



NOTICE IS HEREBY GIVEN OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE TO BE HELD WEDNESDAY, JANUARY 8, 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

Mayor St. Germain called the meeting to order at 6:00 p.m.

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

Rick Staigle, Mayor Pro Tem
Tia Baker, Alderman

Kelle Mills, Alderman, was not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

B. 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 6:02 p.m. to move into an Executive Session.

C. 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.

D. 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 8:29 p.m.

E. RECONVENE

Discuss and take appropriate action regarding the appointment, employment, evaluation,

reassignment, duties, discipline, or dismissal of the City Secretary.

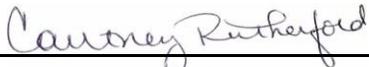
Mayor St. Germain reconvened the Special Session at 8:29 p.m. stating that no final actions, decisions, or votes were had during the Executive Session.

F. ADJOURN

There being no further business to discuss the meeting adjourned at 8:29 p.m.

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

ATTEST:



Courtney Rutherford, City Secretary



Audrey St. Germain, Mayor





NOTICE IS HEREBY GIVEN OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE TO BE HELD WEDNESDAY, JANUARY 15, 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 at 5:40 p.m.

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

Rick Staigle, Mayor Pro Tem
Tia Baker, Alderman

Kelle Mills, Alderman, was not present.

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

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

B. 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 5:40 p.m. to move into an Executive Session.

C. 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.

D. 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 7:08 p.m.

E. RECONVENE

Discuss and take appropriate action regarding the appointment, employment, evaluation,

reassignment, duties, discipline, or dismissal of the City Secretary.

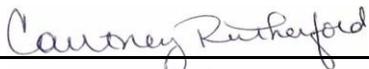
Mayor St. Germain reconvened the Special Session at 7:08 p.m. stating that no final actions, decisions, or votes were had during the Executive Session.

F. ADJOURN

There being no further business to discuss the meeting adjourned at 7:08 p.m.

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

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, JANUARY 28, 2025, 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
Kelle Mills, Alderman

Rick Staigle, Mayor Pro Tem
Kurt Kopczynski, Alderman

Alderman Tia Baker was not present.

Nick Haby, City Administrator

Courtney Rutherford

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

1. **Pledge of Allegiance** – led Meadows Elementary students.
2. **Invocation** – led by Jimmy Fenwick, Chaplain and Pastor

B. PROCLAMATION

1. Teachers of the Year

- a. 2021 – Shelly Leifeig, 2022 -Kristen Bedford, 2023 – Julie Ibarra and 2025 – Kristen Mahand

Mayor St. Germain presented a proclamation recognizing the following Teachers of the Year from Meadows Elementary. 2021 – Shelly Leifeig, 2022 -Kristen Bedford, 2023 – Julie Ibarra and 2025 – Kristen Mahand

C. JOINT PUBLIC HEARING

1. **Conduct a Joint Public Hearing 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.**

Mayor St. Germain opened the public hearing at 6:49 p.m. calling interested to speak

regarding the 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.

Jimmy Ramirez, owner and applicant for Specific Use Permit: Mr. Ramirez gave a brief description of his proposed auto repair shop. He explained that he will only occupy 33,000 square feet in the center of the building which is less than 10% of the building. The hours of operation are 8 a.m. to 6 p.m. and they do not have late deliveries.

Coree Corbin, applicant: Ms. Corbin shared that she will handle the permitting if approved. She explained that they will obtain Acknowledgement that Collision Motor Specialist has registered emissions associated with the equipment in the shop under the standard permit by rule, the DI minimis rule. Collision Motor Specialist will comply with TCEQ requirements.

Sylvia Romano, resident at 11926 Bloomington: Ms. Romano spoke against having Collision Motor Specialist. She stated that she would like to review results of TCEQ, She stated the she visited their other location and the upkeep from photos seen at current location is not great, she is concerned that it will decrease in property value, if they will keep their promises because previous company did not, and would like the same quality and look as residents on other side of Kirkwood.

Benita Garcia, resident of 11919 Bloomington Ln, spoke against having Collision Motor Specialist. She stated noise pollution, wastewater, air qualifications, fire hazard, property values, sales tax and changing character of area were some of the reasons.

Terry Henley, resident of 12203 Alston Dr, spoke in favor of having Collision Motor Specialist. He stated that they will be using water-based paint and having high end clients.

Kelle Mills, resident of 12123 Scottsdale Dr, spoke in favor of having Collision Motor Specialist.

Kurt Kopczynski, 11930 Meadow Trail Ln, stated Sterling McCall's Body Shop is 400 ft away from residence, Helfman Ford's body shop is 600 ft. away, and Collision Motor Specialist will be 600 ft. away from residents.

With no else wanting to speak Mayor St Germain closed the Joint Public Hearing at 7:19 p.m.

D. 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 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 – 4873
- Accidents – 22
- Arrest – 11
- Traffic Citations Issued – 313
- Assault – 2
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 4
- Criminal Mischief – 6
- Fraud – 0
- Robbery – 1
- City Ordinance – 10
- Theft – 4
- Property Checks – 3791
- Flock Safety Alerts – 52
 - Stolen Vehicles – 1
 - Sex Offender – 4
 - Stolen License Plates – 7
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 4
 - Warrant – 3
 - Protection Order – 29 (20 hits were 3 repeat vehicles)
 - Other Agency Hot List – 2
 - Violent Person – 0

Additional Notes:

- **Grants Status (In Progress)**
 - Dispatch console working with vendor to finalize details of installation.
 - Car Camera/Body Camera Grant: Working with vendor to finalize details for partial upgrade replacement of Safety Vision (who went out of business) Jerry is working on secondary source and is currently under review.
 - Flock Grant/Catalytic Converter funding: Waiting on awards letter for grant that will cover 75% of cameras for one year (reached grant tolerance level).
- **City of Meadows Place TDEM/FEMA Recovery** team has made all tentative submissions and has been approved FEMA (awaiting TDEM approval). Awards are starting to come in for water well and other expenditures.
- **Patrol**
 - Officer Cigala continues to advance and is completing Pase IV, then Ghost

Phase.

- Police Officer position open have received three applications that are currently under review.
- **Bailiff:** No applications currently.

- **MPPD did well during the recent “Enzo” Snow/freeze.** Several water leaks in the roof at EOC. All else went well.

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 2024. A few key points are listed below.

Sidewalk repair and replacement program:

A second section of sidewalks and driveway approaches was released in January 2025.

Sidewalks 2025- \$42,950.00

- Meadow Crest at Mulholland. NE corner of intersection by Manhole. -4x12
- Pender at Meadow Crest. 2- ADA ramps
- 12215 Brook Meadows - SW 4x12
- 12219 Brook Meadows – SW 4x8 Beside the meter.
- 12103 Valencia – SW 4x16
- 12111 Valencia – SW right side of driveway 4x20
- 12119 and 12123 Valencia – SW between drivewaysb4x8
- 12211 Meadow Crest – Driveway approach and sidewalk
- 12227 Meadow Crest – Driveway approach and sidewalk
- 12303 Meadow Crest – SW right side of driveway 4x16
- 12310 Brighton – SW across the driveway 4x 20
- 12334 Brighton – SW right side of driveway 4x16
- 12118 Brook Meadows – Driveway Approach and sidewalk
- 12006 Alston – Driveway approach and SW
- Alston and Mulholland- SW corner. ADA ramp and SW

Street Repairs /Road Fee funding:

Power Scoop Utilities (PSU) Expenses: October 2024 – \$75,498.73, November 2024 - \$34,846.28, and December 2024 - \$52,233.28.

Other repairs with PSU and outside vendors:

Post Hurricane Beryl. There were two outstanding major items that we addressed in the

water plants after the storm.

- 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) WWTP we currently have three blowers operational and the fourth has been removed for repair by STP. Incomplete.
- 4) Water Plant #3 booster #1. Last year TECQ 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. Incomplete.
- 5) PSU installed a new 6-inch meter at 12221 S. Kirkwood. We replaced a meter that could no longer be serviced or calibrated. Meadows Senior Village.
- 6) A service contract for small generator at the EMS building was signed with Swanson Services.
- 7) Hydro Clear cleaned out 102 cubic yards of debris from a main channel in WWTP, to facilitate the removal of solids.
- 8) Construction Masters completed the renovation of the canopy at the entrance to city hall.
- 9) PSU installed two new line valves, one 6-inch and one two-inch valves were broken open.
- 10) Worldwide serviced all the generators.
- 11) New Verbatim units were installed at three water plants, WWTP installation is pending.
- 12) Fire Department garage doors were serviced early January, New panels and parts have been ordered.
- 13) Joe Salvide made four-point repairs on West Airport, East of Dairy Ashford. Street Repairs.
- 14) Water Plant #1 Booster #2 has been scheduled to be removed for inspection and possible repair. Have authorized replacement of pumps.
- 15) EMS Building. ABC Pest Control was called to exterminate pest and possible wild animals from the roof/ attic areas. Will be an ongoing issue; we have a contract with ABC Pest Control for a monthly service.
- 16) WWTP- LEM Construction. Project is 540 consecutive day contract and will be completed May 20, 2025.
- 17) Lift Station, engineer waiting on a submittal from Turnkey construction. No activity on site.
- 18) 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 under water. (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 December 2024 – Audrey St. Germain, Mayor

Mayor St. Germain presented the fire report for December 2024 which was distributed to City Council and filed with the City Secretary. There was a total of 42 incidents in Meadows Place over the last month and 13 of those calls were assist EMS with medical incidents.

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

Mr. Haby was attending the Planning and Zoning Commission meeting. Nothing to report this month.

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.at

Terry Henley, resident at 12203 Alston: Mr. Henley spoke about the proposed House Bills regarding Public Notice publications in the newspaper. He is working with TML to have this requirement removed.

Charles Jessup IV, former Mayor and resident: Mr. Jessup thanked council for all they do. He also thanked Courtney Rutherford for her service at Meadows Place and wished her well in her new position.

Monica Black, resident at 11811 Monticeto Ln, Ms. Black stated she has lived in Meadows Place about 2 years and this is her first time attending a Council meeting. Amblewood and W Airport visibility is bad, and you have to pull up close to the intersection to see traffic. She asked if the city would investigate options to improve visibility. She also stated that some water meter covers are missing at several locations, and she is afraid someone will fall in them. She also asked if there is any solution to the hard in the City.

Alderman Staigle stated that the City has looked into options regarding softer water, however it was going to be millions of dollars. Residents would need to install individual water softeners.

He also stated that the site distance on W Airport is due to the expansion of W Airport in the 90s and there is not anything that City can do to adjust the site distance. He also explained that

mirrors are not allowed in public rights-of-way.

Ms. Black asked if the dog park will reopen.

Alderman Mertins explained that the dog park is not on City property and was going to cost over \$20,000 to rehabilitate. Council has discussed building a dog park in the future on City property.

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 salutory recognition of a public official, public employee, or other citizen; A reminder about an upcoming event organized or sponsored by the governing body; Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

1. Eagle Scout Project – Sean Carawan, Troop 731

Parks Director, Colene Cabezas, introduced Sean Carawan. Sean built and donated a bench for the city that sits near the floating dock as his Eagle Scout Project for Troop 731. He brother also built and donated a bench to the city two (2) years ago.

2. Election – Mayor St. Germain

Mayor St. Germain reminded the residents that filing for place on ballot is opened now and will close at 5:00 p.m. on February 14th. Alderman Places 4 and 5 are up for election this year. She explained that Kelle Mills, Alderman Place 5, will be retiring this year. Alderman Kopczynski has already filed his application for Alderman Place 4.

She encouraged residents to file with the best intentions and the desire to serve this Community. She encouraged the candidates and residents to be kind and respectfully during the election process.

3. City Secretary – Mayor St. Germain

Mayor St. Germain presented former City Secretary, Courtney Rutherford, with a proclamation thanking her for her 9 years of dedicated service to the City of Meadows Place.

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

Alderman Staigle CenterPoint has reviewed and submitted comments. The engineer has addressed the comments, and he will review them later this week.

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

Alderman Rick Staigle explained that the current completion date is June 29th and they are hoping to complete before that date.

G. REGULAR AGENDA

1. **Discussion and consideration of Resolution No. 2025-01 appointing an Interim City Secretary.**

Alderman Mertins moved to approve Resolution No. 2025-01 appointing Nick Haby, City Administrator, an Interim City Secretary until a per. 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 Resolution No. 2025-02 authorizing the Mayor to execute an independent contract with Courtney Rutherford to assist the City Administrator with City Secretary duties and tasks until the City is able to hire a permanent replacement for the position of City Secretary.**

Alderman Mertins moved to approve Resolution No. 2025-02 authorizing the Mayor to execute an independent contract with Courtney Rutherford to assist the City Administrator with City Secretary duties and tasks until the City is able to hire a permanent replacement for the position of City Secretary with an expiration date of June 1, 2025. Alderman Kopczynski seconded the motion.

Mertins this was discussed in an executive session and this is to formalize the agreement. He explained that this is a critical position and this will help with the transition and legal requirements.

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 regarding the Quarterly Investment Report.

Finance Director, Anna-Maria Weston presented the Quarterly Investment Report ending December 31, 2024, summarizing the beginning and end of quarter balances in all City Independent Bank accounts as well as in the City's two Investment Pools, TexPool and LoneStar.

The interest rate for the investment accounts decreased steadily during the quarter, from a high of 4.99% to a low of 4.54% at the end of December. The total interest earned on all accounts (City, Utility and EDC) was \$132,318. During the quarter the City received \$1,853,000 from the County for their share of Dorrance phase 2 construction costs. This money was part of the 2023 County Bond for mobility projects.

The unrestricted reserves for the City Operating and Utility Funds are 5.9 and 4.2 months, respectively.

Alderman Kopczynski moved to approve the Quarterly Investment Report as presented. 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 regarding the Quarterly Budget and Financial Report.

Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Budget and Financial Report ending December 31, 2024 summarizing quarterly banking activity (deposits, withdrawals and interest earnings) of all City, Utility and EDC bank and investment accounts. The report in addition presents fiscal year to date revenues and expenditures both as percent of budget and in total value for City General Operations and Utility account.

Alderman Mertins moved to approve the Quarterly Budget and Financial Report 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.

5. Discussion and consideration regarding Resolution No. 2025-03 appointing Tiffany Poke as Court Administrator.

Alderman Kopczynski moved to approve Resolution No. 2025-03 appointing Tiffany Poke as Court Administrator. 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.

6. Discussion and consideration of Ordinance No. 2025-01 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-030-510100, Municipal Court Salaries, \$10,000 for Court Administrator position.

Alderman Mertins moved to approve Ordinance No. 2025-01 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-030-510100, Municipal Court Salaries, \$10,000 for Court Administrator position. 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.

7. Discussion and consideration regarding Ordinance No. 2025-02 ordering a general election to be held on Saturday, May 3, 2025 for the purpose of electing city officials of the City of Meadows Place to Alderman Place 4 and Alderman Place 5; providing for early voting and providing 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 moved to approve Ordinance No. 2025-02 ordering a general election to be held on Saturday, May 3, 2025 for the purpose of electing city officials of the City of Meadows Place to Alderman Place 4 and Alderman Place 5; providing for early voting and providing 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 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.

8. Discussion and consideration accepting staff's recommendation for Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant.

Mr. Haby, City Administrator, explained that staff had a bid opening on January 15, 2025 and the City we received 2 bids from Power Scoop Utility and ClearStream Environmental LLC.

Power Scoop's monthly base bid was \$15,500 with labor rates listed plus 10% mark-up
ClearStream's monthly base bid was \$20,500 with labor rates listed plus 20% mark-up

An evaluation committee, made up of Rod Hainey, Nick Haby and Anna-Maria Weston graded each proposal against the City's published criteria and scored Power Scoop as the recommendation.

Evaluation is attached. Should City Council approve the recommendation and authorize us to craft an agreement with the contractor, we will put an agreement, reviewed by our City Attorney, on the February agenda to authorize the Mayor's signature.

Alderman Mertins moved to accept staff's recommendation of Power Scoop Utility for Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant. 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.

9. Accept the report from the Planning and Zoning Commission 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.

Planning and Zoning Commission Chairman Sean Ulrey presented the report from the Planning and Zoning Commission 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. He said that after much discussion the Commission voted to approve the application with a full perimeter fence to shield from view of the public. This was vote three for and two against and one abstain.

Alderman Kopczynski asked if the other members would like to share why they voted for or against the application.

Commissioner Anne Green stated that she opposed the application. She drove to the current location of this building. It had a chain link fence with metal slats and several of these slats were missing. She is concerned since the City cannot regulate the material of the fence.

Commissioner Sammy Skamp stated that he voted for the application. He believes the applicant has good intentions and there are already auto repair/body shops in the City. He also stated that building has been vacant for a while and there are no other applicants requesting to move in.

Alderman Staigle moved to accept the report from the Planning and Zoning Commission 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: Aldermen Mertins, Staigle, Kopczynski, and Mills.

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

10. Discussion and consideration of Ordinance No. 2025-03 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 Staigle moved to approve Ordinance No. 2025-03 amended adding Section C. b. – The automobile body repair shop known as Collision Motor Specialist at 12002 Southwest

Freeway, City of Meadows Place, Texas 77477 shall construct and maintain a privacy fence with screening along the entire frontage of the storage lot located on Dorrance Lane, removing Section 6 a, b, c and adding a. The business is closed for six (6) consecutive months and amending Section 7 C - The use granted herein is abandoned or ceases to operate at the Location for a period of six (6) consecutive months for 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 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.

11. Discussion and consideration of Resolution No. 2025-04 authorizing the Mayor to execute an agreement addendum with Texas Lawn Works for additional mowing of the trail area between Dorrance Lane and Monticeto Lane.

Alderman Mertins moved to approve Resolution No. 2025-04 authorizing the Mayor to execute an agreement addendum with Texas Lawn Works for additional mowing of the trail area between Dorrance Lane and Monticeto Lane. 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.

12. Discussion and consideration of Ordinance No. 2025-04 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-060-565001, Mowing and Landscaping, \$3,800 for additional mowing.

Alderman Kopczynski moved to approve Ordinance No. 2025-04 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-060-565001, Mowing and Landscaping, \$3,800 for additional mowing. 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.

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:

December 17, 2024 – City Council Special Meeting

January 8, 2025 – City Council Special Meeting

January 15, 2025 – 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, Staigle, Kopczynski, and Mills.

Nays: None

Alderman Baker was not present.

The motion passed unanimously.

I. ADJOURN

These minutes were approved by City Council on February 25, 2025.

ATTEST:



Nick Haby, City Administrator
Interim City Secretary



Audrey St. Germain, Mayor





NOTICE IS HEREBY GIVEN OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE TO BE HELD THURSDAY, FEBRUARY 6, 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

Mayor St. Germain called the meeting to order at 6:00 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/Interim City Secretary

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

B. 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 6:00 p.m. to move into an Executive Session.

C. 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.

D. 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 6:45 p.m.

E. RECONVENE

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

Mayor St. Germain adjourned the Executive Session reconvened the Special Session at 6:45 p.m. stating that no final actions, decisions, or votes were had during the Executive Session.

There was brief discussion about the fact that there was a consensus among Council on the candidate. City Administrator, Nick Haby, requested that Mayor St Germain assist him to approach candidate to negotiate.

F. ADJOURN

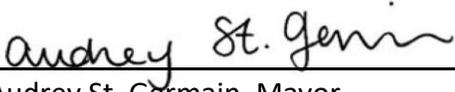
There being no further business to discuss the meeting adjourned at 6:50 p.m.

These minutes were approved by City Council on February 25, 2025.

ATTEST:



Nick Haby, City Administrator
Interim 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, FEBRUARY 25, 2025, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT, 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 6:40 p.m.

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

Rick Staigle, Mayor Pro Tem
Kurt Kopczynski, Alderman
Tia Baker, Alderman

Nick Haby, City Administrator

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; Code Enforcement Officer, Angie Hernandez; and Utility Clerk, Jackie McCordic.

- 1. Pledge of Allegiance** – led by Audrey St. Germain, Mayor.
- 2. Invocation** – led by Jimmy Fenwick, Chaplain and Pastor

B. REPORTS

1. Police Department – Gary Stewart, Chief

Chief Stewart gave a brief overview of the monthly statistics and activities for February 2025, which was distributed to City Council and filed with the Interim City Secretary.

