

Niederwald City Council
November 25, 2025, Council Meeting Minutes

The following represents the actions taken by the Niederwald City Council in the order they occurred during the City Council meeting.

Mayor Connie Wood called the meeting to order at 7:00 p.m.

Roll was called. The council members in attendance were:

Stephanie Reyes
Ernesto Madrigal
Emily Iverson
Alex Corpus

City Secretary Zach Cronshey and City Attorney Luke Cochran were also in attendance.

Absent: None

A moment of silence was observed.

Pledges were made to the American and Texas flags.

Presentations: City Engineer Ed Moore provided a presentation regarding the City's development review process and related filing and engineering escrow fees. He explained the purpose of engineering review in protecting nearby properties, managing stormwater, preventing erosion, protecting water quality, ensuring safe traffic and roadway design, and verifying utility and infrastructure design. He noted that the City's filing and escrow fees are designed so that private development, not taxpayers, bears the cost of review, and presented a comparison showing Niederwald's fees are in line with or lower than those of neighboring cities such as Buda.

Public Comments: During the public comment portion of the meeting, a resident attempted to comment on the natural gas franchise agreement, but the Mayor requested that the comment be reserved for the corresponding agenda item. Debbie Bryan with TekRescue introduced herself and briefly addressed the Council to explain TekRescue's role as the City's IT provider and to express the company's commitment to supporting the Council's decisions and protecting the City's IT environment.

ACTION ITEMS

Agenda Item 1. Discussion and possible action on the minutes from the November 10, 2025 special called City Council meeting.

Synopsis: Council reviewed the minutes from the November 10, 2025 special called meeting. No changes were suggested.

Motion: Council Member Madrigal made a motion to approve the minutes from the November 10, 2025 Special Called City Council Meeting. The motion was seconded by Council Member Iverson.

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

Motion passed.

Agenda Item 2. Discussion and possible action on ADA compliance at City Hall.

Synopsis: Council discussed proceeding with an ADA-compliant parking space in front of City Hall based on plans and a quote prepared by The Moore Group. The quote reflected approximately \$20,000 for the ADA-accessible space alone versus approximately \$80,000 for a full parking lot reconstruction. Council agreed that, given other pressing needs and current budget constraints, it would be appropriate to begin with the ADA-compliant space and consider additional phases and potential grants in the future.

Motion: Council Member Iverson made a motion to approve construction of the ADA-compliant parking space at City Hall in the amount quoted by The Moore Group. The motion was seconded by Council Member Reyes.

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

Motion passed.

Agenda Item 3. Discussion and possible action regarding City's development fees.

Synopsis: Following the City Engineer's presentation, Council discussed the City's development fees and escrow requirements. Council Member Iverson reported that she had contacted TML, which indicated that the City's development fee structure is reasonable.

Motion: No action taken.

Agenda Item 4. Discussion and possible action on replacing the City's financial accounting software (QuickBooks) with Tyler Technologies.

Synopsis: Council discussed the possible transition from QuickBooks to Tyler Technologies. Council noted that the City is currently short-staffed and that implementation of a new financial system would require additional staff support.

Motion: Council Member Iverson made a motion to table the item until a later date when additional staff is in place. Council Member Madrigal seconded the motion.

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

Motion passed.

Agenda Item 5. Discussion and possible action on adoption of the Natural Gas Franchise Agreement with Universal Natural Gas, LLC.

Synopsis: The City Secretary reported that the UniGas representative had contacted the City and requested that this item be pulled from the agenda so the company could revisit the agreement after the associated MUD is complete.

Motion: No action taken.

Agenda Item 6. Discussion and possible action on upgrading the Council Chambers sound system to improve ADA accessibility for the public.

Synopsis: Council discussed the limitations of the current sound system, including poor audio quality and accessibility concerns. Council Member Iverson described preliminary outreach to audio companies including Nomad and Ace Audio and explained that a more robust system could improve sound quality and provide better accommodation for individuals using hearing aids through assistive listening equipment. Council expressed interest in obtaining professional quotes before making a decision.

Motion: Council Member Iverson made a motion to table the item and to have staff contact Nomad and Ace Audio to obtain quotes for a new sound system and any associated ADA-assistive listening components. Council Member Madrigal seconded the motion.

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

Motion passed.

Agenda Item 7. Discussion and possible action on establishing a free community pantry and/or little library box at City Hall.

Synopsis: Council discussed a proposal from Council Member Iverson to establish a free community pantry and a little library box on City Hall grounds. The proposal included volunteer construction of the structures and community stocking of food and books. Council and members of the public discussed potential liability and safety issues (including food safety, pests, trip hazards, and maintenance), options for signage clarifying that items are donated and taken at one's own risk, and the possibility of focusing on non-perishable items.

Motion: Council Member Iverson made a motion to move forward with establishing both a free community pantry and a little library box at City Hall, with volunteer assistance to construct, maintain, and monitor the structures. The motion was seconded by Council Member Madrigal.

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

Motion passed.

Agenda Item 8. Discussion and possible action on the potential dissolution of the Covered Wagon Public Improvement District and related procedural requirements.

