertins seconded the motion.

Alderman Staigle stated that most of the changes are due to modifications by CenterPoint. He also reminded everyone the County is covering 80% of the project and the remaining 20% is

covered by Meadows Place and Stafford which is about \$3,500 each. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

The motion passed unanimously.

*Council recessed at 7:25 p.m. and waited for the Planning and Zoning Commission to come back with their reports on the Joint Public Hearings.*

*City Council reconvened at 7:46 p.m.*

- E. Accept the report from the Planning and Zoning Commission regarding a Specific Use Permit application from Hamida Mitha, under per Meadows Place Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G.**

Planning and Zoning Chairman, Sean Ulrey, presented the report from the Planning and Zoning Commission, by unanimous vote, the Commission recommends that City Council not approve the request to to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G.

Alderman Staigle moved to accept the report for the Planning and Zoning Commission regarding the application from Hamida Mitha, under per Meadows Place Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G. 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. Discussion and consideration of Ordinance No. 2024-19 regarding a Specific Use Permit application from Hamida Mitha, under Meadows Place Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G.**

Alderman Staigle moved to deny the application from Hamida Mitha, under Meadows Place Code of Ordinances, Chapter 153, Section 153.96(B)(2)(E) to allow a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G. 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 and the application for a Smoking paraphernalia establishment located at 11611 W Airport Blvd., Ste G. was denied.

- G. Accept the report from the Planning and Zoning Commission regarding a Specific Use Permit application from Ali Khan, under Meadows Place Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518).**

Planning and Zoning Chairman, Sean Ulrey, presented the report from the Planning and Zoning Commission, by unanimous vote, the Commission recommends that City Council not approve the request to to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518).

Alderman Baker moved to accept the report for the Planning and Zoning Commission regarding the application from Ali Khan, under Meadows Place Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518). 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.

- H. Discussion and consideration of Ordinance No. 2024-20 regarding a Specific Use Permit application from Ali Khan, under Meadows Place Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518).**

Alderman Mertins moved to reject the application from Ali Khan, under Meadows Place Code of Ordinances, Chapter 153, Section 153.95 (B)(2)(c) Transportation, automobile, and related uses to allow for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518). Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

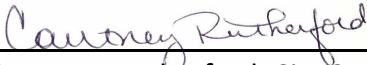
The motion passed unanimously and the application for Auto/RV Storage Parking under located at Dorrance Lane (Legal Description 0101 JAS Alston, Acres 3.518). was denied.

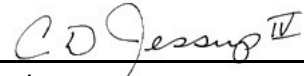
**I. Adjourn**

There being no further business to discuss the meeting adjourned at 8:00 p.m.

**These minutes were approved by City Council on April 23, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Charles D. Jessup IV, Mayor





Charles Jessup, IV, Mayor  
David Mertins, Alderman  
Kurt Kopczynski, Alderman  
Nick Haby, City Administrator

Tia Baker, Mayor Pro Tem  
Rick Staigle, Alderman  
Kelle Mills, Alderman  
Courtney Rutherford, City Secretary

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON APRIL 23, 2024, AT 6:31 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, Charles D. Jessup, IV  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick Staigle, 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: Commissioner Andy Myers
2. Invocation: Jimmy Fenwick, Chaplain and resident

*Mayor Jessup called item D6 of the Regular Agenda out of order.*

**6. Discussion and consideration regarding Resolution No. 2024-14 authorizing the Mayor to execute an Interlocal Agreement with Fort Bend County for City-Managed Mobility Bond Project No. 23310 – Dorrance Lane.**

Alderman Baker made a motion to approve Resolution No. 2024-14 authorizing the Mayor to execute an Interlocal Agreement with Fort Bend County for City-Managed Mobility Bond Project No. 23310 – Dorrance Lane. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Baker, Kopczynski, and Mills

Nays: None

Alderman Staigle abstained.

Alderman Mertins was not present.

The motion passed unanimously.

*Mayor Jessup then went back to the agenda as posted.*

## **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 report for April 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 – 4239
- Accidents – 9
- Arrest – 9
- Traffic Citations Issued – 356
- Assault – 3
- Burglary of Motor Vehicle – 4
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 3
- Robbery – 0
- City Ordinance – 14
- Theft – 8
- Property Checks – 2501
- Flock Safety Alerts – 102
  - Stolen Vehicles – 16
  - Sex Offender – 36 (18 hits were 3 repeat vehicles)
  - Stolen License Plates – 24
  - Gang/Suspected Terrorists – 4
  - Missing Person Alert – 1
  - Warrant – 2
  - Protection Order – 10
  - Other Agency Hot List – 9
  - Violent Person – 0

Chief Stewart advised that Officer Foster met with CVS, and they will not be pursuing charges for theft of \$100 or less.

#### **Additional Notes:**

- Mesa: The tennis court project is being installed. Working through the remote connection.
- Grant Status: (remains the same):
  - Radio Recorder has been installed and is operational.
  - Dispatch Console grant in review (197k) *Has made it to the next level of review.*
  - Portable Radio Grant Order (9) radios and accessories. Radios were received today and will be sent for programming.

- We are currently seeking a \$250k grant for in-car cameras and body cameras (currently researching a secondary source).
- Legal Update training continues, Taser Recertification and additional classes continue. Team teaching with our neighbors and DPS.
- Received two applications for review for Full-time dispatcher position.
- The Concert in the Park and Old Town Meadows went well. Preparing for next Concert in the Park and Kick-Off to Summer.
- IAPs have been completed for Kick-Off to Summer and the concert.

## 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 January through March 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. Phase I of the sidewalk replacement has been completed, 62 locations were completed at a cost of \$37,935.00. Approximately 54% of the annual budget.

**Street Repairs /Road Fee funding:** The street panel replacement program is funded by the road use fee and the budget is \$185,000. We have utilized 37% of the budget. A repair on Mulholland has been scheduled at an estimated cost of \$18,500.00. The storm sewer catch basin at this location will have to be modified to allow the water to flow, higher than the street. Storm drain was repaired at Dorrance and Amblerwood. Staff monitor the drains and make repairs when necessary.

The EDC has funded the replacement of the parking lots associated with McGrath Park on Brighton Street. Area 1 has been completed and Area 2- phase 1 started construction. Total expenditure for the project is approximately \$145K. Completed.

**USW Expenses October, November, and December 2023:** January 2024 – \$26,192.97, February 2024 - \$60,177.33, and March 2024 - \$52,744.94. The Water Maintenance and Repair Budget is at 68% and should be around 50%. Sewer Maintenance and Repair Budget is at 37%.

**USW update on level of service.** Mr. Hainey explained that USW recently lost two (2) key personnel and moved two (2) employees over to Meadows Place and they too are no longer with company. We have since been assigned two (2) new employees who are not familiar with our plant and operations. The level of service is not at the level it was before these changes. Mr. Hainey explained that there has been a level of frustration working with USW since the changes have taken place. The level of service has decreased. Mr. Hainey is having to review the monthly very invoice closely each month due to finding items that have been double billed or not the City's responsibility. Council and staff discussed the option of looking at a new operator for water and sewer plant. Mr. Hainey explained that we do not want to rush into bidding the contract, especially since we are currently in the process of rehabbing the

plant.

Mayor Jessup thanked Mr. Hainey for his commitment to the City and watching over the plant.

**Other repairs with USW and outside vendors:**

1. WWTP Generator installed but not connected. 500 KW – Diesel. The new transfer switch has been delivered and installed. The connection of the ATS and generator is scheduled for Friday April 26, 2024
2. HDR, clarifier repair project has been awarded. Project is 540 consecutive day contract and will be completed May 20, 2025. No update of progress. Anticipate delivery of basin valves in the middle of May 2024.
3. Blowers at the Wastewater Plant:
  - Blower #1 – Motor and blower both inoperative.
  - Blower #2 – Operational (New)
  - Blower #3 – Not Operational. Being worked on by NTS. Still out for repairs.
  - Blower #4 - Operational
4. Fire Department garage doors we received an emergency call for the door not operating over the weekend. Operating motor tripping out the circuit.
5. The pressure vessels at each plant have been inspected by Preventative Services. Plant #1 passed inspection, and only required a small epoxy repair inside. Plant 3 required repairs inside and outside at a cost of \$22,000. Work was authorized December 19, 2023, and should be completed by Friday April 26, 2024. Plant 2 repairs have been completed.
6. Lake pump update. The lake pump that utilizes recycled water for the irrigation system has been plagued with failures over the last few months. The main issue being the priming of the unit. Approximately six months ago a separate primer pump was installed, and this appeared to correct this issue. BUT now the sprinkler heads are being clogged and the pump will not continuously prime. The debris from the bottom of the lake is the root cause of the failure. As an alternative source to supply the irrigation system, a potable water connection has been made. Have contacted the original vendor, Pumps, Motors, and Controls. And we have finally received a quote for the new pump and filter system. After approval delivery and installation will be 12- 18 weeks. No update on delivery of new unit.
7. Arrowhead made repairs to the parking lot lights in the rear of city hall.

**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 March 2024 – Charles Jessup IV, Mayor**

Mayor Jessup presented the fire report for March 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 43 incidents in Meadows Place over the last month and 28 of those calls were assist EMS with medical incidents.

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

**a. Light the Night Event – April 26<sup>th</sup>**

Mr Haby reminded everyone that there will be another Concert in the Park this Friday. This concert will also be the fundraiser event organized by Meadows Place YAC with Make-A-Wish Foundation.

**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. Mayor's Comments**

**a. Elections**

Mayor Jessup thanked the City Secretary, Courtney Rutherford, for working with the County to run the election. He asked the public to thank the election workers when they go into vote because Meadows Place has great election workers and judges. He encouraged everyone to get out and vote. This election will determine the City's new Mayor. He is confident that the current Council will be able to work well with whoever the new Mayor is.

**b. Goodbye**

Mayor Jessup stated that serving this city has been a great part of his life and the relationships and friendships that he has made mean a lot to him. The honor has been more than he ever expected. Serving has taken time out of his life and he has enjoyed every minute of it and treasures all those he has worked with.

**2. Council Comments**

**a. 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 this project has finally been resubmitted to CenterPoint and we are waiting for approval. Once approved we will need to meet with Stafford and discuss costs to move forward. If they choose not to move forward, we will move forward without them.

He reminded the current candidates that this is snapshot in time.

**D. REGULAR AGENDA**

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

The Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Investment Report. She presented the fund totals as of March 31, 2024. The General Fund had a balance of \$8,760,116, Utility Operation Fund balance was \$2,704,695 and the EDC fund balance was \$625,526. About 85.9% is kept TexPool in order to earn higher interest, but this account is very fluid and can be transferred to Independent Bank within the same day. There is about 7.6% in TexPool and the remaining 5% is in Independent Bank for daily operations.

Alderman made a motion to accept the Quarterly Investment Report as presented. Alderman Seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

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

The Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Budget and Financial Report. She stated that at this time the City has collected about 92% of property tax and we budget to collect 95%.

Alderman Staigle made a motion. To accept the Quarterly Budget and Financial Report as presented. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

**3. Discussion and consideration of Ordinance No. 2024-21 repealing Ordinance No. 2024-17 and amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Training, \$3,049.34 awarded from the Texas Comptroller, Law Enforcement Officers Standards and Education, Grant "LEOSE", for full-time Police Officer Training.**

Alderman Staigle made a motion to approve Ordinance No. 2024-21 repealing Ordinance No. 2024-17 and amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-495015, Grant Revenue Police Training, \$3,049.34 awarded from the Texas Comptroller, Law Enforcement Officers Standards and Education, Grant



“LEOSE”, for full-time Police Officer Training. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

- 4. Discussion and consideration of Ordinance No. 2024-22 repealing Ordinance No. 2024-18 and amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542010, Grant Funded Training, \$3,049.34 from line item 100-495015, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training.**

Alderman Staigle made a motion to approve Ordinance No. 2024-22 repealing Ordinance No. 2024-18 and amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-542010, Grant Funded Training, \$3,049.34 from line item 100-495015, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

- 5. Discussion and consideration of Ordinance No. 2024-23 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-030-510100, Municipal Court Salaries, \$9,000 from the General Fund Balance for a part-time bailiff/records clerk.**

Alderman Staigle made a motion to approve Ordinance No. 2024-23 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-030-510100, Municipal Court Salaries, \$9,000 from the General Fund Balance for a part-time bailiff/records clerk. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.  
The motion passed unanimously.

**6. Discussion and consideration regarding Resolution No. 2024-14 authorizing the Mayor to execute an Interlocal Agreement with Fort Bend County for City-Managed Mobility Bond Project No. 23310 – Dorrance Lane.**

*Call out of order prior to reports.*

**7. Discussion and consideration of Resolution No. 2024-15 in support of the application of SKA Consulting, L.P. on behalf Tur-Con, Inc., to the Texas Commission on Environmental Quality for Municipal Setting Designation at 810 Industrial Boulevard, Sugar Land, Fort Bend County, Texas VCP No.3270.**

Alderman Staigle made a motion to approve Resolution No. 2024-15 in support of the application of SKA Consulting, L.P. on behalf Tur-Con, Inc., to the Texas Commission on Environmental Quality for Municipal Setting Designation at 810 Industrial Boulevard, Sugar Land, Fort Bend County, Texas VCP No.3270. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

**8. Discussion and consideration regarding vision planning for Meadows Place.**

Alderman Baker stated that she reached out the Fort Bend Chamber and they recommended... Alicia Cook. Alderman Baker asked her to come meet with Council and staff to discuss ideas. She also explained that we are in a transition period so not in a big rush at this time. Cost will be based on how dee the City wants to go into Vision Planning.

Alderman Staigle stated that Council still needs to decide if Council will be involved, or we will they turn this over to a committee. He also stated that the City currently doesn't have a budget for this item, so Council needs to decide how much money and time they want to spend on this project.

