

**OFFICIAL MINUTES
TOWN OF HOLIDAY LAKES, TEXAS
REGULAR MEETING
NOVEMBER 25, 2025**

TOWN OF HOLIDAY LAKES

Invocation and Pledge – Mayor Norman Schroeder

Call to Order: Mayor Norman Schroeder called the meeting to order at 7:00 pm.

Record Members Present and Establish Quorum –City Secretary Julie Guevara called roll and ascertained a quorum was present. The quorum included Mayor Norman Schroeder, Alderwoman Joyce Carr, Alderman Lorenzo Macias, Alderman Terry Mitchell, Alderwomen Kay Young and Mayor Pro Tem Danielle Chandler were present.

Approve/Reject: Minutes of Regular Meeting on October 28, 2025. Alderman Terry Mitchell made a motion to approve the minutes. Mayor Pro Tem Danielle Chandler seconded the motion. There were no changes that needed to be made. No other discussion needed, motion passed with 5 Ayes and 0 Nays.

Approve/Reject: Financial Report for October 2025 – Alderman Terry Mitchell asked a question regarding a \$10,000 payment to credit card. City Secretary Julia Guevara advised it was for 2 months of credit card payments. Alderman Lorenzo Macias asked a question regarding a couple of different checks that were made. City Secretary Julia Guevara advised what the checks were made out to Grant Works, Curtis Craig. Alderman Lorenzo Macias also asked about TMCEC and who attended Court Training. Asst Chief Newberry advised Juanita, Sabrina, Julia and Judge Fox who attended. Alderwoman Kay Young made a motion to approve the Financial Report for October 2025. Alderwomen Joyce Carr seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Presentation of Police Report for September 2025 – Asst Chief Newberry reported the upcoming events of the Police Department and provided an update regarding the police department. The call report for September is 34 Traffic Stops, 12 Business Checks, 4 Bar Checks, 3 Ambulance/Medical Assists, 2 Motorists Assists, 1 Animal Complaint, 1 Juvenile Problem, 1 Public Service, 1 Grass Fire. Asst Chief Newberry spoke about the Pancakes with Santa and what is still needed for donations for the event. No city funds will be needed for the event. Alderwomen Kay Young asked about kids riding four wheelers on Sunday. Asst Chief Newberry advised officers do not work on Sunday. Alderman Terry Mitchell advised that when the officers put gasoline in the vehicles next, so that he can add a gas treatment to the units again. Alderman Terry Mitchell also advised that the second opinion on the vehicle has been fixed and is still pending radar connection. Alderman Terry Mitchell also reported that he was disappointed in the cleanness of the inside of the police cars.

Approve/Reject Action Item 5: Mayor Schroeder spoke about updating all policies and ordinances in the Holiday Lakes Police Department. Assistant Chief Mary Newberry spoke with Council Members over Policy segments to get approved.

- Policy 7.5 – Search Warrants
- Policy 7.16 - Vehicle Impounds and Inventory
- Policy 7.21 - Animal Control
- Policy 7.23 - Special Watch Program
- Policy 7.24 - Police Chaplains
- Policy 8.6 - Honor Guard Detail

Mayor Pro Tem Danielle Chandler made a motion to approve the policy segments. Alderman Terry Mitchell seconded the motion. The motion passed with 5 Ayes and 0 Nays.

Presentation of the Court Report: City Secretary Julia Guevara presented the court report for the month of October 2025. There was a total of \$5,065.75 paid into the courts. City Secretary Julia Guevara advised the court date has changed to the 1st Tuesday of each month except for the month of March.

Approve/Reject Action Item 4: Mayor Schroeder presented a resolution to update and change the signers on the bank account. Mayor Schroeder advised removing Disa Schulze and Cindy Clark and adding Danielle Chandler and adding Sabrina Dodd as a user only. Discussion also involved eliminating the credit card and obtaining a Debit Card from the bank. Alderman Terry Mitchell made a motion to update the bank account users. Alderwomen Kay Young seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Approve/Reject Action Item 5: Mayor Schroeder proposed changing the council meeting for the month of December to the 3rd Tuesday instead of the 4th Tuesday because of the Christmas Holidays. This action was approved as a consensus vote.

Approve/Reject Action Item 6: Mayor Schroeder presented the information from Brazoria County Appraisal District Board. Discussion was held regarding the vote for Susan Spoor. Mayor Pro Tem Danielle Chandler made a motion to vote for Susan Spoor. Alderwomen Joyce Carr seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Approve/Reject Action Item 7: Mayor Schroeder proposed an interlocal agreement with Brazoria County for the clean-up of Oyster Creek for Resolution 2025-03. Mayor Schroeder advised Bailey Prairie and Town of Holiday Lakes would have to pay \$10,000.00 each, and the other cities would have to pay later. Mayor Schroeder advised the grant Brazoria County received was about \$4 million with Town of Holiday Lakes having to pay \$10,000.00. Alderman Terry Mitchell made a motion to approve the resolution for the interlocal agreement with Brazoria County. Alderman Lorenzo Macias seconded the motion. The motion passed with 5 Ayes and 0 Nays.

Approve/Reject Action Item 8: Mayor Schroeder presented the Community Development Block Grant for a resolution to designate authorized signatory documents for Community Development Block Grant. The people who are being authorized are the responsible parties who can sign the documents and the contracts. The authorized signers are going to be the Mayor, Mayor Pro Tem and City Secretary. Mayor Pro Tem Danielle Chandler made a motion to approve the resolution. Alderwomen Kay Young seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Approve/Reject Action Item 9: Mayor Schroeder presented the resolution regarding the policies for the Community Block Grant. The policies that were presented were:

- Citizen Participation Plan and Grievance Procedures
- Section 3 Policy
- Excessive Force Policy
- Limited English Proficiency (LEP) Standard Plan
- Section 504 Policy and Grievance Procedures
- Code of Conduct Policy

Mayor Pro Tem Danielle Chandler made a motion to approve the resolution for the Policies for the Community Block Grant. Alderman Terry Mitchell seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Mayor Pro Tem Danielle Chandler made a motion to approve the agreement between the Town of Holiday Lakes and Grant Works Inc, for services for approximately \$79,891.00 for the Community Development Block Grant Mitigation Program. Alderwomen Kay Young seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Approve/Reject Action Item 10: Building Permits – Mayor Schroeder advised none have been submitted.

Approve/Reject Action Item 11: Travel Trailer Permits - Mayor Schroeder advised none have been submitted.

Approve/Reject Action Item 12: Manufactured Home Permits - Mayor Schroeder advised none have been submitted.

Executive Session: NO Executive Session was needed.

Action Taken as of Executive Session: No action taken.

Elected Officials Reports – Alderman Terry Mitchell advised the Police Explorer has been fixed with new tires and new tire monitors. All police units have been given fuel treatment to clean up the fuel. We are hoping to get the units working through the month of December. Mayor Pro Tem Danielle Chandler advised she is working to update many of the ordinances and the policy and procedures. I have also been given the correct

language for each one and then will be adding different language for it to be easier for changes.

Adjournment – Alderwomen Kay Young seconded the motion to adjourn. Mayor Schroeder advised the consensus was to adjourn.

Julie Guevara, City Secretary

Norman Schroeder, Mayor

ATTEST: THIS IS A TRUE AND ACCURATE COPY OF THE CITY COUNCIL MEETING CONDUCTED ON THE 25th DAY of November 2025.

Sabrina Dodd, Administrative Assistant