

**OFFICIAL MINUTES
TOWN OF HOLIDAY LAKES, TEXAS
REGULAR MEETING
FEBRUARY 24, 2026**

TOWN OF HOLIDAY LAKES

A regular meeting of the Town Council of the Town of Holiday Lakes, Texas, was conducted on Tuesday, February 24, 2026, A.D., at 7:00 p.m. in the Holiday Lakes Municipal Building, within the corporate limits of said town.

INVOCATION AND PLEDGE – Mayor Pro Tem Danielle Chandler

Call to Order – Mayor Norman Schroder called the meeting to order at 7:00 p.m.

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

Approve/Reject: Minutes from Special Meeting on February 17, 2026: Mayor Norman Schroeder advised the meeting minutes from January 27, 2026, were approved at the special meeting on February 17, 2026. The meeting minutes from February 17th have not been completed yet.

Approve/Reject: Financial report for January 2026. Mayor Pro Tem Danielle Chandler spoke about the direct deposit of employee payroll. Mayor Pro Tem Danielle Chandler made a motion to approve the Financial Report for the Month January 2026. Alderman Lorenzo Macias seconded the motion. No other discussion needed, motion passed with 4 Ayes and 1 abstained.

Presentation of Police Department Report: Assistant Chief Mary Newberry presented the Police Department report. The officers have all completed firearms qualifications. Officers have been working to get the town cleaned up with code enforcement activities. The call break down for January 2026 is Traffic Stops 52, Business Checks 34, Welfare Assist / Concerns 17, Bar Checks 4, Animal Complaints/ Welfare 3, Minor Crashes/ Unknown type crashes 2, Disturbances/ Suspicious circumstances/ loud music 3, Flag Down / Citizen assistance 2,

Approve/Reject: Police Department Policy: Assistant Chief Mary Newberry presented the last of the policies and procedures to be approved by council. Alderman Lorenzo Macias motioned to approve the policies and procedures for the police department. Motion was seconded by Alderwoman Kay Young. Motion passed with 4 Ayes and 1 abstained.

- a. Policy 7.6 – Limited English Proficiency
- b. Policy 7.7 – Communication with Deaf or Hard of Hearing Individuals
- c. Policy 7.8 – Arrest of Transgender, Intersex, and Gender Non-Conforming Persons
- d. Policy 7.25 – Missing Persons

- e. Policy 7.29 – Crime Scene Processing
- f. Policy 7.30 –Eyewitness Identification
- g. Policy 7.31 – Informants
- h. Policy 7.33 - Artificial Intelligence

Presentation of Court Report : Mayor Schroeder read the court report for the month of January. The courts brought in a total of \$3,676.01.

Approve/Reject: New Software for Court and Police Department: Assist Chief Mary Newberry presented a new court program and ticket writer program. The purpose of the new program is to assist the courts by getting tickets entered sooner by having electronic tickets. It also will help the courts by making the tickets more easily readable by the court and the judge. Alderwomen Kay Young made a motion to approve the purchase of the new software. Alderman Lorenzo Macias seconded the motion. Motion passed with 4 Ayes and 1 Abstained.

Approve/Reject: Submission of a Texas Community Development Block Grant: Mayor Pro Tem Danielle Chandler presented an updated map for the Official Downtown Map of Holiday Lakes. Mayor Pro Tem Danielle Chandler also spoke about submitting the first step application for the grant. After discussion regarding the grant, Mayor Norman Schroeder stated there is no plan in place, there are no ideas, and the unknown amount it is not a good time to do the grant. Alderman Terry Mitchell motioned to reject the grant. Alderwomen Kay Young seconded the motion. Motioned tied with 2 Ayes and 2 Nays. Mayor Schroeder broke the tie with a Nay vote.

Approve/Reject: Policy and Procedure for City Hall: Mayor Pro Tem Danielle Chandler stated that she has been working on the procedures, but they have not been finished. Mayor Pro Tem Danielle Chandler stated that she would like to table the policy and procedures until the March 24 meeting for the updates to be finalized.

Approve/Reject: Council Member Resignation: Mayor Pro Tem Danielle Chandler stated she will be putting in her resignation to run for Mayor. Her last official day for Position 5 Mayor Pro Tem will be on Friday, May 2, 2026. Alderwomen Kay Young motioned to accept the resignation. Alderman Terry Mitchell seconded the motion. Motion passed with 4 Ayes and 1 abstained.

Approve/Reject: Building Application Permits: Mayor Norman Schroeder stated none had been submitted.

Approve/Reject: Travel Trailer Permits: Mayor Norman Schroeder stated none had been submitted.

Approve/Reject: Manufactured Home Permits: Mayor Norman Schroeder stated none had been submitted.

Action to be Taken as the results of closed executive session: No executive session had.

Elected Officials Report: Nothing to report

Public Comment: Mayor Norman Schroeder gave public comments. Adrian J spoke about a piece of property by the lake. He advised there is a hole in the culvert, and he would like something to be done so that someone does not get hurt. It's going to be the area of N. Austin and S. Austin. He stated the water is going into the hole and then flowing into the lake.

Executive Session: Mayor Norman Schroeder asked about an Executive Session, one is not needed.

Adjournment – Alderwoman Kay Young made a motion to adjourn. Mayor Pro Tem Danielle Chandler seconded the motion. The motion passed with 4 Ayes and 1 Abstain.

Julie Guevara, City Secretary

Norman Schroeder, Mayor

ATTEST: THIS IS A TRUE AND ACCURATE COPY OF THE CITY COUNCIL MEETING CONDUCTED ON THE 17th DAY OF FEBRUARY 2026.

Sabrina Dodd, Administrative Assistant