Alderman Baker stated that we need to make sure to separate goals from visions for the future. There was discussion about giving the new Mayor time to settle in and look at this project after budget planning for the 2024-2025 budget. Council would like a brief overview with possible expenses. Council agreed to reconvene a couple months after the new Mayor takes office and schedule a consultant to present to Council during budget planning. Alderman Baker will get with the vendor on a date.

**9. Discussion and consideration regarding mosquitos in Meadows Place.**

Mayor Jessup stated that this is his item. He has concerns about pools not being maintained in the city and how to get access to the backyard to throw mosquito pucks in those pools. He believes this issue is health, safety and welfare concern. Alderman Staigle stated that there is a process that must be followed. Mayor Jessup explained that the Code Enforcement Official and Judge are both well educated in the process and have issued a warrant to address a a dirty pool. He reminded the residents to report these issues to the city officially in order for staff to address the issue.

**10. Discussion and consideration authorizing staff to file a notice of intent to apply to Houston Galveston Area Council for a Livable Centers Planning Study.**

Alderman Staigle stated that he was the one who initiated this item and asked to staff to look into it. He stated that this will take some effort from staff and a marching contribution to the City. After reviewing the process, he and staff have decided that we may not pursue this application. Alderman Kopczynski stated that he has looked through information and does not want to proceed with the application.

No action was taken by Council on this item.

**E. 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:**

March 26, 2024 – City Council Meeting

April 2, 2024 – Joint Public Hearing and City Council Special Meeting

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

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was present.

The motion passed unanimously.

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

**Silvio Romano, resident at 11923 Bloomington,** thanked Mayor Jessup for all his work for the city.

**Emily Merkley, resident at 11702 Scottsdale Drive**, asked if Council would be willing to change the date of the May 28<sup>th</sup> City Council meeting due to swim meet.

**Chuck McClurkin, resident at 11947 Brighton**, thanked Mayor Jessup for all that he has done for the City of Meadows Place, and it is a much better place thanks to his leadership.

**Tia Baker, alderman and resident at 11510 Scottsdale**, thanked Mayor Jessup for all of his research, phone calls, talking to people and for his vision and leadership. She is honored to work beside him.

Mayor Jessup thanked everyone for their kind words.

**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 Jessup recessed the regular meeting at 8:40 p.m. for Council to go into executive session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.

*Mayor Jessup left the meeting at 8:47 p.m.*

**H. EXECUTIVE SESSION**

**Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters regarding the annual evaluation of the City Administrator.**

The executive session adjourned at 9:42 p.m. and Mayor Pro-Tem Baker reconvened City Council into regular session.

**I. RECONVENE**

**Discuss and take appropriate action regarding the annual evaluation of the City Administrator.**

No action was taken.

**J. ADJOURN**

There being no further business to discuss the meeting adjourned at 9:42 p.m.

**These minutes were approved by City Council on May 21, 2024.**

**ATTEST:**

Courtney Rutherford  
Courtney Rutherford, City Secretary

Audrey St. Germain  
Audrey St. Germain, Mayor



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, APRIL 23, 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.**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 5:39 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman (*Arrived 5:48 p.m.*)

Tia Baker, Mayor Pro Tem  
Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

David Mertins Sr., Alderman, was not present.

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; Assistant Police Chief, Jack Ashton; Finance Director, Anna-Maria Weston; and Public Works Director, Rod Hailey. Parks Director, Colene Cabezas, arrived at 5:52 p.m.

**B. Discussion regarding City Communications.**

Communications Director, Cameron Miller, gave a brief presentation about the things he has accomplished in the last three (3) months.

**Updates:**

- Animal Camera is now at 62,586 views.
- Bird buddy had one day with a lot of birds.
- Code Red Training & Management
  - Chief Stewart gave a brief update on Code Red training. He stated that the City Administrator, Nick Haby, and Communications Director, Cameron Miller, will be added as authorized users.

**New Items:**

- Summer staff advertising
  - March 27<sup>th</sup> – Ran ad for 7 days, cost \$25 and resulted in 71 clicks. Since this time the employment page on the City website has had 659 views.
- Shirts with QR Code
- Completed 3 of 4 Incident Command Trainings
- Drone compliance with new FAA Remote ID Rules effective March 16, 2024, and registered with FAA.
- Closed caption now offered for Council Meeting Livestream – Staff has meeting

scheduled this week and will report back to Council on cost.

- Renewing DRONE license at the end of May.
- Newsletter – What does it look like with a new Mayor?
  - 2 Full Pages – Message from the Mayor and “Did you know?”

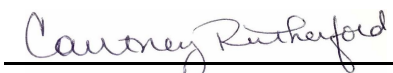
There was brief discussion among Council and staff regarding the future of the newsletter. Cameron suggested that the Did you know? Section could become a section where he promotes post/information usually posted on social media. There was discussion to move away from printing and just publishing digital newsletters. Council discussed a survey to see what residents prefer. Cameron wanted Council to know that staff has a plan moving forward with the newsletter during the transition period. Council encouraged Cameron to bring suggestions to improve the newsletter.

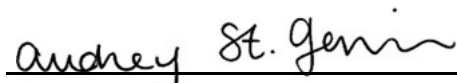
### C. Adjourn

There being no further business to discuss the meeting adjourned at 6:15 p.m.

**These minutes were approved by City Council on May 21, 2024.**

#### ATTEST:

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS  
HELD ON TUESDAY, MAY 14, 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, Charles D. Jessup IV, at 6:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins Sr., Alderman  
Kurt Kopczynski, Alderman

Tia Baker, Mayor Pro Tem  
Rick J. Staigle, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

Kelle Mills, Alderman, was not present.

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

- **Moment of silence for former Alderman Clyde Little**

Mayor Jessup asked for a moment of silence in honor of former Alderman Clyde Little who recently passed.

**B. Discussion and consideration of Resolution No. 2024-16 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Construction Management Services for the Dorrance Lane Reconstruction Project Phase 2.**

Alderman Staigle moved to approve Resolution No. 2024-16 authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for Construction Management Services for the Dorrance Lane Reconstruction Project Phase 2. 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.



Alderman Staigle reminded Council and the residents that this project is being fund by a Fort Bend County Mobility Bond.

**C. Discussion and consideration authorizing HDR Engineering to bid for the Dorrance Lane Reconstruction Project Phase 2.**

Alderman Kopczynski moved to authorize HDR Engineering to bid for the Dorrance Lane Reconstruction Project Phase 2. 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.

**D. Discussion and consideration to reschedule the Regular City Council Meeting in May to May 21, 2024.**

Alderman Staigle moved to reschedule the Regular City Council Meeting in May to May 21, 2024. 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.

**E. Discussion and consideration of Ordinance No. 2024-24 canvassing the returns and declaring the results of the General Municipal Election held on May 4, 2024, for the purpose of electing a Mayor, Alderman Place 1, Alderman Place 2, and Alderman Place 3 for the City of Meadows Place.**

Mayor Jessup read the canvass report for the May 4, 2024, General Election for the City of Meadoows Place. A summary is as follows:

<u><b>Mayor</b></u>	
Dave Dyer	177
Douglas Barber	12
<b>Audrey St. Germain</b>	<b>371</b>
<u><b>Alderman Place No. 1</b></u>	
<b>David Mertins Sr.</b>	<b>439</b>

**Alderman Place No. 2**

**Tia Baker 469**

**Alderman Place No. 3**

**Rick Staigle 451**

After reading the results Mayor Jessup announced the following were duly elected to their respective positions.

Audrey St. Germain elected Mayor, David Mertins, Sr. elected Alderman Place 1, Tia Baker elected Alderman Place 2, and Rick Staigle elected Alderman Place 3.

Once the Council Members had completed their review of the canvass, Mayor Jessup called for a motion to approve Ordinance No. 2024-24, canvassing the returns and declaring the results of the General Election held May 4, 2024.

Alderman Baker moved to approve Ordinance No. 2024-24 canvassing the returns and declaring the results of the General Municipal Election held on May 4, 2024, for the purpose of electing a Mayor, Alderman Place 1, Alderman Place 2, and Alderman Place 3 for the City of Meadows Place. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

Alderman Mills was not present.

After the Ordinance passed, Mayor Jessup stated the following:

This concludes the canvass of the election of the General Election held on May 4, 2024, for the City Meadows Place with a total of **567** voters.

**F. Issuance of Certificate of Election and Administer Oath of Office to Elected Officials. Audrey St. Germain , Mayor; David Mertins, Sr., Alderman Place 1; Tia Baker, Alderman Place 2; and Rick Staigle, Alderman Place 3.**

Meadows Place Municipal Judge Bret Kisluk administered the Oath of Office to the newly elected officials.

Mayor Jessup addressed Council, staff, and residents and expressed his gratitude for allowing him to server the City.

Mayor Jessup then stepped down and and newly elected Mayor Audrey St. Germain joined Council on the dais.

**G. Comments from outgoing Mayor Jessup and incoming Mayor St. Germain**

Mayor St. Germain took her place on the dais and thanked the residents for electing her Mayor. She also thanked Mayor Jessup for being a friend and mentor.

Alderman Staigle then presented Mayor Jessup with a proclamation of appreciation for his twenty-two (22) years of dedicated service to the City.

Mayor St. Germain then invited the public to speak regarding the retirement of Mayor Jessup.

The following thanked Mayor Jessup for his service and dedication to the City of Meadows Place.


- Ken Mathew, Stafford Mayor
- Virginia Rosas, Stafford Council Member
- Alice Chen, Stafford Council Member
- Bret Kisluk, Meadows Place Honorable Judge
- Billy Burge, Meadows Place Developer
- Allen Owen, former Mayor of Missouri City
- Mark McGrath, former Mayor of Meadows Place
- Jennifer Cabello, former Meadows Place Code Enforcement Officer
- Gary Stewart, Meadows Place Police Chief
- Courtney Rutherford, Meadows Place City Secretary. Ms. Rutherford also thanked Mayor Jessup's wife, Elaine, for her support of the Mayor, staff, and residents.

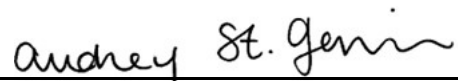
**H. Adjourn**

There being no further business to discuss Mayor St. Germain adjourned the meeting at 7:10 p.m. and invited the public for light refreshments and to visit with her and Mayor Jessup.

**These minutes were approved by City Council on May 21, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MAY 21, 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.**

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

Tia Baker, Mayor Pro Tem  
Rick Staigle, Alderman

Alderman, Kelle Mills, was not present.

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; Finance Director, Anna-Maria Weston; and .

- 1. Pledge of Allegiance: Andy Fenwick and Colby Fenwick, residents**
- 2. 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 report for April 2024, which was distributed to City Council and filed with the City Secretary.

Chief Stewart introduced the department's new chaplain, Jimmy Fenwick.

He spoke on a few highlights from the month as follows:

- Calls for Service – 2828
- Accidents – 8 (Fatality accident May 5<sup>th</sup> on W Airport)
- Arrest – 8
- Traffic Citations Issued – 323
- Assault – 3
- Burglary of Motor Vehicle – 1

- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 0
- Robbery – 0
- City Ordinance – 2
- Theft – 6
- Property Checks – 2698
- Flock Safety Alerts – 66
  - Stolen Vehicles – 4
  - Sex Offender – 36
  - Stolen License Plates – 9
  - Gang/Suspected Terrorists – 2
  - Missing Person Alert – 1
  - Warrant – 2
  - Protection Order – 7
  - Other Agency Hot List – 5
  - Violent Person – 0

#### **Additional Notes:**

- Mesa: The tennis court project is being installed. Remote connection is being tested and cards loaded into the database.
- Grants Status (remains the same):
  - Dispatch Console grant in review ( 197k) Has made it to the next level of review (making progress)
  - We are currently seeking a \$250k grant for in-car-camera and body cameras (currently researching a secondary source). Jerry is working on a secondary source and is currently under review.
- Legal Update training, Taser Recertification, and additional classes continue, Team Teaching with our neighbors and DPS.
- Anna Maria and Assistant Chief Ashton attended FEMA accounting 10 I course T-600 this past Wednesday, Thursday, and Friday in Galveston.
- The morning of May 29th we will have our annual EOC/Hurricane season preparedness meeting.
- Received two Dispatch applications for review for one full-time, one part-time. Full-time has moved to the background phase. Received one application for Police Officer (currently under review).
- Preparing for Kick -Off to Summer and the Fourth of July.
- IAPs have been completed for the Kick to Summer and 4th of July in progress.

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

Ms. Hernandez presented the quarterly report on Code Enforcement which was distributed to City Council and filed with the City Secretary. This report covered activity for March through May 2024. A few key points are listed below.

Alderman Mertins welcome Ms. Hernandez to the position.

Alderman Staigle asked if she follows up on complaints. Ms. Hernandez stated that most complaints are via the website with no contact, however if they email her directly, she does follow up.

City Administrator, Mr. Haby, stated that with the Code Enforcement Official in he would like to have a workshop to discuss code enforcement.

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

Mayor St. Germain presented the fire report for April 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 45 incidents in Meadows Place over the last month and 24 of those calls were assist EMS with medical incidents.

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

#### **a. Disaster Accounting Training**

Mr. Haby stand ted that our Finance Director and Assistant Police Chief attended. FEMA's requirements change overtime. Ms. Weston stated one of biggest takeaways was the importance of policies in place during an event. Staff will be revising policies to meet FEMA requirements and bring to council at the next meeting for approval.

#### **b. Kickoff to Summer – June 7**

Mr. Haby reminded everyone about Kickoff to Summer and invited Council members to come out and help cook and serve hamburgers and hot dogs to the public.

#### **c. City's Personnel Policy**

Mr. Haby stated that Council approved a new Personnel Policy about 2 years ago and over the last 2 years staff has found some areas that need some changes or improvements. Staff will bring these proposed changes to Council for review and approval in the next couple of months.