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

- Call for Service – 2906
- Accidents – 21
- Arrest – 11
- Traffic Citations Issued – 312
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 0
- Fraud – 0
- Robbery – 0

- Warrant – 5
- Protection Order – 17
- Other Agency Hot List – 0
- Violent Person – 0

Additional Notes:

- **Grant Status (In-Progress):**
 - Dispatch Console: Working with vendor to finalize details of installation.
 - Car Camera/Body Camera Grant: Working with vendor to finalize details for partial upgrade replacement of Safety Vision (who went of business). Jerry is working on a secondary source and is currently under review.
 - Flock Grant/Catalytic Converter Funding: Waiting on awards letter for grant that will cover 75% of cameras for one year.
- The City of Meadows Place TDEM/FEMA Recovery Team has made all tentative submissions, and has been approved by FEMA, awaiting TDEM approval. Awards are starting to come in (Water well and other expenditures).
- City of Meadows Place Recovery Team working on the Hazard Mitigation Update to be eligible for Grant Funding several Mitigation Projects such as Generators and Flooding/Drainage Rehab.
- Patrol:
 - Officer M. Cigala has successfully completed the Field Training Program and has been released to full duty.
 - Police Officer Position open, one applicant underwent the MPPD Oral Review Board February 25.
- Bailiff: No applicants currently.

a. Acceptance of Annual Racial Profiling Report

Chief Stewart presented the Annual Racial Profiling Report by Del Carmen

Chief Stewart presented the Annual Racial Profiling Report compiled by Dr. Del Carmen. A copy was filed with the Interim City Secretary.

2. Code Enforcement – Angie Hernandez, Code Enforcement Official

Angie Hernandez, Code Enforcement Official gave a brief overview of the monthly statistics and activities for December 2024, January 2025, and February 2025, which was distributed to City Council and filed with the Interim City Secretary.

Top 5 Violations

- Exterior Walls/Trims (clean, repaired, replaced, repainted) – 36
- Grass/Weeds in excess of 9 inches - 14
- Depositing on Public or Private Property (Accumulation) – 11
- Bandit Signs - 9
- Nuisance – 8

Ms. Hernandez reported that there were 132 cases open, 87 closed, and 11 citations issued for the quarter.

Additional Notes:

- 12010 Dorrance Ln
 - This address has been on the list to have the lawn maintenance every two weeks. The fence has been repaired by our City Contractor. City Ordinance Sec. 91.039.
- 12315 Alston
 - Ms. Hernandez arrived at the location on a complaint about the exterior of the home. The owner of property was sent a Citation for several violations on this property. City Ordinance Sec. 91.039 & IPMC 304.2
- 12210 Dorrance
 - This address has high grass. Ms. Hernandez has reached out with no response. The next step will be a citation.
- PODS
 - The City of Meadow Place Department handled the POD that was placed unsafely in the street. The POD has been removed.
- Junk Vehicles
 - There has been great concern from residents about junk vehicles and non-approved car covers in the city. Vehicle owners are unable to locate the proper covers according to the ordinance. *There was discussion about having a vehicle-related post on how to maintain vehicles in the city.*
- Alderman Rick Staigle shared during Angie Hernandez, Code Enforcement's report, that EZ Fiber will begin installing fiber lines in the front yard right-of-way; up to two feet behind the sidewalk. An application for a permit has been submitted to the City.
 - Cameron Miller, Communications Director, informed City Council and residents that he is still waiting for a response from EZ Fiber. He had emailed questions about the details and scope of work that is to be completed.

3. Fire Department Monthly Report for January 2025 – Audrey St. Germain, Mayor

There was no fire report this month.

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

a. 8th Annual Meadows Place Family Campout – March 22nd

Mr. Haby reminded everyone about the 8th Annual Family Campout which is March 22nd and if you register before February 28th there is a \$5 discount per person.

b. Surge Protection – Water Well #3

Mr. Haby stated Water Well #3’s motor has had to be replaced a couple of times because of power surges from Center Point. Resco Electric Co. has started the process of installing an electronic component to protect the wellhead at Water Well #3.

Mr. Hainey, Public Works Director, mentioned that the component still needs to be programmed.

C. 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.

Emily Merkley, 11702 Scottsdale Dr - Ms. Merkley asked to move May 27th City Council Meeting to May 20th because Meadows Marlins will have their first swim meet. She also mentioned some of Council are very involved in swim and may not be there as well. *Nick Haby, City Administrator, suggested bringing an item to the next agenda.*

Ms. Merkley also mentioned a concern about the 8th Annual Meadows Place Family Camp Out. She asked if staff will be enforcing quiet hours this year. *Colene Cabezas, Parks Director, informed Ms. Merkley that the quiet hours are at 10 p.m. and yes, staff will be enforcing quiet hours.*

Todd Loyd, 11415 Dorrance Ln: Mr. Lloyd asked City Council if the fiber lines being installed by EZ Fiber will disrupt the landscaping and driveways that were just installed on Dorrance. *Alderman Staigle stated that yes, the landscaping may be affected but the driveway should not.*

D. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle reported the consultant submitted another version to CenterPoint addressing their concerns with the design. CenterPoint visited the Discovery Center to determine how to route the power to the gate that will be on the bridge. Once CenterPoint approves, the City of Stafford will be sent an invoice to ensure they are still on board with the project and price.

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

Alderman Rick Staigle reported the construction is still ongoing. The intersection at Bloomington and Dorrance is closed at the moment. Cameron Miller, Communications Director, mentioned they are hoping to open the intersection at the end of March. Tandem Services is hoping to be finished and have a walk through in April.

Mr. Haby, City Administrator, mentioned there was a progress meeting that morning. It was a good meeting. They are still ahead of schedule, and they do not anticipate any future massive change orders to come along. There is one more section that they plan on pouring.

Mr. Haby did receive an email or phone call from a gentleman working with our Precinct Commissioner, Andy Meyers, on Phase 3. He stated that it sounds like they are preparing to help the City of Meadows Place with Phase 3 once Phase 2 is completed.

E. REGULAR AGENDA

1. Discussion and consideration of Ordinance No 2025-05 appointing City Secretary.

Alderman Mertins moved to approve Ordinance No. 2025-05 appointing Shandra Philips as City Secretary. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

elected.

Nick Haby, City Administrator, mentioned he had received a question about why the city has not posted any information stating the election was cancelled; the reason is because City Council has not voted to cancel the election until tonight.

Alderman Baker asked the question if City Hall will still be a polling location for elections in May. The answer is yes, the city will still be a polling location, however the City will not be having an election.

Alderman Mertins also mentioned that if the city cancels the election, the city's cost will go to \$0.00, and the county will be picking up the cost to have City Hall has a polling site.

Mayor St. Germain unofficially congratulated Emily Merkley as one of the unopposed candidates in the May 3, 2025, General Election.

Alderman Mertins moved to accept the Certification of Unopposed Candidates for the May 3, 2025, General Election from the Interim City Secretary. Alderman Mills seconded the motion.

The vote follows:

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

Nays: None

The motion passed unanimously.

3. Discussion and consideration regarding Ordinance No. 2025-06 cancelling the general election on May 3, 2025.

Alderman Staigle moved to approve Ordinance No. 2025-06 cancelling the general election on May 3, 2025. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration regarding Ordinance No. 2025-07 appointing a Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas.

Alderman Kopczynski moved to approve Ordinance No. 2025-07 appointing Bret Kisluk as Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2025-08 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line items 100-030-510111, Judges, \$3,600, and 100-030-510112, Prosecutors, \$3,600, for Judge and Prosecutor for docket pay.

Alderman Kopczynski moved to approve Ordinance No. 2025-08 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line items 100-030-510111, Judges, \$3,600, and 100-030-510112, Prosecutors, \$3,600, for Judge and Prosecutor for docket pay. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. Discussion and consideration of Resolution No. 2025-05 authorizing the Mayor to execute an agreement with Power Scoop Utility, LLC for Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant.

Mayor St. Germain explained that staff had a bid opening on January 15, 2025 and the City we received 2 bids from Power Scoop Utility and ClearStream Environmental LLC. Power Scoop Utility was the lowest qualified bid, and staff recommend City Council to accept.

Alderman Staigle moved to approve Resolution No. 2025-05 authorizing the Mayor to execute an agreement with Power Scoop Utility, LLC for Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant. Alderman Kopczynski seconded the motion. The vote follows:

Treatment Plant and authorize associated expenditures in the amount not to exceed \$250,000.

Mr. Hainey, Public Works Director, gave a brief explanation of the major reconstruction project at the Wastewater Treatment Plant. He stated that while it is customary for both HydroClear and MagnaFlow to provide sludge pumping services sparingly and only when needed, the current capital project is unexpectedly creating a situation where a lot more sludge needs to be pumped. The pumping must be done every other week until the contractor completes the Capital Project in May.

Mr. Haby, City Administrator, informed Council that staff has recently realized that the expense to do so will exceed \$50, 000. Therefore, Staff needs to establish an emergency expense that exceeds the competitive bidding threshold of \$50, 000.

Alderman Kopczynski asked the question about funding and where is it coming from. He was told that this is a utility expense, and it will have to stay in that Enterprise Fund.

Alderman Staigle moved to approve Resolution No. 2025-06 authorizing HydroClear and MagnaFlow to conduct emergency maintenance and repair to the City's Wastewater Treatment Plant and authorize associated expenditures in the amount not to exceed \$250,000. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

8. Discussion and consideration regarding residential utility accounts on malfunctioning meters.

Alderman Mertins mentioned that there were 8 residents whose meter's had misreads for billing purposes. In the workshop, Council discussed that these residents would receive a payment plan for the number of months the misreads occurred.

Alderman Staigle asked the question if council needed to review what was discussed in today's workshop. He was told that staff will get back to Council after the City Administrator

has spoken with the attorneys about billing dates, payment plans, and leak adjustments. He will bring the agenda to the March City Council Meeting.

Alderman Baker moved to proceed with the payment plan for the 8 residents whose meters misread. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

9. Discussion and consideration of Resolution No. 2025-07 authorizing the Mayor to execute an agreement with Spectrum VOI for a new phone system.

Ms. Weston, Finance Director, reported the City's phone lease ends June 2025. The current cost of the phone lease and required Comcast trunking services at both City Hall and EOC totals \$1,888/month. The proposal from Spectrum is for VOIP phone service and video collaboration set up for the Police Conference room for training purposes. The SpectrumVoiP proposal is \$1,424.24/mo for 60 months. Total monthly savings with proposal is \$464.76/mo.

Alderman Mertins moved to approve Resolution No. 2025-07 authorizing the Mayor to execute an agreement with Spectrum VOI for a new phone system. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

10. Discussion and consideration of Ordinance No. 2025-09 amending the schedule of fees by adding a 10% administration fee for cancelations of camp.

Alderman Baker moved to approve Ordinance No. 2025-09 amending the schedule of fees by adding a 10% administration fee for cancelations of camp. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

Chief Stewart stated the Police Department is looking into ways to use the funds that follow the restrictions and guidelines.

Alderman Kopczynski moved to approve Resolution No. 2025-08 supporting the Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

12. Discussion and consideration of Resolution No. 2025-09 authorizing the Mayor to execute Change Order No. 1 for Dorrance Lane Reconstruction Project Phase 2 allowing Tandem Services, LLC a net decrease of \$10.70.

Alderman Kopczynski moved to approve Resolution No. 2025-09 authorizing the Mayor to execute Change Order No. 1 for Dorrance Lane Reconstruction Project Phase 2 allowing Tandem Services, LLC a net decrease of \$10.70. Alderman Mertins seconded the motion. The vote follows:

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

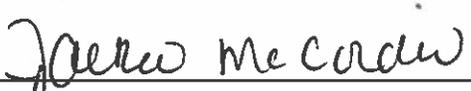
January 28, 2025 – City Council Regular Meeting

The motion passed unanimously.

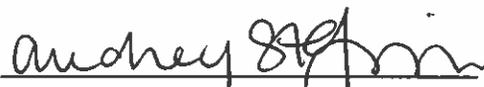
G. ADJOURN

There being no further business discuss Mayor St. Germain adjourned the meeting at 7:47p.m.

ATTEST:



Jackie McCordic, Utility Clerk



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, FEBRUARY 25, 2025, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT, 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 6:40 p.m.

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

Rick Staigle, Mayor Pro Tem
Kurt Kopczynski, Alderman
Tia Baker, Alderman

Nick Haby, City Administrator

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; Code Enforcement Officer, Angie Hernandez; and Utility Clerk, Jackie McCordic.

1. **Pledge of Allegiance** – led by Audrey St. Germain, Mayor.
2. **Invocation** – led by Jimmy Fenwick, Chaplain and Pastor

B. REPORTS

1. Police Department – Gary Stewart, Chief

Chief Stewart gave a brief overview of the monthly statistics and activities for February 2025, which was distributed to City Council and filed with the Interim City Secretary.

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

- Call for Service – 2906
- Accidents – 21
- Arrest – 11
- Traffic Citations Issued – 312
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 0
- Fraud – 0
- Robbery – 0

- City Ordinance – 15
- Theft – 7
- Property Checks – 3102
- Flock Safety Alerts – 71
 - Stolen Vehicles – 27
 - Sex Offender – 6
 - Stolen License Plates – 13
 - Missing Person Alert – 0
 - Warrant – 5
 - Protection Order – 17
 - Other Agency Hot List – 0
 - Violent Person – 0

Additional Notes:

- Grant Status (In-Progress):
 - Dispatch Console: Working with vendor to finalize details of installation.
 - Car Camera/Body Camera Grant: Working with vendor to finalize details for partial upgrade replacement of Safety Vision (who went of business). Jerry is working on a secondary source and is currently under review.
 - Flock Grant/Catalytic Converter Funding: Waiting on awards letter for grant that will cover 75% of cameras for one year.
- The City of Meadows Place TDEM/FEMA Recovery Team has made all tentative submissions, and has been approved by FEMA, awaiting TDEM approval. Awards are starting to come in (Water well and other expenditures).
- City of Meadows Place Recovery Team working on the Hazard Mitigation Update to be eligible for Grant Funding for several Mitigation Projects such as Generators and Flooding/Drainage Rehab.
- Patrol:
 - Officer M. Cigala has successfully completed the Field Training Program and has been released to full duty.
 - Police Officer Position open, one applicant underwent the MPPD Oral Review Board February 25.
- Bailiff: No applicants currently.

a. Acceptance of Annual Racial Profiling Report

Chief Stewart presented the Annual Racial Profiling Report compiled by Dr. Del Carmen. A copy was filed with the Interim City Secretary.

2. Code Enforcement – Angie Hernandez, Code Enforcement Official

Angie Hernandez, Code Enforcement Official gave a brief overview of the monthly statistics and activities for December 2024, January 2025, and February 2025, which was distributed to City

Council and filed with the Interim City Secretary.

Top 5 Violations

- Exterior Walls/Trims (clean, repaired, replaced, repainted) – 36
- Grass/Weeds in excess of 9 inches - 14
- Depositing on Public or Private Property (Accumulation) – 11
- Bandit Signs - 9
- Nuisance – 8

Ms. Hernandez reported that there were 132 cases open, 87 closed, and 11 citations issued for the quarter.

Additional Notes:

- 12010 Dorrance Ln
 - This address has been on the list to have the lawn maintenance every two weeks. The fence has been repaired by our City Contractor. City Ordinance Sec. 91.039.
- 12315 Alston
 - Ms. Hernandez arrived at the location regarding a complaint about the exterior of the home. The owner of property was sent a citation for several violations on this property. City Ordinance Sec. 91.039 & IPMC 304.2
- 12210 Dorrance
 - This address has high grass. Ms. Hernandez has reached out with no response. The next step will be a citation.
- PODS
 - The City of Meadow Place Police Department handled the POD that was placed unsafely in the street. The POD has been removed.
- Junk Vehicles
 - There has been great concern from residents about junk vehicles and non-approved car covers in the City. Vehicle owners are unable to locate the proper covers according to the ordinance. **City Ordinance** *The City Council and Ms. Hernandez discussed having a vehicle-related post on the City's website on how to maintain vehicles in the City.*
- Alderman Rick Staigle shared during Angie Hernandez, Code Enforcement's report, that EZ Fiber will begin installing fiber lines in the front yard right-of-way; up to two feet behind the sidewalk. An application for a permit had been submitted to the City.
 - Cameron Miller, Communications Director, informed City Council and residents that he was still waiting for a response from EZ Fiber. He had emailed questions about the details and scope of work that was to be completed.

- Nick Haby, City Administrator, mentioned getting a message out to residents about what to expect and who to contact if a utility line is damaged in the process.
- Alderman Kopczynski mentioned Comcast is in the area working as well.

3. Fire Department Monthly Report for January 2025 – Audrey St. Germain, Mayor

There was no fire report this month.

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

a. 8th Annual Meadows Place Family Campout – March 22nd

Mr. Haby reminded everyone thatt the 8th Annual Family Campout is March 22nd and if you register before February 28th there would be a \$5 discount per person.

b. Surge Protection – Water Well #3

Mr. Haby stated Water Well #3 motor had to be replaced a several times due to power surges from Center Point. Resco Electric Co. has started the process of installing an electronic component to protect the wellhead at Water Well #3.

Mr. Hainey, Public Works Director, mentioned that the component still needed to be programmed.

C. 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.

Emily Merkley, 11702 Scottsdale Dr - Ms. Merkley asked to move the May 27th City Council Meeting to May 20th because the Meadows Marlins will have their first swim meet. She mentioned that several City Council members are very involved with swim team and may not be there as well. *Nick Haby, City Administrator, suggested bringing an item to the next agenda.*

Ms. Merkley spoke about the 8th Annual Meadows Place Family Camp Out. She asked if staff will be enforcing quiet hours this year. *Colene Cabezas, Parks Director, informed Ms. Merkley that the quiet hours are at 10 p.m. and yes, staff will be enforcing quiet hours.*

Todd Loyd, 11415 Dorrance Ln: Mr. Lloyd asked City Council if the fiber lines being installed by EZ Fiber will disrupt the landscaping and driveways that were just installed on Dorrance. *Alderman Staigle stated that yes, the landscaping may be affected but the driveway should not.*

D. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle reported that the consultant submitted another version to CenterPoint addressing their concerns with the design. CenterPoint visited the Discovery Center to determine how to route the power to the gate that will be on the bridge. Once CenterPoint approves, the City of Stafford will be sent an invoice to ensure they are still on board with the project and price.

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

Alderman Rick Staigle reported the construction is still ongoing. The intersection at Bloomington and Dorrance is closed at the moment. Cameron Miller, Communications Director, mentioned they are hoping to open the intersection at the end of March. Tandem Services is hoping to be finished and have a walk through in April.

Mr. Haby, City Administrator, mentioned there was a progress meeting that morning. It was a good meeting. They are still ahead of schedule, and they do not anticipate any future massive change orders to come along. There is one more section that they plan on pouring.

Mr. Haby did receive an email or phone call from a gentleman working with our Precinct Commissioner, Andy Meyers, on Phase 3. He stated that it sounds like they are preparing to help the City of Meadows Place with Phase 3 once Phase 2 is completed.

E. REGULAR AGENDA

1. Discussion and consideration of Ordinance No 2025-05 appointing City Secretary.

Alderman Mertins moved to approve Ordinance No. 2025-05 appointing Shandra Philips as the City Secretary. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

2. Receive and accept the Certification of Unopposed Candidates for the May 3, 2025, General Election from the Interim City Secretary.

Mayor St. Germain informed City Council and residents that the City of Meadows Place only has unopposed candidates. The City Council must accept the certification in a public meeting and then issue an ordinance declaring the election cancelled and the unopposed candidates elected.

Nick Haby, City Administrator, mentioned he had received a question about why the City has not posted any information stating the election was cancelled. He stated the reason was because City Council had not voted to cancel the election until tonight.

Alderman Baker asked if City Hall will still be a polling location for elections in May. The answer is yes, the City will still be a polling location, however the City will not be having an election.

Alderman Mertins also mentioned that if the City cancels the election, the City's cost will go to \$0.00, and the county will be picking up the cost to have City Hall has a polling site.

Mayor St. Germain unofficially congratulated Emily Merkley as one of the unopposed candidates in the May 3, 2025, General Election.

Alderman Mertins moved to accept the Certification of Unopposed Candidates for the May 3, 2025, General Election from the Interim City Secretary. Alderman Mills seconded the motion.

The vote follows:

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

Nays: None

The motion passed unanimously.

