

Ransom Canyon City Council Meeting Minutes
Regular Meeting – November 17, 2015
Ransom Canyon City Hall, 24 Lee Kitchens Drive

1. Call to Order/Silent Meditation

The meeting was called to order at 7:00 p.m. by Mayor Pro-Tem Jana Trew. Council members present were Mayor Pro-Tem Jana Trew, Lyle Way, Billy Williams, Donna Clarke, and John Schmersey. Mayor Robert Englund joined the meeting at 7:03 p.m. for the next agenda item and assumed his official role for the remainder of the meeting. A moment of silent meditation followed.

2. Recognition Item

Davis Cluff was recognized for his Eagle Scout Project which involved some painting at the city park gazebo.

3. Minutes of Meeting

The minutes of the Regular Meeting, October 13, 2015, were approved on a motion made by Billy Williams; seconded by Jana Trew; motion carried unanimously.

4. The Financials

The financial reports were discussed among the city council members. Jana Trew had a question in reference to several items that were included in the A/P history check report but were not included in the revenue and expense report. Elena Quintanilla explained that some of the expenses appear in the check report because the checks were issued in October; however, the expenses were accrued in September which is fiscal year 2014. This is a common occurrence every year with end of the year reports. The financial reports and the October 2015 claims and demands were approved on a motion made by Jana Trew, seconded by Billy Williams; motion carried unanimously.

5. Time Change for City Council Meetings

On a motion made by Jana Trew, seconded by Lyle Way, city council meeting will begin at 6:30 beginning December 15, 2015. If this time change becomes a problem, city council may change the time of future city council meetings back to 7:00 p.m. This motion carried unanimously.

6. City Hall Holiday Hours

On a motion made by Donna Clarke; seconded by John Schmersey, City Hall will be closed by noon on Wednesday, November 25, 2015, the day before Thanksgiving and Wednesday, December 23, 2015, the day before Christmas Eve. The motion carried unanimously.

7. Ordinance for Response and Recovery of Comprehensive Emergency Management
The City Council reviewed a motion to adopt an ordinance that will establish a program for response and recovery of comprehensive emergency management; acknowledge the office of Emergency Management Director which is the Mayor who delegates this role to the Emergency Management Coordinator. The Coordinator will be the Police Chief. The ordinance also establishes operational organization and grants the necessary powers to cope with all phases of emergency management which threaten life and property of Ransom Canyon. The ordinance authorizes cooperative mutual aid agreements for relief work between Ransom Canyon and other cities or counties for related purposes. The ordinance was approved on a motion made by Donna Clarke, seconded by Jana Trew; motion carried unanimously.
8. Resolution for the Adoption of National Incident Management System (NIMS) and Incident Command System (ICS)
The council adopted the resolution on a motion made by Jana Trew, seconded by Lyle Way; motion carried unanimously.
9. Adoption of NIMS Policy and Procedures for Ransom Canyon
The City Council adopted NIMS policy and procedures for the Town of Ransom Canyon on a motion made by Jana Trew, seconded by Billy Williams; motion carried unanimously
10. Cast Votes for Directors of Central Appraisal District
The City Council elected to split two votes equally for each of the five Directors who were nominated by the Central Appraisal District for a total of 10 votes cast from the Town of Ransom Canyon on the election ballot from the Appraisal District. Jana Trew made a motion to cast the 10 votes as mentioned above; Billy Williams seconded the motion; motion carried unanimously
11. Review of Contract to Connect Bart Roye at 7918 E. FM 3523 to the Town's Water Transmission Line
The City Council approved an agreement to connect the property of Bart Roye located at 7918 E. FM to the Town's Water Transmission line. A portion of Mr. Roy's property sits in the Certificates of Convenience and Necessity (CCN) of the Town and a portion of the property sits outside of the CCN. The Public Utility Commission ruled that if a portion of the property line sits in the CCN, the Town is allowed to provide water to a resident. A motion was made by Jana Trew to approve the contract; seconded by Lyle Way; motion carried unanimously.
12. Change to Peddler's and Solicitors Ordinance
Elena Quintanilla suggested to the city council to postpone changes to a peddler's and solicitor's ordinance so that staff could bring the formal ordinance with the appropriate

language for review and obtain approval from Legal Counsel. John Sims, legal counsel, stated that he was fine with the recommended changes by James Hill, Police Chief, and he was comfortable with the changes recommended at the meeting. City Council voted to approve the changes and asked staff to amend the ordinance with the changes. A motion was made by Billy Williams to approve the Peddler's and Solicitor's Ordinance with the recommended changes, seconded by John Schmersey, motion carried unanimously.

