

Ransom Canyon City Council Meeting Minutes  
Regular Meeting – May 16, 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, Lyle Way, and Billy Williams. John Schmersey was absent. A moment of silent meditation followed.

2. Duly Elected Took Oath of Office and Provided Signed Statements of Officer to City Secretary

Gary Bellair provided the Oath of Office to Jana Trew, Lyle Way, and Billy Williams. All three City Council Members were sworn in and they handed over signed Statement of Officer documents to the City Secretary. All three City Council Members received signed certificates for their service.

3. Resolution No. R16-00510

A motion to approve Resolution No. R16-00510, Declaring the Duly Elected, was approved on a motion made by Billy Williams, seconded by Jana Trew; motion carried unanimously.

4. Minutes of Meeting

The minutes of the Regular Meeting, April 12, 2016, were approved on a motion made by Billy Williams; seconded by Jana Trew; motion carried unanimously.

5. The Financials

The financial reports and the April 2016 claims and demands were approved on a motion made by Jana Trew, seconded by Lyle Way; motion carried unanimously.

6. Appointment of Mayor Pro-Tem

Billy Williams made a motion to nominate Jana Trew as Mayor Pro-Tem and Lyle Way seconded the motion; motion carried unanimously.

7. Ordinance Number 16-000516 Establishing Construction Standards for Metal Buildings

The Council discussed an ordinance for establishing construction standards for metal buildings. Mayor Englund asked staff if the ordinance will apply to metal carports because carports could present a problem in the near future. The City Council decided to postpone this agenda item until the June City Council Meeting.

8. Authorization to Act upon an Engagement Letter with Boiorquez Law Firm, PC, Texas Municipal Lawyers, for Special Projects on an As-Needed Basis

Elena Quintanilla discussed the need to utilize a municipal attorney who specializes in local government as City issues are getting more complex and State agencies impose their law to the cities. This is an added resource that will enhance the current service provided by John Sims and will allow a law firm based out of Austin to directly work with State agencies as issues arise at the local level. The current City Attorney presented questions regarding this arrangement of services. As a result, the City Council postponed this agenda item for the next City Council meeting.

9. Allowing Residents to Openly Swim in Lake Ransom Canyon

The City Council heard a second request from Heidi Wilson to allow their triathlete group to train on the Lake. Currently, swimming is prohibited on the Lake according to City Ordinance. The Police Chief addressed concerns for allowing a change in the ordinance. Several City Council members also addressed pros and cons regarding the issue. At this time, the City Council requested some additional information in order to make an informed decision on whether or not they would like to change the language of the current ordinance. They requested additional research regarding insurance coverage, and Lyle Way asked the City Administrator to send information to the City Attorney regarding the current ordinance. The City Council postponed a decision until the next City Council meeting.

10. Building Review Committee

The Building Review Committee met on March 9, 2016 to review plans for City Hall. The Committee suggested a few minor changes to the accessibility allowable in the break room. These adjustments are currently being made by the architect.

11. Department Reports

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

- ❖ She attended a Municipal Court Clerk and a City Secretary Training in April. Elena passed her first exam for her City Secretary Certification Program.
- ❖ Jim Bertram can conduct a strategic planning session for City Council Members should the City Council want a strategy to help them prioritize projects in the near future. The goal is to complete the plan during this year's budgeting process.
- ❖ An orientation for the new City Council Member is in the works. Any City Council member is welcome to attend the orientation. Brandt Underwood will be appointed to fill an unexpired term vacated by Donna Clarke, Alderman, at the meeting in June.
- ❖ The next step for City Hall is to have the architect make recommended changes by the Building Review Committee. City Administrator will start the process to solicit bids for the construction.

- ❖ The City Staff attended a Texas Municipal Retirement System meeting along with four other cities to clarify questions regarding the retirement program at the Ranch House.
- ❖ A budget and tax calendar was provided to all City Council members for planning purposes

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

- ❖ There is one citation where a letter was mailed, but returned for insufficient address, to an individual who did not appear on the date they promised to appear for a "Failure to Stop" violation. A new letter was issued to this individual.
- ❖ Two dismissal orders were issued on the water well citations.

**Operations:** Harold Needham did not have a report this month.

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

- ❖ He will be attending a meeting at South Plains Association of Governments (SPAG) to discuss an alert system at the dam to monitor water levels
- ❖ James reported that he plans to move forward with contracting for a new website service so that we do not lose internet and email blast communication capabilities with the residents for the Emergency Operations Center and City Hall. The costs for the new service will be approximately \$3500 - \$5000 for the start-up of the website, then there will be a monthly cost of approximately \$17.00.

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

- ❖ The Fire Tanker is in the shop again and the Volunteer Fire Department has applied for a grant through the Texas Forest Service for a Water Tender Truck, and the Fire Department is budgeting for a truck that will be bid out by the City of Lubbock in the Fall.
- ❖ There were 5 fire calls: among these was a grass fire call, two of the calls were in reference to fire alarms, and one resident burned a steak.
- ❖ There were 10 emergency medical service calls
- ❖ Four of the volunteers are interested in attending Emergency Medical Technician classes.
- ❖ Plans are underway for the July 3, 2016, event here at the Canyon.

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

- ❖ Planning efforts are underway for the Summer Reading Program. This year the theme is wellness, fitness and sports. The guest speakers include the Red Raider Mascot, the Roosevelt Baseball Coaches, and a representative from the Science Spectrum. The Awards Party will be held on July 24, 2016.

12. Property Owner's Association (POA) Report and Citizen Comments:

Jana Trew said they had a lot of fun at the Kentucky Derby which was hosted by the POA. Billy Williams reported that the Chapel will have a new wooden Jesus in approximately 12-15 days.

13. Adjourn

A motion to adjourn the meeting at 7:45p.m. was made by Jana Trew, seconded by Billy Williams; motion carried unanimously.

These minutes were approved on the 14th day of June, 2016

APPROVED:

  
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Robert Englund, Mayor

ATTEST:

  
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Elena Quintanilla, City Secretary