

**MINUTES FOR THE  
MAY 05, 2025  
CITY COUNCIL MEETING**

**1. Call to Order and Recording of Quorum.**

The meeting was called to order at 4:00 p.m. and a quorum was established.

City Council Members Present

Mayor John Low

Emmy Ballantyne

Bill Mitchell

Peter Mako

Kate Lanfear

City Staff Present

City Manager William Foley

Executive Secretary Kristyn Schones

Fire Chief William Knupp

Asst. Fire Chief Justin Seibert

Police Chief Gail Baham

Asst. Police Chief Gabriel Ortiz

Director Rick Baldarrama

Others Present

Jason Burris

Mark Burris

Lucy Burris

Clare Burris

**2. Review/Action of minutes from: April 14, 2025, City Council meeting.**

The minutes were reviewed, Mayor Low called for a motion to approve the minutes as submitted, Mitchell motioned, Ballantyne seconded, all voted in favor, and the motion passed.

**3. Comments by Citizens.**

Mark Burris from Troop 315 introduced himself to the council and said he was trying to earn a badge. Mayor Low introduced himself and the council and then gave Burris an insight into how city government works.

**4. Administration of the Oath Office for Council Place Three and Council Place Four.**

Mayor Low administered oaths of office to Peter Mako, Place 4, & Emmy Ballantyne, Place 3.

**5. Election: Mayor Pro-Tempore to serve a term effective from May 5, 2025, to May 11, 2026.**

Kate Lanfear was nominated, Peter Mako motioned, Ballantyne seconded, all voted in favor, and the motion passed.

**6. Discussion/Provide Staff Direction: Guidance on FY 2026 Budget Calendar**

Foley advised the council that the schedule would be the same as previous years. The mayor acknowledged and said he didn't need any changes. Ballantyne advised she will be unavailable August 11<sup>th</sup>. Mayor Low and the council approved the budget schedule.

**7. Discussion/Provide Staff Direction: On canceling July council meeting.**

Mayor Low cancelled the meeting, there were no objections. Foley noted that the road project in June might be cause for a meeting on July 14th. Mayor Low advised to keep it cancelled for now and if there was a need to meet, they may have to move up the date in July.

**8. Discussion/Provide Staff Direction: Selection of streets for the next road project.**

Baldarrama gave an overview of streets needing repair, council and staff discussed options, council advised staff to focus on prioritizing the 500 block of Elizabeth, the 600 block of Canterbury Hill and the Amsbury section connected to it.

**9. Discussion: Monthly reports as submitted in the council packets.**

Knupp advised that the new truck is enroute and he is looking at options to sell/dispose of the old truck. Knupp said they will need a place to house the retired unit/truck. Foley spoke about increasing the Lone Star Investments and reminded the council that permission was previously granted. Foley said Schones will move the money as granted by the council.

**10. Adjournment**

The meeting adjourned at 4:27 p.m.

ATTEST:

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MAYOR

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SECRETARY-MANAGER