## **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 the consultant has been reaching out to CenterPoint, however we are still waiting.

#### **D. REGULAR AGENDA**

##### **1. Discussion and consideration of Ordinance No. 2024-25 electing a Mayor Pro Tem.**

Alderman Kopczynski made a motion to approve Ordinance No. 2024-25 electing as Alderman Rick Staigle Mayor Pro Tem. 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 of Resolution No. 2024-17 removing Charles Jessup and designating a new check signer for the City accounts at Independent Bank and designating primary check signers effective immediately upon passage of this ordinance.**

Alderman Mertins amended his motion to approve Resolution No. 2024-17 removing Charles Jessup and designating Audrey St. Germain a new check signer for the City accounts at Independent Bank and designating primary check signers effective immediately upon passage of this ordinance. 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.

##### **3. Discussion and consideration of Resolution No 2024-18 designating Audrey St. Germain Mayor; David N. Haby, City Administrator; and Courtney Rutherford, City Secretary; as the Authorized Representatives and Finance Director, Anna-Maria Weston as an Inquiry Representative for the City's TexPool Investment account.**

Alderman Baker made a motion to approve Resolution No 2024-18 designating Audrey St. Germain Mayor; David N. Haby, City Administrator; and Courtney Rutherford, City Secretary; as the Authorized Representatives and Finance Director, Anna-Maria Weston as an Inquiry Representative for the City's TexPool Investment account. 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.

- 4. Discussion and consideration of Resolution No. 2024-19 – designating Audrey St. Germain, Mayor; David N. Haby, City Administrator; and Anna-Maria Weston, Finance Director; as authorized users to access and move money via the City’s Lone Star account and removing Charles Jessup IV, Mayor; and Courtney Rutherford, City Secretary.**

Alderman Kopczynski made a motion to approve Resolution No. 2024-19 – designating Audrey St. Germain, Mayor; David N. Haby, City Administrator; and Anna-Maria Weston, Finance Director; as authorized users to access and move money via the City’s Lone Star account and removing Charles Jessup IV, Mayor; and Courtney Rutherford, City Secretary. 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.

- 5. Discussion and consideration of Resolution No. 2024-20 authorizing the Mayor to execute a contract amendment with i3 Verticals, AVR, adding NCOA Data Verification Service to Statement Processing suite.**

Alderman Staigle made a motion to approve Resolution No. 2024-20 authorizing the Mayor to execute a contract amendment with i3 Verticals, AVR, adding NCOA Data Verification Service to Statement Processing suite. 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.

- 6. Discussion and consideration of Resolution No. 2024-21 authorizing the Mayor to execute Lease Agreement No. L137427 with CenterPoint Energy Houston, LLC For a parking area on**



**0.46-acre (20,000 square feet) parcel of land out of a 24.75-acre tract or parcel of land situated in the H.J. Dewitt Survey, Abstract 162, Fort Bend County, Texas.**

Alderman Staigle explained that this is for the proposed parking lot at the EOC/Training Center which is part of the Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford.

Alderman Staigle made a motion to approve Resolution No. 2024-21 authorizing the Mayor to execute Lease Agreement No. L137427 with CenterPoint Energy Houston, LLC For a parking area on 0.46-acre (20,000 square feet) parcel of land out of a 24.75-acre tract or parcel of land situated in the H.J. Dewitt Survey, Abstract 162, Fort Bend County, Texas. 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.

#### **7. Discussion and consideration regarding dates for 2024-2025 Budget Workshops.**

Council and staff discussed dates for a budget workshop and agreed to meet on June 19<sup>th</sup> at 6:00 p.m.at the Meadows Place EOC.

#### **E. 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:**

April 23, 2024 – City Council Workshop

April 23, 2024 – City Council Meeting

May 14, 2024 – City Council Special Meeting

Alderman Mertins moved to approve the Consent Agenda as presented. 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.

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

**Terry Henley, resident at 12203 Alston Dr,** congratulated Mayor St. Germain on an efficient meeting. He also encouraged Ms. Hernandez to keep enforcing the codes in Meadows Place. He recently was having warranty work down on his foundation and Ms. Hernandez stopped the job stating a permit was required. After speaking with the City Administrator, it was determined that permit was no needed for foundation warranty work. He stated that he does not think inspections should be required for permitting warranty work.

Mayor St. Germain stated that Council and staff will be reviewing the permit process.

**Silvio Romano, resident at 11923 Bloomington,** spoke about code enforcement complaints and he doesn't think anonymous complaints should not be accepted.

Emily Merkley, Scottsdale Dr, stated that she put about 100 books in the little libraries and noticed that they are gone. She stated that a resident told her that they a woman with a tote loading up all of the books in the Little Library. She asked staff to look into the issue.

**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 regular meeting at 7:10 p.m. for Council to go into executive session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.

**H. EXECUTIVE SESSION**

**Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters regarding the annual evaluation of the City Secretary.**

The executive session adjourned at 7:50 p.m. and Mayor Pro-Tem Baker reconvened City Council into regular session.

**I. RECONVENE**

**Discuss and take appropriate action regarding the annual evaluation of the City Secretary.**

No action was taken.

**J. ADJOURN**

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

These minutes were approved by City Council on June 25, 2024.

ATTEST:

Courtney Rutherford  
Courtney Rutherford, City Secretary

Rick Staigle  
Rick Staigle, Mayor Pro Tem





**MINUTES OF A POSSIBLE QUORUM OF THE MEMBERS OF THE MEADOWS PLACE CITY COUNCIL  
THE KICKOFF TO SUMMER EVENT HOSTED BY THE PARKS AND RECREATION DEPARTMENT ON  
FRIDAY, JUNE 7, 2024, AT 6:00 P.M., AT THE MCGRATH PARK LOCATED AT 12001 BRIGHTON  
LANE, MEADOWS PLACE, TEXAS, 77477.**

A quorum of City Council was not present. The following members were present; Mayor, Audrey St. Germain, and Alderman, David Mertins.

No official business was discussed by City Council.

**These minutes were approved by City Council on June 25, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Rick Staigle, Mayor Pro Tem





**MINUTES OF THE SPECIAL MEETING AND BUDGET WORKSHOP OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JUNE 19, 2024, AT 5:30 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, Audrey St. Germain, at 5:30 p.m. with the following present.

Audrey St. Germain, Mayor  
David Mertins, Sr., 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: Finance Director, Anna-Maria Weston; Police Chief, Gary Stewart; Parks & Recreation Director, Colene Cabezas; and Public Works Director, Rod Hainey.

**B. Discussion and consideration of Resolution No. 2024-22 terminating the City's contract with USW Utility Group as operator of its water and sewer utilities upon 30 days' written notice; declaring a necessary expense to preserve and protect public health and safety and authorizing the execution of a contract with Power Scoop to serve as the City's operator on a temporary emergency basis; and authorizing City staff to advertise a Request for Proposals for an operator for the City's water and sewer utilities.**

Alderman Staigle moved to approve Resolution No. 2024-22 terminating the City's contract with USW Utility Group as operator of its water and sewer utilities upon 30 days' written notice; declaring a necessary expense to preserve and protect public health and safety and authorizing the execution of a contract with Power Scoop to serve as the City's operator on a temporary emergency basis; and authorizing City staff to advertise a Request for Proposals for an operator for the City's water and sewer utilities. Alderman Mertins seconded the motion.

City Administrator, Nick Haby, gave a brief explanation of the item. He introduced Chris Malinowski, from HDR Engineering, who will help staff with the bid process. He is also an operator and familiar with the process.

Mr. Haby explained that the Mayor and staff met with USW regarding their concerns and to discuss the issues. They were unable to come to a solution. Staff also met with Power Scoop who will work as the Operator per the Emergency Service Agreement until the bid process is complete.

Barry Calhoun and Louis Rodriguez from Power Scoop were also present. They explained that they are very familiar with city's operations and are ready to take over.

There was discussion regarding the current issues with TCEQ and EPA. Mr. Calhoun explained that Mr. Rodriguez has been an operator for the city's plant in the past and their goal is to get the city back into compliance.

Alderman Staigle directed staff to ask the city attorney to send a demand letter to USW requesting the city records.

After discussion was complete Mayor St. Germain called for a vote.

The vote follows:

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

Nays: None

The motion passed unanimously.

**C. Discussion and consideration regarding the City's Training and Travel Budget and Policy.**

Terry Henley, the City's current TML representative, asked Council to increase his travel budget to \$3,000. Council briefly discussed the benefits of having Mr. Henley as the City's TML representative and the meetings that he attends annually. Council agreed to keep his current budget at \$2,000 and increase it to \$2,500 for fiscal year 2024 – 2025.

Alderman Staigle stated that he also asked staff for this item to discuss a possible cap on hotel expenses. Council and staff briefly discussed the cost of hotels related to travel and training. No changes were made to the policy at this time.

**D. Discussion and discussion of the proposed 2024-2025 Fiscal Year Municipal Budget, Tax Rate, Water and Sewer Rates, Revenue and Expenditure projections.**

Finance Director, Anna-Maria Weston, presented a review of the current budget for both the general and utility funds. She reviewed current revenue sources such as Sales Tax, Licenses and Permits, Franchise Fees, Fines and Forfeitures, Parks and Recreation events, and Interest earned. She also briefly reviewed the current fund balances and expenditures.

After reviewing the current year's budget Ms. Weston then gave a brief presentation on the proposed budget prepared by staff which included projected revenues and expenditures for fiscal year 2024-2025. Ms. Weston explained that proposed budget had been prepared with preliminary CAD property values from April 2024, the current property tax rate of \$0.79961/\$100 valuation, which is about a 5.5% increase in property tax revenue, a 5% COLA for staff, and 3 additional holidays. This proposed budget will maintain the current level of service to the residents without increased fees.

While reviewing the budget staff proposed a few market salary adjustments. The first proposal was to change the starting salary for a Police Officer to \$65,000. Staff also presented 3 other adjustments due to the market salary survey and/or title changes and additional duties assigned for the Accounting Clerk, Parks Superintendent, and Recreation Coordinator. Council authorized staff to make those adjustments effective June 23, 2024.

In reviewing the current fund budget Ms. Weston presented a list of staff wants not included in the proposed budget. This list includes vehicle purchases, Tyler Technologies city-wide software upgrade, tree trimming, Meadowglen Park capital outlay project, City Hall entry canopy replacement, City Hall lobby updates, pending street repairs, Police Department expansion, and city visioning process.

After discussion Council directed staff to move forward with purchasing a vehicle from the Police Department, schedule the tree trimming and get prices on a used vehicle for either Public Works or Code Enforcement.

During the budget discussions staff presented a few proposed changes to the Personnel Policy. One change discussed was the addition of 3 new holidays. Council agreed to add Martin Luther King day, Juneteenth, and Veteran's day as official City holidays. Staff will bring these proposed changes for approval to the June 25<sup>th</sup> meeting.

Council agreed to meet on the following dates:

- July 17<sup>th</sup> at 6:00 p.m. at the Training Center to review the proposed budget for fiscal year 2024-2025 fiscal year.
- August 13<sup>th</sup> at 6:30 p.m. at City Hall to Vote on the Proposed Tax Rate for fiscal year 2024-2025
- August 20<sup>th</sup> at 6:30 p.m. at City Hall for Public Hearing and vote on the fiscal year 2024-2025 Budget
- August 26<sup>th</sup> at City Hall for a Public Hearing and Record Vote on the fiscal year 2024-2025 the Tax Rate

#### **E. Adjourn**

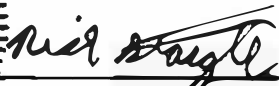
There being no further business to discuss Mayor St. Germain adjourned the meeting at 9:13 p.m.

**These minutes were approved by City Council on June 25, 2024.**

**ATTEST:**

  
Courtney Ruthford, City Secretary



  
Rick Staigle, Mayor Pro Tem



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JUNE 25, 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 Pro Tem Staigle at 6:33 p.m.**

David Mertins, Alderman  
Rick Staigle, Mayor Pro Tem  
Kelle Mills, Alderman

Tia Baker, Alderman  
Kurt Kopczynski, Alderman

Mayor, Audrey St. Germain, was not present.

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 Public Works Director, Rod Hailey.

- 1. Pledge of Allegiance:** Kip Stodghill, resident
- 2. Invocation:** Jimmy Fenwick, Chaplain and resident

**B. EMPLOYEE RECOGNITION**

**1. De'Angelo Richmond – 10 Years of Service**

Mayor Pro Tem Staigle recognized Officer Richmond for his 10 years of service and presented him with a Certificate of Appreciation and Service Pin.

**C. 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 June 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 – 3980
- Accidents – 6



- Arrest – 3
- Traffic Citations Issued – 356
- Assault – 0
- Burglary of Motor Vehicle – 7
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 1
- Robbery – 0
- City Ordinance – 25
- Theft – 6
- Property Checks – 2346
- Flock Safety Alerts – 43
  - Stolen Vehicles – 5
  - Sex Offender – 16
  - Stolen License Plates – 9
  - Gang/Suspected Terrorists – 0
  - Missing Person Alert – 0
  - Warrant – 4
  - Protection Order – 8
  - Other Agency Hot List – 1
  - Violent Person – 0

**Additional Notes:**

- The PD will have its first Annual Awards Ceremony since COVID this Thursday.
- Mesa: The tennis court project has been completed.
- Grants Status (remains the same):
  - Dispatch Console grant in review ( 197k) Has made it to the next level of review (making progress)
  - We are currently seeking a \$250k grant for in-car-camera and body cameras (currently researching a secondary source). Jerry is working on a secondary source and is currently under review.
- Legal Update training, Taser Recertification, and additional classes continue, Team Teaching with our neighbors and DPS.
- The morning of May 29th we had our annual EOC/Hurricane season preparedness meeting. We consider this to have been a successful meeting with a few minor "Tweaks."
- Currently there are two Dispatch applications in review: one full-time, one part-time. Full-time has moved to the background phase. One Police Officer application currently in background phase.
- Preparing for Kick -Off to Summer and the Fourth of July.
- IAPs have been completed for the Kick to Summer and 4th of July in progress.

