

Ransom Canyon City Council Meeting Minutes  
Special Meeting, February 7, 2023  
Ransom Canyon City Hall, 24 Lee Kitchens Drive

1. Call to Order/Pledges/Prayer

The special 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, Mayor Pro Tem Brandt Underwood, Councilmembers Dr. Terry Waldren, Ron McWilliams, Val Meixner, and John Hand. Staff members attending the meeting included City Administrator, Elena Quintanilla; Deputy City Secretary, Leslie Randolph, Chief of Police, James Hill; Public Works Operator, Robby McCarver; Fire Chief, Rand McPherson; Assistant Fire Chief, Angela Hill; and Librarian, Angie Fikes. Guests attending the meeting included Laurel Anderson, LaRue Hand, and John Russell. The prayer was said by Councilmember Val Meixner, followed by the pledges to the United States and State of Texas.

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

Mayor Jana Trew reviewed the guidelines for the public comment process. Val Meixner reported that the Property Owner's Association (POA) Annual Chili Cookoff on January 28, 2023 was a success, and she reminded everyone that the POA will be having its annual election for its board in April.

3. Discussion on First Reading of Chapter 3 Building Code

The City Council asked Mr. John Russell whether he had any comments regarding the Chapter 3, Building Code review, and Mr. Russell provided some feedback regarding the changes and reasons for adopting new International Building Codes and a building code for the Town.

4. Minutes

The minutes of the regular meeting on January 10, 2023 were approved on a motion made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.

5. Financials

The financial reports and the January 2023 claims and demands were approved on a motion made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.

6. Ordinance 22-00200 to Increase Engineering Budget  
The City Council approved an amendment to the 2022-2023 budget to increase the "Engineering Line Item" from \$17,000 to \$37,000 due to additional costs associated with the Ransom Ranch Subdivision and surveying the Chapman properties on a motion made by Councilmember Ron McWilliams, seconded by Councilmember Val Meixner; motion carried unanimously.
7. Ordinance 121322 Regarding Speed Limit Changes  
The City Council approved changes to the speed limit on Ransom Road, from the intersection of West Canyon View Drive to FM 3523, from 50 mph to 35 mph and on Johnston Road from CR 7000 to East Canyonview from 35 mph to 25 mph on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Ron McWilliams; motion carried unanimously.
8. Order of Election (Orden de Elección)  
The City Council approved the Order of Election (Orden de Elección) to call an election for a Mayor and two Alderman At-Large for two-year terms (un alcalde y dos concejales general por termino do dos años) for the Town of Ransom Canyon, on a motion made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.
9. Joint Resolution R23-020723 for Election  
City Council approved a joint resolution, R23-020723 which calls the city election to be held jointly with all cities/schools inside Lubbock County who may need an election to be held through September 30, 2023 on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously.
10. Contract with Lubbock County for Election Services  
The City Council approved a contract with Lubbock County for election services on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously.
11. Resolution 020723-1 for Voting Equipment  
The City Council approved a Resolution 020723-1 to adopt the use of Hart Intercivic Verity 2.0 voting equipment for the city council election on a motion made by Councilmember Dr. Terry Waldren; seconded by Mayor Pro Tem Brandt Underwood, motion carried unanimously.

12. Notice of Election (Aviso de Elección)

The City Council approved the Notice of Election (Aviso de Elección) for the May 6, 2023 City Council election on a motion made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.

13. Appointments and Items Related to the May 6, 2023 Election

The City Council approved the following as they relate to the May 6, 2023 City Council Election:

- A. Roxzine Stinson, Elections Administrator, as the Joint Elections Officer;
- B. Roxzine Stinson, Elections Administrator, as the Joint Early Voting Clerk;
- C. Elections Office at 1308 Crickets Avenue in Lubbock, Texas, as the main voting polling place;
- D. Election Administrator's permanent county employees shall serve as the deputy early voting clerks, along with other appointments made by the Elections Administrator if deemed necessary;
- E. Exhibit A, the Joint Early Voting Schedule
- F. Exhibit B, Election Day Vote Centers
- G. Election Day Vote Centers – Supervisors and Rovers (see attached list)
- H. Early Voting Ballot Board: Judge – Johnny Franklin, Alternate Judge – Ruth Martinez
- I. Signature Verification Committee: Judge -Mary Ann Bridges, Alternate Judge – Ruth Martinez
- J. Central Count Station Personnel:
  - a. Roxzine Stinson – Elections Administrator as Central Count Manager
  - b. Kristen Phelps – Tabulation Supervisor
  - c. Beth Bender – Central Count Presiding Judge
- K. Bilingual Election Clerks:
  - d. Sandy Salazar
  - e. Ruth Martinez
  - f. Aaron Frodsham

A motion was made by Mayor Pro Tem Brandt Underwood to approve the above items related to the May 6, 2023 City Election; seconded by Councilmember Dr. Terry Waldren, motion carried unanimously.

14. Appointment of the Library Board

The City Council voted to appoint the following Library Board Members:

- Monica Nowlin
- Crystal Miller
- Ashton Carney

The motion to approve the board members was made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.