3. Discussion and consideration regarding Ordinance No. 2025-06 cancelling the general election on May 3, 2025.

Alderman Staigle moved to approve Ordinance No. 2025-06 cancelling the general election on May 3, 2025. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration regarding Ordinance No. 2025-07 appointing a Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas.

Alderman Kopczynski moved to approve Ordinance No. 2025-07 appointing Bret Kisluk as Presiding Judge to serve in the Municipal Court of Record of the City of Meadows Place, Texas. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration of Ordinance No. 2025-08 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line items 100-030-510111, Judges, \$3,600, and 100-030-510112, Prosecutors, \$3,600, for Judge and Prosecutor for docket pay.

Alderman Kopczynski moved to approve Ordinance No. 2025-08 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line items 100-030-510111, Judges, \$3,600, and 100-030-510112, Prosecutors, \$3,600, for Judge and Prosecutor for docket pay. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. Discussion and consideration of Resolution No. 2025-05 authorizing the Mayor to execute an agreement with Power Scoop Utility, LLC for Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant.

Mayor St. Germain explained that staff had a bid opening on January 15, 2025, and the City received 2 bids from Power Scoop Utility and ClearStream Environmental, LLC. Power Scoop Utility was the lowest qualified bid, and staff recommended City Council to accept.

Alderman Staigle moved to approve Resolution No. 2025-05 authorizing the Mayor to execute an agreement with Power Scoop Utility, LLC for Operations, Maintenance, and Management of the City's Municipal Water, Wastewater Collection System and Wastewater Treatment Plant. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

7. Discussion and consideration of Resolution No. 2025-06 authorizing HydroClear and MagnaFlow to conduct emergency maintenance and repair to the City's Wastewater Treatment Plant and authorize associated expenditures in the amount not to exceed \$250,000.

Mr. Hainey, Public Works Director, gave a brief explanation of the major reconstruction project at the Wastewater Treatment Plant. He stated that while it is customary for both HydroClear and MagnaFlow to provide sludge pumping services sparingly and only when needed, the current capital project is unexpectedly creating a situation where a lot more sludge needs to be pumped. The pumping must be done every other week until the contractor completes the capital project in May.

Mr. Haby, City Administrator, informed City Council that staff had recently realized that the expense will exceed \$50, 000. Therefore, staff needed to establish an emergency expense that exceeds the competitive bidding threshold of \$50, 000.

Alderman Kopczynski asked the question about funding and where is it coming from. He was told that this is a utility expense, and it will have to stay in that Enterprise Fund.

Alderman Staigle moved to approve Resolution No. 2025-06 authorizing HydroClear and MagnaFlow to conduct emergency maintenance and repair to the City's Wastewater Treatment Plant and authorize associated expenditures in the amount not to exceed \$250,000. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

8. Discussion and consideration regarding residential utility accounts on malfunctioning meters.

Alderman Mertins mentioned that there were 8 residents whose utility meters had misreads for billing purposes. In the workshop, Council discussed that these residents would receive a payment plan for the number of months the misreads occurred.

Alderman Staigle asked the question if Council needed to review what was discussed in today's workshop. He was told that staff will get back to Council after the City Administrator had spoken with the attorneys about billing dates, payment plans, and leak adjustments. He

will bring the agenda to the March City Council Meeting.

Alderman Baker moved to proceed with the payment plan for the 8 residents whose meters misread. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

9. Discussion and consideration of Resolution No. 2025-07 authorizing the Mayor to execute an agreement with Spectrum VOI for a new phone system.

Ms. Weston, Finance Director, reported the City's phone lease ends June 2025. The current cost of the phone lease and required Comcast trunking services at both City Hall and EOC totals \$1,888/month. The proposal from Spectrum is for VOIP phone service and video collaboration set up for the Police conference room for training purposes. The Spectrum VOIP proposal is \$1,424.24/month for 60 months. Total monthly savings with proposal is \$464.76/mo.

Alderman Mertins moved to approve Resolution No. 2025-07 authorizing the Mayor to execute an agreement with Spectrum VOIP for a new phone system. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

10. Discussion and consideration of Ordinance No. 2025-09 amending the schedule of fees by adding a 10% administration fee for cancelations of camp.

Alderman Baker moved to approve Ordinance No. 2025-09 amending the schedule of fees by adding a 10% administration fee for the cancelations of camp. Alderman Mills seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

11. Discussion and consideration of Resolution No. 2025-08 supporting the Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet.

Mr. Haby, City Administrator, stated that the State of Texas entered into an agreement in 2020 on behalf of the Texas political subdivisions to receive funding through the Opioid Abatement Fund. To receive the funding, we would need to approve the resolution.

The City has received \$5,000-\$6,000 in the past that is sitting in the general fund at the moment. Chief Stewart stated the Police Department is looking into ways to use the funds that follow the restrictions and guidelines.

Alderman Kopczynski moved to approve Resolution No. 2025-08 supporting the Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

12. Discussion and consideration of Resolution No. 2025-09 authorizing the Mayor to execute Change Order No. 1 for Dorrance Lane Reconstruction Project Phase 2 allowing Tandem Services, LLC a net decrease of \$10.70.

Alderman Kopczynski moved to approve Resolution No. 2025-09 authorizing the Mayor to execute Change Order No. 1 for Dorrance Lane Reconstruction Project Phase 2 allowing Tandem Services, LLC a net decrease of \$10.70. Alderman Mertins seconded the motion. The vote follows:

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

January 28, 2025 – City Council Regular Meeting

February 6, 2025 – City Council Special Meeting

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

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

Nays: None

The motion passed unanimously.

G. ADJOURN

There being no further business discuss Mayor St. Germain adjourned the meeting at 7:47p.m.

ATTEST:

Jackie McCordic, Utility Clerk

Audrey St. Germain, Mayor



MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 25, 2025, 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.

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

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

Nick Haby, City Administrator

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

B. Discussion regarding Utility Billing.

City Administrator, Nick Haby, gave a presentation about Utility Billing.

Items of Note:

- Latent Leaks
- Leak Letters
- Meter Failures
- Meter Replacements
- One Time Adjustments
- Payment Plans
- Billing Due Dates

There was discussion among Council and staff regarding 8 addresses whose meter had been sending a zero-consumption read to Beacon. Once staff became aware of the issue, they presented to Council what the current read was at that day and how long each address had been receiving a zero-consumption bill. Staff asked for Council's guidance in how to proceed.

Council and staff briefly discussed latent leaks, adjustments, payment plans, meter failures, and changing billing due dates. They decided staff will need to speak to legal and then bring an item to the next agenda.

C. Adjourn

There being no further business to discuss the meeting adjourned at 6:34 p.m.

These minutes were approved by City Council on March 25, 2025.

ATTEST:



Jackie McCordic, Utility Clerk



Audrey St. Germain, Mayor



MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 25, 2025, 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.

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

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

Nick Haby, City Administrator

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

B. Discussion regarding Utility Billing.

City Administrator, Nick Haby, gave a presentation about Utility Billing.

Items of Note:

- Latent Leaks
- Leak Letters
- Meter Failures
- Meter Replacements
- One Time Adjustments
- Payment Plans
- Billing Due Dates

There was a discussion among Council and staff regarding 8 addresses whose meter had been sending a zero-consumption read to Beacon. Once staff became aware of the issue, they presented to Council what the current read was at that day and how long each address had been receiving a zero-consumption bill. Staff asked for Council's guidance on how to proceed.

Council and staff briefly discussed latent leaks, adjustments, payment plans, meter failures, and changing billing due dates. They decided staff will need to speak to legal and then bring an item to the next agenda.

C. Adjourn

There being no further business to discuss the meeting adjourned at 6:34 p.m.

These minutes were approved by City Council on March 25, 2025.

ATTEST:

Jackie McCordic, Utility Clerk

Audrey St. Germain, Mayor



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 25, 2025 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 6:35 p.m. with the following present.

Audrey St. Germain, Mayor	Rick Staigle, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman
Kurt Kopczynski, Alderman	Kelle Mills, Alderman
Nick Haby, City Administrator	Shandra Phillips, City Secretary

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

1. Pledge of Allegiance: Audrey St. Germain, Mayor
2. Invocation: David Mertins, Alderman

B. SERVICE RECOGNITION

1. Nick Haby, City Administrator – 5 Years of Service

Mayor St. Germain recognized Nick Haby for his 5 years of service to the City of Meadows Place and presented him with a certificate and 5-year pin.

C. REPORTS

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for March 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 2837
- Accidents – 14
- Arrest – 6
- Traffic Citations Issued – 264
- Assault – 1
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 3
- Fraud – 1
- Robbery – 0
- City Ordinance – 14

- Theft – 3
- Property Checks – 2681
- Flock Safety Alerts – 96
 - Stolen Vehicles – 7
 - Sex Offender – 47
 - Stolen License Plates – 20
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 2
 - Warrant – 2
 - Protection Order – 15
 - Other Agency Hot List – 1
 - Violent Person – 0

Additional Notes:

- Theft of Service: Sgt. Kenig took a walk-in report at the PD of a rental vehicle not being returned for several months to Enterprise Sterling McCall. Sgt. Kenig contacted the renter in New Mexico and persuaded him to return the vehicle there. Case was Closed – Exceptional.
- Burglary: Kelly’s and Wok1. Through video, Sgt. Kenig identified the suspect vehicle but could not identify the occupants. SLPD identified one of our suspects from one of their burglaries. FBDA will take our charges to use in plea bargains on the suspect from burglaries in Sugar Land and Missouri City.
- Patrol:
 - Officer Carlos Ostorga has joined Team MPPD and was in week two of training. He went through Taser training on March 25th and successfully passed. The good news is we are currently full staff once again.
- Grant Status (In progress)
 - Dispatch Console Grant- In-progress, currently working with the vendors for installation date.
 - Car Camera/Body Camera Grant- In-progress, 1 car at Emergency Fleet Services, 2 completed, and remaining vehicles will be scheduled for installation. Body cameras come with the in-car system and training has been completed.
 - Flock Grant/Catalytic Converter Funding- In-progress, money is allocated and awaiting on initial payment.
- The City of Meadows Place TDEM/FEMA Recovery Team- still working with FEMA/TDEM to finalize Hurricane Beryl submission (Cat Z-Administration cost is the only thing pending before closure).
- The City of Meadows Place TDEM/FEMA Recovery Team- working on the Hazard Mitigation Update to be eligible for the Grant Funding for several Mitigation Projects such as generators and flooding/drainage rehab have been submitted for review.
- Camp Out was a success with a large turnout and no reportable incidents.

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 January, February,

and March 2025. A few key points are listed below:

Event Recap

- **Family Campout** – 97 in attendance, which was a record. A mechanical bull, line dancing, and harmonica lessons were added in addition to kayaking, fishing, scavenger hunt, campfire, dinner, and smores.

Upcoming Events

- **Concerts in the Park:**
 - April 4 - Community Feed (City Council Support) – Ghost Rose (6-8pm)
 - April 11 - Gary Kyle (7-9pm) Food Trucks
 - May 2 - Tracy Perez Band (7-9pm) Food Trucks
- **Save the Date- July 4th Festival- It will be held on a Friday.**

Projects Completed

- Community Center Phase II updating - Painted all cabinets and doors (EDC)
- Lake Trail Maintenance included fluffing of DG and adding additional erosion preventive along beach area (GF)
- NC Maintenance Closure - Rebuilt closet storage for efficiency (GF)
- YAC - Book Drive collected 285 books and restocked the Lil Libraries. As of today, they have been robbed again
- Naming of Lake Jessup - Installed Statue of Heron's along with plaque at the beach entry to the lake

Upcoming Projects

- Repair and replacement of lake fountain, trashcans, picnic tables, old stage, dead landscaping, dead trees and stumps, installation of seasonal landscaping, pickle ball post/net, patriot banners, MP logo banners (EDC \$52K)

Staffing

- I participated in CPAC- Campus Planning Advisory Committee with Meadow Elementary. They will be partnering with our Children's Garden to plant a variety of vegetables. Also, OTM is set for April 25, and YAC will volunteer
- Hired new Recreation Coordinator - Will Bolin
- Nick Garza Completed his Water Safety Instructor certification. This will allow an in-house instructor to teach our Aquatic Staff
- In the process of hiring summer staff. Hired 11 out of 32 positions. Training begins in April / May.

3. Fire Department Monthly Report for February 2025 – Audrey St. Germain, Mayor

There was not a fire report for the month of February 2025.

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

City Administrator, Nick Haby, thanked the new City Secretary, Shandra Phillips, for a great week. He provided a brief report and advised of the following:

a. City E-mail addresses

Mr. Haby spoke regarding changing the City email addresses. He advised that unless City Council objects the implementation would begin taking place.

City Council and Mr. Haby briefly discussed the proposed email domain changes and if the domain .gov would be available.

b. Code Enforcement Officer Certification Exam Success – Angie Hernandez

Mr. Haby congratulated Code Enforcement Officer, Angie Hernandez, on passing her certification exam.

D. PUBLIC COMMENTS

Barry Little, resident at 12026 Scottsdale Dr.: Mr. Little, spoke regarding the water meter failure and issues with his bill.

Mayor St. Germain advised that someone would be in contact with him regarding his issues.

Monica Black, resident at 11811 Monticito Ct.: Ms. Black advised that the trashcan on the dirt path by the wastewater treatment plant disappeared. She asked if it would be replaced. Ms. Black spoke regarding the intersection at Amblewood and W. Airport. Ms. Black suggested that a signal light be installed.

Mayor St. Germain advised that someone would be in contact with her regarding her issues.

E. MAYOR AND COUNCIL COMMENTS

Alderman Mertis advised that the Economic Development Corporation was in the process of purchasing Placer AI to assist with bringing new businesses and increase current business. He also advised that the Economic Development Corporation would have a booth at the April 4th event to target and accommodate businesses.

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

Alderman Staigle advised that CenterPoint was not being cooperative and would reach out with City Administrator, Nick Haby as they did not want to install signs for safety.

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

Alderman Staigle advised that the plan was to be completed by April. City Administrator, Nick Haby spoke regarding replacing the signs.

F. REGULAR AGENDA

- 1. Discussion and consideration regarding Ordinance No. 2025-11 appointing Ryan Fremuth, an attorney licensed to practice law in the State of Texas, as Assistant Prosecutor in the Municipal Court of the City of Meadows Place.**

Ryan Fremuth, Assistant Prosecutor introduced himself and spoke about his background in municipal government.

Alderman Kopczynski motioned to approve Ordinance No. 2025-11 appointing Ryan Fremuth, an attorney licensed to practice law in the State of Texas, as Assistant Prosecutor in the Municipal Court of the City of Meadows Place. Alderman Mertins 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. 2025-10 accepting the auditor's amended engagement letter from Belt Harris Pechacek, LLLP for 2025-2026.

City Administrator, Nick Haby advised that the item would be tabled.

No action was taken.

3. Discussion and consideration of Ordinance No. 2025-10 amending City of Meadows Place Code of Ordinances Chapter 51 and adding latent leak adjustment procedures.

Alderman Staigle motioned to approve Ordinance No. 2025-10 amending City of Meadows Place Code of Ordinances Chapter 51 and adding latent leak adjustment procedures. 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. 2025-11 authorizing the Mayor to execute a mutual consent letter authorizing a one-year extension of the City's agreement with SAFEbuilt Texas, LLC for plan review and building inspection services.

Alderman Mertins motioned to approve Resolution No. 2025-11 authorizing the Mayor to execute a mutual consent letter authorizing a one-year extension of the City's agreement with SAFEbuilt Texas, LLC for plan review and building inspection services. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration related to Mayor and City Council terms of office and election schedule.

The City Council, City Administrator Nick Haby, and City Attorney Heather Cook discussed the following:

- Current Mayor and City Council terms of office (2 years)
- Proposing new terms of office (3 year terms or rotating Mayor. 3 City Council members and 2 City Council members the following year)

- Advantages and disadvantages of changing the terms of office
- Cost of elections

No action was taken.

6. Discussion and consideration regarding Resolution No. 2025-12 Removing Courtney Rutherford and Designating a new check signer (Shandra Phillips) for the City Accounts at Independent Bank and Designating Primary Check Signers Effective Immediately upon passage of this Resolution.

Alderman Mertins motioned to approve Resolution No. 2025-12 Removing Courtney Rutherford and Designating a new check signer (Shandra Phillips) for the City Accounts at Independent Bank and Designating Primary Check Signers Effective Immediately upon passage of this Resolution. 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 Resolution No. 2025-13 designating Shandra Phillips as an Authorized Representative for the City's TexPool Investment account.

Alderman Kopczynski motioned to approve Resolution No. 2025-13 designating Shandra Phillips as an Authorized Representative for the City's TexPool Investment account. 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 Resolution No. 2025-14 designating Shandra Phillips as an authorized user via the City's Lone Star account

Alderman Staigle motioned to approve of Resolution No. 2025-14 designating Shandra Phillips as an authorized user via the City's Lone Star account. 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 Resolution No. 2025-15 appointing City Secretary Shandra Phillips as the Plan Coordinator and City Contact for the ICMA-RC 457 deferred compensation plan.

Alderman Mertins motioned to approve Resolution No. 2025-15 appointing City Secretary Shandra Phillips as the Plan Coordinator and City Contact for the ICMA-RC 457 deferred compensation plan. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

10. Discussion and consideration to cancel the Regular City Council Meeting on May 27, 2025, and schedule a Special Called City Council Meeting on May 20, 2025.

Alderman Kopczynski motioned to approve to cancel the Regular City Council Meeting on May 27, 2025, and schedule a Special Called City Council Meeting on May 20, 2025. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

G. CONSENT AGENDA

1. Consider approval of the Minutes held as follows:

February 25, 2025 – City Council Workshop

February 25, 2025 – City Council Regular 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.

H. RECESS REGULAR SESSION

Recess the Regular Session to Convene into Executive Session as authorized by Chapter 551, Texas Open Meetings Act, Government Code Section 551.071(1)(A), to seek or receive attorney's advice on pending or contemplated litigation; Section 551.071(2), to seek or receive attorney's advice on legal matters that are not related to litigation.

Mayor St. Germain recessed the regular meeting at 7:33 p.m. for Council to go into executive session.

I. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section 551.001, et. seq., to review and consider the following:

A. Under authority of Section 551.071 (Consultation with Attorney):

1. Consultation with attorney under Government Code Section 551.071(1) to seek or receive attorney's advice on pending or contemplated litigation.
2. Consultation with attorney under Government Code Section 551.071(2) to seek or receive attorney's advice on legal matters that are not related to litigation.

J. ADJOURN EXECUTIVE SESSION

The executive session adjourned at 7:54 p.m. and Mayor St. Germain reconvened City Council into regular session.

K. RECONVENE

Discuss and take appropriate action regarding the item.

No action was taken.

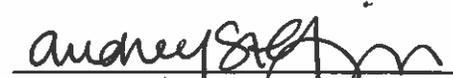
L. ADJOURN

There being no further business to discuss the meeting adjourned at 7:54 p.m.

ATTEST:



Shandra Phillips, 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, MARCH 25, 2025, 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
Nick Haby, City Administrator

Tia Baker, Mayor Pro Tem
Rick J. Staigle, Alderman
Kelle Mills, Alderman
Shandra Phillips, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller and Assistant Police Chief, Jack Ashton.

B. Discussion regarding City Communications.

Communications Director, Cameron Miller, gave a brief presentation and advised on the following:

Updates:

- Discussed Placer AI and creating an AI committee to share how the City uses AI (was waiting for the new City Secretary to create the committee).

New Items:

- Dorrance Lane Project- an updated video documenting the progress of the project is almost complete.
- Working with Public Works, Finance, and PD to come up with a thorough list of outfalls in the City, take pictures of each one, and map all of them to obtain a possible grant.
- Facebook- as of February 19, 2025, it is no longer archiving and beginning June 28, 2025, live videos older than 30 days will delete automatically.
- Joined TAMIO, Texas Association of Municipal Information Officers. A conference is scheduled for June 4th-6th in Fort Worth and may attend.
- Provided a demonstration on Placer AI.

