

Ransom Canyon City Council Meeting Minutes  
Regular Meeting – September 20, 2016  
Ransom Canyon City Hall, 24 Lee Kitchens Drive

1. Call to Order/Silent Meditation

The meeting was called to order at 6:30 p.m. by Mayor Robert Englund. Council members present were Mayor Pro-Tem Jana Trew, John Schmersey, Brandt Underwood, Lyle Way, and Billy Williams. A moment of silent meditation followed.

2. Budget Work Session #4

The highlights of budget session #4 included the following:

- Elena Quintanilla distributed a handout with a summary of the items that has been discussed in the previous budget work sessions. (see attached handout)
- There was a discussion regarding the Federal Labor Standards Act and the rules regarding exempt employees and non-exempt employees. This law affects the fiscal year budget because there is a new requirement to pay employees for overtime if they cannot take compensatory time off during a given week. This is often a challenge for the City if a water line breaks or if there is bad weather where the Operations staff has to work additional hours to clear the roads. The City Council allocated \$8000.00 for the "Operations Salary" line item to cover any overtime if needed for the upcoming year.
- Additional funds were placed in the line item entitled "Building Inspection Expense" to cover the increases that will be charged by Areawide. Their fees of \$75.00 have increased to \$75.00 an inspection for the upcoming fiscal year.
- The "Equipment Purchase" line item was increased from \$2000.00 to \$6000.00 in the Operations budget to purchase a chlorine water tester.
- The "Equipment Repair" line item has been increased from \$5000.00 to \$18,000.00 to cover expenses to repair the motor of a skid loader for the Operations Department.

BREAK: There was a five-minute break to continue with the regular city council meeting

3. Minutes of the Meeting

The minutes of the Regular Meeting and Budget Work Session #2, August 9, 2016, the Special Meeting, Effective Tax Rate Hearing #1, August 23, 2016, and Special Meeting and Budget Work Session #3, August 30, 2016, and Effective Tax Rate Hearing #2, September 9, 2016, were approved on a motion made by Mayor Pro-Tem Jana Trew, seconded by Councilman Brandt Underwood; motion carried unanimously.

4. The Financials

Mayor Pro Tem Jana Trew had a question regarding an irrigation project where the funds were donated by an individual in the amount of \$10,888.00. Her question was addressed by the City Administrator. The financial reports, the August 2016 claims and demands, and Financial Investment Report were approved on a motion made by Mayor Pro-Tem Jana Trew, seconded by Councilman Brandt Underwood; motion carried unanimously.

5. Request for a Fence Variance

The City Council reviewed a request for a variance on a fence at 3 West Brookhollow Drive to allow a resident additional privacy from trespassers. After much dialogue regarding the variance, Mayor Pro-Tem, Jana Trew, made a motion not to grant the variance due to safety issues posed to drivers as a result of the requested height of the fence. Brandt Underwood seconded the motion; motion carried unanimously. The City Council entertained a new motion to approve a four-foot, split rail fence made by Councilman Brandt Underwood, seconded by Councilman Lyle Way; motion carried unanimously.

6. Resolution No. R16-000920

Resolution No. R16-000920, designating the Slatonite as the official newspaper for the 2016-2017 fiscal year was approved on a motion made by Councilman Lyle Way, seconded by Mayor Pro-Tem Jana Trew; motion carried unanimously.

7. Public Hearing on Proposed 2016-2017 Fiscal Year Budget

The public hearing to take comments on the proposed 2016-2017 fiscal year budget opened at 7:16 pm. Linda Williams thanked the City Council for maintaining a “watchful eye” on the tax dollars of the citizens. She asked the City Council to continue watching the tax dollars that will be spent on the City Hall and to encourage the staff to request donations from citizens to provide the necessary items that are needed to operate the City Hall without spending tax dollars. The hearing was closed at 7:25 pm.

