



**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MARCH 25, 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 6:35 p.m. with the following present.

Audrey St. Germain, Mayor	Rick Staigle, Mayor Pro Tem
David Mertins, Alderman	Tia Baker, Alderman
Kurt Kopczynski, Alderman	Kelle Mills, 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; Public Works Director, Rod Hainey and Finance Director, Anna-Maria Weston.

1. Pledge of Allegiance: Audrey St. Germain, Mayor
2. Invocation: David Mertins, Alderman

**B. SERVICE RECOGNITION**

1. Nick Haby, City Administrator – 5 Years of Service

Mayor St. Germain recognized Nick Haby for his 5 years of service to the City of Meadows Place and presented him with a certificate and 5-year pin.

**C. REPORTS**

1. **Police Department – Chief Gary Stewart**

Chief Stewart gave a brief overview of the monthly statistics and activities report for March 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 – 2837
- Accidents – 14
- Arrest – 6
- Traffic Citations Issued – 264
- Assault – 1
- Burglary of Motor Vehicle – 1
- Burglary of Business, Residential or Residential Building – 0
- Criminal Mischief – 3
- Fraud – 1
- Robbery – 0
- City Ordinance – 14

- Theft – 3
- Property Checks – 2681
- Flock Safety Alerts – 96
  - Stolen Vehicles – 7
  - Sex Offender – 47
  - Stolen License Plates – 20
  - Gang/Suspected Terrorists – 2
  - Missing Person Alert – 2
  - Warrant – 2
  - Protection Order – 15
  - Other Agency Hot List – 1
  - Violent Person – 0

**Additional Notes:**

- Theft of Service: Sgt. Kenig took a walk-in report at the PD of a rental vehicle not being returned for several months to Enterprise Sterling McCall. Sgt. Kenig contacted the renter in New Mexico and persuaded him to return the vehicle there. Case was Closed – Exceptional.
- Burglary: Kelly's and Wok1. Through video, Sgt. Kenig identified the suspect vehicle but could not identify the occupants. SLPD identified one of our suspects from one of their burglaries. FBDA will take our charges to use in plea bargains on the suspect from burglaries in Sugar Land and Missouri City.
- Patrol:
  - Officer Carlos Ostorga has joined Team MPPD and was in week two of training. He went through Taser training on March 25<sup>th</sup> and successfully passed. The good news is we are currently full staff once again.
- 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 has been completed.
  - Flock Grant/Catalytic Converter Funding- In-progress, money is allocated and awaiting on initial payment.
- The City of Meadows Place TDEM/FEMA Recovery Team- still working with FEMA/TDEM to finalize Hurricane Beryl submission (Cat Z-Administration cost is the only thing pending before closure).
- The City of Meadows Place TDEM/FEMA Recovery Team- working on the Hazard Mitigation Update to be eligible for the Grant Funding for several Mitigation Projects such as generators and flooding/drainage rehab have been submitted for review.
- Camp Out was a success with a large turnout and no reportable incidents.

**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 for January, February,

and March 2025. A few key points are listed below:

#### **Event Recap**

- **Family Campout** – 97 in attendance, which was a record. A mechanical bull, line dancing, and harmonica lessons were added in addition to kayaking, fishing, scavenger hunt, campfire, dinner, and smores.

#### **Upcoming Events**

- **Concerts in the Park:**
  - April 4 - Community Feed (City Council Support) – Ghost Rose (6-8pm)
  - April 11 - Gary Kyle (7-9pm) Food Trucks
  - May 2 - Tracy Perez Band (7-9pm) Food Trucks
- **Save the Date- July 4<sup>th</sup> Festival- It will be held on a Friday.**

#### **Projects Completed**

- Community Center Phase II updating - Painted all cabinets and doors (EDC)
- Lake Trail Maintenance included fluffing of DG and adding additional erosion preventive along beach area (GF)
- NC Maintenance Closure - Rebuilt closet storage for efficiency (GF)
- YAC - Book Drive collected 285 books and restocked the Lil Libraries. As of today, they have been robbed again
- Naming of Lake Jessup - Installed Statue of Heron's along with plaque at the beach entry to the lake

