

Ransom Canyon City Council Meeting Minutes  
Regular Meeting – July 11, 2017  
Ranch House, 1 Island Way

1. Call to Order Budget Work Session #2 /Silent Meditation

The Budget Work Session was called to order at 6:03 p.m. by Mayor Billy Williams. Council members present were Mayor Billy Williams, Mayor Pro Tem Jana Trew, Councilman Lyle Way, Councilman Dr. Terry Waldren and Councilman Michael Brooks. Councilman Brandt Underwood was absent. A moment of silent meditation followed.

2. Budget Work Session #2

The main issues discussed in the budget work session included the following:

- ❖ Fire Chief Rand McPherson requested to increase his vehicle repair expense budget from \$10,000 to \$20,000 to provide adequate funds for unexpected repairs on the fire department vehicles. After discussion between Rand and council members, Dr. Terry Waldren made a motion to approve the increase, Jana Trew seconded; motion carried unanimously.
- ❖ Mayor Pro Tem Jana Trew asked Elena if we had received rate increase updates from TML Risk Pool. Elena said that we should receive those within a couple of weeks; she has been in contact with TML Risk Pool representative, Rodney Peters.
- ❖ Ms. Trew asked if we have received updated tax information from Lubbock Central Appraisal District. Elena replied that we do not yet have that information.
- ❖ Elena handed out a two year summary of water loss information per city council request.
- ❖ Mayor Williams asked Rand McPherson if Operations Manager, Harold Needham, was going to give the fire department the 2011 Chevrolet pickup from the Operations Department to use as a replacement Fire Department Command Vehicle. Discussion followed and a motion was made by Councilman Lyle Way to approve the transfer of the vehicle between departments, Dr. Terry Waldren seconded; Dr. Waldren, Lyle Way, and Jana Trew voted aye; Michael Brooks abstained (he is a member of the Fire Department).

Mayor Williams called for a break at 6:15 p.m.

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3. Call to Order/Silent Meditation

The meeting was reopened at 6:30 p.m. by Mayor Billy Williams, followed by a moment of silent meditation. The Mayor asked council members if anyone objected to opening meetings with a spoken prayer instead of silent meditation at future meetings. No one objected. City Administrator, Mrs. Quintanilla, reminded the Mayor of the need for separation of church and state. Mayor Williams said that the Supreme Court ruled in

2014 that prayer could be said to open a local governmental meeting. No one was designated to say the prayer.

4. The Minutes

The minutes of the Regular Meeting, June 13, 2017 and the minutes of the Special Meeting-Budget Work Session #1, June 27, 2017 were approved on a motion by Mayor Pro Tem Jana Trew, seconded by Councilman Lyle Way; motion carried unanimously.

5. The Financials

Mayor Pro Tem Jana Trew made a motion to approve the financial reports and the June claims and demands, Councilman Michael Brooks seconded; motion carried unanimously.

6. Consider and Act Upon a Variance for a Boat Dock Cover at 11 W. Lakeshore Drive

Mayor Pro Tem Jana Trew gave a brief description of the location of the dock and its visibility in relation to the neighbors on either side, mentioning in the process that letters from these same neighbors had been received in which they stated that they had no objection to a dock cover. Mayor Williams asked if the metal roof of the boat dock cover would meet the roofing ordinance requirements for metal roofs. Deputy City Secretary, Mary Brown, responded that we do not require the same kind of metal for a dock cover because it is not covering as much area as a roof on a house. Councilman Dr. Terry Waldren made a motion to approve, Mayor Pro Tem Jana Trew seconded; motion carried unanimously.

\*At this point, Mayor Williams directed the Council that Item Number Eight on the agenda would be considered before Item Number Seven.

8. Guidelines and Procedures for City Council Meetings

A handout from Mayor Billy Williams was provided to the Council and the audience. This handout contained recommendations from Mayor Williams to be inserted in the Suggestions for Guidelines and Procedures for City Council Meetings. Much discussion followed, including questions from city councilmen and citizens regarding how items will be placed on the agenda. Ms. Quintanilla answered with the following procedure suggestion: a citizen could contact her and request that an item be placed on the agenda. Elena would then email all of the council members and request feedback. She specified that each member would reply to her email directly and not reply to all to avoid creating a "walking quorum." If she were to receive positive responses from two councilmen or the Mayor and a councilman, then the item would be placed on the agenda. Additional discussion included whether a vote would be counted as "aye" if a councilmember did not vote at all. Councilman Michael Brooks asked if a "called vote" would be appropriate. Elena said that some cities do vote in that manner. Councilman Dr. Terry Waldren moved to postpone this item until the August meeting to allow council members time to think through the proposed insertions provided by Mayor Williams, Lyle Way seconded; motion carried unanimously.

