

**OFFICIAL MINUTES
TOWN OF HOLIDAY LAKES, TEXAS
REGULAR MEETING
JUNE 24, 2025**

TOWN OF HOLIDAY LAKES

A regular meeting of the Town Council of the Town of Holiday Lakes, Texas, was conducted on Tuesday, June 24, 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 May 2025 – Minutes of regular council meeting of May 27, 2025. Corrections to be made to Item #5 and Item #8. Correction on Alderman Kay Young’s name. Correction on Alderman Terry Mitchell report to change the brand of the truck to Ford not Chevrolet. Alderman Lorenzo Macias questioned about who was going to be ordering supplies. Mayor Pro Tem Disa Schulze confirmed it would be City Secretary Julie Guevara. Mayor Pro Tem Disa Schulze made a motion to approve the minutes from May 2025 with the stated corrections. Alderman Kay Young seconded the motion. The motion passed with 5 Ayes and 0 Nays.

Approve/Reject: Pending Bills and Actual Disbursements for May 2025 – Mayor Pro Tem Disa Schulze questioned the purchase of gasoline at Murphy’s in Angleton and what vehicle was this purchase for. Mayor Pro Tem Disa Schulze questioned who is Frontline Essentials. City Secretary Julie Guevara advised it is for Police Supplies. Alderman Kay Young questioned the purchase of LED Lights. Interim Chief Bilbrey advised they were purchased to replace some emergency lights on Patrol Unit 758, Chevy Tahoe. Alderman Joyce Carr questioned the purchase of a metal scanner. Mayor Pro Tem Disa Schulze made a motion to approve the Financial report for May with the exception of the gasoline purchase at Murphy’s. Mayor Pro Tem also request a spreadsheet for the credit cards with the following information, what items were purchased, where was the purchase made, the price of the purchase and for what department was the purchase made for to replace the copies of the receipts. Alderman Terry Mitchell would like an invoice for the item purchased from Ebay on May 16, 2025. Mayor Schroeder stated it was for Patrol Unit 758 Chevy Tahoe, the back door panel. Alderman Kay Young seconded the motion. The motion passed with 5 Ayes and 0 Nays.

Presentation of Police Report for January 2025 – Interim Police Chief Bilbrey presented a request to have the tires replaced on Police Unit 757 Ford Explorer. Mayor Pro Tem Disa Schulze requested to get a quote for tires with warranty and mileage, as well as getting quotes from a couple of other businesses. Interim Police Chief Bilbrey presented highlights regarding Traffic Enforcement, Code Enforcement, Patrol and Visibility, and Training. She spoke about the New Facebook Page, Senior Outreach and Back-to-School Bash. Alderman Joyce Carr asked a question regarding the senior boxes and how they are determined what person gets what items. Interim Chief advised the boxes are already packed for the officers when they pick them up, all the officers do is just deliver the boxes. Interim Chief also advised clarification regarding the ditches and whose responsibility it is to clean and maintain them. Alderman Lorenzo Macias had a question regarding dogs in the area of his home. Interim Chief also spoke about a change in the patrol schedule for officers. The following calls for May are as follows: 18 Traffic Stops, 17 Business checks, 5 City Ordinances, 4 Flag Downs, 3 Close Patrol, 1 of each of the following, Fire, Animal Complaint, Welfare Concern, Public Service, Traffic Hazard, Ambulance Check, Bar Check, Information request and Motorist Assist. Assistant Chief Newberry provided an update with Axon. There has been a credit of \$12,422.42 for the in-car camera system. She is still working on a possible refund of \$3,000 for the body cameras. This is still a work in progress regarding the contract with Axon and the corrections or modification. Alderman Terry Mitchell questioned how many officers were on shift on June 8 and June 27. Interim Chief Bilbrey advised there is no coverage on Sundays.

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.

- 6.3 Less than Lethal Weapons
- 6.4 Officer Involved Shooting Investigations
- 2.5 Employee Discipline Process
- 2.7 Court Appearance Requirements
- 3.1 Basic Training Requirements
- 3.2 Field Training Programs

Alderman Terry Mitchell made a motion to approve the policy segments. Mayor Pro Tem Disa Schulze 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 May 2025. There was a total of 12 Traffic violations, 22 City Ordinance violations, for a total of 34. There was a total of \$1420.00 paid to the courts.

Approve/Reject: Action Item 4: Consideration of a Backup Judge: Mayor Schroeder spoke about having a back up or alternate Judge in the instance Judge Fox is unavailable. Discussion in regards to using Judge Sherry Kersh. Judge Sherry Kersh will charge \$350.00 a month in the instance she is needed. Alderman Lorenzo Macias made a motion to approve a back up or alternate Judge Kersh with a stipulation that payment is confirmed. Alderman Joyce Carr seconded the motion. The motion passed with 5 Ayes and 0 Nays.

Approve/Reject Action Item 5: Approval of Holiday Lakes Purchasing and Procurement Document: Mayor Schroeder advised no one has really had a chance to look over it. Mayor Schroeder advised it is a work in progress. Mayor Schroeder requested for either a motion or just consensus to table this until next meeting. Council made a consensus to table until next meeting.

Approve/Reject Action Item 6: Audit Update: Mayor Pro Tem Disa Schulze advised she has not heard any update from Leslie or Curtis. Mayor Schroeder advised to wait on payment until some type of update has been given.

Approve/Reject Action Item 7: Update on CUSI: Mayor Schroeder presented the information regarding the update for CUSI, the utility billing software. City Secretary Julie Guevara advised the upgrade information and why the reason for the upgrade. Mayor Pro Tem Disa Schulze had questions regarding the prices of the upgrade. Mayor Pro Tem Disa Schulze made a motion to approve the upgrade on CUSI on the stipulation that we pay half upfront and half when finished. Mayor Pro Tem Disa Schulze recendends her motion, until a total for all items a month can be given with clarification on the monthly and yearly pricing.

Approve/Reject Action Item 8: Building Permits: Mayor Schroeder advised none submitted.

Approve/Reject Action Item 9: Travel Trailer Permits: Mayor Schroeder advised none submitted.

Approve/Reject Action Item 10: Manufactured Home Permits: Mayor Schroeder advised none submitted.

Executive Session: Alderman Joyce Carr made a motion to adjourne to exective session. Alderman Lorenzo Macias seconded the motion. The motion passed with 5 Ayes and 0 Nays. Council adjourned to executive session at 8:24pm.

Action taken as a result of Executive Session: Council is back in session at 8:59 pm. No action taken as a result of executive session.

Elected Officials Reports – Mayor Schroeder advised the generator pad will be poured on Friday.

Public Comments – There were no public comments.

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 24th DAY JUNE, 2025.**

Sabrina Dodd, Administrative Assistant