

Ransom Canyon City Council Meeting Minutes
Regular Meeting, December 14, 2021
Ransom Canyon City Hall, 24 Lee Kitchens Drive

1. Call to Order/Pledges/Prayer

The regular meeting was called to order at 6:30 p.m. by Mayor Jana Trew. The City Council met in person at City Hall, 24 Lee Kitchens Drive, Ransom Canyon, Texas 79366. The following City Council members physically attended the meeting: Mayor Jana Trew, Councilmembers Dr. Terry Waldren, Ron McWilliams, and Val Meixner. Mayor Pro Tem Brandt Underwood and Councilmember Ingram Rich were absent. Staff members attending the meeting included City Administrator, Elena Quintanilla; Deputy City Secretary, Leslie Randolph; Chief of Police, James Hill; Assistant Operations Manager, Cory Needham; and Fire Chief, Rand McPherson. See the attached sign-in sheet for guests in attendance. The prayer was said by Mayor Jana Trew, followed by the pledges to the United States and State of Texas.

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

The POA sponsored a "Light of the Canyon" Contest and a Christmas Parade. A Chili Cookoff will take place on January 22, 2022 in Ransom Canyon.

3. Discussion Regarding Sewer Insurance Coverage

The City Council held a discussion regarding the purchase of sewer coverage from the TML Risk Pool for sewer-related resident claims due to city sewer line issues. Elena Quintanilla will provide additional information to the City Council for future consideration.

4. Approval of Minutes

The minutes of the regular meeting on October 12, 2021 and November 9, 2021 were approved on a motion made by Councilmember Ron McWilliams, seconded by Councilmember Val Meixner; motion carried unanimously.

5. Financials

The financial reports and the October and November 2021 claims and demands were approved on a motion made by Councilmember Dr. Terry Waldren, seconded by Councilmember Val Meixner; motion carried unanimously.

6. 2020-2021 Audit Report
The City Council approved the 2020-2021 Audit Report presented by Terry & King, CPA's, PC. Auditor on a motion made by Councilmember Ron McWilliams, seconded by Councilmember Val Meixner; motion carried unanimously.
7. Appointment of Rochelle Pointer as Municipal Court Clerk
City Council approved the appointment of Rochelle Pointer, Executive Assistant, as the Municipal Court Clerk of the Town of Ransom Canyon on a motion made by Councilmember Dr. Terry Waldren, seconded by Councilmember Ron McWilliams; motion carried unanimously.
8. Bid for Ground Storage Tank
The City Council approved a bid from Champion Tank Services, LLC. in the amount of \$285,700.00 for the Texas Water Development Board (TWDB) water system improvements regarding the elevated and west ground storage tank rehabilitation, contingent upon the review and approval of the TWDB on a motion made by Councilmember Dr. Terry Waldren, seconded by Councilmember Val Meixner; motion carried unanimously.
9. Bid Proposal For Financing New Toyne Fire Pumper
The City Council approved a bid proposal from Government Capital Corporation for the financing of the new Toyne Fire Pumper Truck for the Volunteer Fire Department with lease/purchase payments of \$33,443.01 annually with a 2.65 percent interest rate for ten years on a motion made by Councilmember Ron McWilliams; seconded by Councilmember Val Meixner, motion carried unanimously.
10. Ordinance 121421 to amend Section 12.03.002
The City Council approved Ordinance 121421 to amend Section 12.03.002 "Trailers, recreational vehicles, and large vehicles," to clarify an ordinance on the parking of trailers in front of a residence on a motion made by Councilmember Ron McWilliams, seconded by Councilmember Val Meixner; motion carried unanimously.
11. Variance to a 35-foot setback to a 15-foot setback on Tract K
The City Council approved a variance to the 35-foot setback to a 15-foot setback on Tract K on Johnson Road on a motion made by Councilmember Ron McWilliams; seconded by Councilmember Val Meixner, motion carried two to one, with Councilmembers Ron McWilliams and Val Meixner voting aye and Councilmember Dr. Terry Waldren voting nay.

12. Personnel Policy Manual Update

The City Council approved an agreement for a personnel policy manual upgrade with Strategic Government Resources (SGR) and the Town of Ransom Canyon in the amount of \$2000.00 on a motion made by Councilmember Val Meixner, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously.

A. BUILDING REVIEW COMMITTEE REPORT: The Building Review Committee met on Monday, November 22, 2021 at 6:00 p.m. and approved a remodel of a single-family home at 3 Arapaho Road.

B. DEPARTMENT REPORTS:

a. Administration: Elena Quintanilla reported the following:

- She discussed her schedule of events for the week.
- She informed the City Council of the meeting with the Capital Improvement Advisory Committee (CIAC).
- The Town of Ransom Canyon will pursue funds through Lubbock County for the American Rescue Plan Act (ARPA) for infrastructure.
- The Developer for the Ransom Ranch Subdivision pulled the final plat approval off of the City Council agenda.
- Rochelle Pointer created a web page for the Municipal Court.
- Harold Needham will retire on December 31, 2021, and we will be interviewing for a new Director of Public Works. We will not hire an Assistant Director and will hire another Operations Operator.
- She provided an update on the May 7, 2022 Election and three Alderman are up for election. The first day to file for the election is January 19, 2022.
- Staff is planning a small reception for Harold Needham at City Hall in January.
- The official closeout for the fiscal year end will take place on December 31, 2021.

b. The Municipal Court: Elena Quintanilla reported the following:

- There are 38 total cases on the docket; however, all state statute citations will go to Judge Rowley's Court in Lubbock County.

c. Operations: Cory Needham reported the following:

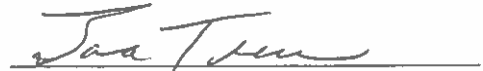
- Staff has already used the new Vac-Tron equipment.
- Staff conducted some sewer repairs on Foothill Drive and installed some valves to prevent future problems for 8 Foothill Drive.
- The construction for the elevated storage tank should begin in January 2022.

- The water losses for the Canyon have decreased substantially and are down to 8-9 percent which is the norm for the majority of cities.
- d. The Department put up the Christmas decorations and used LED lighting.
- e. Police: James Hill reported the following:
 - Police issued nine (9) citations and they issued fifty-seven (57) verbal traffic warnings.
 - Officer Josh Eakin attended Basic SWAT School, and the Chief and Lt. Jensen attended a Micro Gang Training.
 - The Holiday traffic was heavy.
 - There are two COVID cases in Ransom Canyon.
- f. Fire: Rand McPherson reported the following:
 - There were six (6) EMS calls and five (5) fire calls this month.
 - The EMT Basic Class will be completed on December 15, 2021, and all rotations will be completed. Students will then prepare for their exam.
 - The Christmas Parade was a success, and the POA raised \$3000.00 in the U Can Food Drive.
- g. Library: Angie Fikes reported the following:
 - A web page is being created for the Library
 - Approximately \$2700.00 was raised through the Christmas Fundraiser this year.
 - The Library will host a Christmas Party on December 18, 2021, and the children are making Christmas knomes this year.

13. Adjournment

The City Council adjourned the meeting at 8:01 p.m. on a motion made by Councilmember Dr. Terry Waldren; seconded by Councilmember Val Meixner; motion carried unanimously.

APPROVED:



Jana Trew, Mayor

ATTEST:



Elena Quintanilla, City Secretary

MEETING SIGN-IN SHEET

Project:	REGULAR MEETING CITY COUNCIL	Meeting Date:	12/14/2021
Facilitator:	Town of Ransom Canyon	Place/Room:	Ransom Canyon City Hall

Name	Name	Name
S. Rafe Anderson		
Tim Baker		