13. Discussion on Water Rates for 2015-2016

The council discussed the upcoming water rate increase from the City of Lubbock. Traditionally, these increases are passed onto the residents. This item will be up for consideration at the next city council meeting.

14. Building Review Committee (BRC)

The BRC did not have any activity this month.

Department Reports

Administration: Elena Quintanilla reported the following:

- ❖ The City is working with Tyler Gentry, an architect, to develop a set of plans so that we can bid out City Hall in the near future. There was discussion about changing the location of the City Hall. Mayor Englund asked Elena to look into the property owned by the Chapman's which is located South of the Library.
- ❖ The City was represented well by City Council members and staff at the Texas Municipal League Region 3 Meeting on October 22, 2015. Jana Trew is the Region 3 Secretary.
- ❖ Elena Quintanilla discussed the vacation day schedules and holiday schedules
- ❖ The Veteran's Day Luncheon was attended by approximately 92 individuals, and many residents provided positive feedback regarding the event.
- ❖ Elena has had several calls and questions regarding the triathlete open swim event. She would like to bring this topic back to the City Council for a decision so that the athletes can proceed with a plan of action.
- ❖ Venture Communications would like to provide an update about their internet services in December and they are scheduled to report at the next city council meeting.

Court Report: Gary Bellair reported the following:

- ❖ A report was given regarding the Sharkey Trial and there is the potential for a settlement outside of trial soon.
- ❖ We will look at steps to collect from a resident who is currently incarcerated
- ❖ A defendant came into city hall to pay his speeding violation after his bench trial

Operations: Harold Needham reported the following:

- ❖ The Emergency Road is progressing well and is scheduled for completion next week. Elena has reminded the contractors that they will be billed for days over the construction period if the time of completion extends well beyond the negotiated completion date.
- ❖ Harold mentioned that he would like to get several trees trimmed that extend into the city right-of-way. This is problematic for our trash collection individuals and hazardous to residents as the trees scrape cars and do not allow for visibility across the Canyon. The Mayor suggested that the City Council adopt an ordinance so that the City can issue letters to homeowners about the tree trimming and allow the City to charge citizens for the services rendered if a resident does not get someone to trim their trees.

Police: James Hill reported the following:

- ❖ James Hill discussed the process for opening and closing the spillway during emergencies. He displayed the signs that will be located at the emergency road site, and he also distributed a sample of the emergency pass and the car sticker for residents who have to get through the Buffalo Lakes gate entrance to get back to Ransom.

Fire: Rand McPherson reported the following:

- ❖ Rand provided an update on the costs to repair the fire truck. The parts are difficult to locate so costs are going to be extensive on repairs.
- ❖ Fire reported to two local EMS calls. One EMS call was to assist Buffalo Lakes with a woman who drove off of the cliff. The crew had to utilize a stokes basket from Ransom Canyon to pull her out.
- ❖ There were no fire calls in the area and very few in the County.

Library: Kim Copeland reported the following:

- ❖ The Fall Fun Event was successful and the children enjoyed face-painting, crafts, climbing the Canyon wall, and refreshments
- ❖ The Christmas card fundraiser is underway and the Christmas Gathering entitled "Christmas Magic at the Library" is in the planning phase. There will be a Santa Claus who also performs magic at the event. The checks are coming in for the Christmas fundraiser. The deadline to donate is December 7, 2015.
- ❖ Kim continues to coordinate with Roosevelt ISD about the Advanced Reader program to ensure our library has all the books the children are required to read.

15. POA Report and Citizen Comments:

- ❖ Jackie Lindsey was not present but she asked Elena to report that if the annual billing for the POA dues is not correct, please contact their office.
- ❖ Linda Williams reported that the Chapel now has 2 animals in the manger with Jesus that were carved and permanently attached to the grounds. She also reminded everyone that the Tour of Homes will take place on December 10,

2015. Tickets may be purchased for \$12.50 each or 5 tickets for \$50.00. Tickets will be sold for \$15.00 each on the night of the event. The tour will take place from 6:30 – 9:00 p.m. There are 5 homes in the tour this year. There is also a Christmas Across America event that will take place at the Chapel for the kids to share the truth of X-mas with refreshments and games that will take place in December.

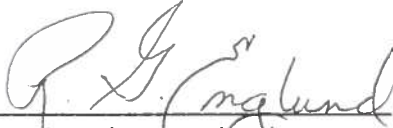
- ❖ Harold reminded everyone that a X-mas Party will take place at the Ranch House on December 17, 2015.

16. Adjourn

A motion to adjourn the meeting at 8:30 p.m. was made by Donna Clarke, seconded by Jana Trew; motion carried unanimously.

These minutes were approved on the 15th day of December, 2015

APPROVED:



Robert Englund, Mayor

ATTEST:



Elena Quintanilla, City Secretary