

**OFFICIAL MINUTES
TOWN OF HOLIDAY LAKES, TEXAS
REGULAR MEETING
January 27, 2026**

TOWN OF HOLIDAY LAKES

A regular meeting of the Town Council of the Town of Holiday Lakes, Texas, was conducted on Tuesday, January 27, 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 called roll and determined a quorum was present. The quorum included Mayor Norman Schroeder, Mayor Pro Tem Danielle Chandler, Alderwoman Joyce Carr, Alderman Lorenzo Macias, Alderman Terry Mitchell and Alderwoman Kay Young were present.

Public Comments: Mayor Schroeder requested to move Item # 16, Public Comments to first for a male party, John Ivery Jr regarding assisting with administering grants.

Approve/Reject: Minutes of Regular Meeting on December 16, 2025. Alderwoman Joyce Carr motioned to approve the minutes from December 16, 2025. Alderman Terry Mitchell seconded the motion. No other discussion needed, motion passed with 5 Ayes and 0 Nays.

Approve/Reject: Financial Report for December 2025 – Alderwoman Joyce Carr questioned the purchase of office chairs. City Secretary Julie Guevara advised the office staff to receive the new chairs because the older chairs were taken outside to the blue building for the prosecutor and court. Alderman Lorenzo Macias questioned a payment for \$1,948.94 payment. City Secretary advised it was payment to the credit card. Alderwoman Joyce Carr questioned the payment to Amazon Prime. City Secretary advised it is the yearly payment for the Amazon Business Prime. City Secretary Julie Guevara advised there were two reports for the financial report this month, that would explain why there looks like there are two payments made to the credit card. Alderwoman Kay Young asked if the trash had been raised. City Secretary Julie Guevara advised the monthly payment to Waste Management to be over \$9,000 a month. Alderman Lorenzo Macias requested to have more information provided regarding what is spent with the credit card. Alderman Lorenzo Macias made a motion to approve the Financial Report for November 2025. Alderwoman Joyce Carr seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Presentation of Police Report for December 2025 – Asst. Chief Newberry spoke with the Town Council regarding the updated staffing plan for the holidays where officers are paid.

Mayor Pro Tem Danielle Chandler stated Christmas Eve and Christmas Day are holidays that we should not have officers on duty, and instead have officers scheduled for holidays that are more active. The call breakdown for the month is 63 Traffic Stops, 22 Business checks, Bar Checks 6, Ambulance Calls 3, Animal Complaints 1, Welfare Concerns 1, Flag Down 1, Close Patrol 10.

Approve/Reject Action Item 3: Mayor Schroeder spoke about updating all policies and ordinances in the Holiday Lakes Police Department.

- Policy 7.3 – Arrests With and Without Warrants
- Policy 7.9 – Citizen or Media Recording of Police Activity
- Policy 7.11 – Prisoner Transport
- Policy 7.12 – Juvenile Procedures
- Policy 7.17 – Communicable Diseases
- Policy 7.20 – Audio and Video Recording

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

Presentation of the Court Report: Mayor Schroeder presented the court report for the month of December 2025. There was a total of \$5,916.27 paid to the courts. Total amount paid to the court for the year 2025 was \$43,686.77.

Mayor Pro Tem Danielle Chandler advised that a way to save money would be to change the officers who attend court. There will be one paid and one to two reserve officers.

Approve/Reject: Order General Election: Mayor Pro Tem Danielle Chandler made a motion to approve the order for general election for the positions for Mayor, Alderman Position 1, and Alderman Position 2. Alderwoman Joyce Carr seconded the motion for order for general election on May 2, 2026. Motion passed with 5 Ayes and 0 Nays.

Approve/Reject: Replace AC Unit for City Admin Building: Mayor Schroeder advised there is a need for a new air conditioner unit for the City Offices. Discussion was held regarding the different quotes presented. Alderwoman Joyce Carr made a motion to table the vote until additional information was gathered. Alderman Lorenzo Macias seconded the motion. City Secretary Julie Guevara advised to table this action item until next meeting. Motion was passed with all agreeing to table the item until next meeting.

