

**MINUTES FOR THE
MAY 11, 2026
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

Attorney, Frank Garza

Others Present

J. Marvin Smith. M.D.

Michael Carroll

Collier Bashara

Bob Newman

Jill Smith

2. Review/Action of minutes from:

a. April 13th Regular Meeting

Mayor Low asked if all had read the minutes and asked if anyone had any corrections or amendments, there were none. Mayor Low asked for a motion to approve the minutes as submitted, Ballantyne motioned, Mitchell seconded, all voted in favor, and the motion passed.

3. Comments by Citizens.

Dr. Marvin Smith stood and introduced himself and his wife, Jill. Dr. Smith provided photos to council and voiced his concerns regarding a neighboring property's construction project which he considers to be a nuisance and a hazard. Mayor Low stated that Mr. Smith may continue to discuss the matter with Baldarrama and Foley. Mayor Low asked if there was anyone else who wanted to speak. Mr. Bob Newman stood and thanked council, public works and the police department for work done on the intersection of Wiltshire and Arcadia Place. Newman advised the visibility was bad due to the landscaping and the clearing was a vast improvement. Mr. Newman stated there is still a problem at the location of Arcadia Place, advising the stop sign sits too far back and people tend to yield versus stop at that location. Mr. Newman suggested to council to

consider moving the sign to improve the adherence to the stop sign. Mayor Low thanked Mr. Newman and asked if there was anyone else present to speak, there were none. Mayor Low closed the comments by citizens.

4. Administration of the Oath Office for Mayor, Council Place One and Council Place Two.

Mayor Low read the agenda item and asked Lanfear to administer his oath of office. Lanfear read the oath for office for Mayor Low and Mayor Low was sworn in and congratulated. Mayor Low proceeded to administer the oaths of office to both Kate Lanfear for Council Place Two and Bill Mitchell for Council Place One. Mayor Low read the oaths individually, swearing in Lanfear first, followed by swearing in Mitchell second and congratulating them both and advised signing of the oaths will occur at the end of the meeting.

5. Election: Mayor Pro-Tempore to serve a term effective from May 12, 2025, to May 10, 2026

Mayor Low read the agenda item and thanked Lanfear for being the outgoing Mayor Pro-Tempore. Mayor Low asked Ballantyne if she would accept the appointment of Mayor Pro-Tempore for the next year. Ballantyne replied “absolutely”. Mayor Low asked for a motion to approve Emmy Ballantyne as Mayor Pro-Tempore. Mayor Low advised the dates should be May 12, 2026, to May 10, 2027, and asked for a motion to modify the dates as well. Lanfear motioned, Mako seconded, all voted in favor, and the motion passed.

6. Canvass of the vote from the special election held on May 2nd, 2026.

Mayor Low read the agenda item. Schones presented election results and advised election was on May 2nd and there was a total of 707 votes. Schones advised there was a 92.79 percent approval for the proposition. Schones explained the proposition was to continue the ¼ cent sales tax and that those monies will be used towards our street maintenance. There were 656 votes that were for and 51 that were against. Mayor Low asked if there were any questions on the results of the election. There were none. Mayor Low asked for a motion to approve Resolution # 1563 which is a resolution of the City Council of the City of Terrell Hills Texas canvassing the returns of the special election for the authorization of ¼ of 1 percent local sales and use tax in the City of Terrell Hills for continued maintenance and repair of municipal streets declaring the results of the May 2, 2026 special election of the City of Terrell Hills Texas providing for severability clause and providing for an effective date. Mayor Low asked for a motion to approve Resolution # 1563, Mitchell motioned, Mako seconded, all voted in favor, and the motion passed.

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

Mayor Low read the agenda item and Schones advised the calendar of meeting dates were provided to council. Schones stated we typically cancel November meeting unless otherwise deemed necessary and this is usually determined later on. Schones stated this is the same schedule followed in the past. Mayor Low thanked Schones and asked council if everyone would be available for this schedule, and all agreed. Mayor Low stated to go forth with those dates and asked Schones to send out reminders in advance of those meetings. Mayor Low asked for a motion to approve the dates for the 2026 budget calendar as submitted and to give directions to city staff accordingly, Ballantyne motioned, Lanfear seconded, all voted in favor and the motion passed.

8. Discussion/Action: On hours of operations for the Crestwood Park

a. Ordinance #1561 Park Hours

Mayor Low stated this is a revision to the ordinance # 1561 and to set policies for hours at Crestwood Park only. Mayor Low asked Attorney Frank Garza other than the hours and restrictions were there any other changes. Garza advised yes, changes to the definitions were clarified so that these changes only applied to this park and removed hours and replaced with dusk till dawn. Mayor Low asked if there was any further discussion, there was none. Mayor Low asked for a motion to approve Ordinance # 1561, Mako motioned, Mitchell seconded, all voted in favor and the motion passed.

9. Discussion/Approval: On Budget Amendment for Park Maintenance and Road Maintenance.

a. Ordinance #1562 for Budget Amendment

Mayor Low read the agenda item. Schones advised we had unforeseen circumstances, citizen requests and feedback and are asking to do a budget amendment for \$75,063.86. This amount is to fund two projects, one being street repairs at \$58,653.86 completing the striping, street sign replacements and stop signs for the entire city. The second is for the remaining \$16,410.00 to put up a wall at Crestwood Park to help with noise as the requestor had asked for the change of the park hours as well as a wall. Schones stated the ordinance has both amendments and advised council they could motion to approve one or both projects. Mayor Low stated this budget amendment addresses the issues as well as the adjoining neighbor to Crestwood Park. Mayor Low advised discussions about how best to address the concerns of the neighbor determining it may be more prudent to implement the new ordinance on the hours at Crestwood Park before going to the additional expense of installing a wall in case the wall may not be needed. Mayor Low stated knowing the material is here should the need for additional methods and needs are necessary to address those concerns. Mayor Low stated this ordinance is allocating funds into streets and parks to further both goals. Mako confirmed with Mayor Low that he was not proposing to approve the projects, only approving the amendment to Budget for the monies. Mayor Low, advised, correct. Mayor Low stated that if there were no further questions he would like to ask for a motion to approve ordinance # 1562 which is an ordinance amending the adapted operating budget for fiscal year 2026 for capital project costs for a total of \$ 75,063.86 and set an effective date. Mako motioned to approve the amendment as written, Lanfear seconded, all voted in favor and the motion passed.

10. Discussion/Provide Staff Direction: On cancelling the July Council Meeting

Mayor Low stated this item is whether to cancel the July meeting as it is traditionally a slower time of the year. Mayor Low asked if staff had anything to add. Foley advised he does not foresee anything this far out but if needs arise, he will advise at the June meeting. Foley says this is a standard request that is asked of council annually. Council were all in agreement. Mayor Low asked for a motion to approve cancelling the July meeting unless otherwise deemed necessary. Ballantyne motioned, Mako seconded, all voted in favor and the motion passed.

11. Discussion: Monthly reports as submitted in the council packets.

Mayor Low asked if anyone had any questions for any of the department heads regarding their monthly reports or if the department heads had questions of council. There were none. Mayor Low asked if there was any merit to look at relocating the stop sign forward at the intersection of Arcadia. Foley advised he will work with Baham and the engineers to find out if it can be legally moved.

12. Adjournment

Mayor Low advised no further business and adjourned the meeting at 4:29 p.m.

ATTEST:

MAYOR

SECRETARY-MANAGER