

Ransom Canyon City Council Meeting Minutes  
Regular Meeting – Tuesday, December 14, 2010  
Ransom Canyon City Hall, 24 Lee Kitchens Drive

1. Call to Order/Silent Meditation

The meeting was called to order at 7:02 pm by Mayor Robert Englund. Council members present, Mayor Pro-Tem John Schmersey, Jack Randorff, Billy Williams, Jana Trew and Donna Clarke. A moment of silent meditation followed.

2. Minutes of Meeting

Minutes of the Regular November 9, 2010 and the Special December 2, 2010 meeting were approved on a motion made by Jack Randorff, seconded by Billy Williams; motion carried unanimously. The motion was made with a change; in Section 9, to change the word “offer” to “offers”.

3. The Financials

The financial reports and the November claims and demands were both approved on a motion made by Donna Clarke, seconded by Jack Randorff; motion carried unanimously.

4. 2009-2010 Financial Audit Report

David Hettler presented the audited financials for fiscal year ended September 2010. Highlights included:

- An increase in net assets of 9.3% (\$303,563) over the prior year.
- An increase in total assets of 7.8% (\$333,109) over the prior year.
- An increase in liabilities of 3.0% (\$29,545) over the prior year.

On a motion made by Jack Randorff, seconded by John Schmersey, the council unanimously approved the audited financial statements.

5. Pass through of 50% rebate for trash service

On a motion made by Donna Clarke, seconded by Jack Randorff, the council unanimously approved passing through a 50% refund for garbage collection that the city received from Caprock Waste for poor service throughout the year. City staff will pass through a \$9 refund to residents on the upcoming December 2010 utility bill.

6. Utility Billing Policy

With a wording change in Section 6.03 by adding “pursuant to the Utility Contract” to the end of the paragraph, the Utility Billing Policy was approved by the council on a motion made by Jack Randorff, seconded by Donna Clarke. The motion was approved unanimously.

7. Employee Personnel Policy Manual

The revised Employee Personnel Policy Manual was approved on a motion made by Billy Williams, seconded by Jack Randorff; motion carried unanimously. The manual was revised to allow for the newly created City Administrator position.

8. City Administrator Job Description

The City Administrator Job Description was unanimously approved by the City Council on a motion made by Jack Randorff, seconded by Jana Trew.

9. Executive Session

The City Council did not convene into Executive Session.

10. Appointment of City Administrator

On a motion made by Jack Randorff, seconded by John Schmersey, Murvat Musa was appointed as the City Administrator to be effective January 1, 2011. The motion carried unanimously.

11. Building Review Committee Report

The BRC approved plans for new construction at 98 East Canyon View.

12. Department Reports

**Administration:** Murvat reported the following:

- ❖ The office will be closed on December 23 & 24 for the Christmas holiday and on December 30 for the New Year holiday.
- ❖ The city received approximately \$1500 from DPS through FEMA as disaster relief funds for the July 3, 2010 flood event.
- ❖ The city has received notice from Lubbock that effective March 1, 2011 water rates will be increasing. Ransom Canyon will have to consider increasing rates during the summer budget process. Also, Lubbock wants to begin charging Ransom Canyon a flat meter fee of approximately \$1,000 per month. Murvat is working with Aubrey Spear to have this charge eliminated. We have never paid the flat meter fee in the past.

**Court Report:** Gary Bellair reported the following:

- ❖ One parking ticket was issued and was paid today.
- ❖ One outstanding citation for running a stop sign and failure to appear. If the person does not appear on Friday, a warrant will be issued.

**Operations:** see written report.

**Police:** Wayne reported the following:

- ❖ There was one arrest for DWI with deadly conduct. The arrest was made by the Ransom Canyon Police Department.
- ❖ There was one suicide threat.
- ❖ The Police Department received notice of a registered sex offender in the city (he does not live in the city limits); the information was passed onto the Sheriff's office.
- ❖ A deer was killed by the dam; we have no suspects.
- ❖ There has been a confirmed sighting of a cougar.
- ❖ We are receiving estimates on a security system for city hall that will include panic buttons.

**Fire:** Rand McPherson reported the following:

- ❖ The City's ISO rating is now a 5 down from 7. This is very good news and will lower the homeowners insurance rates for residents.
- ❖ There were three medical calls and four fire calls this month.
- ❖ There was one carbon monoxide call and a bus rescue.
- ❖ There are red flag warnings for fire just south of this area and those warnings may be extended to this region soon.

**Library:** Murvat reported the following for Kim Copeland:

- ❖ The Library Christmas Party is tonight from 5:30 pm – 7:00 pm.
- ❖ The Christmas Card Fundraiser was a success. Kim will report on it at the January 2011 meeting.

13. POA Report and Citizen Comment:

- ❖ Linda Williams thanked everyone for their support of the annual Chapel Home Tour, especially the Police Department, Fire Department, and the City Council.
- ❖ The POA will be hosting the annual New Year's Eve Party at the Ranch House.

14. Adjourn:

Robert Englund adjourned the meeting at 8:08 p.m.

These minutes were approved on the 8<sup>th</sup> day of February 2011

APPROVED:

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Robert Englund, Mayor

ATTEST:

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Muvat Musa, City Secretary