

Thursday, February 15, 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 6:30 p.m.

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

Staff: Jose Morales, Martha Grimes, Kiara Burns

Citizens: Aaron Hood, Ross Torres, Kimble Middleton, Tommy Roach, Roger Alexander, Tristan Arens

**Call to Order, Quorum Determined, Meeting Declared Open at 6:39 PM**

**Proclamations and Presentations**

**Consent Agenda**

- A. Minutes - January 18, 2024 & February 1, 2024
- B. Municipal Court Report
- C. Code Enforcement Report
- D. Financial Report

Motion by Council Member Josh Tennison to approve the consent agenda. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

**Regular Agenda**

- A. Waive Bank Signers for Internal Transfers

City staff is requesting that the Council waive signer requirements if the staff transfers money with City accounts. This will allow for easier bookkeeping practices that would otherwise be limited to the convenience of the council and when they can sign internal transfers.

Motion by Council Member Josh Tennison to waive the signature requirement to transfer money between the Operating Account, Capital Infrastructure Account, and EMS and VFD accounts. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.

- B. 3-24 Resolution - select administration/project delivery service provider(s) to complete application and project implementation for the City of Robert Lee's 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program funding administered by the Texas Department of Agriculture.

Motion by Council Member Josh Tennison to approve Resolution 3-24 appointed GrantWorks as the administration/project delivery service provider(s) to complete application and project implementation for the City of Robert Lee's 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program funding administered by the Texas Department of Agriculture. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

- C. 4-24 Resolution - Discuss, consider, and select engineering/architectural/surveying service provider(s) to complete project implementation for the City of Robert Lee's 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program funding administered by the Texas Department of Agriculture.

Motion by Mayor Pro Tem Mike Stephens to approve Resolution 4-24 and appoint WTC Engineering as the engineering/architectural/surveying service provider(s) to complete project implementation for the City of Robert Lee's 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program funding administered by the Texas Department of Agriculture. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

- D. Tax Deed R7405- Closed Property Bid

Motion by Council Member Brantly Robertson to approve tax deed R7405. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

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E. Window Replacement - City Hall

The front window at City Hall has a substantial crack in the glass. Three quotes were provided by different companies to fix the window and consider replacing one large window with two smaller ones.

Motion by Council Member Brantly Robertson to allow the staff to submit a claim through TML for the window, and if TML cannot cover the window allow the staff to schedule the window to be replaced by Window Depot in the amount of \$2895.21.

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

Consider moving contributed capital into this budget for emergency repairs; Bertrem Invoice for starter failure at the Bronte station, and Front Window Replacement.

Motion by Mayor Pro Tem Mike Stephens to approve of the 1<sup>st</sup> reading of ordinance 5-24, Budget Amendment FY 23-24. Seconded by Council Member Steven Arens. Vote 5-0, motion carried.

G. Vacating a Portion of 14th Street

Tabled, pending City Attorney

H. RLVFD Bylaws & Minutes

Members of the RLVFD board were present to discuss some items with the council. They would like more time to be able to gather the requested documentation and policies. They plan to implement a 30-60-90-day plan. They would like to have 30 days for fact-finding and learning, 60 days for assessing and evaluating current processes and proposing changes, and 90 days as their target approval date for all the documentation the City is requesting.

Amended By-Laws have been presented to the council as well as a sign-in sheet from the date of the meeting.

Motion by Mayor Pro Tem Mike Stephens to approve the RLVFD By-Laws and minutes from the meeting. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.

I. RLVFD - Personnel Policy

Motion by Mayor Pro Tem Mike Stephens to table this item until the information is gathered in the proposed 30-60-90-day plan time frame the RLVFD has requested. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

J. RLVFD - Purchasing Policy

Motion by Mayor Pro Tem Mike Stephens to table this item until the information is gathered in the proposed 30-60-90-day plan time frame the RLVFD has requested. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

K. RLVFD - Financial Controls Policy

Motion by Mayor Pro Tem Mike Stephens to table this item until the information is gathered in the proposed 30-60-90-day plan time frame the RLVFD has requested. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

L. RLVFD - List of Officers

Fire Chief Ross Torres, Assistant Chief Ryan Standford, Chaplin Bill Torres, CPT Larry Martin & Cayenato Carrera, CT Brandon Davis & Justin Skipworth, Safety Officer Jimmy Dyer, Equipment Manager Kimble Middleton.

Motion by Mayor Pro Tem Mike Stephens to approve the list of officers. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

M. RLVFD - Budget FY 23-24

Motion by Mayor Pro Tem Mike Stephens to table this item until the information is gathered in the proposed 30-60-90-day plan time frame the RLVFD has requested. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

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N. RLVFD - FY 22-23 - Record of Expenditures

Currently, the RLVFD can only provide bank statements for the last year. They cannot provide receipts other than what is marked on the bank statements. They provided January's expenditures since they were able to go back a month and create the report. The council would like more records as they are created.

The RLVFD board believes that something occurred in 2003 or 2004 that allowed the RLVFD to shift away from the City.

Motion by Mayor Pro Tem Mike Stephens to table this item until the information is gathered in the proposed 30-60-90-day plan time frame the RLVFD has requested. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

O. RLVFD - Records of Training, Certifications, Approved Drivers, Copies of CDLs, and Equipment Maintenance Records

P. RLVFD - Appointment of a Board of Directors Deadline

The Board of Directors has been appointed as follows: Rogert Alexander, Tommy Roach, Aaron Hood, Benjamin Clap, Ross Torres, Brenda Skinner, and Dana Dyer.

Motion by Mayor Pro Tem Mike Stephens to approve the appointment of the Executive Board of the RLVFD. Seconded by Council Member Steven Arens. Vote 5-0, motion carried.

Q. RLVFD - Appointment of an Executive Director Deadline

Motion by Mayor Pro Tem Mike Stephens to table this item until the information is gathered in the proposed 30-60-90-day plan time frame the RLVFD has requested. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

R. RLVFD - Report of Activities in the Community & Special Needs

Motion by Mayor Pro Tem Mike Stephens to table this item until the information is gathered in the proposed 30-60-90-day plan time frame the RLVFD has requested. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

## Reports

**Mayor** – The Public Works Department has been swamped with cleaning up reporting for TCEQ due to the violations and staff let go.

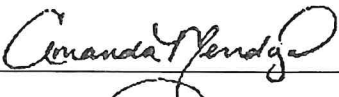
**Secretary** – 575 bills issued, 121 late bills issued, 4 meters disconnected due to nonpayment. Adcomp has scheduled their demo for mid-February for the fund accounting software. EDC & City Annual Meeting has been scheduled for February 22, 2024. CEO Martha Grimes will be taking her exam on February 29, 2024.


**Superintendent** – 34 work orders completed, 4 sanitation work orders completed, 3 minor leaks repaired, 1 sewer stop cleared, 3 lines located, and 2 data logs captured for customers. All storage tanks were inspected on January 29, 2024. The 250,000-gallon ground storage tank was cleaned. TTHM and LCR violation notices were sent out on January 31<sup>st</sup> to all customers and posted on the website.

## Adjournment

Motion by Council Member Josh Tennison to adjourn the Regular City Council Meeting at 8:31 PM. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

ATTEST:

  
Amanda Hendrix

  
Jason Moran, Mayor