

Ransom Canyon City Council Meeting Minutes
Regular Meeting, February 8, 2022
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, Mayor Pro Tem Brandt Underwood, Councilmembers Dr. Terry Waldren, Ron McWilliams, Val Meixner, and Ingram Rich. Staff members attending the meeting included City Administrator, Elena Quintanilla; Deputy City Secretary, Leslie Randolph; Chief of Police, James Hill; Director of Public Works, Cory Needham; Fire Chief, Rand McPherson; Assistant Fire Chief, Angela Hill, and Bob Bellah attended as a guest. The prayer was said by Councilmember Dr. Terry Waldren, followed by the pledges to the United States and State of Texas.

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

The Chili Cookoff was a lot of fun for those who attended. Val Meixner reported that the Clean-Up and Kite Days in the Canyon will be taking place; however, no dates are established.

3. Approval of Minutes

The minutes of the regular meeting on January 11, 2022 were approved on a motion made by Councilmember Dr. Terry Waldren, seconded by Councilmember Val Meixner; motion carried unanimously.

4. Financials

The financial reports and the January 2022 claims and demands were approved on a motion made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.

5. Sewer Insurance Coverage

The City Council made a motion regarding the purchase of sewer coverage from the TML Risk Pool for sewer-related resident claims due to issues with city sewer lines on a motion made by Councilmember Dr. Terry Waldren, seconded by Councilmember Ingram Rich; motion carried unanimously.

6. Order of Election (Orden de Elección)
The City Council approved the Order of Election (Orden de Elección) to call an election for three Alderman At-Large for two-year terms (tres concejales general por termino do dos años) for the Town of Ransom Canyon, on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously.
7. Joint Resolution R22-020822 for Election
City Council approved a joint resolution, R22-020822 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 December 31, 2022 on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously.
8. Contract with Lubbock County for Election Services
The City Council approved a contract with Lubbock County for election services on a motion made by Councilmember Ron McWilliams, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously.
9. Resolution 020822-1 for Voting Equipment
The City Council approved a Resolution 020822-1 to adopt the use of Hart Intercivic Verity 2.0 voting equipment for the city council election on a motion made by Councilmember Ron McWilliams; seconded by Councilmember Ingram Rich, motion carried unanimously.
10. Notice of Election (Aviso de Elección)
The City Council approved the Notice of Election (Aviso de Elección) for the May 7, 2022 City Council election on a motion made by Councilmember Dr. Terry Waldren, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.
11. Appointments and Items Related to the May 7, 2022 Election
The City Council approved the following as they relate to the May 7, 2022 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 – DeAnn Britton
- 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. Tom Grimes – Central County Presiding Judge
- K. Bilingual Election Clerks:
 - d. Kristina Martinez
 - e. Brandon Garza
 - f. Aaron Frodsham

A motion was made by Councilmember Dr. Terry Waldren to approve the above items related to the May 7, 2022 City election; seconded by Mayor Pro Tem Brandt Underwood, motion carried unanimously.

12. Resolution R-020822 for Solid Waste Grant Application

The City Council voted on Resolution R-020822 to apply for a solid waste grant application with the South Plains Association of Governments to support the Property Owner's Association Annual Clean-Up Event on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously.

13. Final Plat for Ransom Ranch Subdivision

The City Council approved the final plat for the Ransom Ranch Subdivision on a motion made by Councilmember Ron McWilliams, seconded by Councilmember Val Meixner; motion carried unanimously.

14. Appointment of the Library Board

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

- Monica Nowlin
- Ashton Carney
- Crystal Miller
- Kaitlyn Keinast

The motion to approve the board members above was made by Councilmember Ron McWilliams, seconded by Councilmember Val Meixner; motion carried unanimously.

15. Appointment of the Building Review Committee

The City Council voted to appoint the following Building Review Committee

Members:

- Ron Childress – Chair
- Ross John Narvaeth
- Jim Bertram
- John Russell
- John Kelly
- Michael Gibson
- Ralph Chilton
- Emily Garrett

The motion to approve the committee members above was made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Dr. Terry Waldren; 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
- Mary Roberts – Secretary
- Jim Waters – Treasurer
- Michael Reyna – Fire Captain
- Caleb Wood – Fire Lieutenant
- Rob O-Connell – Medical Captain
- Will Pointer – Medical Lieutenant
- Bob Bellah – Fire Wise Captain
- Ron McWilliams – Public Information Officer

The motion to approve the officers above was made by Councilmember Val Meixner, seconded by Councilmember Dr. Terry Waldren; motion carried unanimously. Councilmember Ron McWilliams abstained from the motion.

17. Appointment of Capital Improvement Advisory Committee

The City Council voted to appoint the following Committee Members:

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

The motion to approve the committee members above was made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Ingram Rich; motion carried unanimously.

A. **BUILDING REVIEW COMMITTEE REPORT:** The Building Review Committee met on January 27, 2022 at 6:00 p.m. and did not approve plans for a new home at 81 East Canyonview Drive. The homeowner is Rafe Foreman and the Builder is Addison Homes.

B. **DEPARTMENT REPORTS:**

- a. **Administration:** Elena Quintanilla reported the following:
 - She discussed her schedule of events for the week which includes her attendance at the West Texas City Manager Association Meeting in Brownfield on Friday.
 - She informed the City Council that she attended a meeting in Buffalo where they hired their engineer for the dam project.
 - The City Council Election will take place on May 7, 2022 for three Alderman At-Large.
 - Harold Needham's retirement reception will take place at City Hall on February 18, 2022
 - A strategic planning session will take place with the City Council and staff in May. Elena will send out tentative dates to the City Council.
 - The Mayor's Annual Hospice Beans and Cornbread Luncheon will take place on March 4, 2022 and it will be a drive through event at the YWCA parking lot.
- b. **The Municipal Court:** Elena Quintanilla reported the following:
 - The cases in the docket are moving.
- c. **Operations:** Cory Needham reported the following:
 - Atmos has been working on some gas lines in the Canyon, and they should complete their work next week.
 - Texas Water Development Board should approve the bid for the elevated storage tank next week.
- d. **Police:** James Hill reported the following:
 - Police did not issue any citations or traffic warnings.
 - Chief Hill is working with Lubbock County on the Hazard Mitigation Plan by completing required documents and attending meetings with H2O, the County's consultant.
 - There is one COVID case in Ransom Canyon.
- e. **Fire:** Rand McPherson reported the following:
 - There were six (6) EMS calls and zero (0) fire calls this month.
 - Lubbock County called a burn ban for the eastern part of the County; however, it does not affect our Town because we have a burn ban in our city limits year around per our ordinances.

- f. Library: Elena Quintanilla reported the following:
- The City Operations Department will install shelves in the library.
 - The youth created some Valentine's Day crafts and have decorated the library with them.
 - Teens are working on the library website and using the books as inspiration for ideas to post on the website.
 - Two video games have been purchased for use at the library.

18. Adjournment


The City Council adjourned the meeting at 7:23 p.m. on a motion made by Mayor Pro Tem Brandt Underwood; seconded by Councilmember Dr. Terry Waldren; motion carried unanimously.

APPROVED:



Jana Trew, Mayor

ATTEST:



Elena Quintanilla, City Secretary