7. Endorse, Enforce, and or Approve Changes to Sections 2.03, 17.05, and 17.04 of the Town of Ransom Canyon Personnel Policy Manual

The discussion that took place centered primarily on the following areas as summarized here:

- Should Police Department officers be allowed to take police cars home, even if they do not live within the city limits of Ransom Canyon?
- Whether passengers, such as family members, should be allowed to ride in the vehicle.
- Does insurance cover all uses of the police vehicles?
- Is the 24-hour use of a city-owned vehicle considered a “perk” and does it fall under reporting requirements with the IRS?
- Length of response time when an officer has his vehicle at home versus parked inside the Fire Station bay.

Councilman Dr. Terry Waldren moved to postpone action on this item to allow time for the City Administrator and Police Chief to develop a policy for the use of police vehicles, Councilman Lyle Way seconded; motion passed unanimously. Note: Section 17.04, Uniform and Dress Code, was not addressed at this meeting.

9. Consider and Act Upon a Selection of a Vendor to Furnish the New City Hall

A bid was received from Hurricane Office Supply in the amount of 43,913.00 and from Officewise in the amount of \$34,575.51. Dr. Terry Waldren asked Elena if the bids were “apples to apples” and she replied that the items bid were exactly the same except that the Officewise bid was for only new furniture and Hurricane Office Supply included both new and used furniture in their bid. Councilman Dr. Waldren moved to accept the lowest bid, Lyle Way seconded; motion carried (Mayor Pro Tem Jana Trew recused herself prior to the vote because her husband owns Hurricane Office Supply).

10. Department Reports

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

- ❖ She successfully passed her final exam to be certified as a Municipal Clerk. Graduation will take place in January 2018.
- ❖ Dr. Terry Waldren will be teaching a seminar for the South Plains Chapter of the Municipal Clerk Association on July 13<sup>th</sup> at the Ranch House.
- ❖ The TML Quarterly meeting was well attended by all of our council members, minus the Mayor.

**Court** – Judge Gary Bellair reported the following:

- ❖ He will be signing judgments for two guilty pleas and one deferred.
- ❖ There have been no new cases in July.

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

- ❖ Mosquito spraying will take place on Tuesday evening and Friday evening.
- ❖ He praised the Operations crew for their hard work in getting the Canyon ready for the 4<sup>th</sup> of July celebrations.
- ❖ They repaired a leak on the 6" supply line, installed a water tap for new construction at #1 Coyote Circle, unstopped a sewer drain in Ransom Canyon and also assisted the City of Slaton and Buffalo Springs Lake to unstop sewer lines.

**Police** – Assistant Police Chief Rick Vasquez reported the following:

- ❖ Four warnings were issued since the last council meeting.
- ❖ The 4<sup>th</sup> of July parade had great participation.
- ❖ Recent rains have caused weed growth and Police Chief James Hill will be generating weed notices soon.
- ❖ Summer Movie Night is set for July 21<sup>st</sup> on the Party Island and the movie *Sing* will be shown.
- ❖ Over 100 boat permits have been sold.

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

- ❖ The fire truck is not on the auction site yet.
- ❖ There were 3 EMS calls for patient handling assistance.
- ❖ The VFD conducted its first water rescue to save a young man overwhelmed in the lake. There were also two fire calls to assist Buffalo Springs Lake with fires started by lightning.
- ❖ The digital sign is on but cannot be changed due to lightning damage. They are waiting for repairs.
- ❖ The Fishing Tournament was a big success.
- ❖ The 4<sup>th</sup> of July activities saw a big crowd for hot dogs and hamburgers on the 3<sup>rd</sup> and a good crowd for BBQ on the 4<sup>th</sup>.

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

- ❖ The Summer Reading program is going very well. Attendance has included about 45 youth and 15 teens. The teens get points for assisting with the youth and the younger children look up to the teens. The reward party will be on July 20<sup>th</sup> at the Ranch House.

**11. Property Owner's Association (POA) and Citizen Comments:**

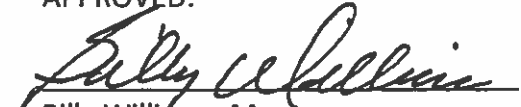
- ❖ There was no report from the POA.
- ❖ The Mayor allowed citizen comments throughout the meeting and there were no additional comments during the Citizen Comment period.

Adjourn

A motion to adjourn the meeting at 8:09 p.m. was made by Mayor Pro Tem Jana Trew, seconded by Dr. Terry Waldren; motion carried unanimously.

These minutes were approved on the 8<sup>th</sup> day of August, 2017.

APPROVED:

  
Billy Williams, Mayor

ATTEST:

  
Erena Quintanilla, City Secretary