Approve/Reject: Personnel Policy/Procedure Handbook: Mayor Pro Tem Danielle Chandler advised herself and City Secretary Julie Guevara meet with a representative from TML. Mayor Pro Tem Danielle Chandler spoke about updating the policy and procedure handbook. The TML Representative gave advice on where to look to get updated policy and procedures for correctness. Mayor Pro Tem Danielle Chandler spoke about different policies.

Section 5. – Regarding Electronic devices that belong to the city.

Section 3.- At-will Employment- regarding the employment status of employees.

Right to revise – Section allows for town council to revise policies anytime it is deemed necessary with approval of Town Council.

Mayor, Mayor Pro Tem, Town Secretary, and Town Council are responsible for reviewing the policy and procedure manual and making sure they comply with the rules and regulations from TML.

Reserves Police Officers – receive a pay incentive for working holidays, but that does not make the police officers status of “paid employees.”

Equal Employment, Nondiscriminatory, Antiharassment Policy and Racial Discrimination Policy

Staff Holidays – Remove Columbus Day and add a Personal Holiday that the employee can use at their choice.

Call out Work – Change the wording to be stipend instead of overtime but still pays the same

Drug Screening Testing – 2 trained persons must have reasonable suspicion when requiring a drug policy

Weapons – To be rewritten due to conflicts

Smoking – Permitted only in designated areas

Mayor Pro Tem Danielle Chandler motioned to pass the updated 2026 Personnel Policy and Procedure Handbook for the staff with all pending changes council agrees to. Alderwoman Joyce Carr seconded the motion. The motion passed with 5 Ayes and 0 Nays.

Approve/Reject Action Item 6: Building Permits – Mayor Schroeder advised none have been submitted.

Approve/Reject Action Item 7: Travel Trailer Permits - Mayor Schroeder advised none have been submitted.

Approve/Reject Action Item 8: Manufactured Home Permits – Mayor Schroeder none had been submitted.

Executive Session: Alderwoman Joyce Carr made a motion to go into Executive Session. Mayor Pro Tem Danielle Chandler seconded the motion. The motion passed 5 Ayes and 0 Nays. Executive Session

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started at 10:04 pm.

Action Taken as of Executive Session: Mayor Schroeder called the meeting back to order at 11:15pm.

Mayor Pro Tem Danielle Chandler made a motion to follow through with the termination of the employee spoke about during the executive session. Alderwoman Kay Young seconded the motion. The motion passed with 4 Ayes and 1 Naye.

Mayor Pro Tem Danielle Chandler made a motion to approve staff pay increases, that will occur annually instead of sporadically throughout the year. Alderwoman Kay Young seconded the motion. The staff raises are as follows; Julie Guevara to \$23.00 per hour, Assistant Chief Newberry to \$19.00 per hour, Juanita Segovia to \$18.00 per hour, Chief Patrica Bilbrey to \$21.85 per hour and Sabrina Dodd to \$20.70 per hour. Motion passed with 5 Ayes and 0 Naves.

Mayor Pro Tem Danielle Chandler made a motion to allow Mayor or Mayor Pro Tem to have full authority to sign off on all documentation expediting all processes concerning GLO Grant 24-065-202-F505 and the county with the Road Grant. Alderwoman Kay Young seconded the motion. Motion passed with 5 Ayes and 0 Naves.

Elected Officials Reports – Nothing to report

Public Comments – No public comments

Adjournment – Alderwoman Joyce Carr made a motion to adjourn the meeting. The motion was seconded by Alderwoman Kay Young. Motion passed with 5 Ayes and 0 Naves.

Julie Guevara, City Secretary

Norman Schroeder, Mayor

ATTEST: THIS IS A TRUE AND ACCURATE COPY OF THE CITY COUNCIL MEETING CONDUCTED ON THE 16th DAY OF DECEMBER 2025.

Sabrina Dodd, Administrative Assistant