



## City of Sugar Land

### Animal Advisory Board Minutes

Sugar Land City Hall  
2700 Town Center  
Boulevard North  
Sugar Land, TX 77479

**Monday, August 18, 2025**  
**Animal Advisory Board Meeting Minutes**  
**City Council Chamber**  
**12:00 PM**

#### **I. Attention**

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://youtube.com/live/N9wwg5z-THY?feature=share>.

#### **II. Call to Order**

##### **QUORUM PRESENT**

Barbara Willy, Carolyn Bender, John Niemand, Shelley Pappas, Marion Nixon, Ellen Tarver, Jenna Ross, Susie Hyde, Melissa Hobson, and Mark Grothaus were present. Robin Novak attended the meeting virtually at 12:03 p.m. and left the meeting at 1:03 p.m.

#### **III. Public Comment**

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

The following members of the public addressed the Board:

- Chalene Avery spoke about agenda item V.A
- Christine Tierney spoke about agenda item V.A

#### **IV. Minutes**

##### **A. MINUTES**

Consideration of and action on the minutes of the March 3, 2025 meeting.

**Linda Mendenhall, City Clerk**

A motion to **Approve the minutes of the March 3, 2025 meeting**, was made by Shelley Pappas

and seconded by Marion Nixon; the motion **Passed**.

Ayes: Barbara Willy, Carolyn Bender, John Niemand, Shelley Pappas, Marion Nixon, Ellen Tarver, Jenna Ross, Susie Hyde, and Robin Novak

## **V. Workshop**

### **A. ANIMAL SHELTER UPDATES**

The Animal Services Advisory Board will hold a workshop session on the above date to review and discuss:

- Staff Overview & Current Operations
- Strategic Priorities & New Program Launch
- New Animal Shelter Update
- Meeting Dates for 2026
- Upcoming Events

#### **Melissa Hobson, Animal Services Administrator**

Melissa Hobson, Animal Service Manager, gave a presentation, made comments, and answered questions from the Board.

## **VI. Director's Report**

### **A.**

- Program Updates
- Upcoming Agenda Topics

#### **Melissa Hobson, Animal Services Administrator**

Melissa Hobson, Animal Service Manager, gave a presentation, made comments, and answered questions from the Board.

## **VII. Adjournment**

No further businesses were discussed during the meeting. Barbara Willy, Chair, adjourned the meeting at 1:34 p.m.