

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON MAY 27, 2026 AT 6:30 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 St. Germain at 6:33 p.m. with the following present.

Audrey St. Germain, Mayor

Emily Merkley, Mayor Pro Tem

David Mertins, Alderman

Tia Baker, Alderman

Rick Staigle, Alderman

Kurt Kopczynski, 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, Byron Hughey.

1. Pledge of Allegiance: Audrey St. Germain, Mayor
2. Invocation: Jimmy Fenwick, Chaplain and resident

**B. ELECTION MATTERS**

1. Issuance of Certificate of Election and Administer Oath of Office to Elected Officials: Audrey St. Germain, Mayor; David Mertins, Sr., Alderman Place 1; Tia Baker, Alderman Place 2; and Rick Staigle, Alderman Place 3

City Secretary Shandra Phillips delivered Certificates of Election to the newly re-elected officials Audrey St. Germain, Mayor; David Mertins, Sr., Alderman Place 1; Tia Baker, Alderman Place 2; and Rick Staigle, Alderman Place 3.

City Secretary Shandra Phillips administered the Oath of Office to the newly re-elected officials Audrey St. Germain, Mayor; David Mertins, Sr., Alderman Place 1; Tia Baker, Alderman Place 2; and Rick Staigle, Alderman Place 3.

**C. CERTIFICATE OF RECOGNITION**

1. Acknowledging Rita Daniels on her retirement from Fort Bend ISD

Mayor St. Germain presented Meadows Elementary Crossing Guard Rita Daniels with a certificate of recognition. She congratulated Ms. Daniels on her retirement.

**D. REPORTS**

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

Chief Stewart gave a brief overview of the monthly statistics and activities report for May 2026, 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 – 2397
- Accidents – 6

- Arrest – 4
- Traffic Citations Issued – 421
- Assault – 0
- Burglary of Motor Vehicle – 2
- Burglary of Business, Residential or Residential Building – 0
- City Ordinance – 8
- Criminal Mischief – 1
- Fraud – 1
- Robbery – 0
- Property Checks – 3107
- Theft – 2
- Flock Safety Alerts – 99
  - Stolen Vehicles – 22
  - Sex Offender – 25
  - Stolen License Plates – 18
  - Gang/Suspected Terrorists – 4
  - Missing Person Alert – 13
  - Warrant – 2
  - Protection Order – 13
  - Other Agency Hot List – 1
  - Violent Person – 1

**Additional Notes:**

- Grant Status:
  - All approved and 1 remaining to collect.
- MPPD currently has 2 Full-Time Police Officer positions with 1 additional in June. Currently recruiting two candidates and three are in background investigations.
- Accreditation: Preparing for June on site assessment for the accreditation approval.
- Preparing the trailer for auction delayed due to weather. Also, in the process of obtaining title for van for disposal.
- National Day of Prayer went well, MPPD officers and Chaplain were in attendance.
- Meadows Elementary Field Trip to City Hall was a success.

**2. Code Enforcement – Chelsea Thomas, Code Enforcement Officer**

Chelsea Thomas, Code Enforcement Officer gave a brief overview of the monthly statistics and activities for March, April, and May 2026, which were distributed to City Council and filed with the City Secretary. A few key points are listed below:

**Top Violations:**

- High Grass/Weeds/Grass over the curb- 29
- Trashcans/Rubbish/Recycling bins visible from street- 14
- Exterior Walls/Trims-Repaired/Replaced/Repainted- 11
- Depositing on Public or Private Property; Accumulations Prohibited- 4

Ms. Thomas advised that there were 104 open cases, 75 closed, and 2 citations issued for the quarter.

**3. City Administrator's Report – Nick Haby, City Administrator**

Mr. Haby advised of the following: June 1<sup>st</sup> was the beginning of Hurricane season, Meadows Elementary 5<sup>th</sup> Grade Field Trip and the Annual Employee Luncheon was a success.

**E. PUBLIC COMMENTS**

There were no public comments.

**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 there were no new updates.

**2. Dorrance Lane Reconstruction Project Phase 3 – Alderman Rick Staigle**

Alderman Staigle advised that no new information was available to report.