Alderman Baker asked about the lower number of FLOCK hits. AC Ashton stated that they did reach out to FLOCK due to the decrease in hits. They are in the process of checking them now.

Alderman Baker thanked the Police Department for their presence at the swim meet earlier this week due to recent break-ins.

Alderman Kopczynski asked about cameras on the tennis court parking lots. Assistant Chief Ashton explained there are cameras, but they do not cover the entire area. Alderman Kopczynski also asked about adding cameras at the tennis courts. Ashton said the Police Department would also be in favor of additional cameras, however this would be for investigative purposes only. Mayor Pro Tem Staigle stated that this would be a budget discussion and would not be monitored.

## **2. Parks and 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 April, May, and June 2024. A few key points are listed below.

### **Event Recap**

- **Concerts in the Park** - April 5, April 12, and April 26. April 26<sup>th</sup> included Light the Night, a YAC and "Make-A-Wish" event that raised \$2,600.
- **Summer Kick Off** – June 7<sup>th</sup> (300 attended)
- **Bare Foot Friday and Jr Bare Foot Friday** (80 in attendance/ Swim and Concessions)

### **Upcoming Events**

- **July 4<sup>th</sup> Celebration (6-9:30pm) Funded through General Fund**
  - 12 Food/Drink Vendors, Carnival Rides, Spirit Booths, The Emotions, Fireworks
  - Meeting with PD on site and have confirmed Fire Department, Fire Marshal, Health Department Support
  - Bare Foot Friday and Jr Bare Foot
- **Bare Foot Friday and Jr Bare Foot – July 19<sup>th</sup>**
- **Summer Camp – approximately 20 campers per week, which is comparable to last year.**
- **Swim Lessons – filling up and being taught in house on by trained lifeguards.**
- **Community Center Rentals – April – June is booked. Six dates available for July – October.**

### **Projects Completed**

- Prepared pool for summer season. New entry desk, ceiling fans, lifeguard stands, rebuilt benches. All funded by EDC and General Fund.
- Water Fountain installation at Helfman Playground. Funded by EDC.
- Repairs splashpad electrical panel. Filing with insurance.

### **Upcoming Projects**

- Tennis Court Access – Funded by General Fund.
- Playground equipment inspection (3 times per year)
- Refresh painting of park fence line and awning poles

### **Staffing**

- 20 Pool staff including Front Desk Attendants (Training Lifeguard, 1<sup>st</sup> Aid, and AED)
- 10 Camp Counselors (Training Lifeguard, 1<sup>st</sup> Aid, and AED)
- 5 Nature Center Attendants
- As part of a new parks risk management plan staff are watching safety videos monthly covering equipment use and personal safety.

### **Partnerships**

- Swim Team
- Meadows Home and Garden – Bingo Night 7/12
- Meadows Elementary Field Trips
- MP Pony League – Ball Fields, Field House, and Batting Cage
- YAC – Wrapped up with 15 students will start again in September.
- Children’s Garden – Meeting Wednesdays
- Eagle Scout Project – Bench

Alderman Kopczynski asked about the ages for YAC. Ms. Cabezas stated that must be in 9<sup>th</sup> through 12<sup>th</sup> grade.

### **3. Fire Department Monthly Report for May 2024 – Rick Staigle, Mayor Pro Tem**

Mayor Pro Tem Staigle presented the fire report for May 2024 which was distributed to City Council and filed with the City Secretary. There was one (1) structure fire last month. There was a total of 50 incidents in Meadows Place over the last month and 22 of those calls were assist EMS with medical incidents.

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

#### **a. Code Red Training**

Mr. Haby stated that this is a system to notify the public via telephone in the event of an emergency. He explained that there is a link on the website to sign up. Staff will be attending training tomorrow.

#### **b. Household Hazardous Waste**

Mr. Haby explained that staff do get questions regarding batteries, paint, oil, etc. Fort Bend County does have a hazardous waste disposal on Bloom Rd in Rosenberg there is a link on city website.

#### **c. Wastewater Treatment Plant Rehabilitation Update**

Mr. Haby stated that new gates have been ordered and the bypass plan has been approved to install these gates. HDR is reviewing plan set for clarifier. Today we had a bid opening for the Lift Station Rehabilitation. About \$650,000 will be ARPA funding. The city received 2 bids and the low bid was \$650,100, however the city estimated \$400,000 for this project. HDR is reviewing the bids and will report back to council

soon.

Alderman Kopczynski asked about text options via code red and Ashton stated yes staff will review that in the training session.

#### **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. 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. Consultant is still working to get responses to CenterPoint.

#### **E. REGULAR AGENDA**

##### **1. Discussion and consideration regarding Resolution No. 2024-23 approving the Texas Health Benefits Pool Renewal Notice and Benefit Verification Form Setting the Employer Funded Defined Contribution Rate for Employee Medical, Dental, Long-Term Disability, Basic Life and AD&D, Voluntary Dependent Life and Additional Employee Life Coverage.**

Alderman Mertins made a motion to approve Resolution No. 2024-23 approving the Texas Health Benefits Pool Renewal Notice and Benefit Verification Form Setting the Employer Funded Defined Contribution Rate of 93% for Employee Medical, and 100% for Dental, Long-Term Disability, Basic Life and AD&D, Voluntary Dependent Life and Additional Employee Life Coverage funded by the employee. Alderman Kopczynski 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. 2024-24 authorizing the City Secretary to execute a Cyber Fund Interlocal Agreement with Texas Municipal League Intergovernmental Risk Pool for continued Cyber Security Coverage.**

Alderman Baker made a motion to approve Resolution No. 2024-24 authorizing the City Secretary to execute a Cyber Fund Interlocal Agreement with Texas Municipal League

Intergovernmental Risk Pool for continued Cyber Security Coverage with CORE+. 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. 2024-25 amending the City of Meadows Place Personnel Policy Sections 1.2 – Definitions, 3.6 – Flex Time 9/80 Alternative Work Schedule, 5.4.2 – On-Call/Callouts, 5.4.3 – Emergencies, 6.1 – Holidays, 6.3.2 – Administrative Sick Leave, 6.4 – Parental Leave, 6.6 – Funeral/Bereavement Leave, and 6.8 – Administrative leave without Pay.**

Alderman Baker made a motion to approve Resolution No. 2024-25 amending the City of Meadows Place Personnel Policy Sections 1.2 – Definitions, 3.6 – Flex Time 9/80 Alternative Work Schedule, 5.4.2 – On-Call/Callouts, 5.4.3 – Emergencies, 6.1 – Holidays, 6.3.2 – Administrative Sick Leave, 6.4 – Parental Leave, 6.6 – Funeral/Bereavement Leave, and 6.8 – Administrative leave without Pay. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

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:**

May 21, 2024 – City Council Meeting

June 7, 2024 – City Council Possible Quorum – Kick off to Summer.

June 19, 2024 – City Council Budget Workshop

Alderman Kopczynski 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.

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

**Kip Stodghill, resident at 11802 Amblerwood Dr**, stated that he was frustrated with the permit process for a patio cover that he recently replaced on his house. Mayor Pro Tem stated that has come up in discussion with Council. The City Administrator and City Secretary have a meeting scheduled with Safebuilt on July 10<sup>th</sup>.

**Terry Henley, resident at 12203 Alston Dr**, stated that there is an issue with the building code, but the only way to address is to go to the state level. He stated that EDC approved \$10,000 for the pad for the new batting cage and City Council will have to approve a resolution authorizing those funds.

He also stated that in May he sent an email to Council requesting additional funding for his TML rep travel. Mayor Pro Tem Staigle stated that Council discussed this during the Budget Workshop and the City Administrator, Mr. Haby, will be in contact with him.

Mr. Henley also stated that a couple of years ago Council approved the max homestead exemption and an over 65 exemptions. He asked Council to increase the over 65 exemptions.

**H. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:22 p.m.

**These minutes were approved by City Council on July 23, 2024.**

**ATTEST:**

Courtney Rutherford  
Courtney Rutherford, City Secretary

Audrey St. Germain  
Audrey St. Germain, Mayor





**MINUTES OF A POSSIBLE QUORUM OF THE MEMBERS OF THE MEADOWS PLACE CITY COUNCIL  
ATTENDED THE JULY 4<sup>TH</sup> CELEBRATION EVENT HOSTED BY THE PARKS AND RECREATION  
DEPARTMENT ON JULY 4, 2024, AT 6:00 P.M., AT THE MCGRATH PARK LOCATED AT 12001  
BRIGHTON LANE, MEADOWS PLACE, TEXAS, 77477.**

The following members of City Council were present.

Audrey St. Germain, Mayor  
David Mertins, Sr., Alderman  
Kelle Mills, Alderman

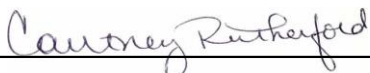
Rick Staigle, Mayor Pro Tem  
Kurt Kopczynski, Alderman

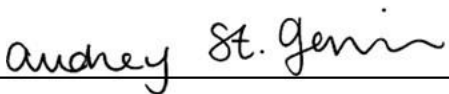
Aldermen Tia Baker and Kelle Mills were not present.

No official business was discussed by City Council.

**These minutes were approved by City Council on July 23, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor



**MINUTES OF THE EMERGENCY MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JULY 9, 2024, AT 3:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.**

The meeting was called to order by Mayor, Audrey St. Germain, at 3:00 p.m. with the following present.

Audrey St. Germain, Mayor  
Kurt Kopczynski, Alderman

David Mertins, Sr., Alderman  
Kelle Mills, Alderman

Mayor Pro Tem, Rick Staigle, and Alderman Tia Baker were not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Police Chief, Gary Stewart; and Communications Director, Cameron Miller.

- 1. Discussion and consideration of Resolution No. 2024-26 authorizing Alsay Incorporated to complete the emergency repair to Water Well #3 motor and authorizing associated expenditures in the amount not to exceed \$60,000.**

City Administrator, Nick Haby, explained that motor was damaged during Hurricane Beryl during power surges when power was reestablished. He also informed Council that Well #1 is currently running on generator power and well #2 is not working due to lack of power, therefore this repair needs to be completed as soon as possible. The vendor has informed staff that they can get the motor and make the repair tomorrow, July 10<sup>th</sup>.

Alderman Mertins moved to approve Resolution No. 2024-26 authorizing Alsay Incorporated to complete the emergency repair to Water Well #3 motor and authorizing associated expenditures in the amount not to exceed \$60,000. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski, and Mills

Nays: None

Aldermen Baker and Staigle were not present.

The motion passed unanimously.

- 2. Discussion and consideration of Resolution No. 2024-27 temporarily suspending permit fees as an emergency measure in response to a state of disaster/state of emergency due to Hurricane Beryl.**



City Secretary, Courtney Rutherford, explained that this ordinance waives permit fees only and does not waive inspection or plan review requirements and repairs must be due to damage from Hurricane Beryl.

Alderman Kopczynski moved to approve Resolution No. 2024-27 temporarily suspending permit fees as an emergency measure in response to a state of disaster/state of emergency due to Hurricane Beryl through September 1, 2024. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski, and Mills

Nays: None

Aldermen Baker and Staigle were not present.

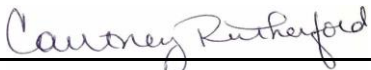
The motion passed unanimously.

### 3. Adjourn

There being no further business to discuss Mayor St. Germain adjourned the meeting at 3:14 p.m.

**These minutes were approved by City Council on July 23, 2024.**

#### ATTEST:

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**MINUTES OF THE SPECIAL MEETING AND BUDGET WORKSHOP OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON WEDNESDAY, JULY 17, 2024, AT 6:00 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, Audrey St. Germain, at 6:05 p.m. with the following present.

Audrey St. Germain, Mayor  
David Mertins, Sr., 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: Finance Director, Anna-Maria Weston; Communications Director, Cameron Miller; Police Chief, Gary Stewart; Parks & Recreation Director, Colene Cabezas; and Assistant Chief Jack Ashton.

**B. Review and discussion of the proposed 2024-2025 Fiscal Year Municipal Budget, Tax Rate, Water and Sewer Rates, Revenue and Expenditure projections.**

Finance Director, Anna-Maria Weston, presented the quarterly investment and financial reports reviewing current investment balances, fund balances, and fund reserves.

Ms. Weston then reviewed the revised proposed budget for both the utility and general funds. She reviewed current revenue sources such as Sales Tax, Licenses and Permits, Franchise Fees, Fines and Forfeitures, Parks and Recreation events, and Interest earned. She also briefly reviewed the current fund balances and expenditures.

There was brief discussion regarding closed captioning of livestreaming of the City Council meeting. Council decided to review this option at a later date. Staff will meet with the City Attorney and review requirements for closed captioning.

Communications Director, Cameron Miller, gave a brief presentation regarding the City's monthly newsletter. He suggested moving to a quarterly newsletter. There was discussion regarding a survey of the residents regarding a quarterly publication. Mr. Miller also presented a full page dedicated to Meadows Place EDC to publish updates on their meetings and businesses in the city. Council and staff discussed sharing the cost of the newsletter with the EDC.

Council agreed to change to a quarterly publication that will be published in December, March, June, September effective December 1, 2024. Staff will bring a fee schedule adjustment for ads for quarterly and annual publication.

Council and staff discussed the proposed tax rate of \$0.79961 for fiscal year 2024-2025. Council agreed to meet on August 7<sup>th</sup> at 5:30 p.m. to discuss the proposed tax rate.