#### **Upcoming Projects**

- Repair and replacement of lake fountain, trashcans, picnic tables, old stage, dead landscaping, dead trees and stumps, installation of seasonal landscaping, pickle ball post/net, patriot banners, MP logo banners (EDC \$52K)

#### **Staffing**

- I participated in CPAC- Campus Planning Advisory Committee with Meadow Elementary. They will be partnering with our Children's Garden to plant a variety of vegetables. Also, OTM is set for April 25, and YAC will volunteer
- Hired new Recreation Coordinator - Will Bolin
- Nick Garza Completed his Water Safety Instructor certification. This will allow an in-house instructor to teach our Aquatic Staff
- In the process of hiring summer staff. Hired 11 out of 32 positions. Training begins in April / May.

### **3. Fire Department Monthly Report for February 2025 – Audrey St. Germain, Mayor**

There was not a fire report for the month of February 2025.

### **4. City Administrator's Report – Nick Haby, City Administrator**

City Administrator, Nick Haby, thanked the new City Secretary, Shandra Phillips, for a great week. He provided a brief report and advised of the following:

**a. City E-mail addresses**

Mr. Haby spoke regarding changing the City email addresses. He advised that unless City Council objects the implementation would begin taking place.

City Council and Mr. Haby briefly discussed the proposed email domain changes and if the domain .gov would be available.

**b. Code Enforcement Officer Certification Exam Success – Angie Hernandez**

Mr. Haby congratulated Code Enforcement Officer, Angie Hernandez, on passing her certification exam.

**D. PUBLIC COMMENTS**

**Barry Little, resident at 12026 Scottsdale Dr.:** Mr. Little, spoke regarding the water meter failure and issues with his bill.

Mayor St. Germain advised that someone would be in contact with him regarding his issues.

**Monica Black, resident at 11811 Monticito Ct.:** Ms. Black advised that the trashcan on the dirt path by the wastewater treatment plant disappeared. She asked if it would be replaced. Ms. Black spoke regarding the intersection at Amblerwood and W. Airport. Ms. Black suggested that a signal light be installed.

Mayor St. Germain advised that someone would be in contact with her regarding her issues.

**E. MAYOR AND COUNCIL COMMENTS**

Alderman Mertis advised that the Economic Development Corporation was in the process of purchasing Placer AI to assist with bringing new businesses and increase current business. He also advised that the Economic Development Corporation would have a booth at the April 4<sup>th</sup> event to target and accommodate businesses.

**1. Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update – Alderman Rick Staigle**

Alderman Staigle advised that CenterPoint was not being cooperative and would reach out with City Administrator, Nick Haby as they did not want to install signs for safety.

**2. Dorrance Lane Reconstruction Project Phase 2 – Alderman Rick Staigle**

Alderman Staigle advised that the plan was to be completed by April. City Administrator, Nick Haby spoke regarding replacing the signs.

**F. REGULAR AGENDA**

- 1. Discussion and consideration regarding Ordinance No. 2025-11 appointing Ryan Fremuth, an attorney licensed to practice law in the State of Texas, as Assistant Prosecutor in the Municipal Court of the City of Meadows Place.**

Ryan Fremuth, Assistant Prosecutor introduced himself and spoke about his background in municipal government.

Alderman Kopczynski motioned to approve Ordinance No. 2025-11 appointing Ryan Fremuth, 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 Mills

Nays: None

The motion passed unanimously.

**2. Discussion and consideration regarding Resolution No. 2025-10 accepting the auditor's amended engagement letter from Belt Harris Pechacek, LLP for 2025-2026.**

City Administrator, Nick Haby advised that the item would be tabled.

No action was taken.

**3. Discussion and consideration of Ordinance No. 2025-10 amending City of Meadows Place Code of Ordinances Chapter 51 and adding latent leak adjustment procedures.**

Alderman Staigle motioned to approve Ordinance No. 2025-10 amending City of Meadows Place Code of Ordinances Chapter 51 and adding latent leak adjustment procedures. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion passed unanimously.

**4. Discussion and consideration of Resolution No. 2025-11 authorizing the Mayor to execute a mutual consent letter authorizing a one-year extension of the City's agreement with SAFEbuilt Texas, LLC for plan review and building inspection services.**

Alderman Mertins motioned to approve Resolution No. 2025-11 authorizing the Mayor to execute a mutual consent letter authorizing a one-year extension of the City's agreement with SAFEbuilt Texas, LLC for plan review and building inspection services. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion passed unanimously.

