

Thursday, March 21, 2024, Regular Meeting 6:30 PM

The City Council of the City of Robert Lee, Texas met in Regular Session at the City Hall at 6:31 p.m.

Present: Mayor Jason Moran Council Members: Josh Tennison, Mike Stephens, Steven Arens, Brantly Robertson, Jonathan Torres.

Staff: Amanda Mendoza, Jose Morales, Martha Grimes, Kiara Burns

Citizens: Everett Bedford, Roger Alexander, Tristan Arens, Leta Caston, Cole Bosworth

Proclamations and Presentations

A. Public Hearing - Texas Community Development Block Grant Downtown Revitalization/Mainstreet Program

This public hearing is opened to the public to allow Citizens to voice any community needs. 51% of the Downtown grant must be used for ADA compliance (sidewalks, lighting, rails, etc...). Citizens voiced their concerns about extending the sidewalks and whether they would cause damage to the awnings on the buildings downtown. He also voiced some concerns about stormwater drainage and if this grant could help redirect the waters somewhere else so there isn't a river shoppers have to walk through to get to the sidewalks of downtown.

The council assured him that the engineers on the project would work very closely with the business owners so any issues that can be resolved, will be.

The public hearing was closed at 6:46 PM.

Consent Agenda

A. Minutes - February 15, 2024

B. Code Enforcement Report

C. Municipal Court Report

D. Financial Report

Motion by Mayor Pro Tem to approve items B, C & D, and move item A for further discussion. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

Regular Agenda

Consent Agenda, Item A. Minutes – February 15, 2024

Discussion: The amount of \$2895.21 was left out of Item E, the total for the front window repair.

Motion by Council Member Brantly Robertson to approve the February 15, 2024 minutes with the discussed amendment. Seconded by Council Member Steven Arens. Vote 5-0, motion carried.

A. 5-24 - Budget Amendment FY 23-24 - 1st Reading

Discussion: Proposed amendments include moving in contributed capital from savings into the General Ledger to pay for unexpected costs of repairing the front window and repairing the Bronte Pump Station. Other amendments include updating line items in sewer and water to reflect the current costs of expenditures.

Motion by Council Member Josh Tennison to approve of the 1st reading of ordinance 5-24, Budget Amendment FY 23-24. Seconded by Council Member Steven Arens. Vote 5-0, motion carried.

B. 6-24 - Resolution Cancelling the 2024 General Election - 1st & Final Reading

Motion by Mayor Pro Tem Mike Stephens to approve of Resolution 6-24, cancelling the 2024 General Election due to unopposed candidates for the Mayor Position and two Alderman Positions. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

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- C. 7-24 - Resolution for a Variance Request at 202 Zero Street - 1st Reading
Discussion: 202 Zero Street recently got a survey of the property and noticed that part of the home, the carport, and the fence are all approximately 7 feet into the 80 feet right of way on Houston Street. The owners have requested that the City Grant them a variance stating that the city will not ask them to tear down their fence, carport, or home in the future.
Motion by Council Member Jonathan Torres to approve of resolution 7-24, Granting a variance for 202 Zero Street. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.
- D. 8-24 - Discuss, consider, and adopt a resolution authorizing the submission of a Texas Community Development Block Grant program application to the Texas Department of Agriculture for the Downtown Revitalization Program
Motion by Mayor Pro Tem Mike Stephens to adopt Resolution 8-24, authorizing the submission of a Texas Community Development Block Grant program application to the Texas Department of Agriculture for the Downtown Revitalization Program. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.
- E. 9-24 - Discuss, consider, and adopt a resolution determining that the City of Robert Lee contains areas that are considered to be blighted
Discussion: This Resolution designates a downtown area required by the Downtown Revitalization grant. This can be rescinded after the grant is received if the council chooses so.
Motion by Mayor Pro Tem Mike Stephens to approve Resolution 9-24, determining that the City of Robert Lee contains areas that are considered to be blighted. Seconded by Council Member Steven Arens. Vote 5-0, motion carried.
- F. Applications for City Superintendent
The council exits to executive session at 7:46 PM to discuss the City Superintendent applicants and other personnel matters.
The council returns to regular session at 8:30 PM.
Motion by Mayor Pro Tem to extend the position of City Superintendent to Tanner Brickey. Seconded by Council Member Steven Arens. Vote 5-0, motion carried.
- G. 21-23 Street Closure - Partial closure of 14th Street on Childress- 1st Reading.
Tabled, pending Attorney's ordinance.
- H. 305 Red Canyon Road - Water Services Requested
Discussion: Mr. & Mrs. Ross are moving a house to Red Canyon Road and have requested if the City can provide water services to this location. The council discussed providing a tap off of two mains and they can choose where the tap is located for their convenience.
Motion by Council Member Josh Tennison to provide a water tap off of the Hayrick Cemetery line next to TXDot's meter or at the end of Overland Trail for the Ross Property. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.
- I. EDC Grant - Mt. Creek Golf Course
Motion by Council Member Josh Tennison to approve of the EDC B grant Application submitted by the Mt. Creek Golf Course for \$4,800. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.
- J. EDC Grant - Cedar Flats
Motion by Council Member Josh Tennison to approve of the EDC B grant Application submitted by the Cedar Flats for \$4,800. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.