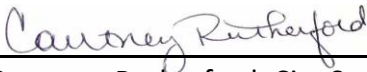
There was discussion to name the lake after Mayor, Charles Jessup IV and having a dedication ceremony at the Fall Festival in October. Council agreed on the name Lake Jessup. Council directed staff to get pricing on a granite name sign with bronze birds, information sign, and bench with background on Mayor Jessup the lake.

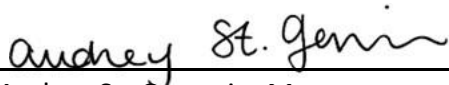
**C. Adjourn**

There being no further business to discuss Mayor St. Germain adjourned the meeting at 7:38 p.m.

**These minutes were approved by City Council on July 23, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON JULY 23, 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, Public Works Director, Rod Hailey, and Finance Director; Anna-Maria Weston.

**1. Pledge of Allegiance – Mayor St. Germain**

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 June 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 – 2900
- Accidents – 9
- Arrest – 3
- Traffic Citations Issued – 301
- Assault – 1
- Burglary of Motor Vehicle – 4
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 7
- Fraud – 0
- Robbery – 0
- City Ordinance – 1

- Theft – 1
- Property Checks – 2581
- Flock Safety Alerts – 86
  - Stolen Vehicles – 15
  - Sex Offender – 37
  - Stolen License Plates – 13
  - Gang/Suspected Terrorists – 12
  - Missing Person Alert – 0
  - Warrant – 1
  - Protection Order – 7
  - Other Agency Hot List – 1
  - Violent Person – 0

#### **Additional Notes:**

- The PD will have its first Annual Awards Ceremony since COVID.
- Grants Status (remains the same):
  - Dispatch Console grant in review (197k) Has made it to the next level of review (making progress)
  - We are currently seeking a \$250k grant for in-car-camera and body cameras (currently researching a secondary source). Jerry is working on a secondary source and is currently under review.
- City of Meadows Place TDEM/FEMA Recovery Team is in attendance to all FBC-OEM TDEM, and FEMA Recovery calls/meetings and preparing submission for both the state and federal levels.
- Currently there are two Dispatch applications in review, one full-time and one part-time has moved to the background phase. One Police Officer application is currently in background phase.
- Fourth of July went well.
- IAPs for Fall Festival in progress.
- We are for Hurricane Beryl After Action Review, (date to be announced). We are reviewing all paperwork and submitting documents to the County, State, and FEMA. Chief acknowledged all the hard and effort the EOC Team consisting of Police Officers and Public Works personnel that stood up during the event to ensure the safety and continuity of services during and after the storm, this includes the Mayor! Each employee went above and beyond to complete a tedious and difficult mission, and he was proud to serve with each and every one of them!

Alderman Kopczynski asked if there would be any benefit from installing FLOCK cameras at an internal location in the City. Chief would be better to have exit cameras at the entrances of the city.

## **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 April, May and June 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. Phase I of the sidewalk replacement has been completed; 62 locations were completed at a cost of \$37,935.00. Approximately 59% of the annual budget. The remainder of the budget will be used by September 2024.

**Street Repairs /Road Fee funding:** The street panel replacement program is funded by the road use fee and the budget is \$185,000. We have utilized 49% of the budget.

**USW Expenses October, November, and December 2023:** April 2024 – \$34,631.04, May 2024 - \$24,351.25, and June 2024 - \$33,397.44. The Water Maintenance and Repair Budget is at 69% and should be around 50%. Sewer Maintenance and Repair Budget is at 38%.

**Other repairs with USW and outside vendors:**

1. HDR, clarifier repair project has been awarded. Project is 540 consecutive day contract and will be completed May 20, 2025.
2. Picture of gate valve installation
3. Blowers at the Wastewater Plant:
  - Blower #1 – Motor being reworked. Blower estimates cost \$18,500
  - Blower #2 – Operational (New)
  - Blower #3 – Not Operational. NTS, estimate for motor and blower repair \$28,748.00. Not approved as of today.
  - Blower #4 - Operational
4. The pressure vessels at each plant have been inspected by Preventative Services. Plant #1 passed inspection, and only required a small epoxy repair inside. Plant 3 required repairs inside and outside at a cost of \$22,000. Work has been authorized December 19, 2023, and has been completed.
5. Lake pump update. The lake pump that utilizes recycled water for the irrigation system has been plagued with failures over the last few months. The main issue being the priming of the unit. Approximately six months ago a separate primer pump was installed, and this appeared to correct this issue. BUT now the sprinkler heads are being clogged and the pump will not continuously prime. The debris from the bottom of the lake is the root cause of the failure. As an alternative source to supply the irrigation system, a potable water connection has been made. Have contacted the original vendor, Pumps, Motors, and Controls. And we have finally received a quote for the new pump and filter system. After approval delivery and installation will be 12- 18 weeks. No update on delivery of new unit. 7/22/24

6. Arrowhead installed two new parking lot lights at the EOC. Cost \$6,320.00. also working on camera installation at all water plants.
7. Scheduled repairs at water plants, booster pumps. Plant #1 – leaking pump. Plant #2 leaking pump, and Plant #3 broken coupling on Booster pump.
8. New Generators. WWTP is still not operational, waiting for replacement parts from original manufacturer.

**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.

Thanked Power Scoop for keeping our systems working where we did not have to go on a boil water notice.

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

Mayor St. Germain presented the fire report for June 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 46 incidents in Meadows Place over the last month and 21 of those calls were assist EMS with medical incidents.

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

**a. Hurricane Beryl**

Mr. Haby stated that he wanted to echo Chief's statements regarding staff during the event. He shared that the City has the kind of staff that you want to go through a storm with.

He acknowledged the Finance Director, Anna-Maria Weston and Assistant Chief Jack Ashton for working on all of the paperwork for FEMA.

He shared that Mayor St. Germain jump right in during the storm and staff and citizens got to her heart.

He also shared that Fort Bend County has picked up 78 loads of debris in Meadows Place so far. He stated that the Communication Directors posted on the city's Facebook page that 78 loads is equal to 3,221.5 cubic yards and a standard washing machine in roughly one cubic yard. If you lined up that many washing machines it would be about 1.83 miles approximately .2 of mile longer than Dorrance Lane. equivalent to

## **b. FY25 Budget**

Mr. Haby stated that Council and staff have been reviewing the budget and Finance Director, Ms. Weston, has made adjustments for the TMRS rate and the newsletter changes. This is a balanced budget; however, the city is still waiting on the certified numbers from Fort Bend County Appraisal District.

## **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.

Mayor St. Germain stated how proud she is to serve with the staff, and this is a group that really cares about people.

### **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 CenterPoint will not issue final notice until city applies for the permit/license.

Mr. Haby met with the new staff member in Stafford and shared the mobility bond project information with him.

## **D. REGULAR AGENDA**

### **1. Discussion and consideration of Resolution No. 2024-28 accepting the letter of recommendation from HDR Engineering, Inc and authorizing the Mayor to execute an agreement with AR Turnkee Construction Company, Inc. in the amount of \$608,100 for the Wastewater Treatment Plant Lift Station Rehabilitation project per the recommendation of HDR Engineering, Inc.**

John Peterson from HDR was present and stated that 2 bids were received for this project and the low bidder was AR Turnkee Construction Company, Inc in the amount of \$608,100. They reviewed the bid for accuracy and checked references. He stated that this is a straightforward project, and they recommend AR Turnkee Construction Company, Inc. to complete the project.

Staigle stated that there is money in the city reserves to help fund this project.

Alderman Staigle moved to approve Resolution No. 2024-28 accepting the letter of recommendation from HDR Engineering, Inc and authorizing the Mayor to execute an



agreement with AR Turnkey Construction Company, Inc. in the amount of \$608,100 for the Wastewater Treatment Plant Lift Station Rehabilitation project per the recommendation of HDR Engineering, Inc. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

**2. Discussion and consideration of Ordinance No. 2024-26 authorizing and allowing, under the act governing the Texas Municipal Retirement System, Updated Service Credits and Cost of Living Adjustment and removing the Maximum Contribution Rate Limit.**

Alderman Staigle moved to approve Ordinance No. 2024-26 authorizing and allowing, under the act governing the Texas Municipal Retirement System, 100% Updated Service Credits and 70% Cost of Living Adjustment and removing the Maximum Contribution Rate Limit. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

**3. Discussion and consideration of Ordinance No. 2024-27 accepting the proposed Capital Improvement Plan for fiscal year 2024-2025.**

Alderman Kopczynski moved to approve Ordinance No. 2024-27 accepting the proposed Capital Improvement Plan for fiscal year 2024-2025. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

**4. Discussion and consideration of Ordinance No. 2024-28 amending the schedule of fees by increasing the fees for water and sewer service rates, garbage collection fee, tennis court**

**access cards, and facility rentals.**

Alderman Kopczynski asked about the non-resident fee for tennis court access. This fee was adopted about 6 months ago. Application does state rules. Enforcement is hard to determine if attendees have cards or not.

Alderman Kopczynski moved to approve Ordinance No. 2024-28 amending the schedule of fees by increasing the fees for water and sewer service rates, garbage collection fee, tennis court access cards \$75 for residents and \$250 for non-residents, and facility rentals. Alderman Staigle seconded the motion.

The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

**5. Discussion and consideration of Resolution No. 2024-30 accepting the 10/20 Year Write Off per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Carmen P. Turner, MPA PCC, CTOP.**

Alderman Mertins moved to approve Resolution No. 2024-30 accepting the 10/20 Year Write Off in the amount of \$338.68 from 2013 per Texas Property Tax Code Sec.33.05 "Limitation on Collection of Texas" from Fort Bend County Tax Assessor/Collector, Carmen P. Turner, MPA PCC, CTOP. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

**6. Discussion and consideration of Ordinance No. 2024-29 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-498010, Other Revenue Sources, \$241,566 awarded from Fort Bend County ARPA Funding for the purchase of a 500KW gas generator at the Wastewater Treatment Plant.**

Alderman Kopczynski moved to approve Ordinance No. 2024-29 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2024, increasing line item 100-498010, Other Revenue Sources, \$241,566 awarded from Fort Bend County ARPA Funding for the purchase of a 500KW gas generator at the Wastewater Treatment Plant. Alderman Mills

seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Kopczynski, and Mills.

Nays: None

Alderman Staigle abstained.

Alderman Baker was not present.

The motion passed unanimously.

**7. Discussion and consideration of Ordinance No. 2024-30 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-580000, Public Works Capital Outlay, \$241,566 from General Fund balance for the purchase of 500KW gas generator at the Wastewater Treatment Plant.**

Alderman Mertins moved to approve Ordinance No. 2024-30 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-580000, Public Works Capital Outlay, \$241,566 from General Fund balance for the purchase of 500KW gas generator at the Wastewater Treatment Plant. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

Alderman Staigle abstained.

Alderman Baker was not present.

The motion passed unanimously.

**8. Discussion and consideration of Ordinance No. 2024-31 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-52051, Police Vehicle Purchase, \$100,000 from the General Fund balance to purchase a new police vehicle and equipment needed.**

Alderman Kopczynski moved to approve Ordinance No. 2024-31 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-050-52051, Police Vehicle Purchase, \$100,000 from the General Fund balance to purchase a new police vehicle and equipment needed. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

**9. Discussion and consideration of Ordinance No. 2024-32 setting the 20<sup>th</sup> day of August 2024 at 6:30 p.m. at Meadows Place City Hall, 1 Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing on the proposed Municipal Budget Fiscal Year 2024-2025.**

Alderman Mertins moved to approve Ordinance No. 2024-32 setting the 20<sup>th</sup> day of August 2024 at 6:30 p.m. at Meadows Place City Hall, 1 Troyan Drive, Meadows Place, TX 77477, as the date, time, and place for a public hearing on the proposed Municipal Budget Fiscal Year 2024-2025. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

**10. Discussion regarding animal control in the city.**

Mayor St. Germain introduced this item. The Fort Bend County Animal Control Direct Renee Vasquez was present. Mr. Vasquez gave a brief presentation regarding their involvement in the community. They do free microchipping and would like to partner with the City of Meadows Place in the month of October.

The county picks up strays and they do the trap, neuter and return. The county shelter is currently at capacity, and they are working with rescue groups to help get animals adopted. The county does not charge for adoption.

The county is starting a new program for anyone wanting to adopt between June 1 and November 30 they will provide a year's worth of dog food, flea and tick treatment, and heartworm medications for 1 year.

Mr. Vaquez stated that the county also offers spay and neuter clinics.

Mayor St. Germain asked Council to review the current animal control ordinance as some of the language is vague and needs to be better defined. She has met with the Chief and they want to better define the ordinance so that it is enforceable.

Mayor St. Germain stated that she will work with the county for a microchip and vaccine clinic in the city.

Council and staff briefly reviewed Chapter 90 – Animal Control regulations of the Code of Ordinances. City Council directed staff to amend the ordinance by better defining premises, removing at heel and specifying that dogs must be on a leash even in the front yard.

#### **11. Discussion regarding parking regulations in the city.**

Mayor St. Germain introduced the item. She was stating that she and Mr. Haby looked through the established no parking zones and she would like to add a new parking zone. Council and staff reviewed Chapter 70, Parking Regulations. Staff went to verify signs were in place. Mr. Haby noted that ordinance does not show the change made a couple of years regarding Amblerwood and staff will look into getting that corrected. There are no parking signs on Mulholland, but staff could not find any parking regulations for this street in the ordinance, and they will also research that street.

Mayor St. Germain would like to add no parking on one side of Valencia near Dorrance southbound side facing towards the school. She is working with the school to educate parents, but this is still an issue. She suggested maybe posting certain times of no parking. Alderman Staigle stated that the county assists the school throughout the district with these issues and all this does is move the traffic farther down the street and this will take away parking for residents at their own house.

**Debbie Braund, resident and crossing guard,** spoke in favor of no parking signs. She says it is a safety issue for the kids walking. Alderman Staigle suggested reviewing signage with school district for the Meadows Elementary now that they school has been opened for a few years.