EDC Items:

- Created Meadows Place Business List
- Meadows Place Business Contacts

- I have set up the email/distribution list for EDC, edc@cityofmeadowsplace.org. Also, the emails go to communications@cityofmeadowsplace.org and ciessup@sbcglobal.net. This is being used in the current newsletter. I have received one business suggestion.
- New business cards for EDC
- Worked with Kidzz Zone to update their information on the business page since they have new owners.
- Updated business page.
- Got a shirt for Director Emily Merkley. She will be scheduling her picture. Her bio is on the EDC page.
- Set up an agreement with PlacerAI and have training scheduled.
 - Addressed missing Points of Interest (POI)
 - Have a call training next Wednesday on Parks and Recreation specifically
 - Need to look at Kelley's Country Cookin'
 - Need to add additional users (President Jessup, Director Mertins, Police Chief, Mayor, and Nick Haby)

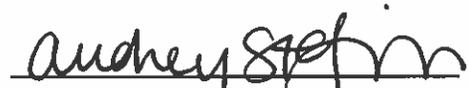
Council and staff briefly discussed how Placer AI works, how they obtain the data, and the benefits to the City.

C. Adjourn

There being no further business to discuss the meeting adjourned at 6:00 p.m.

ATTEST:


 Shandra Phillips, City Secretary


 Audrey St. Germain, Mayor





NOTICE IS HEREBY GIVEN OF A OF A SPECIAL MEETING OF THE CITY COUNCIL AND THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF MEADOWS PLACE TO BE HELD MONDAY, APRIL 14, 2025, AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

A. CITY COUNCIL AND ECONOMIC DEVELOPMENT CORPORATION CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

Mayor St. Germain called the meeting to order at 6:00 p.m.

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

Nick Haby, City Administrator

Charles Jessup IV, President
Tim Gooding, Director
Emily Merkley, Director
Richard Ramirez, Director

Rick Staigle, Mayor Pro Tem

Tia Baker, Alderman

Kelle Mills, Alderman, was not present.

Shandra Phillips, City Secretary

David Mertins, Sr., Director

Brian Frame, Director, was not present.

Terry Henley, Director, was not present.

B. RECESS SPECIAL MEETING

Recess the Special Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071(2) - Consultation with Attorney on legal matters that are not related to litigation and Government Code Section 551.087(2) – Deliberation regarding Economic Development Negotiations.

Mayor St. Germain recessed the special meeting at 6:03 p.m. to move into an Executive Session.

Economic Development President Jessup recessed the special meeting at 6:04 p.m. to move into an Executive Session.

C. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code Section 551.071(2) - Consultation with Attorney on legal matters that are not related to litigation and Government Code Section 551.087(2) – Deliberation regarding Economic Development Negotiations – business incentive for the business located at 11720 W Airport Blvd.

D. ADJOURN EXECUTIVE SESSION

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

Mayor St. Germain adjourned the Executive Session at 7:08 p.m.

Economic Development President Jessup adjourned the Executive Session at 7:08 p.m.

E. RECONVENE

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

Alderman Baker motioned to approve up to a \$20,000 budget for cost of repairs. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

Economic Development President Jessup motioned to accept the agreement extension and extend to maximum date August 15, 2025. Director Gooding seconded the motion. The vote follows:

Ayes: Directors Jessup, Gooding, Merkley, and Ramirez

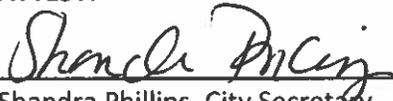
Nays: None

The motion passed unanimously.

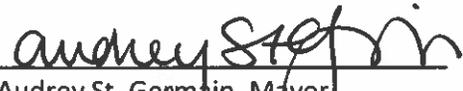
F. ADJOURN

There being no further business to discuss the meeting adjourned at 7:09 p.m.

ATTEST:



Shandra Phillips, 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 APRIL 22, 2025 AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor St. Germain at 6:30 p.m. with the following present.

Audrey St. Germain, Mayor

David Mertins, Alderman

Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Rick Staigle, Mayor Pro Tem

Tia Baker, Alderman

Kelle Mills, Alderman

Shandra Phillips, City Secretary

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

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

B. REPORTS

1. Police Department – Assistant Chief Jack Ashton

Assistant Chief Ashton gave a brief overview of the monthly statistics and activities report for April 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 2690
- Accidents – 18
- Arrest – 11
- Traffic Citations Issued – 346
- Assault – 1
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 2
- Fraud – 0
- Robbery – 0
- City Ordinance – 6
- Theft – 5
- Property Checks – 3001
- Flock Safety Alerts – 72
 - Stolen Vehicles – 6
 - Sex Offender – 29
 - Stolen License Plates – 15

- Gang/Suspected Terrorists – 3
- Missing Person Alert – 0
- Warrant – 0
- Protection Order – 19
- Other Agency Hot List – 0
- Violent Person – 0

Additional Notes:

- Found/Returned Property: Det. Kenig used investigative tools to locate the owner. The owner came to PD and retrieved property- wallet.
- Patrol:
 - Tampering with Government Document- Dismissed, “State did not want to prosecute at this time”. Other charges pending- DWI and fraudulent use of identifying information.
 - DWI- Dismissed, “Unable to prove beyond a reasonable doubt”.
- Grant Status (In progress)
 - Dispatch Console Grant- In-progress, currently working with the vendors for installation date.
 - Car Camera/Body Camera Grant- In-progress, 1 car at Emergency Fleet Services, 2 completed, and remaining vehicles will be scheduled for installation. Body cameras come with the in-car system and training has been completed.
 - Flock Grant/Catalytic Converter Funding- In-progress, money is allocated and awaiting on initial payment.
- The City of Meadows Place TDEM/FEMA Recovery Team- still working with FEMA/TDEM to finalize Hurricane Beryl submission (Cat Z-Administration cost is the only thing pending before closure).
- The City of Meadows Place TDEM/FEMA Recovery Team- working on the Hazard Mitigation Update to be eligible for the Grant Funding for several Mitigation Projects such as generators and flooding/drainage rehab have been submitted for review.
- Olde Town Meadows (School Carnival)- April 25
- Two Concerts in the Park have been a success, no issues.
- Attended the 66th Annual Texas Police Chief’s Conference.

2. Public Works – Rod Hainey, Director

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

Sidewalk repair and replacement program:

A second section of sidewalks and driveway approaches was released in January 2025.

Sidewalks 2025- \$42,950.00

No new sections have been released. Budget balance \$17,995.00.

Street Repairs /Road Fee funding:

Budget balance \$23,090.00.

Power Scoop Utilities (PSU) Expenses:

January 2025 – \$47,785.45, February 2025 - \$35,165.00, March 2025 - \$41,859.42.

Other repairs with PSU and outside vendors:

Post Hurricane Beryl. There were two outstanding major items that we addressed in the water plants after the storm.

- 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 unit has been installed, pending software installation.
- 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. Pending delivery of the ATS, which was scheduled for April 11.
- 3) WWTP we currently have three blowers operational and the fourth has been removed for repair by STP. Incomplete.
- 4) Water Plant #3 booster #1. Last year TECQ 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 completed this installation.
- 5) Worldwide. March 2025 load test on all the generators. Water Plant #3 unit failed the test, the thermostat assembly component failed. Replacement parts have been ordered.
- 6) New Verbatim units were installed at three water plants, WWTP installation is pending.
- 7) Fire Department garage doors were serviced early January, New panels and parts have been installed. Complete.
- 8) Water Plant #1 Booster #2 has been scheduled to be removed for inspection and possible repair. Have authorized replacement of pumps. Completed 4/14/25.
- 9) EMS Building. ABC Pest Control was called to exterminate pest and possible wild animals from the roof/ attic areas. Will be an ongoing issue; we have a contract with ABC Pest Control for a monthly service.
- 10) WWTP- LEM Construction. The clarifier bridge assembly has been installed. The contractor is working every day to complete the project on schedule. Project is 540 consecutive day contract and will be completed May 20, 2025.
- 11) Lift Station. No activity on site.
- 12) 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 under water. (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. Dunham Engineering has been scheduled for mid-April.
- 13) Water Plant #2, booster pump #1 incomplete.
- 14) Arrowhead replaced the lights in the Fire Station bays with LEDs.
- 15) TCEQ. Failed Biomonitoring, November 2024, failed the required re-test twice, December 2024 and January 2025. PSU and Bio Aquatics submitted a Toxicity Reduction Evaluation

Plan (TRE) to the TCEQ. They have received the Plan and the schedule for completion is February 2027.

16) EMS. Working of estimates for repair work on the building.

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 2025 – Audrey St. Germain, Mayor

Mayor St. Germain presented the fire report for March 2025 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 27 of those calls were EMS with medical assists.

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

City Administrator, Nick Haby, advised that Mayor St. Germain presented an awesome Meadows Place State of the City on April 16th at the Fort Bend Chamber of Commerce.

a. Old Town Meadows Event- April 25, 2025

Parks and Recreation Director, Colene Cabezas advised that the event would be at Meadows Elementary from 6:00 p.m. – 9:00 p.m.

b. Concerts in the Park Event- May 02, 2025

Parks and Recreation Director, Colene Cabezas advised that this was the last Spring series. She also advised that the band Tracy Perez would be performing from 7:00 p.m. – 9:00 p.m. for Cinco de Mayo.

c. Visit with Fort Bend County Appraisal District regarding preliminary numbers

Mr. Haby advised the City Council to check their availability to schedule a meeting with the Fort Bend Central Appraisal District to discuss it in further detail.

The City Council and Mr. Haby discussed the concerns regarding the decline in property value, the impact of tax rate, budgeting, and dates available for a Special Called City Council Meeting.

C. PUBLIC COMMENTS

Terry Henley, resident at 12203 Alston Dr.: Mr. Henley, spoke on a televised news segment.

D. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle advised that the project was nearing completion. He also advised that there was not any new information regarding the Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford.

E. 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, 2025, in all City Independent Bank accounts as well as in the City's two Investment Pools, TexPool and LoneStar. The General Fund had a balance of \$9,974,424, Utility Operation Fund balance was \$1,977,036, and the EDC fund balance was \$663,721. The interest rate for the investment accounts decreased steadily during the quarter, from a high of 4.7% to a low of 4.3% at the end of March. The total interest earned on all accounts (City, Utility and EDC) was \$136,206. The Property Tax Revenue in the amount of \$3,761,377 was received during the quarter.

The unrestricted reserves for the City Operating Fund increased from last quarter's low of 5.9 months to a high of 9.2 months. The Utility Fund reserve also increased from last quarter's 4.2 months to 4.6 months but was still well below the recommended reserve of 10 months.

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

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

Nays: None

The motion passed unanimously.

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

The Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Budget and Financial Report as of March 31, 2025, summarizing quarterly banking activity (deposits, withdrawals, and interest earnings) of all City, Utility and EDC bank and investment accounts. In addition, the report presents fiscal year-to-date revenues and expenditures both as a percentage of the budget and in total value for the City's General Operations and Utility account.

She advised that at this time 96.6% of property tax had been collected. The City's Sales tax revenue was at 51.8% for the year and interest revenue was at 63.2% of budget even with the anticipated decline in interest rates.

Alderman Mertins motioned to approve the Quarterly Investment Report as presented. 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 Ordinance No. 2025-12 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2025, increasing line item 100-495024, Grant Revenue Police Training, \$3,351.20 awarded from the Texas Comptroller, Law Enforcement Officers Standards and Education, Grant "LEOSE", for full-time Police Officer Training.

Alderman Mertins motioned to approve Ordinance No. 2025-12 amending the General Fund Revenue Budget for the fiscal year ending September 30, 2025, increasing line item 100-495024, Grant Revenue Police Training, \$3,351.20 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.

4. **Discussion and consideration of Ordinance No. 2025-13 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-542010, Grant Funded Training, \$3,351.20 from line item 100-495024, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training.**

Alderman Mills motioned to approve Ordinance No. 2025-13 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-542010, Grant Funded Training, \$3,351.20 from line item 100-495024, Grant Revenue Police Training, for Law Enforcement Officers Standards and Education Grant funded full-time Police Officer Training. 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 Ordinance No. 2025-14 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-495015, Grant Revenue Police Equipment, \$33,824.00 awarded from the Office of the Governor – grant number 5106301 for car cameras for the dispatch console.**

Alderman Mertins motioned to approve Ordinance No. 2025-14 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-495015, Grant Revenue Police Equipment, \$33,824.00 awarded from the Office of the Governor – grant number 5106301 for car cameras for the dispatch console. Alderman Baker seconded the motion.

At this time, Alderman Mertins made an amended motion to approve Ordinance No. 2025-14 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-495015, Grant Revenue Police Equipment, \$33,834.00 awarded from the Office of the Governor – grant number 5106301 for car cameras for the dispatch console. Alderman Baker seconded the motion.

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

Nays: None

The motion passed unanimously.

6. **Discussion and consideration of Ordinance No. 2025-15 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-542810, Grant Funded Equipment, \$33,834.00 for car cameras for the dispatch console.**

Alderman Mills motioned to approve Ordinance No. 2025-15 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-542810, Grant Funded Equipment, \$33,834.00 for car cameras 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.

7. **Discussion and consideration of Ordinance No. 2025-16 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item, 100-495014, Grant Revenue Police Radio, \$114,557.89 awarded from the Office of the Governor – grant number 5245401 for the dispatch console.**

Alderman Kopczynski motioned to approve Ordinance No. 2025-16 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item, 100-495014, Grant Revenue Police Radio, \$114,557.89 awarded from the Office of the Governor – grant number 5245401 for the dispatch console. Alderman Baker 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. 2025-17 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-542710, Grant Funded Radio Equipment, \$114,557.89 for the dispatch console.**

Alderman Mertins motioned to approve Ordinance No. 2025-17 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-542710, Grant Funded Radio Equipment, \$114,557.89 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. 2025-18 amending City of Meadows Place Code of Ordinances Chapter 51, Section 51.18 (C) (4b).**

Alderman Baker motioned to approve Ordinance No. 2025-16 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item, 100-495014, Grant Revenue Police Radio, \$114,557.89 awarded from the Office of the Governor – grant number 5245401 for the dispatch console. Alderman Mills 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 Resolution No. 2025-16 amending Certificate Pay and Academic Pay Policy to add new certificate pay for the Parks Department.**

Alderman Mertins motioned to approve Resolution No. 2025-16 amending Certificate Pay and Academic Pay Policy to add new certificate pay for the Parks Department. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

11. Discussion and consideration regarding the possible logo of support for SB1217, relating to sales and use tax exemptions and refunds for certain tangible personal property used to provide cable television services, Internet access services, or telecommunications services

After a brief discussion, Alderman Baker motioned to table regarding the possible logo of support for SB1217, relating to sales and use tax exemptions and refunds for certain tangible personal property used to provide cable television services, Internet access services, or telecommunications services until after executive session. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

No action was taken.

12. Discussion and consideration to cancel the Regular City Council Meeting on May 27, 2025, and schedule a Special Called City Council Meeting on May 20, 2025.

Alderman Kopczynski motioned to cancel the Regular City Council Meeting on May 27, 2025, and schedule a Special Called City Council Meeting on May 20, 2025. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

F. 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 8:18 p.m. for Council to go into executive session.

G. EXECUTIVE SESSION

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

H. ADJOURN EXECUTIVE SESSION

The executive session adjourned at 9:27 p.m. and Mayor St. Germain reconvened City Council into regular session.

I. RECONVENE

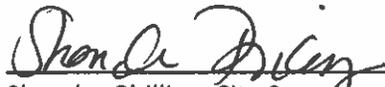
Discuss and take appropriate action regarding the annual evaluation of the City Administrator.

No action was taken.

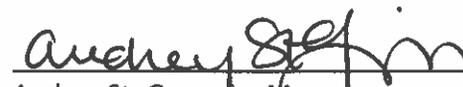
J. ADJOURN

There being no further business to discuss the meeting adjourned at 9:27 p.m.

ATTEST:



Shandra Phillips, 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 20, 2025 AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor St. Germain at 6:30 p.m. with the following present.

Audrey St. Germain, Mayor

David Mertins, Alderman

Kurt Kopczynski, Alderman

Nick Haby, City Administrator

Rick Staigle, Mayor Pro Tem

Tia Baker, Alderman

Kelle Mills, Alderman

Shandra Phillips, City Secretary

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

1. Pledge of Allegiance: Meadows Elementary Honor Society
2. Invocation: Alderman Mertins

B. ELECTION MATTERS

1. Issuance of Certificate of Election and Administer Oath of Office to Elected Officials. Kurt Kopczynski, Alderman Place 4; and Emily Merkley, Alderman Place 5.

City Secretary, Shandra Phillips delivered Certificates of Election to the newly elected officials Kurt Kopczynski, Alderman Place 4 and Emily Merkley, Alderman Place 5.

City Secretary, Shandra Phillips administered the Oath of Office to the newly elected officials Kurt Kopczynski, Alderman Place 4 and Emily Merkley, Alderman Place 5.

C. PROCLAMATION

1. Recognition and presentation of outgoing Alderman, Kelle Mills for her 12 Years of Service to the City of Meadows Place.

Mayor St. Germain presented a Proclamation to outgoing Alderman Kelle Mills. She acknowledged and thanked Alderman Mills for her 12 years of dedicated service to the City of Meadows Place and residents.

D. CERTIFICATE OF RECOGNITION

1. Acknowledging Lori Safieh for 40 years of service at Meadows Elementary.

Mayor St. Germain presented Meadows Elementary Teacher, Lori Safieh with a certificate of recognition for her dedicated 40 years of service in education. She congratulated Ms. Safieh on her retirement.

2. Acknowledging Wendy Pennings for 10 years of service on Meadows Elementary PTO.

Mayor St. Germain presented Wendy Pennings with a certificate of recognition for her 10 years of volunteer service on the Meadows Elementary PTO.

E. AUDIT

1. Presentation, discussion, and consideration to receive and accept the Auditor's Financial Report for Fiscal Year 2023-2024.

Michael Brotherton, CPA, with Crowe LLP, presented the Auditor's Financial Report for Fiscal Year 2023-2024.

Mr. Brotherton stated that they issued a clean unmodified opinion of the City's financial statements which was the highest level of assurance that can be given. He also stated that there were no new accounting pronouncements, therefore the report looked the same as previous years.

He briefly reviewed the report with City Council and advised that the governmental fund had an increase of \$546,960, ending with a fund balance of \$7,016,894, and the City was maintaining a healthy unassigned fund balance. Mr. Brotherton stated overall, the City had good total operating revenues and expenditures with a small operating loss in the utility fund and that there were no audit findings to present.

Alderman Kopczynski motioned to approve the Auditor's Financial Report for Fiscal Year 2023-2024 as presented. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

F. REPORTS

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

Police Chief, Stewart gave a brief overview of the monthly statistics and activities report for May 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 3009
- Accidents – 12
- Arrest – 10
- Traffic Citations Issued – 353
- Assaults – 2
- Burglary of Motor Vehicle – 3
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 2
- Robbery – 0
- City Ordinance – 8
- Theft – 2

- Property Checks – 2856
- Flock Safety Alerts – 81
 - Stolen Vehicles – 17
 - Sex Offender – 20
 - Stolen License Plates – 12
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 0
 - Warrant – 10
 - Protection Order – 19
 - Other Agency Hot List – 1
 - Violent Person – 0

Additional Notes:

- Grant Status (In progress)
 - Dispatch Console Grant- In-progress, currently working with the vendors for installation date.
 - Car Camera/Body Camera Grant- In-progress, 1 car at Emergency Fleet Services, 2 completed, and remaining vehicles will be scheduled for installation. Body cameras come with the in-car system and training had been completed.
 - Flock Grant/Catalytic Converter Funding- In-progress, money was allocated and awaiting on initial payment.
- The City of Meadows Place TDEM/FEMA Recovery Team- still working with FEMA/TDEM
 - Finalize Hurricane Beryl submission (Cat Z-Administration cost was the only thing pending before closure).
 - Working with TDEM for Hazard Mitigation (Generators and drainage outfall).
- Police Sargeant Foster and Police Officer Chan attended Meadows Elementary Career Day.
- Police Officer Ostorga, the newest officer, was currently in Phase III of our FTO program.
- CPR/AED/Narcan/SABA training at the training facility during the week of May 19, 2025.

2. Code Enforcement – Angie Hernandez, Code Enforcement

Angie Hernandez, Code Enforcement Officer gave a brief overview of the monthly statistics and activities for March, April, and May 2025, which was distributed to City Council and filed with the City Secretary.

Top 5 Violations:

- Trashcans/Rubbish/Recycling Bins visible from the street - 43
- Grass/Weeds in excess of 9 inches - 55
- Grass/Weeds in Flower Beds, Yard, and/or in cracks of concrete - 22
- Remove Holiday Décor - 18
- Unoccupied Building – 13

Ms. Hernandez advised that there were 257 cases opened, 173 closed, and 7 citations issued for the quarter.

