

**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 10<sup>th</sup> 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 20<sup>th</sup> of the month to the 10<sup>th</sup>, meter reads would be on to the 15<sup>th</sup> 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.

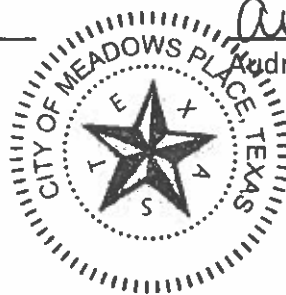
No action was taken.

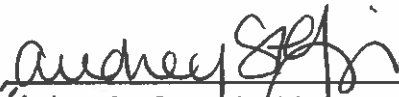
**K. ADJOURN**

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

**ATTEST:**

  
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Shandra Phillips, City Secretary



  
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Audrey St. Germain, Mayor