8. Ordinance No. 16-00200 - 2016-2017 Fiscal Year Budget

Ordinance No. 16-00200, adopting the 2016-2017 fiscal year budget was approved on a motion made by Brandt Underwood, seconded by Lyle Way; motion carried with a three-two vote. Councilmen Williams and Schmersey voted nay. Councilman Billy Williams thanked the Mayor and the City Council for the opportunity to serve on the Council, and he stated that he could not support this year’s budget. Mayor Robert Englund thanked Councilman Williams for his service. Councilman Williams left the meeting at 7:32 p.m.

9. Ordinance No. 16-00210 – Fixing the Tax Levy for 2016

The following motion was made by Brandt Underwood: “I move that the property tax rate be increased by the adoption of a tax rate of .65929 which is effectively a 6.5 percentage by which the proposed tax rate exceeds the effective tax rate increase in the tax rate,” seconded by Mayor Pro-Tem Jana Trew; motion carried unanimously.

10. Independent Contractor Agreement for Librarian Services

Councilman John Schmersey asked some questions about the Librarian's hours and her duties and whether she fell into the same categories of Exempt and Non-Exempt as regular full-time employees of the Town. Because the Librarian is a "Contractor" for the City, she does not fall into the same categories. The Council authorized the Mayor to execute the contract for Librarian Services on a motion made by Mayor Pro-Tem Jana Trew, seconded by Councilman Brandt Underwood; motion carried unanimously.

11. Contract to Provide Space to Lubbock County for Interoperable Communications

The City Council discussed the contract between the City of Lubbock and the Town of Ransom Canyon. Councilman John Schmersey suggested that the Town of Ransom Canyon negotiate a lease with the City of Lubbock to lease the space instead of donating space. James Hill stated that in return for space, the Police Department is receiving radios for interoperable communications. This will allow for better response time for the police to report to a crime scene or to quickly communicate with the Sheriff's Office, if necessary. This contract provides for a public service versus a for-profit benefit to a business. Police Chief James Hill explained that the City of Slaton is the only city in the County that does not utilize this system; however, they have their own 24-hour dispatch. Mayor Pro Tem Jana Trew made a motion to approve the contract with the City of Lubbock, seconded by Councilman Brandt Underwood; motion carried with a 3-1 vote, with Councilman John Schmersey voting nay.

12. Approval of Bid for City Hall

The City Council reviewed the bids and the additional handout with information regarding additional evaluation criteria which included the purchase price, work history/qualifications, number of days to complete construction, and list of subcontractors. Please see attached evaluation criteria. The bids for City Hall included the following bidders and costs to build: Clearview Customs Home - \$581,800.00, Henthorn - \$494,350.00, and Mike Becknal and Company - \$382,705.00. Several city council members posed the question as to why there was such a difference between the lowest bidder and the highest bidder. All contractors were provided the same plans, and the only difference that staff determined is that the lowest bidder really wanted the job and could afford to negotiate the price at a low cost. Councilman Brandt Underwood made a motion to approve the contract with Mike Becknal Construction, Mayor Pro-Tem Jana Trew seconded the motion; motion carried unanimously.

13. Vote for Mayor David Riley, Mayor of Idalou, to Serve as a TML Board of Trustee

A motion was made by Councilman John Schmersey, seconded by Brandt Underwood to approve David Riley, Mayor of Idalou, to serve as a Board of Trustee for the Texas Municipal League Multi-State Intergovernmental Employee Benefits Pool for Region Three. The term of office begins on October 1, 2016 and ends on September 30, 2019. Motion carried unanimously.

**14. Transfer Scholarship Fund to the Library for Book Purchase**

A motion was made by Mayor Pro-Tem Jana Trew, seconded by Councilman John Schmersey to transfer all funds from the Scholarship Fund to the Library to purchase books for the children. Motion carried unanimously.

**15. Building Committee Report**

Building Review Committee (BRC) met on the evening of September 6, 2016 to discuss plans for a floating dock at 60 South Lakeshore.