Alderman Mertins stated that he wanted to discuss the number of vehicles parked at each residence. He has seen numerous homes with 6-8 cars with temporary tags. He would like to create an ordinance regulating the number of cars at the residence.

Chief Stewart stated if they are running business out of the home there is an ordinance to use for enforcement.

Alderman Staigle suggested the Mayor and City Administrator get in touch with Stephanie Denton at the Fort Bend ISD to discuss parking and traffic issues around the school.

#### **E. CONSENT AGENDA**

- 1. Consider approval of the Quarterly Investment Report.**
- 2. Consider approval of the Quarterly Budget and Financial Report.**
- 3. Consider approval of the Minutes held as follows:**

June 25, 2024 – City Council Meeting

July 4, 2024 – City Council Possible Quorum – July 4<sup>th</sup> Event

July 9, 2024 – City Council Emergency Meeting

July 17, 2024 – City Council Budget Workshop

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

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

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

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

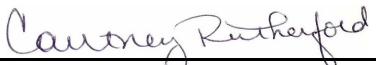
**Kelle Mills, alderman and resident**, stated that Chuck McClurkin's mother passed recently, and she was a long-time resident of Meadows Place. Alderman Kopczynski stated she was a sweet lady who will be missed.

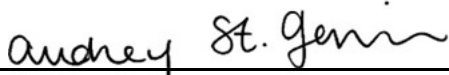
**G. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:11 p.m.

**These minutes were approved by City Council on August 27, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JULY 23, 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.**

The meeting was called to order by Mayor, Audrey St. Germain at 5:31 p.m. with the following present.

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

Rick Staigle, Mayor Pro Tem (*Arrived 5:38 p.m.*)  
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

**B. Discussion regarding City Communications.**

Communications Director, Cameron Miller, gave a brief presentation about the things he has accomplished in the last three (3) months.

**Updates:**

- Animal Camera is now at 83,919 views (Last meeting, April 23<sup>rd</sup>, it was 62,586 views)
- Code Red Training Complete
- Drone license (recurrent) complete.
- Mayor St. Germain is writing frontpage section of newsletter, I am writing Did You Know section.

**New Items:**

- Captured images for FEMA/insurance purposes. Have taken over 850 photos including drone\airial images.
- Newsletter moving to quarterly starting March 2025. Last monthly issue, Dec. 2024
- CodeRED successfully deployed. Waiting on purge list. CodeRED promotion (Newsletter, signs, LED sign, Social Media)
- Discuss Beryl and communications (Claw Video Views: 2,700 Facebook, 1,800 INSTA)
- Discuss social media and elected officials.

Council and staff briefly discussed social media and Council's interaction on social media. The City Attorney gave a presentation to City Council in 2021. He advised staff to be careful when interacting on social media and they should direct residents back to the City's social media pages or website for information. Mayor St. Germain reminded Council that they represent the body of Council and need to remember that when responding on social media. Council was also reminded that everything on the City's social media is archived, and these private group pages are not. Council directed staff to draft Rules and Procedures for City Council.

#### **Future Items**

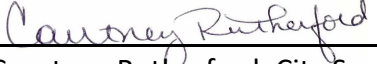
- Continue to discuss captioning and website streams.
- Distribution lists for vendors

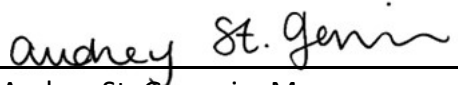
#### **C. Adjourn**

There being no further business to discuss the meeting adjourned at 6:16 p.m.

**These minutes were approved by City Council on August 27, 2024.**

#### **ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor







**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS  
HELD ON TUESDAY, AUGUST 13, 2024, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN  
DRIVE, MEADOWS PLACE, TEXAS 77477.**

**The meeting was called to order by Mayor St. Germain at 6:34 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; and Finance Director; Anna-Maria Weston.

**1. Discussion and consideration of Ordinance No. 2024-32 setting the maximum proposed tax rate; setting dates for any necessary public hearings on the proposed tax rate; and setting the date City Council will adopt the fiscal year 2024-2025 tax rate.**

Finance Director, Anna-Maria Weston, presented the different tax rates based on appraised property values from Fort Bend County Appraisal District. She also reviewed the current homestead exemption. There are currently 1247 homes claiming homestead exemptions which is 20% of the value. The average homestead exemption is \$57,379 on a house valued at \$286,894. The over 65 exemption is \$30,000 and there are 554 properties claiming the over 65 exemptions. There was a question about increasing the over 65 exemption and Ms. Weston explained that exemptions cannot be changed at this time, they must be set prior April each year.

She also presented proposed changes to the 2024-2025 proposed budget listed below.

- Reduced License and Permit Revenue from \$125,000 to \$110,000
- Increase City Hall Maintenance & Repairs from \$45,000 to \$65,000
- Increase Street Repairs from \$50,000 to \$75,000

Council reviewed the different tax rates per the budget presentation and unfunded Capital Improvement Projects.

Alderman Staigle moved to approve Ordinance No. 2024-32 setting the maximum proposed tax rate at \$0.884207 per \$100; setting August 26, 2024, at 6:30 p.m. for any necessary public hearings on the proposed tax rate; and the date City Council will adopt the fiscal year 2024-2025 tax rate. Alderman Mertins seconded the motion.

The record vote follows:

Aldermen Mertins	Aye
Alderman Baker	Aye
Alderman Staigle	Aye
Alderman Kopczynski	Aye
Alderman Mills	Aye

Mayor St. Germain was present but did not vote.

The motion passed unanimously.

**2. Discussion and consideration of Resolution No. 2024-31 accepting the auditor's engagement letter from Crowe LLP.**

Alderman Staigle moved to approve Resolution No. 2024-31 accepting the auditor's engagement letter from Crowe LLP. Alderman Kopczynski 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. 2024-32 authorizing NTS Pumps, Motors, and Controls to repair the blower number 3 at the city's Wastewater Treatment Plant in the amount not to exceed \$36,000.**

Alderman Staigle moved to approve Resolution No. 2024-32 authorizing NTS Pumps, Motors, and Controls to repair the blower number 3 at the city's Wastewater Treatment Plant in the amount not to exceed \$36,000. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2024-33 amending the City's Personnel Policy regarding emergency pay and holidays worked.**

Alderman Mertins moved to approve Resolution No. 2024-33 amending the City's Personnel Policy regarding emergency pay and holidays worked. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

#### **5. Discussion and consideration regarding vacation carry over for staff due to Hurricane Beryl.**

City Administrator, Nick Haby, stated that the a few years ago during COVID City Council allowed staff to carry over vacation. This current request is for a one-time carryover due to Hurricane Beryl. There was discussion regarding carryover in general. Council was in favor of some form of carryover on an annual basis. Council directed staff to review carryover procedures and bring back a policy change to allow vacation carryover.

Alderman Baker moved to allow 40 hours of vacation this one time due to Beryl. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

#### **6. Recess Special Agenda**

Mayor St. Germain recessed the special meeting at 7:17 p.m. to move into an Executive Session.

- a. 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.**

#### **7. Executive Session**

- a. 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.**

#### **8. Reconvene**

Mayor St. Germain reconvened the meeting at 8:11 p.m.

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

Alderman Mertins made a motion directing staff to work with the City Attorney to draft an incentive agreement as discussed for the business located at 11720 W Airport Blvd. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

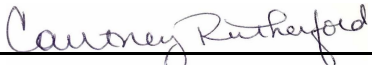
The motion passed unanimously.

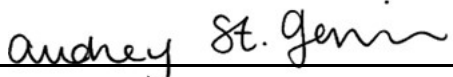
**9. Adjourn**

There being no further business to discuss the meeting adjourned at 8:12 p.m.

**These minutes were approved by City Council on August 27, 2024.**

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS  
HELD ON TUESDAY, AUGUST 20, 2024, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN  
DRIVE, MEADOWS PLACE, TEXAS 77477.**

**The meeting was called to order by Mayor St. Germain at 6:34 p.m.**

Audrey St. Germain, Mayor  
Tia Baker, Alderman

David Mertins, Alderman  
Kelle Mills, Alderman

Mayor Pro Tem Rick Staigle and Alderman and Kurt Kopczynski were not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; and Finance Director; Anna-Maria Weston; and Public Works Director, Rod Hainey.

**1. Conduct Public Hearing before the City Council of the City of Meadows Place, Texas to hear any and all persons desiring to be heard concerning City of Meadows Place Municipal Budget for Fiscal Year 2024-2025.**

Mayor St. Germain introduced the item and opened the Public Hearing at 6:35 p.m. Before taking public comment the Finance Director, Anna-Maria Weston, gave a brief presentation explaining how City Council and staff drafted the proposed budget.

Mayor St. Germain then called for public comment from the audience.

**Mike Bezner, resident,** questioned the voter approved tax rate. Mr. Haby explained that the three property tax rates. He wanted to know what rate would require an election. Alderman Staigle stated that if the City adopts a rate over the De Minimus Tax Rate an election would be required. He also questioned the infrastructure funds. Alderman Staigle stated that the infrastructure funds are dedicated to infrastructure maintenance and repairs. He wants the city to fund maintenance of sidewalks, streets, and water and sewer infrastructure.

Alderman Mertins explained that the proposed budget is supported by the current tax rate of \$0.799610, but there is no extra funding towards infrastructure.

**Terry Henley, resident at 12203 Alston Dr,** stated that he's been involved in budgets and tax rates for several years. He stated that the city needs to keep a tax rate under an 8% increase and \$500,000 in additional revenue. He also questioned the proposed valorem taxes for the 2024-2025 budget. Alderman Staigle explained that the ad valorem includes new builds like Tim Horton's and those values are not used when calculating the tax rate. He questioned the extra funds being used strictly for infrastructure improvements. City Council stated that the extra funds collected for tax

revenue would be used for infrastructure improvements.

With no one else signing up to speak, Mayor St. Germain closed the Joint Public Hearing at 7:31 p.m.

**2. Discussion and consideration of Ordinance No. 2024-33 approving and adopting the City of Meadows Place Municipal Budget for fiscal year 2024-2025.**

Alderman Staigle moved to approve Ordinance No. 2024-33 approving and adopting the City of Meadows Place Municipal Budget for fiscal year 2024-2025. Alderman Mertins seconded the motion.

The record vote follows:

Aldermen Baker	Aye
Alderman Staigle	Aye
Alderman Mertins	Aye

Aldermen Kurt Kopczynski and Kelle Mills were not present.

Mayor St. Germain was present, but did not vote.

The motion passed unanimously.

**3. Discussion and consideration Ordinance No. 2024-34 amending the Utility Fund Budget for the fiscal year ending September 30, 2024, increasing line item 300-046-567000, Utility Water Maintenance and Repairs, \$55,300 from the Utility Fund balance to complete a Lead and Copper inspections per TCEQ requirements.**

Alderman Staigle moved to approve Ordinance No. 2024-34 amending the Utility Fund Budget for the fiscal year ending September 30, 2024, increasing line item 300-046-567000, Utility Water Maintenance and Repairs, \$55,300 from the Utility Fund balance to complete a Lead and Copper inspections per TCEQ requirements. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, and Staigle.

Nays: None

Aldermen Kopczynski and Mills were not present.

The motion passed unanimously.

**4. Discussion and consideration of Ordinance No. 2024-35 amending the General Fund Budget**

**for the fiscal year ending September 30, 2024, increasing line item 100-040-520510, Public Works Vehicle Purchase, \$45,000 from the General Fund balance to purchase a new vehicle for public works.**

Alderman Staigle moved to approve Ordinance No. 2024-35 amending the General Fund Budget for the fiscal year ending September 30, 2024, increasing line item 100-040-520510, Public Works Vehicle Purchase, \$45,000 from the General Fund balance to purchase a new vehicle for public works. Alderman Mertins seconded the motion.

Alderman Staigle asked if the old vehicle would be kept or sold. Mr. Hainey stated that the old vehicle, a Ford Explorer, is in need of repair and costs more than the value of the vehicle, therefore it will be declared surplus and auctioned.

The vote follows:

Ayes: Aldermen Mertins, Baker, and Staigle.

Nays: None

Aldermen Kopczynski and Mills were not present.

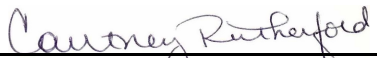
The motion passed unanimously.

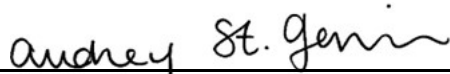
## 5. Adjourn

There being no further business to discuss the meeting adjourned at 7:35 p.m.

**These minutes were approved by City Council on August 27, 2024.**

### ATTEST:

  
Courtney Rutherford, City Secretary

  
Audrey St. Germain, Mayor





**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS  
HELD ON MONDAY, AUGUST 26, 2024, AT 6:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN  
DRIVE, MEADOWS PLACE, TEXAS 77477.**

**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; and Finance Director; Anna-Maria Weston.

**1. Conduct Public Hearing before the City Council of the City of Meadows Place, Texas to hear any and all persons desiring to be heard concerning the 2024 Tax Year Proposed Property Tax Rate for the City of Meadows Place.**

Mayor St. Germain introduced the item and opened the Public Hearing at 6:31 p.m. and then called anyone from the public desiring to speak on the proposed tax rate.

**Mike Bezner, resident 11842 Mulholland,** first lead everyone in the Pledge of Allegiance. Mr. Bezner requested no new tax and suggested the City consider selling the Discovery Center. He also requested the extra fees on the water bill be moved to a tax.

**Silvia Romano, resident at 11923 Bloomington,** spoke in support of the tax increase and supports parks programs and improvements and the Police Department.

**Kelle Mills, resident at 12123 Scottsdale,** spoke in favor of the tax increase in order to provide better services in the city.

