



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

David Mertins, Alderman

Rick Staigle, Alderman

Nick Haby, City Administrator

Kurt Kopczynski, Mayor Pro Tem

Tia Baker, Alderman

Emily Merkley, Alderman- absent

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

