

**OFFICIAL MINUTES
TOWN OF HOLIDAY LAKES, TEXAS
REGULAR MEETING
SEPTEMBER 21, 2021**

TOWN COUNCIL MEETING

A regular meeting of the Town Council of the Town of Holiday Lakes, Texas, was conducted on Tuesday, September 21st, 2021, A. D., at 7:00 p.m. in the Holiday Lakes Municipal Building, within the corporate limits of said Town.

INVOCATION AND PLEDGE OF ALLEGIANCE – Mayor Pro Tem Disa Schulze

CALL TO ORDER – Mayor Norman Schroeder called the meeting to order at 7:00 p.m.

RECORD MEMBERS PRESENT AND ESTABLISH QUORUM – Town Secretary Cindy Clark called roll and ascertained a quorum was present. Quorum included Mayor Norman C. Schroeder, Mayor Pro Tem Disa Schulze, Alderman Lorenzo Macias, Alderwoman Kay Young, and Alderman Terry Mitchell.

APPROVE/REJECT - PROPOSED MINUTES OF REGULAR COUNCIL MEETING OF AUGUST 17, 2021, SPECIAL MEETING OF AUGUST 24, 2021, AND COMBINED PUBLIC HEARING AND SPECIAL MEETING OF SEPTEMBER 7, 2021 – After review of stipulated minutes, Alderman Terry Mitchell made a motion to approve the minutes of the regular council meeting of August 17, 2021, Special Meeting of August 24, 2021, and combined Public Hearing and Special Meetings of September 7, 2021, as submitted. Alderwoman Kay Young seconded the motion which carried on a vote of 4 Ayes and 0 Nays.

APPROVE/REJECT - PENDING BILLS AND ACTUAL DISBURSEMENTS SEPTEMBER 2021 – After a brief discussion, Alderwoman Kay Young made a motion to approve Pending Bills and Actual Disbursements for May 2021 as submitted. Alderman Terry Mitchell seconded the motion which carried on a vote of 4 Ayes and 0 Nays.

APPROVE/REJECT – APPOINTMENT OF H-GAC REPRESENTATIVE AND ALTERNATE. Mayor Norman Schroeder appointed Mayor Pro Tem Disa Schulze as the representative and Alderwoman Kay Young as her alternate, and they agreed to accept the appointments.

APPROVE/REJECT/DISCUSS- PURCHASE AND POSTING OF 30.05 SIGN DISALLOWING WEAPONS INSIDE THE MUNICIPAL BUILDING, DUE TO COUNCIL MEETINGS AND COURT HELD INSIDE THE BUILDING- After a short discussion Alderman Terry Mitchell made a motion to approve the purchase and posting of the 30.05 sign. The motion was seconded by Alderman Lorenzo Macias and carried on a vote of 4 Ayes and 0 Nays.

APPROVE/REJECT-CHANGES TO PERSONNEL POLICY MANUAL REGARDING CLARIFICATION ON PAY RATES DURING HOLIDAYS, COMP-TIME, MUNICIPALLY OWNED VEHICLES AND EQUIPMEN USE REQUIREMENTS, TRAINING EXPENSES, OVERTIME REQUIREMENTS AND PAYMENTS, AND WORK SCHEDULES. – After some discussion it was the consensus of City Council that the following changes be made:

1. (Clarification of pay rates) Specifying that hours worked during a paid holiday be paid at time and one half and holiday pay would still be paid at standard workday (general 8 hours at the regular rate).
2. (changed to disallow payment of holiday when on leave or vacation) Employees must work both the regularly scheduled day before and day after to qualify for Holiday Pay. Employees on Vacation or Leave of Absence are not eligible for Holiday Pay.
3. (Clarification) Comp-Time could be accumulated up to 24 hours and must be used to cover day(s) off before any other pay rate can be used. Comp-Time will be calculated at the Standard Pay Rate.
4. (Included 109 Employees due to insurance requirements) Vehicle and Equipment Use is authorized upon approval my Mayor, Mayor Pro Tem, or Department Supervisor to any qualified Regular Employee or 1099 Employee.
5. (ADDED) Any person seeking Town payment of training is required to repay the Town of Holiday Lakes for said training costs if the employee does not remain employed with the Twon of Holiday Lakes for one-year after the completion of the training.
6. (ADDED) Overtime-Is not allowed unless it can be proven there was an essential need, to secure safe services to residents, or to stop a major water leak. Overtime must be approved by either the Mayor or Mayor Pro Tem, prior to commencing overtime. If approval can not be obtained, prior to commencement of work, then approval shall be sought as soon as practicable.

APPROVE/REJECT TRAVEL TRAILER PERMITS AND/OR PERMIT RENEWALS – Secretary Clark reported none had been submitted.

APPROVE/REJECT MANUFACTURED HOME PERMITS FOR HOMES MORE THAN FIVE YEARS OLD – Secretary Clark reported none had been submitted.

POLICE DEPARTMENT REPORT – For August 2021 we had 40 total calls: 19 Traffic Stops, 4 Public Service, 2 Ambulance, 1 Disturbance, 1 Criminal, 1 Animal, 2 Welfare, 2 Livestock, 1 Discharge Firearm, 2 Harassment, 1 Neighbor, 1 Alarm, 1 Fire, 1 Trespassing, 1 Suspicious. The vehicles were driven 843.6 miles and used 55.4 gallons of fuel. Officers worked a total of 836.5 hours.

PUBLIC COMMENTS – None

CLOSED EXECUTIVE SESSION - IN ACCORDANCE WITH THE OPEN MEETINGS ACT, SECTION 551.074, TEXAS GOVERNMENT CODE, CONCERNING EMPLOYEE PERFORMANCE EVALUATION, COMPENSATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL – Mayor Pro Tem Schulze made a motion to adjourn to Executive Session. The motion was seconded by Alderwoman Young and carried on a vote of 4 Ayes and 0 Nays. Council adjourned to executive session at 7:47 p.m.

DISCUSSION AND ACTION ON ITEMS CONSIDERED IN EXECUTIVE SESSION – Metting was called back to order at 8:30pm. The consensus of council that no action was needed at this time.

ELECTED OFFICIALS' REPORTS – Governing Budgets; Finance & Purchasing; Water Plant; Street Signs & Lights; House Numbering; code Enforcement; Ordinances; Regulations; Building Repair & Maintenance; Grants; and Roads and Drainage: None given due to motion to adjourn.

ADJOURNMENT – Alderwoman Kay Young made a motion at adjourn. The motion was seconded by Mayor Pro Tem Disa Schulze and carried on a vote of 4 Ayes and 0 Nays. Meeting adjourned at 8:45 p.m.

Cindy K. Clark
CINDY K CLARK
TOWN SECRETARY

Norman C. Schroeder
NORMAN C. SCHROEDER
MAYOR

ATTEST: THIS IS A TRUE AND CORRECT COPY OF THE MINUTES OF THE TOWN COUNCIL MEETING CONDUCTED ON THE 21st DAY OF SEPTEMBER 2021.

Cindy K. Clark
CINDY K CLARK
TOWN SECRETARY