



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 Sergeant 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

