

**MINUTES FOR THE
MARCH 11, 2024
REGULAR COUNCIL MEETING**

1. Call to Order and Recording of Quorum

The meeting was called to order at 4:00pm and a quorum was established.

City Council Members Present

Mayor John Low
Emmy Ballantyne
Bill Mitchell
Kate Lanfear

City Employees Present

Assistant City Manager Michelle Pack
Fire Chief William Knupp
Asst. Fire Chief Justin Seibert
Police Chief Gail Baham
Asst. Police Chief Gabriel Ortiz
Director Rick Baldarrama
Attorney Frank Garza

Others Present

Russell Rincon
Cathy Carroll
Buddy Rosene
Kay Rosene
Alexandra Holmgreen
Charlotte Holmgreen
Kimberly Holmgreen
Peter McGanity
Margot Cromack

2. Review/Action of minutes from:

a. February 12th Regular Meeting

The minutes were reviewed, there was no discussion or changes made, Ballantyne motioned to approve, Lanfear seconded, all voted in favor and the February 12, 2024 minutes were approved as submitted.

3. Comments by Citizens

Carroll asked why the special election scheduled for May 4, 2024 was canceled. Mayor Low explained that only the general election was canceled because all positions were unopposed. Low further explained that the special election on May 4, 2024 is still being held and that the April council meeting will have an open forum to discuss the proposed senior tax freeze. Carroll replied that she understood and said "I guess I am a month early.". Mayor Low said if she has any questions that she may reach out to any of the council members. When Low asked McGanity if he had anything to address the council with, he replied that he was here for the same reason Carroll was. There were no further comments.

4. Presentation/Discussion on the creation of a youth community service council for Terrell Hills

Alexandra and Charlotte Holmgreen introduced themselves to the council members and informed council that they have been involved in other youth programs like the one they are proposing to establish. Alexandra said that the goals of the youth community service council would be to uplift the youth, help youths cultivate skills and address local needs for the community. Charlotte explained how they would establish the council, the various positions required, that the council would meet monthly, hold events every 2 to 3 months, and she would draft an article to be sent out to the community notifying them of the council to peak interest. Alexandra expressed that she would want the council to continue on after their graduation and that typical events would be things like routine community clean ups, various educational workshops taught by local volunteers on things like urban farming or emergency preparedness, youth mentoring and tutoring, senior outreach at nursing homes, art workshops, and holiday events. Low said he was extremely impressed with their presentation and asked the size of the proposed council and what kind of turnout they expected. Holmgreen said it would be a small council to include at least one member of the Terrell Hills city council a staff member and that the turnout typically has 10 to 20 students. Mitchell asked what process they would use to establish the youth council and was told that they planned to have an election or appointment based on response to the newsletter they planned to send out. Garza commented that the Texas Municipal League has a youth advisory commission with information on establishing and running programs like the one proposed. Garza also said that he has worked with other cities, to include Olmos Park, who have these programs and a council member is typically a liaison. Pack asked Garza if this program would increase liability insurance to which he replied "no" based on the TML program. Mayor Low thanked the Holmgreens and said to get with Pack so they could come back to the council with an agenda item.

**5. Discussion/Action: Adoption of Ordinance 1533 - Canceling a General Election
DECLARING THE UNOPPOSED CANDIDATES FOR THE POSITIONS OF MAYOR,
COUNCILMEMBER PLACE 1 AND COUNCILMEMBER PLACE 2 TO BE ELECTED,
CANCELING THE GENERAL ELECTION SCHEDULED FOR MAY 4, 2024 AND
PROVIDING FOR THE NECESSARY POSTING OF THIS ORDINANCE**

There was no discussion, Mitchell motioned to approve, Lanfear seconded, all voted in favor and the ordinance was adopted.

6. Discussion/Action: Curb design for the upcoming road project.

Pack began the discussion by saying that the former city manager, Columbus Stutes, made the decision to change the curb cut to the rollover style and that the continuous issues on Elizabeth caused staff to question if his decision was the correct one. Rincon informed staff that there are two options for curbs, standard and rollover. Rincon added that the standard design will

have more capacity for drainage versus the rollover and that the landscape of this area would benefit better with the standard design. In addition to drainage, Rincon added that the standard design is more cost effective, Standard is \$35 per linear foot versus the rollover \$55 per linear foot, and that for the upcoming project that would equate to a \$50,000 difference. Rincon said another reason he favors the standard design is due to its longevity, rollover curbs degrade faster and are more of a tripping hazard. Lanfear asked what the benefits of a rollover curb were. Rincon said that it is mostly aesthetics and Mitchell agreed with him. Mitchell also agreed that the drainage and cost is better on the standard curb. Knupp added that one benefit Stutes thought the rollover curb had was having more space to park vehicles. Low said that Stutes' decision was mostly for aesthetics and that drainage is more important to the community. The council directed city staff to use the standard curb design moving forward.

7. Discussion/Action: Authorizing the City Manager to sign a Renewal Contract with ICS for Annual Managed IT Services.

Pack told the council that this is a contract renewal. Knupp said that there is a 10% increase from the original contract but there has not been an increase in 2 years. Knupp added that even with the increase, ICS services still cost less than the other options from 2 years ago. The mayor and staff agreed that the relationship with ICS is in good standing. Mitchell asked if the increase was budgeted for, and Pack confirmed there was money for it. Ballantyne motioned to approve, Lanfear seconded, all voted in favor and the authorization was granted.

8. Discussion from monthly reports as submitted in the council packets.

Low, Ballantyne and Baham commented on how, despite their efforts, residents continue to leave vehicles unlocked and are victims to theft. Low asked about the status of the new fire truck, Knupp said that the arrival has been pushed back to the spring or summer of 2025. Mitchell asked what triggers the fixing of potholes and Baldarrama told him that they get fixed by either being seen by staff or by phone calls from residents. Mitchell asked how staff performs the fix. Baldarrama said they use a cold mix, and it should last 6 months to a year. Mitchell asked for Baldarrama to take a closer look at how it is being applied to avoid any unravelling.

9. Adjournment

The meeting was adjourned at 4:30pm.

MAYOR

ATTEST:

SECRETARY-MANAGER