

Ransom Canyon City Council Meeting Minutes  
Regular Meeting – February 14, 2017  
Ransom Canyon Fire Department, 1 Ridge Road

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, Councilman Lyle Way, Councilman John Schmersey, and Councilman Brandt Underwood. Councilman Billy Williams was absent. A moment of silent meditation followed.

2. Minutes of Meeting

The minutes of the Regular Meeting, January 10, 2017, were approved on a motion made by Councilman Brandt Underwood, seconded by Councilman Lyle Way; motion carried unanimously.

3. The Financials

The financial reports, the January 2017 claims and demands, and the Financial Investment Report were approved on a motion made by Mayor Pro Tem Jana Trew, seconded by Councilman Brandt Underwood; motion carried unanimously.

4. Information Item:

Coleen O'Neal, District Coordinator of Field Response for the Texas Department of Public Safety, provided the City Council a brief overview of emergency management at the state level, and she distributed a Texas Emergency Management Guide to all City Council Members and the Mayor. She encouraged everyone to attend the Emergency Management Training which is required for all elected officials.

5. Variance for a Second-Story Home

There was a request from residents, Jeremy and Maleia Torres, to add a second level to their current home to provide much needed room for their growing family. Because only two of the three adjacent residents submitted their approval letters to allow the change, the City Council decided to postpone this agenda item for a future date on a motion made by Jana Trew, seconded by Brandt Underwood. Motion carried unanimously. The resident located at 38 East Canyonview will be contacted for a comment regarding the variance.

6. Fill an Unexpired Term of a City Council Member

Three City Council Candidates, Michael Shayne Brooks, Dr. Michael R. Greer, and Dr. Terry E. Waldren are the candidates vying to fill a vacancy position on the Ransom Canyon City Council. Brandt Underwood nominated Michael Brooks to fill the vacancy, and Lyle Way nominated Dr. Terry Waldren. Votes were taken as follows: Michael

Brooks: one vote from Brandt Underwood, and Dr. Terry Waldren: three votes from Mayor Pro Tem Jana Trew, Councilman John Schmersey, and Councilman Lyle Way. Dr. Terry Waldren was declared appointed to the City Council.

7. City Hall Financing

There was a motion by Jana Trew to postpone the financing of the New City Hall through a tax note and to proceed with funding the New City Hall construction with the current funds reserved in the bank accounts; Brandt Underwood seconded the motion. The motion carried unanimously.

8. Order of Election

An election was ordered for May 6, 2017, for a Mayor and two Aldermen-At-Large on a motion made by Jana Trew, seconded by Brandt Underwood; the motion carried unanimously.

9. Joint Election Resolution

The Joint Election Resolution R17-00214 to call the election to be held with all cities and schools inside Lubbock County was approved on a motion made by Brandt Underwood, seconded by Lyle Way; motion carried unanimously.

10. Contract for Election Services

The City Council authorized the Mayor to execute the contract for election service with Lubbock County. The motion to approve was made by Jana Trew, seconded by Brandt Underwood; motion carried unanimously.

11. Voting Equipment Resolution

Resolution 021417 to adopt the use of Hart Intercivic Verity 2.0 Voting Equipment was approved on a motion made by Brandt Underwood, seconded by Jana Trew; motion carried unanimously.

12. Notice of Election

The Notice of Election was approved on a motion made by Brandt Underwood, seconded by Jana Trew; motion carried unanimously.

13. Election Appointments

The following were unanimously approved on a motion made by Lyle Way, seconded by Jana Trew:

1. Dorothy Kennedy, Elections Administrator, as the Joint Elections Officer
2. Dorothy Kennedy, Elections Administrator as the Joint Early Voting Clerk
3. Elections Office at 1308 Crickets Avenue, as the main early voting polling place
4. Elections Administrator's permanent county employees shall serve as deputy early voting clerks, along with other appointments made by Elections Administrator if deemed necessary
5. Exhibit A (the Joint Early Voting Schedule) and April 25, 2017 & May 2, 2017 as the 12-hour days of Early Voting