**5. Discussion and consideration related to Mayor and City Council terms of office and election schedule.**

The City Council, City Administrator Nick Haby, and City Attorney Heather Cook discussed the following:

- Current Mayor and City Council terms of office (2 years)
- Proposing new terms of office (3 year terms or rotating Mayor. 3 City Council members and 2 City Council members the following year)

- Advantages and disadvantages of changing the terms of office
- Cost of elections

No action was taken.

**6. Discussion and consideration regarding Resolution No. 2025-12 Removing Courtney Rutherford and Designating a new check signer (Shandra Phillips) for the City Accounts at Independent Bank and Designating Primary Check Signers Effective Immediately upon passage of this Resolution.**

Alderman Mertins motioned to approve Resolution No. 2025-12 Removing Courtney Rutherford and Designating a new check signer (Shandra Phillips) for the City Accounts at Independent Bank and Designating Primary Check Signers Effective Immediately upon passage of this Resolution. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion passed unanimously.

**7. Discussion and consideration of Resolution No. 2025-13 designating Shandra Phillips as an Authorized Representative for the City's TexPool Investment account.**

Alderman Kopczynski motioned to approve Resolution No. 2025-13 designating Shandra Phillips as an Authorized Representative for the City's TexPool Investment account. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion passed unanimously.

**8. Discussion and consideration of Resolution No. 2025-14 designating Shandra Phillips as an authorized user via the City's Lone Star account**

Alderman Staigle motioned to approve of Resolution No. 2025-14 designating Shandra Phillips as an authorized user via the City's Lone Star account. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion passed unanimously.

**9. Discussion and consideration of Resolution No. 2025-15 appointing City Secretary Shandra Phillips as the Plan Coordinator and City Contact for the ICMA-RC 457 deferred compensation plan.**

Alderman Mertins motioned to approve Resolution No. 2025-15 appointing City Secretary Shandra Phillips as the Plan Coordinator and City Contact for the ICMA-RC 457 deferred compensation plan. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion passed unanimously.

**10. Discussion and consideration to cancel the Regular City Council Meeting on May 27, 2025, and schedule a Special Called City Council Meeting on May 20, 2025.**

Alderman Kopczynski motioned to approve to cancel the Regular City Council Meeting on May 27, 2025, and schedule a Special Called City Council Meeting on May 20, 2025. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion passed unanimously.

**G. CONSENT AGENDA**

**1. Consider approval of the Minutes held as follows:**

February 25, 2025 – City Council Workshop

February 25, 2025 – City Council Regular Meeting.

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Kopczynski seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Baker, Staigle, Kopczynski, and Mills

Nays: None

The motion passed unanimously.

**H. RECESS REGULAR SESSION**

Recess the Regular Session to Convene into Executive Session as authorized by Chapter 551, Texas Open Meetings Act, Government Code Section 551.071(1)(A), to seek or receive attorney's advice on pending or contemplated litigation; Section 551.071(2), to seek or receive attorney's advice on legal matters that are not related to litigation.

Mayor St. Germain recessed the regular meeting at 7:33 p.m. for Council to go into executive session.

**I. EXECUTIVE SESSION**

Pursuant to the Texas Open Meetings Act, Government Code in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section 551.001, et. seq., to review and consider the following:

**A. Under authority of Section 551.071 (Consultation with Attorney):**

1. Consultation with attorney under Government Code Section 551.071(1) to seek or receive attorney's advice on pending or contemplated litigation.
2. Consultation with attorney under Government Code Section 551.071(2) to seek or receive attorney's advice on legal matters that are not related to litigation.

**J. ADJOURN EXECUTIVE SESSION**

The executive session adjourned at 7:54 p.m. and Mayor St. Germain reconvened City Council into regular session.

**K. RECONVENE**

Discuss and take appropriate action regarding the item.

No action was taken.

**L. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:54 p.m.

**ATTEST:**

  
Shandra Phillips, City Secretary

  
Audrey St. Germain, Mayor