**G. REGULAR AGENDA**

**1. Discussion and consideration of Ordinance No. 2026-07 electing a Mayor Pro Tem.**

Alderman Mertins motioned to approve Ordinance No. 2026-07 to elect Alderman Emily Merkley as Mayor Pro Tem. Alderman Staigle seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Discussion and consideration of Resolution No. 2026-09 accepting the Engineering Services Proposal and authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for the Phase II Small MS4 General Permit in the amount of \$18,500.**

After a brief discussion, Alderman Staigle motioned to approve Resolution No. 2026-09 accepting the Engineering Services Proposal and authorizing the Mayor to execute an agreement with HDR Engineering, Inc. for the Phase II Small MS4 General Permit in the amount of \$18,500. Alderman Mertins 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. 2026-08 amending the General Fund Budget for Fiscal Year ending September 30, 2026, increasing line item 100-040-566500, Public Works Storm Water Maintenance and Permit in the amount of \$16,700 for engineering services related to drafting a new Storm Water Management Plan and the Notice of Intent for submission to TCEQ for Phase II Small MS4 General Permit.**

Alderman Staigle motioned to approve Ordinance No. 2026-08 amending the General Fund Budget for Fiscal Year ending September 30, 2026, increasing line item 100-040-566500, Public Works Storm Water Maintenance and Permit in the amount of \$16,700 for engineering services

related to drafting a new Storm Water Management Plan and the Notice of Intent for submission to TCEQ for Phase II Small MS4 General Permit. Alderman Kopczynski seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

4. **Discussion and consideration of Ordinance No. 2026-09 amending the General Fund Budget for Fiscal Year ending September 30, 2026, increasing line item 100-040-523005, Public Works Fire Protection in the amount of \$50,000 for Fiscal Year 2025-2026 coefficient fee for Fire services from the City of Stafford.**

Alderman Mertins motioned to approve Ordinance No. 2026-09 amending the General Fund Budget for Fiscal Year ending September 30, 2026, increasing line item 100-040-523005, Public Works Fire Protection in the amount of \$50,000 for Fiscal Year 2025-2026 coefficient fee for Fire services from the City of Stafford. Alderman Merkley 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. 2026-10 amending the City's Personnel Policy to add Artificial Intelligence (AI) Use & Governance Policy.**

Alderman Staigle motioned to approve Resolution No. 2026-10 amending the City's Personnel Policy to add Artificial Intelligence (AI) Use & Governance Policy. Alderman Mertins seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

6. **Discussion and consideration regarding the tennis court repair.**

City Council and HDR Associate President John Peterson discussed surveying the area for repair, bid process, long-term goal, and project being funded by the Economic Development Corporation (EDC).

After a brief discussion, the consensus of the City Council was for HDR Engineer to provide proposal for scope of work to further discussion and review.

No action was taken.

7. **Discussion and consideration regarding Dorrance Lane Reconstruction Project Phase 2 construction and Phase 3 design.**

City Administrator Nick Haby and HDR Associate President John Peterson provided a brief update regarding the one year walk through and the findings, which included water meter and lines issues.

No action was taken.

**8. Discussion and consideration regarding dates for the 2026-2027 Budget Workshops.**

After a brief discussion the consensus from City Council and Staff was to schedule the 2026-2027 Budget Workshops on Saturday, June 27, 2026, at 8:30 a.m., Wednesday, July 08, 2026 at 6:00 p.m., and July 28, 2026 at 6:30 p.m. for the Budget Public Hearing and Tax Rate.

**H. CONSENT AGENDA**

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

April 28, 2026 – City Council Regular Meeting

April 28, 2026 – City Council and P&Z Workshop

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

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

Nays: None

The motion passed unanimously.

**I. 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.

Mayor St. Germain recessed the regular meeting at 8:31 p.m. for Council to go into executive session.

**J. EXECUTIVE SESSION**

Pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters regarding the annual evaluation of the City Secretary.

**K. ADJOURN EXECUTIVE SESSION**

The executive session adjourned at 9:37 p.m. and Mayor St. Germain reconvened City Council into regular session.

**L. RECONVENE**

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

No action was taken.

**M. ADJOURN**

There being no further business to discuss the meeting adjourned at 9:37 p.m.

ATTEST:

  
Shandra Phillips, City Secretary



  
Audrey St. Germain, Mayor