



**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 Hailey 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 66<sup>th</sup> 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 16<sup>th</sup> 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.

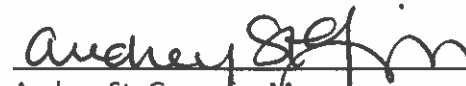
No action was taken.

**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