15. Appointment of the Building Review Committee

The City Council voted to appoint the following Building Review Committee

Members:

- John Russell – Chair
- Ross John Narvaeth
- John Kelley
- Michael Blaine Gibson
- Ralph Chilton
- Emily Garrett
- David Riley

The motion to approve the committee members was made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.

16. Appointment of Fire Department Officers

The City Council voted to appoint the following Fire Department Officers:

- Rand McPherson – Fire Chief
- Angela Hill – Assistant Chief
- Michael Reyna – Fire Captain
- Mary Roberts – Secretary
- Jim Waters – Treasurer
- Ron McWilliams – Firewise Captain

The motion to approve the officers was made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously. Councilmember Ron McWilliams abstained from the vote.

17. Appointment of Capital Improvement Advisory Committee

The City Council voted to appoint the following Committee Members:

- Jim Bertram – Chair
- Dr. Denton Collins – Vice Chair
- Ron McWilliams – Ex Officio
- Allen Butler
- Ralph DeWitt
- Jennifer Edwards
- Penny Golightly
- Dr. Ron Kendall
- Craig Morton
- Eraldo Resendez
- Lisa Wentz

The motion to approve the committee members was made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously. Councilmember Ron McWilliams abstained from the vote.

**A. BUILDING REVIEW COMMITTEE REPORT:**

The Building Review Committee met on January 9, 2023 to review plans for construction of a garage at 42 South Lakeshore for owners Brad and Barbara Bouma to be built by Sharkey Custom Homes. The permit was denied and the committee requested some corrections to the plans.

**B. DEPARTMENT REPORTS:**

- a. Administration: Elena Quintanilla reported the following:
  - She discussed her schedule of events for the week.
  - Elena contacted the Texas Tech Landscape Architect Department regarding the development of a Parks Master Plan and a class will be meeting with Elena and Cory on February 1, 2023 regarding the development of the plans. The Chief is working on a Disaster Recovery Plan for the Town, and Freese and Nichols provided an estimate of approximately \$100,000 to conduct a feasibility to determine the costs of lake dredging. The Capital Improvement Advisory Committee will be reviewing this project as a part of the Capital Improvement Program for the Town, and they will be prioritizing capital projects.
  - She discussed the bills that are on the radar for this legislative session.
  - Elena attended an Election Law Seminar to get the updates on the latest details for running an election.
  - The Town of Ransom Canyon City Election will take place on May 6, 2023.
  - The Capital Improvement Advisory Committee met on February 2, 2023 and heard a presentation on Lake 7 from Aubrey Spear, Director of Utilities, for the City of Lubbock.
  - The Hospice Beans and Cornbread Luncheon will take place on March 3, 2023 at the Civic Center.
- b. The Municipal Court: Elena Quintanilla reported the following:
  - There were no changes in Municipal Court since last month.
- c. Operations: Robby McCarver reported the following:
  - The Beast/Quad Investments Subdivision road is complete; however, no bids were submitted to complete the road on Spur Lane and the corner at Parklane to tie in the road.
  - The Operations staff used the new snow plow to remove the snow during the recent inclement weather.
  - Optimum had managed not to hit any lines during their installations this past month until they hit some South Plains Telephone communication lines.
- d. Police: James Hill reported the following:

- There were four (4) citations and seven (7) traffic verbal warnings this month.
  - Chief Hill mentioned that Officer Garza will be attending Animal Control Officer school.
- e. Fire: Rand McPherson reported the following:
- There were two (2) EMS calls and one (1) fire call this month.
  - The Ransom Canyon Volunteer Fire Department remodel is complete, and the Department is trying to locate where to place new equipment.
  - The Volunteer Fire Department training with Buffalo Springs Lake has been delayed due to weather.
  - The Fire Department has expended the funds provided from Lubbock County on equipment.
- f. Library: Angie Fikes reported the following:
- The “Girls Who Code Computer Program” has been set up as a self-learn program because the youth preferred this option versus working in a group.
  - The youth have been working on an “Alice in Wonderland” project which will be the theme for the Summer Reading Program.
  - She is researching lego activities for the library but is looking into safety policies for the younger children who will play with the legos.
  - There is a Valentine’s Center available for the youth to make their Valentine’s Day cards at the library.

Adjournment

The City Council adjourned the meeting at 7:31 p.m. on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Terry Waldren; motion carried unanimously.

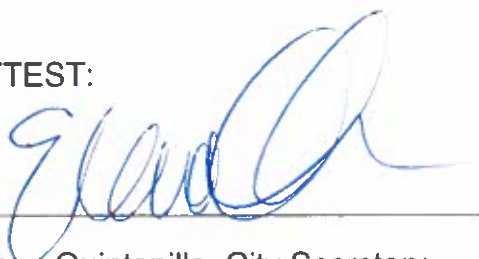
APPROVED:



---

Jana Trew, Mayor

ATTEST:



---

Elena Quintanilla, City Secretary