3. Fire Department Monthly Report for April 2025 – Audrey St. Germain, Mayor

Mayor St. Germain presented the fire report for April 2025 which was distributed to City Council and filed with the City Secretary. There was a total of 48 incidents in Meadows Place over the last month and 29 of those calls were EMS with medical assists.

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

City Administrator, Nick Haby, advised on the following:

a. Transition to SouthState Bank from Independent Financial

Mr. Haby advised that the City would be transitioning to the new financial institution Independent Financial.

b. Kickoff to Summer- May 24, 2025

Mr. Haby advised that Kickoff to Summer would be held on May 24, 2025 from 11:00 a.m. to 8:00 p.m. He also advised that 200 popsicles would be given out at no cost.

c. Save the Date- 4th of July Celebration

Mr. Haby advised that the 4th of July Celebration would be held from 6:00 p.m. to 9:00 p.m. He also advised that the band Emotions would be playing and there would be food trucks.

G. PUBLIC COMMENTS

No public comments were made.

H. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle advised that a meeting with Centerpoint was scheduled for June. He also advised that he would reach out to the City of Stafford to see if they were still on track due to financial constraints.

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

Alderman Staigle advised that the projects final inspection was the week of May 19, 2025. He also advised that City Administrator, Nick Haby did a walkthrough with staff and contractors.

I. REGULAR AGENDA

At this time Mayor St. Germain called to move item 16 of the Regular Agenda out of order to item 11.

6. Discussion and consideration of Ordinance No. 2025-22 appointing Kim Parks, an attorney licensed to practice law in the State of Texas, as Assistant Prosecutor in the Municipal Court of the City of Meadows Place.

City Administrator, Nick Haby introduced Kim Parks. Ms. Parks spoke about her background in municipal government.

Alderman Staigle motioned to approve Ordinance No. 2025-22 appointing Kim Parks, an attorney licensed to practice law in the State of Texas, as Assistant Prosecutor in the Municipal Court of

the City of Meadows Place. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

1. Discussion and consideration of Ordinance No. 2025-19 electing a Mayor Pro Tem.

Alderman Merkley motioned to elect Alderman Kurt Kopczynski as Mayor Pro Tem. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

2. Discussion and consideration regarding ratifying the Mayor's signature on letters submitted to TDEM for Hazardous Mitigation Grants for the new City generators and drainage outfalls.

Alderman Kopczynski motioned to approve ratifying the Mayor's signature on letters submitted to TDEM for Hazardous Mitigation Grants for the new City generators and drainage outfalls. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

3. Discussion and consideration regarding Resolution No. 2025-17 authorizing the Mayor and Police Chief to submit a grant application for the 2026 Motor Vehicle Crime Prevention Authority Grant Program.

Alderman Staigle motioned to approve Resolution No. 2025-17 authorizing the Mayor and Police Chief to submit a grant application for the 2026 Motor Vehicle Crime Prevention Authority Grant Program. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration of Ordinance No. 2025-20 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-495014, Grant Revenue Police Equipment, \$39,896.00 awarded from the 2025 Motor Vehicle Crime Prevention Authority Grant Program – grant number 224-25-0791300 for flock cameras.

Alderman Kopczynski motioned to approve Ordinance No. 2025-20 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-495014, Grant Revenue Police Equipment, \$39,896.00 awarded from the 2025 Motor Vehicle Crime Prevention Authority Grant Program – grant number 224-25-0791300 for flock cameras. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. **Discussion and consideration of Ordinance No. 2025-21 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-5426000, Grant Funded Police Equipment, \$39,896.00 awarded from the 2025 Motor Vehicle Crime Prevention Authority Grant Program – grant number 224-25-0791300 for flock cameras.**

Alderman Merkley motioned to approve Ordinance No. 2025-21 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-5426000, Grant Funded Police Equipment, \$39,896.00 awarded from the 2025 Motor Vehicle Crime Prevention Authority Grant Program – grant number 224-25-0791300 for flock cameras. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

7. **Discussion and consideration regarding purchasing agenda quick software (Destiny Software, Inc.) for searchable meeting minutes component.**

City Secretary, Shandra Phillips advised that she was waiting for the quote from Destiny Software and would provide an update at the next City Council meeting.

No action was taken.

8. **Discussion and consideration regarding dates for the 2025-2026 Budget Workshops.**

City Administrator, Nick Haby advised that in previous years the budget kickoff was held in June.

After a brief discussion, the consensus from the City Council and staff was to schedule the first 2025-2026 Budget Workshop on Saturday, June 28, 2025 at 9:00 a.m.

J. CONSENT AGENDA

1. **Consider approval of the Minutes held as follows:**

March 25, 2025 – City Council Regular Meeting

March 25, 2025 – Communications Workshop

April 14, 2025 – Joint City Council and EDC Special Meeting

April 22, 2025 – City Council Regular Meeting

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

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

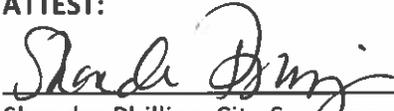
Nays: None

The motion passed unanimously.

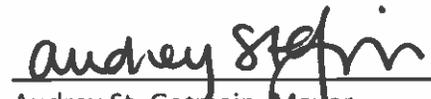
K. ADJOURN

There being no further business to discuss the meeting adjourned at 7:30 p.m.

ATTEST:



Shandra Phillips, City Secretary



Audrey St. Germain, Mayor





NOTICE IS HEREBY GIVEN OF A OF A SPECIAL MEETING OF THE CITY COUNCIL AND THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF MEADOWS PLACE TO BE HELD TUESDAY, MAY 20, 2025, AT 7:30 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

A. CITY COUNCIL AND ECONOMIC DEVELOPMENT CORPORATION CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

Mayor St. Germain called the meeting to order at 7:40 p.m.

Audrey St. Germain, Mayor
David Mertins, Alderman
Rick Staigle, Alderman

Nick Haby, City Administrator

Kurt Kopczynski, Mayor Pro Tem
Tia Baker, Alderman
Emily Merkley, Alderman

Charles Jessup IV, President
Tim Gooding, Director
Emily Merkley, Director
Richard Ramirez, Director

David Mertins, Sr., Director
Brian Frame, Director, was not present.
Terry Henley, Director

B. RECESS SPECIAL MEETING

Recess the Special Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071(2) - Consultation with Attorney on legal matters that are not related to litigation and Government Code Section 551.087(2) – Deliberation regarding Economic Development Negotiations.

Mayor St. Germain recessed the special meeting at 7:40 p.m. to move into an Executive Session.

Economic Development President Jessup recessed the special meeting at 7:40 p.m. to move into an Executive Session.

C. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code Section 551.071(2) - Consultation with Attorney on legal matters that are not related to litigation and Government Code Section 551.087(2) – Deliberation regarding Economic Development Negotiations – business incentive for the business located at 12002 Southwest Freeway, Meadows Place, Texas.

D. ADJOURN EXECUTIVE SESSION

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

Mayor St. Germain adjourned the Executive Session at 8:57 p.m.

Economic Development President Jessup adjourned the Executive Session at 8:57 p.m.

E. RECONVENE

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

No action was taken.

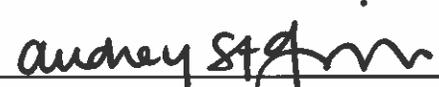
F. ADJOURN

There being no further business to discuss the meeting adjourned at 8:58 p.m.

ATTEST:



Shandra Phillips, City Secretary



Audrey St. Germain, Mayor





NOTICE IS HEREBY GIVEN OF A OF A SPECIAL MEETING OF THE CITY COUNCIL AND THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF MEADOWS PLACE TO BE HELD TUESDAY, JUNE 10, 2025, AT 6:00 P.M., AT MEADOWS PLACE CITY HALL, 1 TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477.

A. CITY COUNCIL AND ECONOMIC DEVELOPMENT CORPORATION CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

Mayor St. Germain called the meeting to order at 6:00 p.m.

Audrey St. Germain, Mayor
David Mertins, Alderman
Rick Staigle, Alderman

Kurt Kopczynski, Mayor Pro Tem
Tia Baker, Alderman
Emily Merkley, Alderman

Nick Haby, City Administrator

Charles Jessup IV, President
Tim Gooding, Director, not present
Emily Merkley, Director
Richard Ramirez, Director

David Mertins, Sr., Director
Brian Frame, Director
Terry Henley, Director

B. RECESS SPECIAL MEETING

Recess the Special Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071(2) - Consultation with Attorney on legal matters that are not related to litigation and Government Code Section 551.087(2) – Deliberation regarding Economic Development Negotiations.

Mayor St. Germain recessed the special meeting at 6:00 p.m. to move into an Executive Session.

Economic Development President Jessup recessed the special meeting at 6:00 p.m. to move into an Executive Session.

C. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code Section 551.071(2) - Consultation with Attorney on legal matters that are not related to litigation and Government Code Section 551.087(2) – Deliberation regarding Economic Development Negotiations – update regarding business incentive for the business located at 11720 W Airport Blvd.

D. ADJOURN EXECUTIVE SESSION

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

Mayor St. Germain adjourned the Executive Session at 7:07 p.m.

Economic Development President Jessup adjourned the Executive Session at 7:07 p.m.

E. RECONVENE

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

Alderman Baker motioned to amend the Performance Agreement Between the Meadows Place Economic Development Corporation and Meadows Place Real Estate, LLC, to extend the deadline for Renovations in Section V.2 to August 30, 2025. Alderman Kopczynski seconded the motion.

The vote follows:

Ayes: Aldermen Mertins, Baker, and Kopczynski

Nays: Alderman Staigle

The motion passed unanimously.

Economic Development President Jessup motioned to amend the Performance Agreement Between the Meadows Place Economic Development Corporation and Meadows Place Real Estate, LLC, to extend the deadline for Renovations in Section V.2 to August 30, 2025. Director Mertins seconded the motion.

The vote follows:

Ayes: Directors Jessup, Merkley, Ramirez, Mertins, Frame, and Henley

Nays: None

The motion passed unanimously.

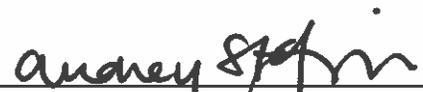
F. ADJOURN

There being no further business to discuss the meeting adjourned at 7:08 p.m.

ATTEST:



Shandra Phillips, 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 JUNE 24, 2025 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. with the following present.

Audrey St. Germain, Mayor	Kurt Kopczynski, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman
Rick Staigle, Alderman	Emily Merkley, Alderman
Nick Haby, City Administrator	Shandra Phillips, City Secretary

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

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

B. SERVICE RECOGNITION

1. Desi Rodriguez, Police Officer – 25 Years of Service

Mayor St. Germain recognized Desi Rodriguez for his 25 years of service to the City of Meadows Place and presented him with a certificate and 25-year pin.

C. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for June 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 3601
- Accidents – 9
- Arrest – 12
- Traffic Citations Issued – 421
- Assault – 2
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 1
- Fraud – 1
- Robbery – 0
- City Ordinance – 39

- Theft – 7
- Property Checks – 3100
- Flock Safety Alerts – 117
 - Stolen Vehicles – 5
 - Sex Offender – 52
 - Stolen License Plates – 3
 - Gang/Suspected Terrorists – 2
 - Missing Person Alert – 0
 - Warrant – 0
 - Protection Order – 53
 - Other Agency Hot List – 2
 - Violent Person – 0

Additional Notes:

- Grant Status (In progress):
 - Dispatch Console Grant- In-progress, scheduling the final phase of installation.
 - Car Camera/Body Camera Grant- In-progress, 2 cars remaining for installation.
 - Flock Grant/Catalytic Converter Funding- In-progress, finalizing payment the week of June 23- 2025.
- The City of Meadows Place TDEM/FEMA Recovery Team:
 - Still working with FEMA/TDEM to finalize Hurricane Beryl submission (Cat Z- Administration cost is the only thing pending before closure).
- Working with TDEM for the Hazard Mitigation for projects such as generators and drainage outfall.

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 April, May, and June 2025. A few key points are listed below:

Event Recap

- **Concerts in the Park:**
 - April 4 – 300 in attendance for the Community Feed (City Council Support) – Ghost Rose (6-8pm)
 - April 11 – 200 in attendance for the Gary Kyle (7-9pm) Food Trucks
 - May 2 – Rain Out- Tracy Perez Band (7-9pm) Food Trucks
 - The pool and summer camp both opened and have been busy with kids, families, rentals, and rain.
 - Bare Foot Friday (BFF) – 66 kids in total attended between BFF and Jr.

Upcoming Events

- **Save the Date- July 4th Festival- Friday, July 4, 2025, from 6:00 p.m. - 9:30 p.m.**
 - 10 food trucks, The Emotions, 5 carnival size mechanical rides, and fireworks
- **Bare Foot Friday (BFF) will be held on July 18**
- **Pool will transition to weekend hours beginning on August 9**

Projects Completed

- YAC – Built 2 additional little libraries, located at Brighton Park and City Hall with a new bench and 2 will be relocated from McDonald Park to an undisclosed location due to piracy
- Lake Jessup fountain replacement cost was \$16,800 and funded by the Economic Development Corporation (EDC)
- New American Flag Banners were hung, the cost was \$6,000, and funded by the Economic Development Corporation (EDC)
- New trees have been ordered for installation at Highway 59/West Airport and Kirkwood/Fire Station, the cost was \$2,000, and funded by the Economic Development Corporation (EDC)

Upcoming Projects

- The baby pool is closed. The motor is under warranty and will be replaced. It is expected to reopen the week of July 7th.
- The 2018 truck will need a new transmission and will be out of service until repairs are completed.
- Camera request for the tennis courts due to several public nuisances

Staffing

- Summer staff- Hired and trained 36 staff members for the pool and summer camp program (all training was conducted in- house by certified staff)
- Recreation Coordinator, Will Bolin is a new dad
- I met with the Police Department, Fire Chief, and Fire Marshal to discuss the 4th of July Festival and to get permits signed
- I met with the City of Pearland to discuss a joint program to assist with the reintroduction and breeding of the horned toad lizard

3. Fire Department Monthly Report for May 2025 – Audrey St. Germain, Mayor

There was not a fire report for the month of May 2025.

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

a. Fiscal Year 2026 Budget Kick-Off

Mr. Haby advised that the 2026 Budget Kick-Off would be held on Saturday, June 28th at 9:00 a.m.

b. Texas Commission on Environmental Quality (TCEQ) Visit

Mr. Haby advised that the Communications Director, Cameron Miller, presented a video to the TCEQ representatives, and they were impressed.

Public Works Director, Rod Hailey advised that overall, the visit fared well. He also advised that there were 6 potential violations, and the discrepancies had been taken care of. Mr. Hailey advised that Mayor St. Germain and City Administrator Nick Haby attended the meeting.

D. PUBLIC COMMENTS

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

Terry Henley, resident at 12203 Alston Dr.: Mr. Henley asked Mayor Pro Tem Kopczynski why did the real estate values drop 15%-20%.

Mayor Pro Tem Kopczynski and Alderman Staigle advised that the City had not received the official information from the Fort Bend Central Appraisal District (CAD), and it was a county wide issue, which would have an impact on the budget.

E. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle advised that they had been working to coordinate a meeting with CenterPoint but had been unable due to ongoing scheduling conflicts. He also advised that a letter would be sent to the City of Stafford outlining their options for moving forward with the project.

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

Alderman Staigle advised that the final change order for closeout was in progress and the project would be approximately \$100,000 below budget.

F. REGULAR AGENDA

1. Discussion and consideration regarding Resolution No. 2025-18 approving the 2025-2026 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 motioned to approve Resolution No. 2025-18 approving the 2025-2026 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 Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

2. Discussion and consideration regarding Resolution No. 2025-19 authorizing the Mayor to execute an amendment to the independent contract with Courtney Rutherford to extend the contract to September 01, 2025.

Alderman Baker motioned to approve Resolution No. 2025-19 authorizing the Mayor to execute an amendment to the independent contract with Courtney Rutherford to extend the contract to September 01, 2025. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 3. Discussion and consideration regarding Resolution No. 2025-20 authorizing the Mayor to execute an amendment to the agreement for the collection of residential solid waste and recycling holidays with Texas Pride Disposal Solutions LLC.**

Alderman Staigle motioned to approve Resolution No. 2025-20 authorizing the Mayor to execute an amendment to the agreement for the collection of residential solid waste and recycling holidays with Texas Pride Disposal Solutions LLC. Alderman Merkley seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 4. Discussion and consideration regarding Resolution No. 2025-21 authorizing the Mayor to execute Change Order No. 1 with AR Turnkee Construction Company, Inc. in the amount of \$19,250 for the Wastewater Treatment Plant Lift Station Rehabilitation Project.**

Alderman Staigle motioned to approve Resolution No. 2025-21 authorizing the Mayor to execute Change Order No. 1 with AR Turnkee Construction Company, Inc. in the amount of \$19,250 for the Wastewater Treatment Plant Lift Station Rehabilitation Project. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 5. Update regarding purchasing agenda quick software (Destiny Software, Inc.) for searchable meeting minutes component.**

City Secretary, Shandra Phillips provided the quote from Destiny Software Inc.

The City Council and Staff discussed the initial setup costs and yearly renewal fees, pros and cons, and alternative options. Communications Director, Cameron Miller advised that former City Secretary, Courtney Rutherford initiated a project to organize meeting minutes from 1984 to present by year to simplify online navigation. He also advised that the project was almost completed.

No action was taken.

G. CONSENT AGENDA

- 1. Consider approval of the Minutes held as follows:**

May 20, 2025 – City Council Special Meeting

May 20, 2025 – Joint City Council and EDC Special Meeting

June 10, 2025 – Joint City Council and EDC Special Meeting

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

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

Nays: None

The motion passed unanimously.

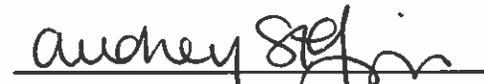
H. ADJOURN

There being no further business to discuss the meeting adjourned at 7:20 p.m.

ATTEST:



Shandra Phillips, City Secretary



Audrey St. Germain, Mayor





MINUTES OF THE BUDGET WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON SATURDAY, JUNE 28, 2025, AT 9:00 A.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 9:01 a.m. with the following present.

Audrey St. Germain, Mayor

David Mertins, Alderman

Rick Staigle, Alderman

Nick Haby, City Administrator

Kurt Kopczynski, Mayor Pro Tem

Tia Baker, Alderman

Emily Merkley, Alderman

Shandra Phillips, City Secretary

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

B. Discussion and review of the proposed 2025-2026 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 Fiscal Year 2024-2025. Ms. Weston then gave a brief presentation on the proposed Fiscal Year 2025-2026 budget prepared by staff. This presentation included projected revenues and expenditures for the upcoming year. Ms. Weston, City Council, and Staff discussed the following key topics:

- Preliminary Central Appraisal District (CAD) property tax values from April 2025
- Property tax rates and projected revenue required to maintain current service levels
- Commercial water and sewer rate structures
- Cost-of-Living Adjustments (COLA) for staff
- Additional vacation time and the implementation of a vacation accrual system
- Salary increases for Police Officers
- Department-specific adjustments to the proposed budget

Staff will present final proposed changes and revisions for further discussion during the next Budget Workshop, scheduled for July 15, 2025.

After discussion, Ms. Weston advised that the proposed Fiscal Year 2025–2026 budget must be formally filed with the City Secretary by July 18, 2025. She also advised that the deadline to set the property tax rate was August 25, 2025, she recommended that the City Council set the property tax rate no later than August 22, 2025, to ensure compliance and allow for any unforeseen delays.

Council agreed to meet on the following dates:

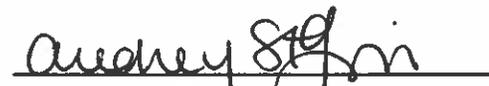
- July 15th at 6:00 p.m. at the EOC/Training Center to review the Proposed Municipal Budget for Fiscal Year 2025-2026.
- July 15th at 6:30 p.m. at the EOC/Training Center to Vote on the Proposed Property Tax Rate for Fiscal Year 2025-2026.

C. Adjourn

There being no further business to discuss the meeting adjourned at 12:11 p.m.

ATTEST:


Shandra Phillips, City Secretary


Audrey St. Germain, Mayor





MINUTES OF THE BUDGET WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JULY 15, 2025, 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 6:00 p.m. with the following present.

