



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, FEBRUARY 24, 2026, AT 5:30 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, Audrey St. Germain, at 5:30 p.m. with the following present.

Mayor, Audrey St. Germain  
David Mertins Sr., Alderman  
Tia Baker, Alderman  
Nick Haby, City Administrator

Kurt Kopczynski, Mayor Pro Tem  
Rick J. Staigle, Alderman  
Emily Merkle, Alderman  
Shandra Phillips, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Assistant Police Chief, Jack Ashton; Public Works Director, Byron Hughey; Finance Director, Anna-Maria Weston; Parks & Recreational Director, Colene Cabezas.

**B. Discussion regarding City Communications.**

Communications Director, Cameron Miller, gave a brief presentation and advised on the following:

Updates:

- CodeRED: An update was done to the interface and user experience.
- Swagit changed the workflow for Facebook streaming events.
- Assisted the Court department with lobby and courtroom messaging including redesigning.

Project Coverage for the following:

- National Night Out, October 07, 2025
- Fall Festival, October 18, 2025
- Christmas Memories, December 05, 2025

Highlights:

- Ms. Rita Video Facebook Post: 4,870 Views, 3,488 Reach, 229 Interactions
- Ms. Rita Video Instagram Post: 3,758 Views, 3,150 Reach, 215 Interactions

Upcoming:

- Council Chambers Video Project.

**Budget/Goals:**

- Annual Budget and Fiscal Year 2027 forecast:
  - CodeRED- \$5,810.18 will be added to Communications budget and removed from Police Departments budget.
  - ADA Compliance Website- \$10,000 annually effective April 26, 2027.
  - Closed Captioning, effective April 26, 2027, pricing options:
    - Swagit Basic AI: Rate per hour- \$52.19, Annual Cost (50 hours) \$2,609.50, Hardware cost required-\$15,885.20
    - Swagit Basic AI English and Spanish: Rate per hour- \$156.59, Annual Cost (50 hours) \$7,829.50, Hardware cost required-\$15,885.20
    - Swagit Premium: Rate per hour- \$124.34, Annual Cost (50 hours) \$6,217, Hardware cost required-\$15,885.20
    - Swagit Premium English and Spanish: Rate per hour- \$297.52, Annual Cost (50 hours) \$14,876 Hardware cost required-\$15,885.20

**EDC Items:**

- Renewed PlacerAI agreement in the amount of \$15,000, paid out of the EDC budget.


**C. Adjourn**

There being no further business to discuss the meeting adjourned at 6:03 p.m.

**ATTEST:**

  
Shandra Phillips, City Secretary



  
Audrey St. Germain, Mayor