6. Exhibit B, Election Day Vote Centers
7. Election Day Vote Centers, Supervisors and Rovers
8. Johnny Franklin as the Early Voting Ballot Board Judge and Betty Wheeler as the Alternate Judge, Melba Parchman, Jan Denzer, and Sylvia Pearson as Early Voting Ballot Board Members
9. Central Count Station Personnel:
  - a. Dorothy Kennedy, Elections Administrator, as Central Count Manager
  - b. Roxzine Stinson as Tabulation Supervisor
  - c. Tom Grimes as the Central Count Presiding Judge
  - d. Charles Britton as the Central Count Alternate Judge
10. Bilingual Election Clerks:
  - a. Gloria Armenta
  - b. Rachel Botello
  - c. Aaron Frodsham
11. Election Day Supervisors and Rovers
  - a. Sharon Kirkwood, Supervisor, & Eloy Morales, Rover & Bilingual at Abernathy City Hall
  - b. Sue Ball, Supervisor, & Mona Mojica, Rover & Bilingual at Casey Administration
  - c. Janie Martinez, Supervisor, & Paul Harding, Rover & Bilingual at New Deal Community Clubhouse
  - d. Keith Hewett, Supervisor, & Melinda Wilson, Rover & Bilingual at Roosevelt Clubhouse
  - e. Neil Finley, Supervisor, & Dee Morales, Rover & Bilingual at Shallowater Community Center
  - f. Jessie Rangel, Supervisor, & Barbara Vara, Rover & Bilingual at Slaton ISD Administration

14. 2017 Library Board

The following were approved on a motion made by Jana Trew, seconded by Brandt Underwood:

- a. Monica Nowlin
- b. Rebecca McCallister
- c. Jane Hodgkins
- d. Crystal Miller
- e. Angie Fikes

Motion carried unanimously

15. 2017 Building Review Committee Members

The following were unanimously approved on a motion made by Lyle Way, seconded by John Schmersey:

- a. Ron Childress, Chair
- b. Berwyn Tisdell
- c. Ross John Narvaeth
- d. Rick Richeda
- e. Tom Musiak
- f. Jim Bertram

Motion carried unanimously

**16. 2017 Volunteer Fire Department Officers**

The following were unanimously approved on a motion made by Brandt Underwood, seconded by Jana Trew:

- a. Fire Chief, Rand McPherson
- b. Assistant Chief, John Long
- c. Secretary/Treasurer, Steve Oldham
- d. Training Officer, Rob Keinast
- e. Fire Captain, Bob Bellah
- f. EMS Coordinator, Chris Pickering

Motion carried unanimously

**17. Building Review Committee (BRC)**

The Building Review Committee met on January 23, 2017 to consider plans for a new home at 3 Sunrise Lane. Those plans were approved subject to several changes.

**Department Reports**

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

- ❖ A change order was executed for the New City Hall which included a concrete pad and several other building details.
- ❖ The May election is around the corner, and three positions will be up for election. The positions include the Mayor, and two Aldermen. To date, Billy Williams has filed for Mayor, and Brandt Underwood has filed for Alderman at Large.
- ❖ Elena will provide the City Council with a Schedule of Events each week and will send the information to the Council's public email addresses.
- ❖ Elena attended a Legislative Update for one of her City Secretary Certification Sessions in Frisco, Texas. She also passed her Course 2 exam.
- ❖ The Quarterly Texas Municipal League Region 3 Meeting will take place on Thursday, March 30, 2017 at the Scottish Rite Learning Center.
- ❖ A draft of the Strategic Plan will be provided to the City Council at the next meeting.
- ❖ The City Council correspondence was distributed to each City Council Member.

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

- ❖ The Judge is waiting on completion of a payment plan from one of the individuals so that he can complete a judgment.
- ❖ There has been a change in policy for some nonprofits allowing individuals to perform community service for a discharge of firearm so the offender has decided to pay the Court for his violation.
- ❖ The Judge and Municipal Court Clerk are meeting on a monthly basis.

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

- ❖ A motor went out at the sewer plant last month, and the Operations Department used the spare motor that was on the shelf, and now they are evaluating whether repairs can be made to the other motor.
- ❖ There are residents who are starting to complain about making sewer repairs so Harold asked for clarity regarding how we continue to handle the repairs. If the pipes are made of clay, then the City will repair them.

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

- ❖ James provided the City Council with a racial profiling report.

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

- ❖ The City of Lubbock has not placed its truck in the City of Lubbock Auction to date. The truck is not in service.
- ❖ There were five EMS calls but none were serious.
- ❖ There was one fire call, and it was a false alarm.

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

- ❖ She is digitizing the Library System and placing bar codes on the books.
- ❖ The Library hosted their Annual Valentine's Day Party, and eleven children were in attendance.

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

- ❖ James reminded everyone to attend the POA Strategic Plan Meeting to be held on Thursday, February 16, 2017, from 6:15 – 7:00 p.m. at the Ranch House.
- ❖ Angie Fikes reported that the POA is hosting their Bridal Showcase on February 19, 2017.
- ❖ Linda Williams reported that the Chapel Board will host their annual meeting on February 26, 2017.

**Adjourn**

A motion to adjourn the meeting at 7:33 p.m. was made by Councilman Jana Trew, and it was seconded by Brandt Underwood; motion carried unanimously.

These minutes were approved on the 14<sup>th</sup> day of March, 2017

APPROVED:

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Robert Englund, Mayor

ATTEST:



Elena Quintanilla, City Secretary