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- K. EDC Grant - Lodge Fitness (Old Masonic Lodge)
Motion by Council Member Brantly Robertson to approve of the EDC B grant Application submitted by Lodge Fitness for \$4,800. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.
- L. EDC Grant - Watering Hole
Motion by Mayor Pro Tem Mike Stephens to approve of the EDC B grant Application submitted by the Watering Hole (Polar Ice Station) for \$4,800. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.
- M. Discover West Texas Magazine Ad
Motion by Council Member Jonathan Torres to approve the EDC purchase of a ¼ page advertisement in the Discover West Texas Magazine for \$275. Seconded by Mayor Pro Tem Mike Stephens. Vote 5-0, motion carried.
- N. Personnel Discussion
Discussed Only in Executive Session.
- O. Financial Advisor - Consider Opening 3 Bank Accounts to simplify Bank Reconciliations
Discussion: Financial Advisor, Mr. Everett Bedford formally introduced himself to the council. He has been stuck reconciling the City's accounts due to 8 general ledgers being linked to one bank account. He has requested that the city open up three new bank accounts, Water, Sewer, and Sanitation, to simplify the process.
Motion by Council Member Mike Stephens to start the process of opening three new bank checking accounts with the Robert Lee State Bank named Water Fund, Sewer Fund, and Sanitation Fund with the signers of all five aldermen, Michael Stephens, Joshua Tennison, Jonathan Torres, Brantly Robertson, and Steven Arens. Seconded by Council Member Steven Arens. Vote 5-0, motion carried.
- P. Renaming Bank Account from Operating Fund to General Fund
Discussion: Consider Renaming the Operating Bank Account to the General Bank account to separate it from the other three funds the city primarily works.
Motion by Council Member Josh Tennison to change the Operating Bank Account name to the General Fund account with the current aldermen as signers for the account; Michael Stephens, Joshua Tennison, Jonathan Torres, Brantly Robertson, and Steven Arens. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.
- Q. Discuss Software Options for Billing & Accounting
Discussion: The Adcomp Fund Accounting software has been in development for the last 4 years and the city has yet to be able to utilize the said software. Mr. Bedford recommends renewing the support with Asyst, the current accounting and billing software, to allow the staff to get help with the software. He also recommends that the City purchase two more licenses to allow himself and the Deputy City Secretary access to the accounting software. Since the city is currently running Asyst parallel with Adcomp's billing software, he recommends that the City continue to utilize the billing software and make journal entries daily into Asyst to reflect revenues and expenditures.
Motion by Council Member Steven Arens to renew the annual support subscription with Asyst, purchase two additional licenses for the Financial Advisors computer and the Deputy City Secretary's computer, and continue utilizing Adcomp for the billing software only. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

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Reports

Mayor

Secretary – 575 Bills issued, 120 Late Bills issued, 4 accounts disconnected due to nonpayment. The demo for Adcomp was on March 4, 2024, the software seemed promising, but they could not deliver within a timely manner. Interviews for City Operators will be scheduled to fill the now two vacant positions. A TML Adjustor visited the VFD building due to a claim, they are unfortunately not able to cover the repairs due to the damage being incurred from maintenance failures. TML was able to contribute \$395.21 for the front window repair. Darnell Construction completed a sewer tap located at 806 Vicki, the customers are now hooked up to the city sewer and will be charged appropriately. Consider Raising water and Sewer taps in the future to reflect the true costs of taps. The Audit has been scheduled for March 26th-28th. Curbside Pickup is scheduled for May 18th.

Superintendent – 33 work orders completed. 4 sanitation poly cart removal/deliveries completed. 2 major leaks were repaired, one on the highway at 10th Street and bishop, and the other was located at Coke & 5th. The second leak was caused by a large tree root damaging the pipe, and it is scheduled to be removed to prevent further complications. 1 sewer stop cleared. 6 lines located for customers. A new water pump was installed on the Backhoe putting it back into service. The water use survey and Water Use report were submitted to TWUA and TCEQ on 2/28. City Hall steps were repainted.


Request for Future Agenda Items


Resolution for AEP will need to be passed before April 4th. A special City council meeting will be scheduled for next week.

Adjournment

Motion by Council Member Josh Tennison to adjourn the Regular City Council Meeting at 8:44 PM. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

ATTEST:


Amanda Mendoza, City Secretary


Jason Moran, Mayor