**Terry Henley, resident at 12203 Alston Dr,** questioned the current ad valorem tax revenue online and in the budget approved last week. Council and staff explained that the city budgets conservatively and will not have actual numbers until the end of the physical year. Mr. Henley stated that he is not in favor of any tax rate over 8%.

**Silvio Romano, resident at 11923 Bloomington,** spoke in favor of the tax increase to keep up services in the city.

**Beatriz Velez, resident at 11819 Scottsdale,** asked Council to consider help with stray animals as part of the tax increase.



**Robert Work, resident at 12018 Scottsdale**, stated that she was not in favor of more taxes, but in reality knows the tax increase is necessary. She asked Council to take into consideration that property values are going up.

With no one else signing up to speak, Mayor St. Germain closed the Public Hearing at 7:00 p.m.

**2. Discussion and consideration of Ordinance No. 2024-36 providing a property tax rate for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2024.**

Alderman Mertins thanked the citizens for their input. He explained that city has several unfunded Capital Improvement projects, and these projects are mostly maintenance of infrastructure. Over the next 10 years there is about \$8,000,000 unfunded projects from the general fund and \$7,000,000 from the utility fund. He stated this tax increase will help the city fund these future projects. He also mentioned that staff works hard to get grants to help fund projects. The current WWTP project was partially funded by ARPA. He also stated that the EDC receives ½ of penny received in sales tax and that money helps to fund parks improvements.

Alderman Baker also shared that she has received emails from several residents and several people have brought up doing away with Concerts in the Park and Discovery Center. She stated that although not all residents attend the Concerts in the Park, but there are several that do attend. She also stated that the Discovery Center/Nature Center partners with local schools and has several field trips throughout the school year plus summer camp. She stated that if they city gets rid of these amenities and activities, we will lose our community. She stated that City Council has put lots of thought and discussion into the tax rate and does not take the decision lightly.

Alderman Mertins moved to approve Ordinance No. 2024-36 providing that the property tax rate be increased by the adoption of a tax rate of \$0.85, which is effectively an 8% increase in the tax rate. The motion died for lack of a second.

Alderman Baker moved to approve Ordinance No. 2024-36 providing that the property tax rate be increased by the adoption of a tax rate of \$0.838722, which is effectively a 6.02% increase in the tax rate. Alderman Kopczynski seconded the motion. The record vote follows:

Aldermen Baker                      Aye

Alderman Mills                      Aye

Alderman Kopczynski              Aye

Alderman Mertins                   Aye

Aldermen Staigle was not present.

Mayor St. Germain was present but did not vote.

The motion passed unanimously.

**3. Conduct a separate vote to ratify the property tax increase reflected in the 2024-2025 municipal budget adopted August 20, 2024.**

Alderman Mertins moved to to ratify the property tax increase increase of 6.02% reflected in the 2024-2025 municipal budget adopted August 20, 2024. Alderman Baker seconded the motion. The record vote follows:

Aldermen Baker                      Aye

Alderman Mills                      Aye

Alderman Kopczynski              Aye

Alderman Mertins                  Aye

Aldermen Staigle was not present.

Mayor St. Germain was present but did not vote.

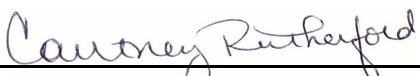
The motion passed unanimously.

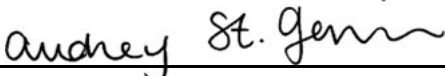
**4. Adjourn**

There being no further business to discuss the meeting adjourned at 7:17 p.m.

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

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor



**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 Trliceck, 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 Berly. 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 the 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.

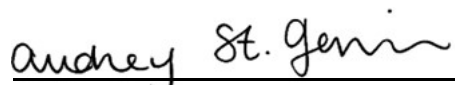
**I. ADJOURN**

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:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor



**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 1<sup>st</sup> 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 4<sup>th</sup>** – 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 12<sup>th</sup> (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 19<sup>th</sup> at the Discovery Center
- **Christmas Memories – December 6<sup>th</sup> 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 22<sup>nd</sup> 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 22<sup>nd</sup> day of October 2024 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 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)**

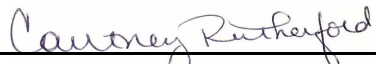
None

**G. ADJOURN**

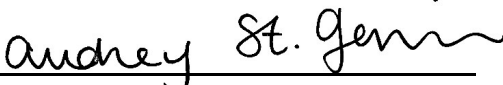
There being no further business to discuss the meeting adjourned at 7:27p.m.

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

**ATTEST:**

  
Courtney Rutherford, City Secretary



  
Audrey St. Germain, Mayor



**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS  
HELD ON TUESDAY, OCTOBER 8, 2024, AT 4:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN  
DRIVE, MEADOWS PLACE, TEXAS 77477.**

**The meeting was called to order by Mayor St. Germain at 6:31 p.m.**

Audrey St. Germain, Mayor  
Kurt Kopczynski, Alderman

David Mertins, Alderman  
Kelle Mills, Alderman

Rick Staigle, Mayor Pro Tem, Tia Baker, Alderman were not present.

Nick Haby, City Administrator, and Courtney Rutherford, City Secretary were not present.

The following staff were also in attendance: Communications Director, Cameron Miller; and Utility Clerk, Jackie McCordic.

- 1. Discussion and consideration of Ordinance No. 2024-47 repealing Ordinance No. 2024-46 calling a Joint Public Hearing before City Council and the Planning and Zoning Commission to be held the 19<sup>th</sup> day of November 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 Kopczynski moved to approve Ordinance No. 2024-47 repealing Ordinance No. 2024-46 calling a Joint Public Hearing before City Council and the Planning and Zoning Commission to be held the 19<sup>th</sup> day of November 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: Alderman Mertins, Kopczynski, and Mills

Nayes: None

Alderman Staigle and Baker were not present.

The motion passed unanimously.

- 2. Discussion and consideration of Ordinance No. 2024-48 calling a Joint Public Hearing before City Council and the Planning and Zoning Commission to be held the the 19<sup>th</sup> day of**

**November 2024 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. 2024-48 calling a Joint Public Hearing before City Council and the Planning and Zoning Commission to be held the the 19<sup>th</sup> day of November 2024 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 Mills seconded the motion. The vote follows:

Ayes: Alderman Mertins, Kopczynski, and Mills

Nayes: None

Alderman Staigle and Baker were not present.

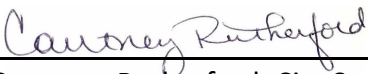
The motion passed unanimously.

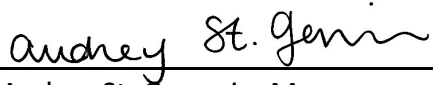
### **3. Adjourn**

There being no further business to discuss the meeting adjourned at 4:32 p.m.

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

#### **ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**MINUTES OF A POSSIBLE QUORUM OF THE MEMBERS OF THE MEADOWS PLACE CITY COUNCIL THAT ATTENDED THE DORRANCE LANE RECONSTRUCTION PHASE 2 GROUNDBREAKING EVENT HOSTED BY THE CITY OF MEADOWS PLACE ON MONDAY, OCTOBER 14, 2024, AT 9:00 A.M., ON DORRANCE LANE NEAR 11819 BLOOMINGTON LANE, MEADOWS PLACE, TEXAS, 77477.**

The following members of City Council were present.

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

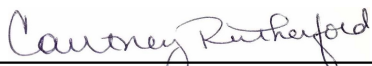
Rick Staigle, Mayor Pro Tem  
Tia Baker, Alderman

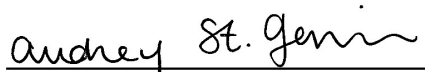
Aldermen Kelle Mills was not present.

No official business was discussed by City Council.

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

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor







**MINUTES OF THE WORKSHOP OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON OCTOBER 22, 2024, AT 5:30 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, Audrey St. Germain, at 5:35 p.m. with the following present.

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

Rick Staigle, Mayor Pro Tem (arrived at 5:42 p.m.)  
Tia Baker, Alderman (arrived at 5:45 p.m.)  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

*Mayor St. Germain called item C before Item B.*

**C. Discussion regarding City Communications.**

Communications Director, Mr. Miller, gave a brief presentation regarding the use of AI. He explained that he currently uses ChatGPT and suggested that city create a policy for ChatGPT. He suggested five (5) member AI committee that will create a policy and a transparency statement.

**B. Discussion regarding 2024 TML Annual Conference.**

Mayor St. Germain stated that there were several sessions regarding the use of AI. She and Mr. Miller attended a session about a Walk the Neighborhood project. This is an organized way for Council, Police Department, and staff to get in the neighborhood and interact with residents. For this program Council and staff would break up into small groups and go door to door visiting with residents and then create a follow up process. Mr. Miller stated that this would also be a good team building experience for staff with a group lunch after walking the neighborhood.

Alderman Mertins stated that he attended an AI session that talked about how it can be used to increase tourism to the city. It can also be used to analyze events and help with economic development.

Alderman Kopczynski stated that he attended a session called the Good, bad, and legal of Public Comments. He also attended a session that talked about possible legislation that would allow

city lots to be subdivide into much smaller lots and allow for Accessory Dwelling Units. There was concern that these smaller lots with additional living spaces would be stress on the city's water and sewer system.

Alderman Staigle stated that he attended several sessions as well. He attended one called Difficult Discussions. They stated that it is best to state the case and result you want then listen and eliminate emotion.

Alderman Baker stated that she wasn't ale to attend as many sessions, but she did attend the Legislation Update.

Mayor St. Germain stated that she also attended the Robert's Rules session and Public Comments will be moved to the beginning agenda. She also reminded everyone that this is a time for the public to be heard and not to be a conversation with Council.

Council agreed that they would like to create a Rules and Procedures for City Council and directed staff to bring them a draft policy. Some of the things they want it to include are listed below.

- Council will use Robert's Rules as a guideline but are not governed by them.
- Any Council Member can request an item be placed on the agenda
- A motion and second must be made before discussion
- Time limit for meetings

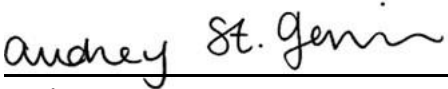
#### **D. Adjourn**

There being no further business to discuss Mayor St. Germain adjourned the meeting at 6:19 p.m.

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

#### **ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**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.**

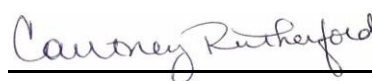
City Council directed the City Attorney to draft an agreement with the property owner stating that the city pay \$45,000 once the meter and tap are complete and the remaining \$45,000 once the sprinkler system is installed and passed all inspections.


**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





**MINUTES OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS TOWN HALL MEETING  
HELD ON OCTOBER 24, 2024, AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE,  
MEADOWS PLACE, TEXAS 77477.**

The Town Hall opened at 6:00 p.m. with the following were present.

Audrey St. Germain, Mayor; Rick J. Staigle, Alderman; and Kurt Kopczynski, Alderman.

Aldermen David Mertins, Sr., Tia Baker, and Kelle Mills were not present.

Nick Haby, City Administrator; Courtney Rutherford, City Secretary; and Cameron Miller, Communications Director were also present.

Ngoc Le, Pablo Ortuno, and Rodolfo Nicolas from HDR Engineering, Inc.

Dan Reynolds and Juan Cano from Tandem Services.

- 1. The purpose of this Town Hall meeting is to give a brief presentation and for City Council to receive general public comment regarding proposed Dorrance Lane Reconstruction Project Phase 2.**

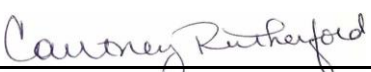
Approximately ten (10) residents were in attendance and were able to review plans for the proposed Dorrance Lane Reconstruction Phase 2 and ask general regarding the construction.

- 2. Adjourn**

The Town Hall adjourned at 7:00 p.m.

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

**ATTEST:**

  
\_\_\_\_\_  
Courtney Rutherford, City Secretary

  
\_\_\_\_\_  
Audrey St. Germain, Mayor





**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, NOVEMBER 19, 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 6:30 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; Finance Director; Anna-Maria Weston; and Code Enforcement, Angie Hernandez.

**1. Pledge of Allegiance – Alexander, Resident**

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

**B. JOINT PUBLIC HEARINGS**

- 1. Conduct a Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission for the purpose of receiving written and oral comments from any interested person(s) regarding a Specific Use Permit 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, AutoZone, on the property located at 11707 W Airport Blvd., Meadows Place, TX 77477.**

Mayor St. Germain opened the Joint Public Hearing at 6:33 p.m.

**Rick Russel, District Manager from AutoZone.** They own about 8,000 stores. The proposed building would be about 6600 – 7000 square feet. Open 7 days a week from 7:30 am to 7:00 p.m. Most deliveries are after hours. Employee 10-15 employees when first open. Not mechanics so they will not be working on cars in the parking lot. They do replace wiper blades and batteries.

**Sylvia Romano, resident 11923 Bloomington Ln.** – Spoke against the SUP for AutoZone.

**Billy Burge, of Ayrshire Corp** – Spoke in support of Auto Zone and owns the property for the proposed AutoZone. This is the 2<sup>nd</sup> Auto Zone he has developed.

**Terry Henley, 12203Alston Drive,** – spoke in favor of Auto Zone.

Mayor St. Germain closed the Joint Public Hearing at 6:41 p.m.

2. **Conduct Joint Public Hearing before the City of Meadows Place City Council and the Planning and Zoning Commission for the purpose of receiving written and oral comments from any interested person(s) regarding a Specific Use Permit application from Coree Corbin of 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.**

Mayor St. Germain opened the Joint Public Hearing at 6:41 p.m.

**Jimmy Ramirez, owner of Collision Motor Specialist.** Is the applicant for the auto repair shop. He is certified in Tesla and BMW collision repair shops.

**Benita Garcia 11919 Bloomington Ln** – thanked Council for allowing residents to voice their concerns. She spoke in opposition to the SUP due to experience with previous auto repair shop. asked for mor research before voting.