**16. Department Reports**

**Administration:** Elena Quintanilla reported the following:

- ❖ The Texas Municipal League (TML) Quarterly Meeting will take place on Thursday, September 29, 2016. Those interested in attending must inform Elena.
- ❖ The TML Annual Meeting will take place in Austin on October 4-6, 2016. The City will be represented by Mayor Pro –Tem Jana Trew, Councilman John Schmersey, and Councilman Brandt Underwood. Staff attending the event include Chief James Hill, Assistant Operations Manager, Cory Needham, and Administrator Elena Quintanilla.
- ❖ The report regarding the Fair Labor Standards Act was made during the budget work session.
- ❖ The only City Council correspondence was a letter to vote for a TML Representative which was already considered by the City Council.
- ❖ Staff is currently preparing for the closeout of the accounting records for the fiscal year, and staff was currently enrolled into the healthcare system for the new year.
- ❖ The Michael Atkinson statues will be available for bids on October 14, 2016.

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

- ❖ A public intoxication ticket was issued, and the judge will provide a judgement for time served in jail.
- ❖ There is a pending case where the defendant has not come in to take care of his ticket.

**Operations:** Harold Needham reported the following:

- ❖ Harold and Cory Needham attended code enforcement training
- ❖ Operations staff and the City of Lubbock have been spraying for mosquitos
- ❖ The Operations staff swept South Lakeshore after the seal coat project was completed.

**Police:** James Hill reported the following:

- ❖ The Police Department has received positive feedback from increasing patrol.

- ❖ The Emergency Road has been open in the mornings for traffic to exit the Canyon. This was a recommendation by the City Engineer to help prevent loose gravel on the new road.
- ❖ Ronnie Hill will take photos of the City Council at the next meeting.
- ❖ Rick Vasquez received his advanced SWAT training, and Chief Hill attended his annual Chief's education.

**Fire:** Elena Quintanilla reported the following in the absence of Rand McPherson:

- ❖ There were four fire calls.
- ❖ There was one EMS call.
- ❖ The pancake breakfast will take place on October 29, 2016.
- ❖ The City of Lubbock has not placed its fire truck in the auction to date.

**Library:** Angie Fikes reported the following:

- ❖ The Library will have Harry Potter month in November.
- ❖ The Library has a Facebook page.

**17. Property Owner's Association Report and Citizen Comments:**


Linda Williams reported that a group of Texas Tech students are working on some landscaping ideas for the Chapel as a design project. She also reported that the Annual Home Tour will feature three homes so far. There is a Celebration of Life for Karen Bornick at 2:00 p.m. this Friday.

**18. Adjourn**

- ❖ A motion to adjourn the meeting at 8:16 p.m. was made by Mayor Pro-Tem Jana Trew, seconded by Brandt Underwood; motion carried unanimously.

These minutes were approved on the 11<sup>th</sup> day of October 2016.

APPROVED:

  
 Robert England, Mayor

ATTEST:

  
 Elena Quintanilla, City Secretary

## SUMMARY OF BUDGET DISCUSSIONS

- Increase of 3% for all employees as a cost of living adjustment, with the exception of the Police Chief who will be adjusted for the additional job of Emergency Management Coordinator. He is proposed to receive a 7500.00 (12%) increase.
- The Executive Assistant is added in the new budget with full-time benefits
- \$650,000.00 is proposed for City Hall
- \$60,000.00 budget is proposed to furnish City Hall
- No Seal Coat is needed for the upcoming year. All seal-coating was completed this year,
- The Property Owner's Association (POA) requested a property tax waiver; however, the City Council recommended selling the POA water at wholesale versus retail for fiscal year 2016-2017
- There will be a small increase in Municipal Court Costs to cover training costs for the judge and clerk. Additionally, the Judge will receive a quarterly raise of \$50.00 a quarter to cover costs for the additional work load
- The City Council was in agreement in providing counseling services for employees in the amount of \$152.40 annually through an employee assistance program offered through the Texas Municipal League