Audrey St. Germain, Mayor
David Mertins, Alderman
Rick Staigle, Alderman

Kurt Kopczynski, Mayor Pro Tem
Tia Baker, Alderman
Emily Merkley, Alderman

Nick Haby, City Administrator

Shandra Phillips, City Secretary

The following staff were also in attendance: Finance Director, Anna-Maria Weston; Police Chief, Gary Stewart; Public Works Director, Rod Hainey; and Assistant Police Chief, Jack Ashton.

B. Discussion and review of the proposed 2025-2026 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 Water and Sewer Rates, 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 Fiscal Year 2024-2025. Ms. Weston then gave a brief presentation on the proposed Fiscal Year 2025-2026 budget prepared by staff. This presentation included projected revenues and expenditures for the upcoming year. Ms. Weston, City Council, and Staff discussed the following key topics:

- Preliminary Central Appraisal District (CAD) property tax values from April 2025 and the rate would be \$0.873741/\$100 a \$0.035 increase
- Property tax rates and projected revenue required to maintain current service levels
- Water and sewer rates, implementation of a 10% rate increase for residential, and Commercial rate structure
- Meter read date changes from the 25th of the month to 10th and AVR billing for credit card payments would take effect July 23, 2025
- A 4% Cost-of-Living Adjustments (COLA) for staff
- Additional vacation time of 40 hours for step years 2-4 and 20+, payout eligibility, proration of vacation based on hire date, and the implementation of a vacation accrual system

- Salary increases for Police Officers and starting salary \$70,000
- Department-specific adjustments to the proposed budget
- Fourth of July Celebration Event
- Event changes for Parks and Recreation Department which consisted of 1 Spring Music Event, Fourth of July Celebration- fireworks only, and a 3-week Summer Camp

Council agreed to meet on the following dates:

- August 19th at 6:30 p.m. at City Hall for Public Hearing and Vote on the Proposed Municipal Budget for Fiscal Year 2025-2026.
- August 19th at 6:30 p.m. at City Hall for Public Hearing and Vote on the Proposed Property Tax Rate for Fiscal Year 2025-2026.

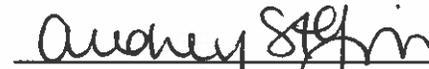
C. Adjourn

There being no further business to discuss the meeting adjourned at 7:29 p.m.

ATTEST:



Shandra Phillips, 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, JULY 15, 2025, AT 7:30 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 7:35 p.m. with the following present.

Audrey St. Germain, Mayor
David Mertins, Alderman
Rick Staigle, Alderman

Kurt Kopczynski, Mayor Pro Tem
Tia Baker, Alderman
Emily Merkley, Alderman

Nick Haby, City Administrator

Shandra Phillips, City Secretary

The following staff were also in attendance: Finance Director, Anna-Maria Weston; Police Chief, Gary Stewart; Public Works Director, Rod Hainey; and Assistant Police Chief, Jack Ashton.

B. Discussion and consideration regarding Ordinance No. 2025-23 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 2025-2026 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 1246 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 562 properties claiming the over 65 exemptions.

Council discussed and reviewed the different tax rates per the budget and tax rate presentation. Ms. Weston advised that the deadline for certified tax rolls from the Fort Bend Central Appraisal District was July 25th.

Alderman Staigle moved to approve Ordinance No. 2025-23 setting the maximum proposed tax rate at \$0.943640 per \$100; setting August 19, 2025, 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 2025-2026 Tax Rate. Alderman Mertins seconded the motion.

The record vote follows:

Aldermen Mertins	Aye
Alderman Baker	Aye
Alderman Staigle	Aye

Alderman Kopczynski Aye

Alderman Merkley Aye

Mayor St. Germain was present but did not vote.

The motion passed unanimously.

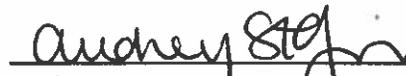
C. Adjourn

There being no further business to discuss the meeting adjourned at 7:52 p.m.

ATTEST:



Shandra Phillips, 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 22, 2025 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. with the following present.

Audrey St. Germain, Mayor	Kurt Kopczynski, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman
Rick Staigle, Alderman	Emily Merkley, Alderman
Nick Haby, City Administrator	Shandra Phillips, City Secretary

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

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

B. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for July 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 3502
- Accidents – 10
- Arrest – 5
- Traffic Citations Issued – 386
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 1
- Fraud – 0
- Robbery – 0
- City Ordinance – 0
- Theft – 9
- Property Checks – 3202
- Flock Safety Alerts – 138
 - Stolen Vehicles – 14
 - Sex Offender – 53
 - Stolen License Plates – 18
 - Gang/Suspected Terrorists – 0
 - Missing Person Alert – 0

- Warrant – 0
- Protection Order – 51
- Other Agency Hot List – 2
- Violent Person – 0

Additional Notes:

- Grant Status (In progress):
 - Dispatch Console Grant- Has been completed.
 - Car Camera/Body Camera Grant- In-progress, 2 cars remaining for installation.
 - Flock Grant/Catalytic Converter Funding-Has been completed.
- New PPV Chevrolet Tahoe has been ordered and all the equipment.
- The City of Meadows Place TDEM/FEMA Recovery Team:
 - Still working with FEMA/TDEM to finalize Hurricane Beryl submission (Cat Z-Administration cost is the only thing pending before closure).
- Working with TDEM for the Hazard Mitigation for projects such as generators and drainage outfall.
- Officer Ostorga has completed the FTO Program.
- MPPD currently has 1 open Full-time Police Officer Position.
- MPPD was in full force for the 4th of July Celebration, and no issues were reported.

2. Public Works – Rod Hainey, Director

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

Sidewalk repair and replacement program:

A second section of sidewalks and driveway approaches was released in January 2025.

Sidewalks 2025:

The last sidewalk section was released in June 2025.

Street Repairs /Road Fee funding:

No new street panels were released for construction.

Power Scoop Utilities (PSU) Expenses:

April 2025 – \$36,446.97, May 2025 - \$57,271.70, June 2025 - \$53,134.57.

Other repairs with PSU and outside vendors:

Post Hurricane Beryl. There were two outstanding major items that we addressed in the water plants after the storm.

- 1) EMS Building. ABC Pest Control was called to exterminate pest and possible wild animals from the roof/ attic areas. Will be an ongoing issue; we have a contract with ABC Pest Control for a monthly service. On going service.
- 2) Authorized repair on Gateway \$2,000. The cost of new units would be \$13,500
- 3) CCR Completed June 11, 2025. One violation, USW failed to take a Chlorine sample and submit to TCEQ.
- 4) Lift Station. Working on change order #1
- 5) Scheduling of the Ground Storage tanks (GST) at the three water plant locations. 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. Dunham Engineering has been scheduled for mid-April. Completed

- 6) PSU has completed all the repairs on the exterior of the Ground Storage Tanks. Cost \$40,000.
- 7) WWTP. During construction the controls for wasting from the Clarifier were omitted. PSU has an electrician working on the installation of the switches and timers. Cost Estimate \$10,000.
- 8) PSU replaced the Fire Hydrant at the intersection of Hwy 69 and West Airport for the third time, after truck damage to Fire Hydrant and Bollards. Relocated Fire Hydrant away from the corner.
- 9) TCEQ. Failed Biomonitring, November 2024, failed the required re-test twice, December 2024 and January 2025. PSU and Bio Aquatics submitted a Toxicity Reduction Evaluation Plan (TRE) to the TCEQ. They have received the Plan and the schedule for completion is February 2027. Update June 2025 Biomonitring FAILED
- 10) EMS building. Working of estimates for repair work on the building. Update Waiting on Estimates from contractor.

Irrigation Update: Texas Lawns has initiated an improved inspection time frame. They will review the sprinkler system 42 times per year. These inspections will coincide with the grass cutting frequency. Information only. The report is reviewed by staff and repairs are authorized.

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

a. Changes to utility bill recurring credit card payments.

Mr. Haby advised that a script would be pushed out to residents regarding recurring payments and the new telephone number for customer service would be updated on their upcoming bill.

C. PUBLIC COMMENTS

No comments were made.

D. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle advised that there was no new progress.

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

Alderman Staigle advised that the final change order for closeout was completed, and the project was approximately \$150,000 below budget. He also advised that Phase 3 was in progress.

E. REGULAR AGENDA

1. Discussion and consideration regarding the Quarterly Investment Report.

Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Investment Report. She presented the fund totals as of June 30, 2025, in all South State Bank accounts as well as in the City's two Investment Pools, TexPool and LoneStar. All City Funds, including EDC,

had earned interest of \$119,107 for the quarter and \$387,632 for the current fiscal year. Second quarter interest rates remained above 4% but did have a slight decline from March's 4.47% high to a low of 4.3% at the end of June.

The City General operating funds decreased overall during the quarter by \$2,143,342, the result of three capital projects nearing completion and payments towards them. At the end of the quarter the City's reserve decreased from 9.2 months to 7.7 months, still above recommended reserve of 7 months. The decrease in reserves is the result of City capital projects being expensed this quarter. The balance of County funds for Dorrance phase 2 is \$57,282 from the original \$1,835,760. The City also expended \$824,108 towards the Wastewater Clarifier and Lift Station projects.

Total Utility funds remained relatively constant for the quarter at \$1,977,182. Utility pledged funds for the Wastewater Clarifier and Lift Stations were fully expended this quarter, resulting in the reduction of restricted funds by \$377,000. Utility Funds reserve improved from 4.6 months to 6.8 months but is still below the recommended reserve of 10 months.

No action was taken.

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

Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Budget and Financial Report as of June 30, 2025, summarizing quarterly banking activity (deposits, withdrawals, and interest earnings) of all City, Utility and EDC bank and investment accounts. In addition, the report presents fiscal year-to-date revenues and expenditures both as a percentage of the budget and in total value for the City's General Operations and Utility account.

She advised that the General Fund revenues overall were at 74.0% of budget, which was low for this time in the fiscal year. While most revenue sources were above 75% of budget, the City has not yet received \$188,000 in police grants. Ms. Weston also advised that Property tax revenue was at 102% compared to 95.1% a year ago. License and Permits were above the year's budget at 100.6%, and City Sales tax revenue was at 76.8% for the year. She advised that this matched last year's collection of 76.9% at end of second quarter and Interest revenue was at 94.6% of budget.

No action was taken.

3. Discussion and consideration regarding Ordinance No. 2025-23 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 motioned to approve Ordinance No. 2025-23 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 Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration regarding Ordinance No. 2025-24 accepting the proposed Capital Improvement Plan for Fiscal Year 2025-2026.

Public Works Director Rod Hailey presented the Capital Improvement Plan for Fiscal Year 2025-2026.

Alderman Staigle motioned to approve Ordinance No. 2025-24 accepting the proposed Capital Improvement Plan for Fiscal Year 2025-2026. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration regarding Ordinance No. 2025-25 amending the schedule of fees by increasing the fees for water and sewer service rates.

Alderman Staigle motioned to approve Ordinance No. 2025-25 amending the schedule of fees by increasing the fees for water and sewer service rates. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. Discussion and consideration regarding Resolution No. 2025-22 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 motioned to approve Resolution No. 2025-22 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 Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

7. Discussion and consideration regarding Ordinance No. 2025-26 amending the Utility Fund Budget for the fiscal year ending September 30, 2025, increasing line item 300-047-526000, Sludge Box Haul, \$180,000 from the Utility Fund balance for the Wastewater Treatment Plant Bio-Solids Removal.

Alderman Mertins motioned to approve Ordinance No. 2025-26 amending the Utility Fund Budget for the fiscal year ending September 30, 2025, increasing line item 300-047-526000, Sludge Box Haul, \$210,000 from the Utility Fund balance for the Wastewater Treatment Plant Bio-Solids Removal. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

8. **Discussion and consideration regarding Ordinance No. 2025-27 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-520510, Police Vehicle Purchase, \$115,000 from the General Fund balance to purchase a new police vehicle and equipment needed.**

Alderman Kopczynski motioned to approve Ordinance No. 2025-27 amending the General Fund Budget for the fiscal year ending September 30, 2025, increasing line item 100-050-520510, Police Vehicle Purchase, \$115,000 from the General Fund balance to purchase a new police vehicle and equipment needed. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

9. **Discussion and consideration to cancel the Regular City Council Meeting on August 26, 2025, and schedule a Special Called City Council Meeting on August 19, 2025.**

Alderman Mertins motioned to approve to cancel the Regular City Council Meeting on August 26, 2025, and schedule a Special Called City Council Meeting on August 19, 2025. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

F. CONSENT AGENDA

1. **Consider approval of the Minutes held as follows:**

June 24, 2025 – City Council Regular Meeting

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

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

Nays: None

The motion passed unanimously.

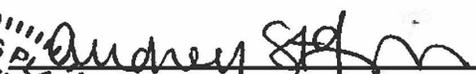
G. ADJOURN

There being no further business to discuss the meeting adjourned at 7:55 p.m.

ATTEST:


Shandra Phillips, City Secretary




Audrey St. German, Mayor

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON AUGUST 19, 2025 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. with the following present.

Audrey St. Germain, Mayor	Kurt Kopczynski, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman
Rick Staigle, Alderman	Emily Merkle, Alderman, absent-not present
Nick Haby, City Administrator	Shandra Phillips, City Secretary

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

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

B. CERTIFICATE OF RECOGNITION

1. Meadows Place PONY Baseball 10U All-Star Team

Mayor St. Germain presented Certificate of Recognitions to the Meadows Place 10U All-Star Team and Coaches, congratulating them on their outstanding season. The team was honored for their achievement as the 2025 Mustang Houston Region Champions and advancing to the PONY South Zone Tournament.

C. PROCLAMATION

1. National Night Out Proclamation – October 07, 2025

Mayor St. Germain presented a Proclamation declaring October 07, 2025, as National Night Out in the City of Meadows Place.

D. REPORTS

1. **Police Department – Assistant Police Chief Jack Ashton**

Assistant Police Chief Jack Ashton gave a brief overview of the monthly statistics and activities report for August 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 3401
- Accidents – 8
- Arrest – 5
- Traffic Citations Issued – 399

- Assault – 2
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 0
- Fraud – 0
- Robbery – 1
- City Ordinance – 22
- Theft – 4
- Property Checks – 3,091
- Flock Safety Alerts – 113
 - Stolen Vehicles – 2
 - Sex Offender – 68
 - Stolen License Plates – 7
 - Gang/Suspected Terrorists – 1
 - Missing Person Alert – 0
 - Warrant – 0
 - Protection Order – 33
 - Other Agency Hot List – 2
 - Violent Person – 0

Additional Notes:

- Grant Status (In progress):
 - Dispatch Console Grant- Has been completed. Submission approved, awaiting for disbursement from Governor’s office.
 - Car Camera/Body Camera Grant- In-progress, 2 cars remaining for installation. Grant has been submitted, awaiting for disbursement.
 - Flock Grant/Catalytic Converter Funding-Has been completed. Submitted for reimbursement, awaiting for disbursement from Governor’s office.
- New PPV Chevrolet Tahoe has been marked and sending to upfitter’s the week of August 25th.
- The City of Meadows Place TDEM/FEMA Recovery Team:
 - Still working with FEMA/TDEM to finalize Hurricane Beryl submission (Cat Z-Administration cost is the only thing pending before closure).
- Working with TDEM for the Hazard Mitigation for projects such as generators and drainage outfall.
- MPPD currently has 1 open Full-time Police Officer Position. Two active background checks in progress.
- MPPD was in full force for the return to school.

2. Code Enforcement – Angie Hernandez, Code Enforcement Officer

Angie Hernandez, Code Enforcement Officer gave a brief overview of the monthly statistics and activities for June, July, and August 2025, which were distributed to City Council and filed with the City Secretary. This report covered activity for April, May, and June 2025. A few key points are listed below:

Top 5 Violations:

- High Grass/Weeds/Grass over the curb- 91
- Trashcans/Rubbish/Recycling Bins Visible from the street- 70

- Depositing on Public or Private Property; Accumulations Prohibited- 23
- Special Off - Street Parking- 13
- Exterior Walls/Trims-Repaired/Replaced/Repainted- 11

Ms. Hernandez advised that there were 61 open cases, 236 closed, and 7 citations issued for the quarter.

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

a. **Utility rate changes.**

Mr. Haby advised that the new rates implanted would be reflected on the upcoming utility bill. He thanked the Finance Director Anna-Maria Weston and Utility Clerk Jackie McCordic, for assisting customers with the new AVR system changes.

E. **PUBLIC COMMENTS**

Terry Henley, resident at 12203 Alston Dr.: Mr. Henley asked if any of the City Council Members wanted to be involved at the State Level. He advised of the following: Texas Municipal League Annual Conference, new laws pertaining to the Open Meetings Act, and Procurement.

F. **MAYOR AND COUNCIL COMMENTS**

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

Alderman Staigle advised that he had spoken with CenterPoint to coordinate a meeting. He also advised that he would be forwarding information regarding a letter of support from Houston Parks Board - 2025 Places 4 People Call 4 Projects Submission – Alief Trail Extension Project.

2. **CenterPoint Energy – Mayor St. Germain**

Mayor St. Germain advised that she had been in constant contact with CenterPoint Energy regarding the outages. She encouraged everyone to continue to call and report outages to 713-207-2222.

G. **PUBLIC HEARINGS AND RELATED ACTIONS**

1. **The City Council will hold a Public Hearing to hear any and all persons desiring to be heard concerning the City of Meadows Place, Texas Municipal Budget for Fiscal Year 2025-2026.**

Mayor St. Germain introduced the item and opened the Public Hearing at 7:16 p.m.

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

Mike Bezner, resident.: Mr. Bezner advised that he moved into his residence 50 years ago. He also advised that the Nature Center should be closed.

Terry Henley, resident at 12203 Alston Dr.: Mr. Henley advised that with the current proposed budget and tax rate the City would have roughly \$300,000 left over and it was a good thing.

With no additional public comments, Mayor St. Germain closed the Public Hearing at 7:22 p.m.

2. **Discussion and consideration of Ordinance No. 2025-28 approving and adopting the City of Meadows Place, Texas Municipal Budget for Fiscal Year 2025-2026.**

Alderman Staigle moved to approve Ordinance No. 2025-28 approving and adopting the City of Meadows Place, Texas Municipal Budget for Fiscal Year 2025-2026. Alderman Mertins seconded the motion.

The record vote follows:

Aldermen Mertins	Aye
Alderman Baker	Aye
Alderman Staigle	Aye
Alderman Kopczynski	Aye
Alderman Merkley	was not present and did not vote
Mayor St. Germain	was present but did not vote.

The motion passed unanimously.

- 3. The City Council will hold a Public Hearing to hear any and all persons desiring to be heard concerning the 2025 Tax Year Proposed Property Tax Rate for the City of Meadows Place, Texas.**

Mayor St. Germain introduced the item and opened the Public Hearing at 7:26 p.m.

Finance Director Anna- Maria Weston provided a brief overview of the budget and proposed tax rate.

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

Terry Henley, resident at 12203 Alston Dr.: Mr. Henley recommended setting the tax rate at \$0.943640, which was still below the no new revenue tax rate, and stated that they were going in the right direction.

With no additional public comments, Mayor St. Germain closed the Public Hearing at 7:31 p.m.

- 4. Discussion and consideration of Ordinance No. 2025-29 providing a property tax rate for the levy and collection of ad valorem taxes by the City of Meadows Place, Texas, for the year 2025.**

Alderman Staigle moved to approve Ordinance No. 2025-29 providing that the property tax rate be increased by the adoption of a tax rate of \$0.943640 per \$100, which is effectively a 12.51% increase in the tax rate. Alderman Baker seconded the motion.

The record vote follows:

Aldermen Mertins	Aye
Alderman Baker	Aye
Alderman Staigle	Aye
Alderman Kopczynski	Aye
Alderman Merkley	was not present and did not vote
Mayor St. Germain	was present but did not vote.

The motion passed unanimously.

H. REGULAR AGENDA

1. **Conduct a separate vote to ratify the property tax increase reflected in the City of Meadows Place, Texas Municipal Budget for Fiscal Year 2025-2026.**

Alderman Mertins moved to ratify the property tax increase reflected in the City of Meadows Place, Texas Municipal Budget for Fiscal Year 2025-2026. Alderman Staigle seconded the motion.

The record vote follows:

Aldermen Mertins	Aye
Alderman Baker	Aye
Alderman Staigle	Aye
Alderman Kopczynski	Aye
Alderman Merkley	was not present and did not vote

Mayor St. Germain was present but did not vote.

The motion passed unanimously.

