

**OFFICIAL MINUTES
TOWN OF HOLIDAY LAKES, TEXAS
REGULAR MEETING
July 22, 2025**

TOWN OF HOLIDAY LAKES

A regular meeting of the Town Council of the Town of Holiday Lakes, Texas, was conducted on Tuesday, July 22, 2025, 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 Disa Schulze.

Call to Order – Mayor Norman Schroder called the meeting to order at 7:01 p.m.

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

Approve/Reject: Minutes of Regular Meeting on June 22, 2025. Alderman Terry Mitchell made a motion to approve the minutes. Alderman Joyce Carr 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 June 2025 – Alderman Lorenzo Macias made a motion to approve the Financial Report for July 2025. Alderman Joyce Carr requested to get copies of the receipts for the use of the credit cards. Alderman Kay Young seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Presentation of Police Report for June 2025 – Interim Chief Bilbrey reported the upcoming events of the Police Department, to include a Department meeting and additional training be held by Lt. Davis. The call breakdown for the month of July was 97 Traffic stops, 17 Business Checks, 5 Follow up calls, 5 Flag downs, 2 Public Service Calls, 2 Animal Bites, 3 Close Patrol, 1 Motorist Assist, 1 Theft, 1 Walk in, 1 Welfare Concern, 1 Runaway and 1 Ambulance Call. Mayor Schroeder questioned Interim Chief Bilbrey regarding the new in car cameras that were just placed in the cars. Interim Chief Bilbrey explained how the in car cameras work.

Approve/Reject Action Item 3: 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 1.1 – Mission, Values, and Written Directive System
Policy 1.2 – Jurisdiction, Organization, and Authority
Policy 1.3 – Fiscal Management

- Policy 1.4 – Inspections and Audits
- Policy 1.5 – Mutual Aid
- Policy 1.6 – Departmental Reports
- Policy 1.7 – Department Goals and Objectives

Mayor Pro Tem Disa Schulze 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: Mayor Schroeder presented the court report for the month of June 2025. There was a total of \$1,809.00 paid into the courts.

Approve/Reject: Action Item 4: CUSI Upgrade: Mayor Schroeder spoke about the utility billing software. Discussion took place regarding the upgrade and the cost. Mayor Pro Tem Disa Schulze questioned City Secretary Julie Guevara, Admin Assistant Sabrina Dodd and Utility Billing Clerk San Juanita Segovia about the software. Mayor Pro Tem Disa Schulze made a motion to approve the CUSI upgrade. Alderman Joyce Carr seconded the motion. Motion passed with 5 Ayes and 0 Nays.

Approve/Reject Action Item 5: Audit Update: Mayor Pro Tem Disa Schultz advised she has spoken with Curtis and that he was waiting for information from Leslie. Curtis was actually out of town for a week with family. Mayor Pro Tem Disa Schulze also reported that she has requested that all information for all of the consecutive audits be gathered up for Curtis. Mayor Pro Tem Disa Schulze also reported she will have a better status update shortly.

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 advised none have been submitted.

Executive Session: NO Executive Session was needed.

Action Taken as of Executive Session: No action taken.

Elected Officials Reports – Mayor Schroeder reported Brazoria County will be assisting with the repair of the roads in the Town. He reported that it will be approximately 3 miles worth of work with an approximate total of \$725,000.00.

Public Comments – Mayor Pro Tem Disa Schulze made a suggestion to move the Public Comments section to be done before the Executive Session. A resident that lives behind 608 Kelly off of County Road 32. She was reporting shooting coming from the residence around 608 and 620 Kelly. The resident also reports the owner of the property has plugged up the ditch between their properties as well as using the ditch as a trash dump. Resident is also

reporting additional issues that are coming from the owners at 620 Kelly. Assistant Chief Newberry and Interm Chief Bilbrey spoke with the couple.

Adjournment – Alderman Kay Young made a motion to adjourn the meeting. Mayor Pro Tem Disa Schulze seconded the motion. The motion passed with 5 Ayes and 0 Nays.

Julie Guevara, City Secretary

Norman Schroeder, Mayor

ATTEST: THIS IS A TRUE AND ACCURATE COPY OF THE CITY COUNCIL MEETING CONDUCTED ON THE 22nd DAY JULY, 2025.

Sabrina Dodd, Administrative Assistant