**Mike Bezner, resident at 11842 Mulholland,** asked about location and if repairs would be done inside. All repairs will be inside.

**Corre Corbin representative for Collision Motor Specialist** – Stated that no sandblasting is done at their location, and they have TCEQ permits.

Alderman Staigle asked for the proposed hours of operation. Jimmy stated that they are open Monday through Friday 8 am to 6 pm. He added that most cars are tesla and have no emissions. There will not be any 18-wheeler deliveries, and they do not sell cars. All work is done inside the building.

He also stated they are proposing to use the lot across the street for after-hours drop off and then move in during the day.

**Sylvia Romano, resident at 11923 Bloomington Ln,** is opposed to auto repair shop.

**Sam Ali, 12002 Southwest Freeway property owner,** spoke in favor of the auto repair shop.

**Terry Henley, 12203Alston Drive,** – spoke in favor of the auto repair shop.

**Benita Garcia 11919 Bloomington Ln** – spoke against the auto repair shop.

**Alderman Kelle Mills** – stated that resident texted her stating that Helfman and Sterling McCall have large painting and auto repair, and they are for the SUP.

Mayor St. Germain closed the Joint Public Hearing at 7:09 p.m.

## **C. SERVICE RECOGNITION**

### **1. Recognize Assistant Police Chief, Jack Ashton – 30 Years of Service**

Mayor and Council recognized Assistant Police Chief, Jack Ashton, for 30 Years of dedicated service.

## **D. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities for November 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 – 3041
- Accidents – 7
- Arrest – 2
- Traffic Citations Issued – 320
- Assault – 0
- Burglary of Motor Vehicle – 2
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 4
- Fraud – 0
- Robbery – 2
- City Ordinance – 4
- Theft – 5
- Property Checks – 2891
- Flock Safety Alerts – 75
  - Stolen Vehicles – 9
  - Sex Offender – 17 (12 hits were 2 repeat vehicles)
  - Stolen License Plates – 16
  - Gang/Suspected Terrorists – 3
  - Missing Person Alert – 0
  - Warrant – 4
  - Protection Order – 26 (19 hits were 3 repeat vehicle)
  - Other Agency Hot List – 0
  - Violent Person – 0

Seizure of funds, \$16,000 awarded, to the Meadows Place Police Department and paperwork in process.



Alderman Kopczynski thanked Chief Stewart for adding the notable comments section.

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

Angie Hernandez, Code Enforcement Official gave a brief overview of the monthly statistics and activities for September, October, and November 2024, which was distributed to City Council and filed with the City Secretary.

### **Top 5 Violations**

- Trashcans/Recycling Bins visible from the street – 95
- Grass/Weeds in excess of 9 inches – 45
- Obstruction/Clearance of Trees – 28
- Depositing on Public or Private Property (Accumulation) – 21
- Junk/Abandoned Vehicles – 17

Ms. Hernandez reported that there were 305 cases opened, 149 cases closed, and 1 citation issued for the quarter.

Alderman Staigle asked if the city is filing liens each time it mows the property located on Dorrance. Ms. Hernandez stated yes. She added that she is currently working to get a search warrant to replace fence due to pool in backyard.

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

There was no fire report this month.

*Mayor St. Germain then called item E – Public Comments out of order.*

*Mayor St. Germain stated that she would come back to item #4 due to Mr. Haby attending the Planning & Zoning meeting.*

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

### **a. Hurricane Beryl Reimbursements**

Mr. Haby stated that the city has submitted \$80,000 in expenses to insurance due to Hurricane Beryl damage and to pay a \$15,000 deductible. After FEMA reimbursement the city’s only expense paid is \$3700.

### **b. Fort Bend County Mobility Bond Funding – Dorrance Lane**

Mr. Haby stated that after bond was approved the submitted packet requesting funding for Dorrance Lane Phase 2 and last week the city received \$1.8 million for Dorrance Lane.

**c. Quarterly Newsletter Publication in March, June, September, and December**

Mr. Haby reminded everyone that the City newsletter is going to be a quarterly newsletter a part of cost cutting in FY 25.

**E. 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.

No comments.

**F. 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 stated that CenterPoint not responded yet.

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

Alderman Staigle stated that construction is moving very quickly compared to the last contractor. They hope to be opened by Thanksgiving and then break for Christmas and come back to complete.

**G. REGULAR AGENDA**

**1. Discussion and consideration of Resolution No. 2024-46 casting the city's vote for the candidate(s) for the 2025 Fort Bend County Appraisal District Board of Directors.**

Alderman Kopczynski moved to approve Resolution No. 2024-46 casting the city's 10 vote as 2 votes per candidate(s) for the 2025 Fort Bend County Appraisal District Board of Directors. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski and Mills

Nays: None

Alderman Baker was not present.

**2. Discussion and consideration of Resolution No. 2024-47 authorizing the Mayor to enter into an agreement with Lemons Auctioneers, LLC and Online Pros per Buy Board #708-23 to auction city equipment declared surplus.**

Alderman Mertins moved to approve Resolution No. 2024-47 authorizing the Mayor to enter into an agreement with Lemons Auctioneers, LLC and Online Pros per Buy Board #708-23 to auction city equipment declared surplus. Alderman Mills seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski and Mills

Nays: None

Alderman Baker was not present.

**3. Discussion and consideration of Resolution No. 2024-48 adopting a Covered Applications and Prohibited Technology Policy that prohibits the installation of certain social media applications on government-owned and -leased devices and that require removal of those applications on such devices.**

Alderman Mertins moved to approve Resolution No. 2024-48 adopting a Covered Applications and Prohibited Technology Policy that prohibits the installation of certain social media applications on government-owned and -leased devices and that require removal of those applications on such devices. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski and Mills

Nays: None

Alderman Baker was not present.

**4. Discussion and consideration of the first reading of Resolution No. 2024-49 declaring the Incentive Agreement to Meadows Place Real Estate LLC as a project and authorizing the expenditure of \$90,000 for the incentive agreement to Meadows Place Real Estate LLC at 11720 W. Airport, Meadows Place, Texas.**

Alderman Mertins moved to approve the first reading of Resolution No. 2024-49 declaring the Incentive Agreement to Meadows Place Real Estate LLC as a project and authorizing the expenditure of \$90,000 for the incentive agreement to Meadows Place Real Estate LLC at 11720 W. Airport, Meadows Place, Texas. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski and Mills

Nays: None

Alderman Baker was not present.

**5. Discussion and consideration regarding the second reading of Resolution No. 2024-49 declaring the Incentive Agreement to Meadows Place Real Estate LLC as a project and authorizing the expenditure of \$90,000 for the incentive agreement to Meadows Place Real Estate LLC at 11720 W. Airport, Meadows Place, Texas.**

Alderman Kopczynski moved to approve the second reading of Resolution No. 2024-49 declaring the Incentive Agreement to Meadows Place Real Estate LLC as a project and authorizing the expenditure of \$90,000 for the incentive agreement to Meadows Place Real Estate LLC at 11720 W. Airport, Meadows Place, Texas. Alderman Mertins seconded the motion.

Alderman Staigle there are conditions that must be met to receive the \$90,000.

The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski and Mills

Nays: None

Alderman Baker was not present.

**6. Discussion and consideration of Resolution No. 2024-50 authorizing a Performance Agreement between the Meadows Place Economic Development Corporation and Meadows Place Real Estate, LLC.**

Alderman Mertins moved to approve Resolution No. 2024-50 authorizing a Performance Agreement between the Meadows Place Economic Development Corporation and Meadows Place Real Estate, LLC. Alderman Kopczynski seconded the motion.

Mertins EDC approved last night but has not been presented to property owner yet. Has a deadline of ay 15, 2025.

The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski and Mills

Nays: None

Alderman Baker was not present.

**7. Discussion and consideration of Resolution No. 2024-51 adopting a revised City organizational chart.**

Alderman Kopczynski moved to approve Resolution No. 2024-51 adopting a revised City organizational chart. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Mills

Nays: None

Alderman Baker was not present.

**8. Discussion and consideration of Ordinance No. 2024-51 adding Communications and Building Permits to the City Administrator's management and oversight.**

Alderman Mertins moved to approve Ordinance No. 2024-51 adding Communications and Building Permits to the City Administrator's management and oversight. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Mills

Nays: None

Alderman Baker was not present.

*Alderman Mills left at 7:44 p.m.*

***Mayor St. Germain then called the Consent Agenda out of order.***

***Reconvened at 8:25 p.m.***

**9. Accept the report from the Planning and Zoning Commission regarding a Specific Use Permit 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, AutoZone, on the property located at 11707 W Airport Blvd., Meadows Place, TX 77477.**

Chairman, Sean Ulrey, presented the Planning and Zoning Commission report recommending approval the 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, AutoZone, on the property located at 11707 W Airport Blvd., Meadows Place, TX 77477 with a vote of five (5) for and two (2) against.

Alderman Staigle moved to accept the report from the Planning and Zoning Commission regarding the Specific Use Permit 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, AutoZone, on the property located at 11707 W Airport Blvd., Meadows Place, TX 77477. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Baker and Mills were not present.

**10. Discussion and consideration of Ordinance No. 2024-52 regarding a Specific Use Permit 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, AutoZone, on the property located at 11707 W Airport Blvd., Meadows Place, TX 77477.**

Alderman Staigle stated that after reviewing the ordinance section 6 states that his for a 5-year period and the applicant must reapply. There was brief discussion regarding the terms of the Specific Use Permit.

Alderman Staigle moved to approve Ordinance No. 2024-52 regarding a Specific Use Permit 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, AutoZone, on the property located at 11707 W Airport Blvd., Meadows Place, TX 77477 removing Section 6c. Alderman Mills seconded the motion.

The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Baker and Mills were not present.

**11. Accept the report from the Planning and Zoning Commission regarding a Specific Use Permit application from Coree Corbin of 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.**

Chairman, Sean Ulrey, presented the Planning and Zoning Commission report to City Council recommending denial of the application and allow the applicant to resubmit because the application does not include the parking across the street and discussed by the applicant. He stated that the applicant stated that he needs additional parking to move forward with the business.

Alderman Kopczynski moved to accept the report from the Planning and Zoning Commission regarding a Specific Use Permit application from Coree Corbin of 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 seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Baker and Mills were not present.

**12. Discussion and consideration of Ordinance No. 2024-53 regarding a Specific Use Permit application from Coree Corbin of 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 table this item to allow the applicant to resubmit. Alderman Staigle seconded the motion.

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Baker and Mills were not present.

The applicant, Jimmy, asked if Council would consider allowing the SUP with the additional parking.

Alderman Kopczynski stated that he has read great things about the shop, however he doesn't feel that this is the best location for his shop. This shop is in the center of building and limits who can own or lease the building.

Mr. Ramirez stated would much rather have a standalone building, but the owner will not sell or lease the property across the street from him.

Alderman Mertins stated that this ordinance has the same clause that if the building is sold his permit would expire.

**Charles Jessup, resident 11919 Valencia**, spoke in favor of the auto repair shop. The two property owners will not work together. There are other contracts in discussion based on this application getting approved and the auto repair shop is not stopping them.

Alderman Staigle stated that he's seen a lot effort go into these buildings over the last 20years and they say empty for several years. He doesn't think one applicant will purchase the property and it will remain several store fronts. He would like the revised submittal to cover how to screen and deal with the vehicles stored across the street and how long they would be across the street.

Mr. Ramirez stated that cars would be stored behind a mesh fence screened from public view and that vehicles must be accessed within 48 hours. Alderman Staigle suggested discussing screening with the police department.

Alderman Staigle, Kopczynski, and Mertins stated that he would be willing to review the resubmittal with a 10-year SUP.

The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Alderman Baker and Mills were not present.

## **H. 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:**

October 22, 2024 – City Council Workshop

October 22, 2024 – City Council Regular Meeting

October 24, 2024 – Town Hall Meeting

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

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

Aldermen Baker and Mills were not present.

*7:46 pm recess to wait for Planning and Zoning. Alderman Mills returned.*

## **I. RECESS REGULAR MEETING**

Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Deliberation regarding the duties of the Police Chief, Assistant Police Chief, and Finance Director.

Mayor St. Germain recessed the special meeting at 9:08 p.m. to move into an Executive Session.



**J. EXECUTIVE SESSION**

Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Deliberation regarding the duties of the Police Chief, Assistant Police Chief, and Finance Director.

**K. ADJOURN EXECUTIVE SESSION**

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

Mayor St. Germain adjourned the Executive Session at 9:38 p.m., and reconvened the Special Session, stating that no final actions, decisions, or votes were had during the Executive Session.

**L. RECONVENE**

Discuss and take appropriate action regarding the duties of the Police Chief, Assistant Police Chief, and Finance Director.

Alderman Mertins made a motion directing staff bring a budget amendment to the December meeting to adjust the Emergency Management Stipend. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, and Kopczynski

Nays: None

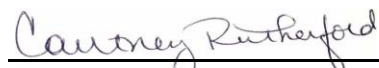
Aldermen Baker and Mills were not present.

**M. ADJOURN**

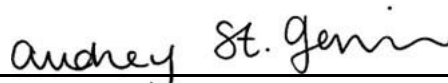
There being no further business to discuss the meeting adjourned at 9:41 p.m.

**These minutes were approved by City Council on December 17, 2024.**

**ATTEST:**



Courtney Rutherford, City Secretary



Audrey St. Germain, Mayor



**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 23<sup>rd</sup> for the City’s annual employee appreciation lunch and offices will be closed December 24<sup>th</sup>, December 25<sup>th</sup>, and January 1<sup>st</sup> 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 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 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 26<sup>th</sup> and 27<sup>th</sup> 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 2<sup>nd</sup> 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 28<sup>th</sup> day of January 2025 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 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 28<sup>th</sup> day of January 2025 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 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