2. **Discussion and consideration of Resolution No. 2025-23 authorizing the Mayor to execute Final Change Order No. 2 for Dorrance Lane Reconstruction Project Phase 2 allowing Tandem Services, LLC a net decrease of \$151,150.31.**

Alderman Staigle motioned to approve Resolution No. 2025-23 authorizing the Mayor to execute Final Change Order No. 2 for Dorrance Lane Reconstruction Project Phase 2 allowing Tandem Services, LLC a net decrease of \$151,150.31. Alderman Kopczynski seconded the motion.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

3. **Discussion and consideration of Resolution No. 2025-24 authorizing the Police Chief to submit a grant application for the Car Camera Replacement – City of Meadows Place – Grant Number 5106301.**

Alderman Kopczynski motioned to approve Resolution No. 2025-24 authorizing the Police Chief to submit a grant application for the Car Camera Replacement – City of Meadows Place – Grant Number 5106301. Alderman Baker seconded the motion.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

4. **Discussion and consideration of Resolution No. 2025-25 authorizing the Mayor and City Secretary to enter into a two-year extension agreement with VSP Vision Care for employee and dependent vision coverage.**

Alderman Kopczynski motioned to approve Resolution No. 2025-25 authorizing the Mayor and City Secretary to enter into a two-year extension agreement with VSP Vision Care for employee and dependent vision coverage. Alderman Mertins seconded the motion.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

5. Discussion and consideration authorizing the repair of the Water Main at Brighton Lane and Mulholland Drive in the amount of \$62,500 by Power Scoop Utility.

Public Works Director, Rod Hainey provided handouts regarding the plat, easement, and scope of the repair.

Alderman Mertins motioned to authorize the repair of the Water Main at Brighton Lane and Mulholland Drive in the amount of \$62,500 by Power Scoop Utility. Alderman Kopczynski seconded the motion.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

6. Discussion and consideration regarding Water Infrastructure Tap Fees in the City of Meadows Place.

City Administrator Nick Haby explained the difference between impact fees and tap fees. Mr. Haby referenced the City's Ordinance regarding tap fees.

At this time, City Attorney Heather Cook called the meeting into Executive Session pursuant to Texas Government Code Section 551.071, to consult with the attorney for legal advice on matters not related to litigation.

RECESS SPECIAL SESSION

Recess the Special Session into Executive Session as authorized by Chapter 551 of the Texas Government Code, Section 551.071-Consultation with the attorney to seek or receive legal advice on matters not related to litigation.

Mayor St. Germain recessed the special meeting at 8:02 p.m. for Council to go into executive session.

EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section 551.071- Consultation with Attorney.

ADJOURN EXECUTIVE SESSION

The executive session adjourned at 8:23 p.m. and Mayor St. Germain reconvened City Council into special session.

RECONVENE

Discuss and take appropriate action regarding the item.

The consensus from City Council was to allow the owners to purchase the materials directly with Power Scoop Utility and the tap fees applied only to the installation cost.

I. CONSENT AGENDA

1. Consider approval of the Minutes held as follows:

June 28, 2025 – Budget Workshop

July 15, 2025 – Budget Workshop

July 15, 2025 – Special City Council Meeting

July 22, 2025 – City Council Regular Meeting

Alderman Mertins moved to approve the Consent Agenda as presented. Alderman Staigle seconded the motion.

The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

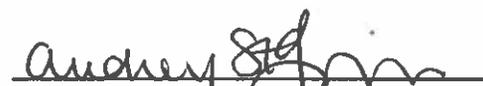
J. ADJOURN

There being no further business to discuss the meeting adjourned at 8:26 p.m.

ATTEST:



Shandra Phillips, 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 23, 2025 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. with the following present.

Audrey St. Germain, Mayor	Kurt Kopczynski, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman
Rick Staigle, Alderman	Emily Merkley, Alderman
Nick Haby, City Administrator	Shandra Phillips, City Secretary

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

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

B. PROCLAMATION

1. Recognition and Presentation to Fire Chief Larry Di'Camillo for his 35 Years of Service to the City of Meadows Place.

Mayor St. Germain acknowledged Fire Chief Larry Di'Camillo for his 35 Years of Dedicated Service to the City of Meadows Place and showed the engraved hydrant wrench as Chief Di'Camillo could not be in attendance.

C. SERVICE RECOGNITION

1. Doron Kenig, Police Sergeant – 10 Years of Service

Mayor St. Germain recognized Doron Kenig for his 10 years of service to the City of Meadows Place and presented him with a certificate.

2. Colene Cabezas, Parks & Recreation Director – 10 Years of Service

Mayor St. Germain recognized Colene Cabezas for her 10 years of service to the City of Meadows Place and presented her with a certificate.

D. REPORTS

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for September 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 3691
- Accidents – 11
- Arrest – 3
- Traffic Citations Issued – 421
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 2
- Fraud – 2
- Robbery – 0
- City Ordinance – 8
- Theft – 4
- Property Checks – 3988
- Flock Safety Alerts – 137
 - Stolen Vehicles – 0
 - Sex Offender – 78
 - Stolen License Plates – 7
 - Gang/Suspected Terrorists – 7
 - Missing Person Alert – 6
 - Warrant – 3
 - Protection Order – 30
 - Other Agency Hot List – 6
 - Violent Person – 0

Additional Notes:

- Grant Status (In progress):
 - Dispatch Console Grant- Has been completed, awaiting Governor’s office for disbursement.
 - Car Camera/Body Camera Grant- In-progress, 1 car remaining for installation. Grant has been submitted, awaiting Resolution to draw funds.
 - Flock Grant/Catalytic Converter Funding-Has been completed, submitted reimbursement- awaiting Governor’s office for disbursement.
- The City of Meadows Place TDEM/FEMA Recovery Team:
 - Still working with FEMA/TDEM to finalize Hurricane Beryl submission (Cat Z- Administration cost is the only thing pending before closeout).
 - Working with TDEM for the Hazard Mitigation for projects such as generators and drainage outfall.
- New PPV Chevrolet Tahoe has been marked and at the upfitters.
- MPPD currently has 2 Full-Time Police Offer positions. One active background in progress.
- Preparing for the following events in October: Fall Festival, Law Day at Needville High School, and Halloween.

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 2025. A few key points are listed below:

Event Recap

- **July 4th** – 3,100 in attendance. There was a fireworks show, food trucks, live band, and rides. Thanks to the Fire Department, Police Department, and Staff for their support.
- **Pool Closure** – Last day was Labor Day, no incidents, and successful despite the weather this year.

Upcoming Events

- **Fall Festival – October 18th (10:00 am to 2:00 pm)**
 - 12 Food/Drink Vendors, Petting Zoo, Craft Show, and Stein Holding Contest
- **Pumpkin Patch –October 11th (11:00 am to 3:00 pm) at the Discovery Center and Joint at the Fall Festival October 18th (10:00 am to 2:00 pm)**
- **First Western Wine Dancing – October 24th (7:00 pm – 10:00 pm) Adults Only-Community Center**
- **Christmas Memories – December 5th from 6 pm to 9 pm**

Projects Completed

- McDonald Park cameras were installed; the cost was \$6,000 and funded by the Economic Development Corporation (EDC)
- Pool and Community Center fencing in the process of being painted
- Trees installed at Highway 59/West Airport, the cost was \$2,000 and funded by the Economic Development Corporation (EDC)
- Broken Park trash cans replaced, the cost was \$11,000 and funded by the Economic Development Corporation (EDC)

Upcoming Projects

- The Community Center HVAC system is only operating at 50% capacity and the best recommendation by contractor was to replace the entire unit.
- Fencing at Brighton Park, the cost will be \$5,000 and funded by the Economic Development Corporation (EDC).
- Pool drains and lights will be replaced to remain up to Code.
- City Wide Decoration Installation- November 01, 2025

Partnerships

- Home and Garden Club- appreciate the collaboration
- Sugar Grove Church- gave a donation in the amount of \$1,000 and will be providing volunteers for the Fall Festival
- Young student resident- hosted an Art Show to give back to Nature Center it was a success, raised, and donated \$285 to the Nature Center
- YAC- will be volunteering in support of the Fall Festival, Christmas Memories, Shop and Drop, and Country Western Night.
- Revenues in total over \$101,000: Pool-\$4,000, Discovery and Nature Center-\$3400, Community Center Rental \$9,200, Park Rental \$500, Tennis Court Passes \$4,200, and Summer Camp \$4,300

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

a. Economic Development Corporation

Mayor St. Germain advised that the Economic Development President, Charlie Jessup had officially stepped down from his position. She also advised that there was a vacancy and City Council would be taking their time to appoint a new Board Director.

E. PUBLIC COMMENTS

A.W. Keepers, resident at 12243 Alston Dr.: Mr. Keepers, spoke regarding commercial vehicles sitting on public streets and the vacant property on Alston Drive.

F. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle advised that he had spoken with CenterPoint. He also advised that a letter would be sent to the City of Stafford to inquire whether they wish to move forward with their portion of the project.

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

Alderman Staigle expressed that he hoped Phase 3 of the project would be approved during the meeting.

G. REGULAR AGENDA

1. Discussion and consideration of Ordinance No. 2025-34 approving the City of Meadows Place Economic Development Corporation 2025-2026 Fiscal Year budget as adopted by the Board of Directors on September 11, 2025, Economic Development Corporation Meeting.

Alderman Mertins motioned to approve Resolution No. 2025-34 approving the City of Meadows Place Economic Development Corporation 2025-2026 Fiscal Year budget as adopted by the Board of Directors on September 11, 2025, Economic Development Corporation Meeting. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

2. Discussion and consideration regarding ratifying the Mayor's signature on a letter of support on behalf of the Houston Parks Board - 2025 Places 4 People Call 4 Projects Submission – Alief Trail Extension Project.

Alderman Staigle motioned to approve ratifying the Mayor's signature on a letter of support on behalf of the Houston Parks Board - 2025 Places 4 People Call 4 Projects Submission – Alief Trail Extension Project Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 3. Discussion and consideration of Resolution No. 2025-26 accepting the Engineering Design Proposal and authorizing the Mayor to execute an agreement with Sander Engineering for the Dorrance Lane Reconstruction Project Phase 3 in the amount of \$260,235.56.**

Alderman Staigle motioned to approve Resolution No. 2025-26 accepting the Engineering Design Proposal and authorizing the Mayor to execute an agreement with Sander Engineering for the Dorrance Lane Reconstruction Project Phase 3 in the amount of \$260,235.56. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 4. Discussion and consideration of Ordinance No. 2025-35 amending the Utility Fund Budget for the Fiscal Year ending September 30, 2025, increasing line item 300-020-580000, Utility Capital Outlay/Projects \$3,090,000 for the Wastewater Treatment Plant Clarifier Reconstruction Project and the Lift Station Pump with Controls.**

Alderman Kopczynski motioned to approve Ordinance No. 2025-35 amending the Utility Fund Budget for the Fiscal Year ending September 30, 2025, increasing line item 300-020-580000, Utility Capital Outlay/Projects \$3,090,000 for the Wastewater Treatment Plant Clarifier Reconstruction Project and the Lift Station Pump with Controls. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 5. Discussion and consideration of Ordinance No. 2025-30 amending the Utility Fund Budget for the Fiscal Year ending September 30, 2025, increasing line item 300-046-567000, Utility Water Maintenance and Repairs \$250,000 for several utility water expenses.**

Alderman Mertins motioned to approve Ordinance No. 2025-30 amending the Utility Fund Budget for the Fiscal Year ending September 30, 2025, increasing line item 300-046-567000, Utility Water Maintenance and Repairs \$250,000 for several utility water expenses. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

- 6. Discussion and consideration of Ordinance No. 2025-31 amending the General Fund Budget for the Fiscal Year ending September 30, 2025, increasing line item 100-070-584060, Capital – Infrastructure, \$2,144,000 for Dorrance Lane Reconstruction Phase 2 Construction and Engineering Services.**

Alderman Merkley motioned to approve Ordinance No. 2025-31 amending the General Fund

Budget for the Fiscal Year ending September 30, 2025, increasing line item 100-070-584060, Capital – Infrastructure, \$2,144,000 for Dorrance Lane Reconstruction Phase 2 Construction and Engineering Services. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

7. Discussion and consideration of Ordinance No. 2025-32 amending the General Fund Budget for the Fiscal Year ending September 30, 2025, increasing line item 100-070-584065, Capital – MP Stafford Mobility Project \$75,000 for the Fort Bend Mobility Bond Project.

Alderman Kopczynski motioned to approve Ordinance No. 2025-32 amending the General Fund Budget for the Fiscal Year ending September 30, 2025, increasing line item 100-070-584065, Capital – MP Stafford Mobility Project \$75,000 for the Fort Bend Mobility Bond Project. Alderman Merkley seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

8. Discussion and consideration of Resolution No. 2025-27 amending the City’s Personnel Policy Section 6.2.1 – Vacation Accrual, Sections 6.2.2c. and f. – Administration of Vacation Leave, Section 5.4.1 – Overtime to reduce the maximum compensatory time accrual to 40 hours for nonexempt employees and compensatory time payouts for nonexempt employees at the end of the fiscal year.

Alderman Baker motioned to approve Resolution No. 2025-27 amending the City’s Personnel Policy Section 6.2.1 – Vacation Accrual, Sections 6.2.2c. and f. – Administration of Vacation Leave, Section 5.4.1 – Overtime to reduce the maximum compensatory time accrual to 40 hours for nonexempt employees and compensatory time payouts for nonexempt employees at the end of the fiscal year. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

9. Discussion and consideration of Resolution No. 2025-28 adopting a revised City Organizational Chart.

Alderman Mertins motioned to approve Resolution No. 2025-28 adopting a revised City Organizational Chart. Alderman Merkley seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

10. Discussion and consideration of Resolution No. 2025-29 casting the City's vote for the candidate for the 2025-2026 Texas Municipal League (TML) Region 14 Director.

Alderman Mertins motioned to approve Resolution No. 2025-29 casting the City's vote for Sally Bronson for the 2025-2026 Texas Municipal League (TML) Region 14 Director. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

11. Discussion and consideration to reschedule the Regular City Council Meetings on October 28, 2025, November 28, 2025, and December 23, 2025.

Alderman Mertins motioned to schedule a Special Called City Council Meeting on October 21, 2025, November 18, 2025, and December 18, 2025. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

H. CONSENT AGENDA

1. Consider approval of the Minutes held as follows:

August 19, 2025 – City Council Special Meeting

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

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

Nays: None

The motion passed unanimously.

I. RECESS REGULAR SESSION

Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney regarding legal matters not related to litigation or the settlement of litigation.

Mayor St. Germain recessed the regular meeting at 7:37 p.m. for Council to go into executive session.

J. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney regarding legal matters not related to litigation or the settlement of litigation.

K. ADJOURN EXECUTIVE SESSION

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

L. RECONVENE

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

No action was taken.

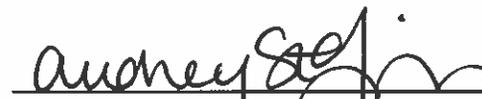
M. ADJOURN

There being no further business to discuss the meeting adjourned at 8:16 p.m.

ATTEST:



Shandra Phillips, 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, SEPTEMBER 23, 2025, 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 5:32 p.m. with the following present.

Mayor, Audrey St. Germain
David Mertins Sr., Alderman
Tia Baker, Alderman

Kurt Kopczynski, Mayor Pro Tem
Rick J. Staigle, Alderman
Emily Merkley, Alderman

Nick Haby, City Administrator

Shandra Phillips, City Secretary

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

B. Discussion regarding City Communications.

Communications Director, Cameron Miller, gave a brief presentation and advised on the following:

Updates:

- Dorrance Lane Project Phase 2: Project is now complete. A video documenting the entire process from start to finish was provided.
- AI Committee: The kickoff meeting was held successfully. The next meeting will be scheduled soon.

New Items:

Project Coverage for the following:

- Wastewater Treatment Plant Clarifier Rehab- video presented documenting the project from start to finish
- Wastewater Treatment Plant Lift Station
- Lake Jessup Fountain Replacement.
- Concerts in the Park
- 4th of July Celebration
- First Day of School
- State of the City
- Budget Season
- Updated photos taken of various City facilities for FEMA documentation

Highlights:

- “Butt Tree” April Fools Facebook Post: 10,640 Views, 3,538 Reach, 210 Interactions, 175 Link Clicks.
- National Night Out promotion: Used Taylor Swift engagement to promote the event.
- “History of Street Signs” Facebook Post: 8,206 Views, 3,783 Reach, 193 Interactions.

Upcoming:

- Website updates with Police Department including job postings.
- ADA Compliance- \$10,000: April 26, 2027 and AudioEye from Civic Plus <https://partner-scanner.audioeye.com/default/https://cityofmeadowsplace.org?uuid=0e0e8500-2ff0-4af4-ac5f-a351d7a64e7a>
- National Night Out: Tuesday, October 07, 2025.
- Fall Festival: Saturday, October 18, 2025.

EDC Items:

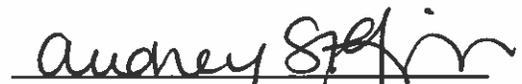
- I did not attend the most recent EDC meeting on September 11, 2025, but have been present at previous meetings.
- Collaborated with EDC Directors to develop promotional materials for Concerts in the Park. They did a community survey on preferred businesses for Meadows Place.
- Promoted “Shop Local” via social media and the City’s newsletter.
- Created a pitch deck for prospective businesses using PlacerAI.
- Conducted a PlacerAI webinar on traffic data.

C. Adjourn

There being no further business to discuss the meeting adjourned at 6:08 p.m.

ATTEST:


Shandra Phillips, 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 OCTOBER 21, 2025, AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor St. Germain at 6:41 p.m. with the following present.

Audrey St. Germain, Mayor	Kurt Kopczynski, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman- absent
Rick Staigle, Alderman	Emily Merkley, Alderman
Nick Haby, City Administrator	Shandra Phillips, City Secretary

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

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

B. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for October 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 3967
- Accidents – 13
- Arrest – 4
- Traffic Citations Issued – 401
- Assault – 0
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 1
- Criminal Mischief – 0
- Fraud – 1
- Robbery – 1
- City Ordinance – 22
- Theft – 1
- Property Checks – 3753
- Flock Safety Alerts – 110
 - Stolen Vehicles – 5
 - Sex Offender – 82
 - Stolen License Plates – 3

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

Additional Notes:

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

Special Events:

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

2. Public Works – Rod Hainey, Director

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

Sidewalk repair and replacement program:

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

Street Repairs /Road Fee funding:

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

Power Scoop Utilities (PSU) Expenses:

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

Other repairs with PSU and outside vendors:

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

Irrigation Update: Texas Lawns has initiated an improved inspection time frame. They will review the sprinkler system 42 times per year. These inspections will coincide with the grass cutting frequency. Information only. The report is reviewed by staff and repairs are authorized.

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

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

C. PUBLIC COMMENTS

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

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

Monica Black, resident at 11811 Monticeto Court.: Ms. Black spoke regarding Centerpoint Sewage

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

D. MAYOR AND COUNCIL COMMENTS

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

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

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

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

E. REGULAR AGENDA

1. Discussion and consideration regarding the Quarterly Investment Report.

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

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

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

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

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

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

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

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

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

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

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

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

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

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

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

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

F. CONSENT AGENDA

1. Consider approval of the Minutes held as follows:

September 23, 2025 – Communications Workshop

September 23, 2025 – City Council Regular Meeting

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

G. RECESS REGULAR SESSION

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

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

H. EXECUTIVE SESSION

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

I. ADJOURN EXECUTIVE SESSION

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

J. RECONVENE

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

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

K. ADJOURN

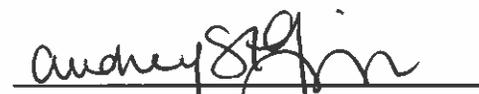
There being no further business to discuss the meeting adjourned at 9:34 p.m.

ATTEST:



Shandra Phillips, City Secretary





Audrey St. Germain, Mayor



MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, OCTOBER 21, 2025, 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 5:31 p.m. with the following present.