Synopsis: Council Member Iverson clarified that no dissolution of the PID was being proposed at this time and that the item was placed on the agenda to allow discussion of issues reported within the PID, including concerns about the sewer system and related infrastructure. Developer Mark Renfroe addressed the Council regarding the current status of the Covered Wagon PID, past decisions, and ongoing obligations. Council discussed the need for additional information about the utility issues and PID structure and indicated that further discussion and potential action would occur at a future meeting after more detailed information is provided.

Motion: No action taken.

EXECUTIVE SESSION

Mayor Wood announced at 8:02 p.m. that the Council would convene into Executive Session pursuant to Section 551.074 and Section 551.071 of the Texas Government Code to discuss personnel matters and consult with the City Attorney.

The following items were listed for discussion in Executive Session:

1. The City Council shall meet in Executive Session as permitted by Section 551.074, Texas Government Code – Personnel Matters, for the purpose of discussion and deliberation regarding the employment, evaluation, reassignment, duties, discipline, or dismissal of City Secretary Zach Cronshey.
2. The City Council shall meet in Executive Session as permitted by Section 551.074, Texas Government Code – Personnel Matters, for the purpose of discussion and deliberation regarding the employment, evaluation, reassignment, duties, discipline, or dismissal of City Administrator.
3. The City Council shall meet in Executive Session as permitted by Section 551.074, Texas Government Code – Personnel Matters, for the purpose of discussion and deliberation regarding the employment, evaluation, reassignment, duties, discipline, or dismissal of the City Clerk.
4. The City Council shall meet in Executive Session as permitted by Section 551.071, Texas Government Code – Consultation with Attorney, for the purpose of discussion and deliberation regarding legal matters.

The Council reconvened into regular session at 9:28 p.m.

The Council proceeded to Agenda Item 10 before Agenda Item 9.

Agenda Item 10. Discussion and possible action regarding updating authorized signers on the City's Frost Bank account.

Synopsis: Council discussed updating authorized signatories on the City's Frost Bank accounts to reflect current leadership and staffing.

Motion: Council Member Madrigal made a motion to remove former signatories (including Connie Wood, Reynell Smith, and Cheryl Williams) from the City's Frost Bank accounts and to designate Council Member Emily Iverson, Council Member Stephanie Reyes, and City Secretary Zach Cronshey as authorized signatories, with appropriate email contact information on file with the bank. The motion was seconded by Council Member Iverson.

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

Motion passed.

Agenda Item 9. Discussion and possible action regarding the Texas Department of Agriculture grant.

Synopsis: Council discussed next steps for the City's Texas Department of Agriculture grant and the need to identify a primary point of contact to manage the grant work and coordination with the agency.

Motion: Council Member Iverson made a motion to assign Zach Cronshey as the primary contact for the Texas Department of Agriculture grant, with assistance from City staff as needed. The motion was seconded by Council Member Madrigal.

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

RECONVENE INTO REGULAR SESSION

1. Discussion and possible action regarding the employment, evaluation, reassignment, duties, discipline, or dismissal of City Secretary Zach Cronshey.

Synopsis: Following Executive Session, Council discussed the City Secretary's reporting structure and support needed for responding to Public Information Act requests. The City Attorney noted that clarification would be helpful so the City Secretary would know who to report to and who is authorized to assist in gathering records.

Motion: Council Member Iverson made a motion for the City Secretary to report to Council Member Stephanie Reyes and for Council Member Reyes to assist with public information requests, including helping the City Secretary obtain responsive records. The motion was seconded by Council Member Reyes

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

Motion passed.

2. **Discussion and possible action regarding the employment, evaluation, reassignment, duties, discipline, or dismissal of City Administrator.**

Synopsis: Council briefly discussed whether any action was necessary regarding the City Administrator. The City Attorney advised that no action was required at this time.

Motion: Council Member Iverson made a motion that the City Council take no action at this time regarding the employment status of City Administrator Reynell Smith.

3. **Discussion and possible action regarding the employment, evaluation, reassignment, duties, discipline, or dismissal of City Clerk.**

Synopsis: Council discussed the staffing needs of City Hall and the possible return of former City Clerk Diana in a part-time capacity to assist with clerical workload.

Motion: Council Member Iverson made a motion to reach out to former City Clerk Diana and offer her a part-time, flexible position at her prior pay rate, with the position reporting to Council Member Stephanie Reyes. The motion was seconded by Council Member Madrigal.

Vote:

Stephanie Reyes – Yes
Ernesto Madrigal – Yes
Emily Iverson – Yes
Alex Corpus – Yes

Motion passed.

Announcements:

Under announcements, Council discussed the date of the next City Council meeting. The regularly scheduled meeting date of Tuesday, December 2, 2025, would have required posting an agenda by the end of the day, and no agenda had been prepared due to lack of direction from the Mayor. The City Attorney advised that the Council could instead call a special meeting on a later date, which would require all four council members for a quorum. Council agreed to hold the next City Council meeting as a special called meeting on Tuesday, December 3, 2025.

During announcements, Mayor Connie Wood read a written statement submitting her resignation as Mayor, effective immediately.

Next City Council Meeting: Wednesday , December 9, 2025.

The meeting adjourned at 9:46 p.m.

Attest:

Mayor
City of Niederwald

Zach Cronshey, City Secretary
City of Niederwald