



Audrey St. Germain, Mayor
David Mertins, Sr. Alderman
Rick Staigle, Alderman
Nick Haby, City Administrator

Kurt Kopczynski, Mayor Pro Tem
Tia Baker, Alderman
Emily Merkley, Alderman
Shandra Phillips, City Secretary

MEADOWS PLACE CITY COUNCIL REGULAR MEETING AGENDA

Notice is hereby given of a Special Meeting of the City Council of the City of Meadows Place to be held **Tuesday, October 21, 2025, at 6:30 p.m.**, at Meadows Place EOC/Training Center, 11975 W Airport Blvd., Meadows Place, Texas 77477, for the purpose of considering the following agenda items.

All agenda items are subject to action. A quorum of the City Council will be physically present at the meeting; however, some Council Members may participate in the meeting via videoconference per Texas Government Code Sec. 551.127. City Council reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by title 5, Chapter 551, of the Texas Government Code.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

1. Pledge of Allegiance
2. Invocation

B. REPORTS

1. Police Department – Gary Stewart, Chief
2. Public Works – Rod Hainey, Director
3. City Administrator’s Report – Nick Haby, City Administrator

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.

D. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, City Council Members may make reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include: Expressions of thanks, congratulations, or condolence; Information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; A reminder about an upcoming event organized or sponsored by the governing body; Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

1. Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update – Alderman Rick Staigle
2. Dorrance Lane Reconstruction Project Phase 3 – Alderman Rick Staigle

E. REGULAR AGENDA

1. Discussion and consideration regarding the Quarterly Investment Report.
2. Discussion and consideration of Resolution No. 2025-30 adopting the 2025-2026 City of

3. Discussion and consideration of Ordinance No. 2025-36 amending City of Meadows Place Code of Ordinances Chapter 51: Waters and Sewers, Section 51.06 (a) (b) Due dates and times.
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.
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.
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.
7. Discussion and consideration regarding the job description for a Full-time Finance Director.

F. CONSENT AGENDA

Consent Agenda items are considered routine in nature and will be enacted with one motion and vote. There will be no separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

1. Consider approval of the Minutes held as follows:

September 23, 2025 – Communications Workshop
September 23, 2025 – City Council Regular Meeting

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.

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

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

J. RECONVENE

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

K. ADJOURN

CERTIFICATION

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, this agenda was posted for public information at least 72 hours preceding the scheduled time of the meeting at Meadows Place City Hall located at 1 Troyan Drive, Meadows Place, TX 77477 on the 15th day of October 2025 at 2:30 p.m. and remained posted until said meeting was convened.



Shandra Phillips, City Secretary

In compliance with the Americans with Disabilities Act, the City of Meadows Place will provide for reasonable accommodations for persons attending City Council meetings. Request for accommodations must be made to the City Secretary by calling (281) 983-2950 forty-eight (48) hours prior to the meeting. Agendas are posted on the Internet Website at www.cityofmeadowsplace.org.