Mayor, Audrey St. Germain
David Mertins Sr., Alderman
Tia Baker, Alderman- absent
Nick Haby, City Administrator

Kurt Kopczynski, Mayor Pro Tem
Rick J. Staigle, Alderman
Emily Merkle, Alderman
Shandra Phillips, City Secretary

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

B. Discussion regarding Code Enforcement.

Code Enforcement Officer, Angie Hernandez, gave a brief presentation and advised on the following:

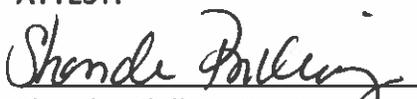
- August 2025 through October 21, 2025, there were 266 total violations, 212 resolved with 1st notice, 41 resolved with 2nd notice, and remaining have been closed or have been citations.
- Community relations with residents and businesses.
- Strategic goals to improve interdepartmental communication.
- Repeat offenders.

Ms. Hernandez and City Council discussed the current ordinances, polices, procedures, implementing a pool ordinance, issuing citations, fees, course of action for repetitive violations, and amending ordinances.

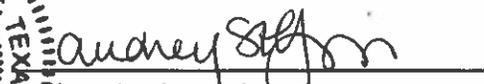
C. Adjourn

There being no further business to discuss the meeting adjourned at 6:26 p.m.

ATTEST:


Shandra Phillips, 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 NOVEMBER 18, 2025 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. with the following present.

Audrey St. Germain, Mayor	Kurt Kopczynski, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman
Rick Staigle, Alderman	Emily Merkley, Alderman
Nick Haby, City Administrator	Shandra Phillips, City Secretary

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

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

B. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for November 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 4001
- Accidents – 9
- Arrest – 4
- Traffic Citations Issued – 319
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 0
- Fraud – 0
- Robbery – 0
- City Ordinance – 25
- Theft – 8
- Property Checks – 3902
- Flock Safety Alerts – 131
 - Stolen Vehicles – 21
 - Sex Offender – 33
 - Stolen License Plates – 16
 - Gang/Suspected Terrorists – 27

- Missing Person Alert – 1
- Warrant – 1
- Protection Order – 18
- Other Agency Hot List – 12
- Violent Person – 2

Additional Notes:

- Grant Status: All approved and awaiting for awards.
- MPPD currently has 2 Full-Time Police Offer positions. One candidate went to the Oral Review Board on November 19, 2025.
- MPPD is preparing for Thanksgiving and Christmas Holidays.

Special Events:

- Halloween- Appeared to be the largest turnout to date with several streets filled with activities.
- Arrow Academy Annual Awards Day partnered with Sugar Grove had their event during the daytime on Halloween. MPPD was in attendance.
- MPPD was preparing for Christmas Memories which was held on December 05, 2025.

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

Mr. Haby congratulated staff member Elaine Brown received the Lorna Nelson Lifetime Achievement Award for Exemplary Commitment to the Texas Court Clerks Association. He advised that Ms. Elaine was only the 10th person to receive this award since the association began in 1972. Mr. Haby also advised of the following: Economic Development Corporation Meeting would be held on Thursday, November 20, 2025, at the EOC/Training Center, Utility billing due date change from the 20th of the month to the 10th, meter reads would be on to the 15th of each month, and late fees would not be accessed during the transition.

C. PUBLIC COMMENTS

No comments were made.

D. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle advised that Engineer was working on packages to send back to CenterPoint and will assist the City of Stafford with their package with CenterPoint.

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

Alderman Staigle advised that the project was at the beginning phase and the survey was ongoing.

3. Halloween – Mayor St. Germain

Mayor St. Germain advised that she had spoken previously about Halloween. She also advised that she received several emails, calls, and texts regarding safety concerns during Halloween.

The City Council and Staff discussed safety concerns, traffic, visitors to the City for Halloween, plan of action, and being proactive for the upcoming year.

E. REGULAR AGENDA

1. Discussion and consideration regarding the Quarterly Budget and Financial Report.

Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Budget and Financial Report. She presented the 3rd Quarter 2025 Investment report ending September 30, 2025 summarizing quarterly banking activity (deposits, withdrawals, and interest earnings) of all City, Utility and EDC bank and investment accounts. In addition, the report presents fiscal year-to-date revenues and expenditures both as a percentage of the budget and in total value for the City's General Operations and Utility account.

She advised that the General Fund revenues ended the Fiscal Year at 109.0% of budget, compared with 103.3% last year. Ms. Weston also advised that current and delinquent property tax collections through September were 104.7% in part due to prior year collections. Overall, this exceeds last year's collection of 102.2%. License and permits activity were weak this quarter but improved over last year, ending at 124% of budget. Sales tax revenue remained stable compared to last fiscal year, ending at 102% of budget. She advised that all other revenue streams exceeded budget for the year.

No action was taken.

2. Discussion and consideration of Ordinance No. 2025-37 amending the General Fund Budget for the Fiscal Year beginning October 01, 2025, and ending September 30, 2026, increasing Administration line items, Salaries and Benefits in the amount of \$44,382 for the Full-time Finance Director position.

Alderman Staigle motioned to approve Ordinance No. 2025-37 amending the General Fund Budget for the Fiscal Year beginning October 01, 2025, and ending September 30, 2026, increasing Administration line items, Salaries and Benefits in the amount of \$44,382 for the Full-time Finance Director position. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

3. Discussion and consideration of Ordinance No. 2025-38 amending the General Fund Budget for the Fiscal Year ending September 30, 2026, increasing line item 100-060-571011, Parks Community Center Repair and Maintenance \$44,644 for the removal, purchase, and installation of a new HVAC system for the Community Center.

Alderman Staigle motioned to approve Ordinance No. 2025-38 amending the General Fund Budget for the Fiscal Year ending September 30, 2026, increasing line item 100-060-571011, Parks Community Center Repair and Maintenance \$44,644 for the removal, purchase, and installation of a new HVAC system for the Community Center. Alderman Baker seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

4. Discussion and consideration regarding ratifying the Mayor's signature on the Texas Commission on Environmental Quality (TCEQ) Revised Proposed Agreed Order dated October 29, 2025.

Alderman Mertins motioned to approve ratifying the Mayor's signature on the Texas Commission on Environmental Quality (TCEQ) Revised Proposed Agreed Order dated October 29, 2025. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

5. Discussion and consideration of Resolution No. 2025-34 casting the City's vote for the candidate(s) for the 2026 Fort Bend County Appraisal District Board of Directors.

Alderman Mertins motioned to approve Resolution No. 2025-34 casting the City's vote for the candidate(s) for the 2026 Fort Bend County Appraisal District Board of Directors. Alderman Merkley seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

F. CONSENT AGENDA

1. Consider approval of the Minutes held as follows:

October 21, 2025 – Code Enforcement Workshop

October 21, 2025 – City Council Special Meeting

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

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

G. RECESS REGULAR SESSION

Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney regarding legal matters not related to litigation or the settlement of litigation.

Mayor St. Germain recessed the special meeting at 7:38 p.m. for Council to go into executive session.

H. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consultation with Attorney regarding legal matters not related to litigation or the settlement of litigation.

I. ADJOURN EXECUTIVE SESSION

The executive session adjourned at 8:11 p.m. and Mayor St. Germain reconvened City Council into regular session.

J. RECONVENE

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

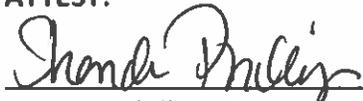
Alderman Staigle advised that based on information received from the City Attorney, there was not an enabling legislation that would allow the adoption of an Ordinance to abate pools.

No action was taken.

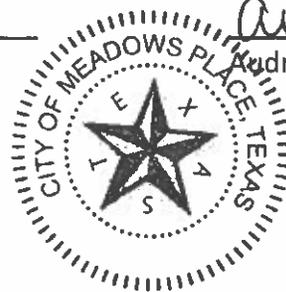
K. ADJOURN

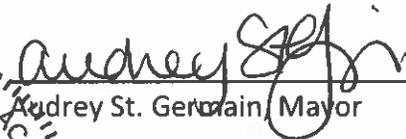
There being no further business to discuss the meeting adjourned at 8:11 p.m.

ATTEST:



Shandra Phillips, 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 DECEMBER 18, 2025 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. with the following present.

Audrey St. Germain, Mayor	Kurt Kopczynski, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman
Rick Staigle, Alderman	Emily Merkley, Alderman- absent
Nick Haby, City Administrator	Shandra Phillips, City Secretary

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

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

B. PROCLAMATION

1. Recognition and Presentation to Public Works Director Roderick Hainey.

Mayor St. Germain acknowledged Public Works Director Roderick Hainey for his 5 Years of Dedicated Service to the City of Meadows Place and presented him with a plaque.

C. SERVICE RECOGNITION

1. Gerald Brownlee, Police Officer/Bailiff – 30 Years of Service

Mayor St. Germain recognized Gerald Brownlee for his 30 years of service to the City of Meadows Place and presented him with a certificate.

2. Danielle Delgado, Reserve Police Sergeant – 10 Years of Service

Mayor St. Germain recognized Danielle Delgado for her 10 years of service to the City of Meadows Place and presented him with a certificate.

3. Roderick Hainey, Public Works Director – 5 Years of Service

Mayor St. Germain recognized Roderick Hainey for his 5 years of service to the City of Meadows Place and presented him with a certificate.

4. Clayton Foster, Police Sergeant – 5 Years of Service

Mayor St. Germain recognized Clayton Foster for his 5 years of service to the City of Meadows Place and presented him with a certificate.

5. Anthony Ybarra, Police Officer – 5 Years of Service

Mayor St. Germain recognized Anthony Ybarra for his 5 years of service to the City of Meadows Place and presented him with a certificate.

D. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for December 2025, which was distributed to City Council and filed with the City Secretary.

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

- Calls for Service – 4311
- Accidents – 6
- Arrest – 5
- Traffic Citations Issued – 289
- Assault – 3
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 0
- Fraud – 4
- Robbery – 0
- City Ordinance – 8
- Theft – 2
- Property Checks – 3880
- Flock Safety Alerts – 152
 - Stolen Vehicles – 21
 - Sex Offender – 33
 - Stolen License Plates – 16
 - Gang/Suspected Terrorists – 27
 - Missing Person Alert – 1
 - Warrant – 1
 - Protection Order – 36
 - Other Agency Hot List – 15
 - Violent Person – 2

Additional Notes:

- Grant Status:
 - All approved and received approximately \$114,000.
- Special Events:
 - Christmas Memories, December 05, 2025- was a huge success with approximately 1,400 attendees.
- MPPD currently has 2 Full-Time Police Offer positions. One candidate is in final review.
- Preparing for the Christmas Holidays.

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 October, November, and December 2025. A few key points are listed below:

Event Recap

- **Fall Festival** – 1,800 in attendance. The event was consistent with last year's attendees.

- **Christmas Memories** – 1,400 in attendance. Successful event despite the weather.

Upcoming Events

- Family Campout in the Park – March 21, 2026, Save the date.

Projects Completed

- Christmas decorations were completed with our new OSHA approved people mover.
- Playground inspections are completed on a quarterly basis. The next inspection will be in February 2026, each inspection has 39 checkpoints and must be performed by a Certified Playground Safety Inspector.
- Parks department staff are on a monthly safety training plan. To date they have participated in 27 training courses covering topics such as lift and carry, equipment use and maintenance, pesticides, paint and chemical safety, hydration and overheating.

Upcoming Projects

- The Community Center HVAC system replacement scheduled for December 26, 2025.
- Removal of Christmas decorations.
- McGrath Park trail maintenance and new signage.
- The Nature Center closure for maintenance January 05-16, 2026.

Partnerships

- YAC- continues to provide support to the community. They have provided 98 volunteer hours.
- Trout stocking was completed on December 11, 2025, with 1,700 fish.
- Nature Center has over 950 visitors over the last three months.

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

Mr. Haby introduced the new Code Enforcement Officer, Chelsea Thomas. He also advised of the holiday luncheon and City Hall holiday office hours.

Finance Director, Anna-Maria Weston discussed the utility billing transition and thanked staff for their team effort for the implementation.

E. PUBLIC COMMENTS

No public comments were made.

F. MAYOR AND COUNCIL COMMENTS

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

Alderman Staigle advised that he received the plans from the Engineer.

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

Alderman Staigle advised that the survey had been completed.

G. REGULAR AGENDA

- 1. Discussion and consideration of Resolution No. 2025-35 appointing four (4) Directors to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2027.**

Alderman Staigle motioned to approve Resolution No. 2025-35 appointing four (4) Directors Tim Gooding, Richard Ramirez, David Mertins, Sr., and Mike Elmore to the Economic Development Corporation for a term commencing immediately upon passage of this resolution and ending December 31, 2027. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

- 2. Discussion and consideration of Resolution No. 2025-36 appointing three (3) Commissioners and three (3) alternates to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2027.**

Alderman Kopczynski motioned to approve Resolution No. 2025-36 appointing three (3) Commissioners Sean Ulrey, Mike Elmore, and Stuart Barrowman and three (3) alternates Anne Green, Nathan Mahand, and Abby Henderson to the Planning and Zoning Commission for a term commencing immediately upon passage of this resolution and ending December 31, 2027. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

- 3. Discussion and consideration of Resolution No. 2025-37 appointing five (5) members and four (4) alternates to the Meadows Place Board of Adjustment for a term commencing immediately and ending December 31, 2027.**

Alderman Mertins motioned to approve Resolution No. 2025-37 appointing five (5) members David Piwonka, Chris Gawlik, Terry Henley, Joe DeBruyn, and David Lantz and four (4) alternates Joseph Weymon, Ken Smith, Kevin Barnett, and Trey Zeluff to the Meadows Place Board of Adjustment for a term commencing immediately and ending December 31, 2027. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

- 4. Discussion and consideration of Ordinance No. 2025-39 to set a Public Hearing Date to Conduct a Public Hearing for the purpose of receiving oral comments from any interested person(s) concerning the adoption and reauthorization of fees charged for the review, permitting, inspection, and related services for the construction, renovation, or remodeling of residential and commercial structures within the City.**

Alderman Kopczynski motioned to approve Ordinance No. 2025-39 to set a Public Hearing Date on January 27, 2026 at 6:30 p.m. to Conduct a Public Hearing for the purpose of receiving oral comments from any interested person(s) concerning the adoption and reauthorization of fees charged for the review, permitting, inspection, and related services for the construction, renovation, or remodeling of residential and commercial structures within the City. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

- 5. Discussion and consideration of Ordinance No. 2025-40 amending the utility schedule of fees for surface water rate from \$2.50 to \$2.75, temporary meter deposit to \$2,000, short-term rental application fee in the amount of \$300, City Employee Rental fee for the Community Center from \$75 to \$95, and amend the wording Returned Check Charge to Returned Payment.**

Alderman Baker motioned to approve Ordinance No. 2025-40 amending the utility schedule of fees for surface water rate from \$2.50 to \$2.75, temporary meter deposit to \$2,000, short-term rental application fee in the amount of \$300, City Employee Rental fee for the Community Center from \$75 to \$95, and amend the wording Returned Check Charge to Returned Payment. Alderman Kopczynski seconded the motion.

After a brief discussion, Alderman Mertins made an amended motion to approve Ordinance No. 2025-40 amending the utility schedule of fees for surface water rate from \$2.50 to \$2.75, temporary meter deposit to \$2,000, short-term rental application fee in the amount of \$500, City Employee Rental fee for the Community Center from \$75 to \$95, and amend the wording Returned Check Charge to Returned Payment. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, and Staigle

Nays: Alderman Kopczynski

The motion passed.

- 6. Discussion and consideration of Ordinance No. 2025-41 amending the Utility Fund Budget for the Fiscal Year ending September 30, 2026, increasing line item 300-046-453006, Utility Revenue Surface Water, from \$300,000 to \$350,000.**

Alderman Staigle motioned to approve Ordinance No. 2025-41 amending the Utility Fund Budget for the Fiscal Year ending September 30, 2026, increasing line item 300-046-453006, Utility Revenue Surface Water, from \$300,000 to \$350,000. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

- 7. Discussion and consideration of Ordinance No. 2025-42 amending the Utility Fund Budget for the Fiscal Year ending September 30, 2026, increasing line item 300-046-546905, Utility Water Surface Water Expense, from \$300,000 to \$335,000.**

Alderman Kopczynski motioned to approve Ordinance No. 2025-42 amending the Utility Fund Budget for the Fiscal Year ending September 30, 2026, increasing line item 300-046-546905, Utility Water Surface Water Expense, from \$300,000 to \$335,000. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

8. **Discussion and consideration of the first reading of Resolution No. 2025-38 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 motioned to approve the first reading of Resolution No. 2025-38 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

The motion passed unanimously.

9. **Discussion and consideration of the second reading of Resolution No. 2025-38 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 Staigle motioned to approve the second reading of Resolution No. 2025-38 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 Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

10. **Discussion and consideration of the first reading of Resolution No. 2025-39 identifying Meadows Place Economic Development Corporation's intent to undertake general Parks Maintenance not to exceed \$21,600.**

Alderman Kopczynski motioned to approve the first reading of Resolution No. 2025-39 identifying Meadows Place Economic Development Corporation's intent to undertake general Parks Maintenance not to exceed \$21,600. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

11. Discussion and consideration of the second reading of Resolution No. 2025-39 identifying Meadows Place Economic Development Corporation's intent to undertake general Parks Maintenance not to exceed \$21,600.

Alderman Kopczynski motioned to approve the second reading of Resolution No. 2025-39 identifying Meadows Place Economic Development Corporation's intent to undertake general Parks Maintenance not to exceed \$21,600. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

12. Discussion and consideration of the first reading of Resolution No. 2025-40 identifying Meadows Place Economic Development Corporation's intent to undertake park improvements within Kirkwood Linear not to exceed \$40,000.

Alderman Mertins motioned to approve the first reading of Resolution No. 2025-40 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

The motion passed unanimously.

13. Discussion and consideration of the second reading of Resolution No. 2025-40 identifying Meadows Place Economic Development Corporation's intent to undertake park improvements within Kirkwood Linear not to exceed \$40,000.

Alderman Kopczynski motioned to approve the second reading of Resolution No. 2025-40 identifying Meadows Place Economic Development Corporation's intent to undertake park improvements within Kirkwood Linear not to exceed \$40,000. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

14. Discussion and consideration of the first reading of Resolution No. 2025-41 identifying Meadows Place Economic Development Corporation's intent to undertake the expenditure of \$280,000 for the Dorrance Lane Rehabilitation project.

Alderman Mertins motioned to approve the first reading of Resolution No. 2025-41 identifying Meadows Place Economic Development Corporation's intent to undertake the expenditure of

\$280,000 for the Dorrance Lane Rehabilitation project. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

15. Discussion and consideration of the second reading of Resolution No. 2025-41 identifying Meadows Place Economic Development Corporation's intent to undertake the expenditure of \$280,000 for the Dorrance Lane Rehabilitation project.

Alderman Kopczynski motioned to approve the second reading of Resolution No. 2025-41 identifying Meadows Place Economic Development Corporation's intent to undertake the expenditure of \$280,000 for the Dorrance Lane Rehabilitation project. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

16. Discussion and consideration of the first reading of Resolution No. 2025-42 identifying Meadows Place Economic Development Corporation's intent to undertake Business Development Expenses not to exceed \$129,400.

Alderman Mertins motioned to approve the first reading of Resolution No. 2025-42 identifying Meadows Place Economic Development Corporation's intent to undertake Business Development Expenses not to exceed \$129,400. Alderman Baker seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

17. Discussion and consideration of the second reading of Resolution No. 2025-42 identifying Meadows Place Economic Development Corporation's intent to undertake Business Development Expenses not to exceed \$129,400.

Alderman Baker motioned to approve the second reading of Resolution No. 2025-42 identifying Meadows Place Economic Development Corporation's intent to undertake Business Development Expenses not to exceed \$129,400. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

18. Discussion and consideration of Resolution No. 2025-43 approving the Fort Bend Central Appraisal District purchase of the real estate located at 13135 Dairy Ashford Road, Sugar Land,

TX in the amount of \$16,737,500, plus additional amounts for construction and renovation of approximately \$9,000,000 for use of expanding the existing office facilities.

After a brief discussion, no action was taken.

19. Discussion and consideration regarding ratifying the Mayor's signature on the Updated Engagement Letter with Crowe LLP for City's Audit Services.

Alderman Staigle motioned to approve regarding ratifying the Mayor's signature on the Updated Engagement Letter with Crowe LLP for City's Audit Services. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

H. CONSENT AGENDA

1. Consider approval of the Minutes held as follows:

November 18, 2025 – City Council Special Meeting

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

Ayes: Aldermen Mertins, Baker, Staigle, and Kopczynski

Nays: None

The motion passed unanimously.

I. ADJOURN

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

ATTEST:


Shandra Phillips, City Secretary




Audrey St. Germain, Mayor