

Thursday, June 20, 2024, 6:30 PM Regular Meeting

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 Steven Arens, Council Members: Josh Tennison, Mike Stephens, Skyler Rainwater, Brantly Robertson

Absent: Jonathan Torres

### **Presentations and Proclamations**

### **Citizen Comments**

Bart Grimes—Citizen at large that has a Lawn Care business. He wanted to inform the council that there is not, nor will there ever be, a conflict of interest with his service and his wife's employment with the City of Robert Lee. All the lawns that he cares for are clients he had before Martha, his wife, took the position with the City. He will also ensure that all the properties he takes on are not in violation of any City Ordinances prior to starting the job.

### **Consent Agenda:**

- A. Minutes - May 29, 2024
- B. Code Enforcement Report
- C. Municipal Court Report
- D. Financial Report

Motion by Josh Tennison to approve the consent agenda. Motion seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.

### **Regular Agenda:** Council may discuss and/or act on the following items:

- A. 2024-2025 TMIRP WC Renewal Information & Re-rate  
Motion by Council Member Josh Tennison to accept the TMLIRP Workers Compensation rates for the FYE 24-25. Motion seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.
- B. Sanco Media - EDC Grant Application  
Motion by Mayor Pro Tem Mike Stephens to approve of the EDC Grant Application for Sanco Media. Motion seconded by Council Member Brantly Robertson. Vote 4-0, motion carried.
- C. 11-24 - Animal & Livestock Ordinance - 2nd Reading  
Discussion: Change the holding period for unclaimed impounded animals from 10 days to 3 days since it is causing hardship in the facility.  
Motion by Council Member Brantly Robertson to approve the 2<sup>nd</sup> reading of Ordinance 11-24, Animal & Livestock. Motion seconded by Council Member Josh Tennison. Vote 4-0, motion carried.
- D. 14-24 - Ordinance Adopting a Temporary Official Map - 2nd Reading  
Motion by Mayor Pro Tem Mike Stephens to approve of the second reading of Ordinance 14-24, Adopting a Temporary Official Map. Motion seconded by Brantly Robertson. Vote 4-0, motion carried.
- E. 15-24 - Temporary Street Closure Ordinance for Events - 2nd Reading  
Motion by Mayor Pro Tem Mike Stephens to approve of the second reading of Ordinance 15-24, Temporary Street Closures for Events. Motion seconded by Council Member Josh Tennison. Vote 4-0, motion carried.
- F. Retirement Rate- 2025  
Discussion: The City currently pays 5.68% for retirement, which is higher than the minimum. The city had paid more every year to help cushion the retirement pool since there are several

Thursday, June 20, 2024, 6:30 PM Regular Meeting

employees who will become eligible for retirement all simultaneously. The lowest possible rate for the city to pay is 3.69%.

Motion by Council Member Brantly Robertson to accept the new retirement rate of 3.69%.

Motion seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.

G. Municipal Judge Agreement Discussion

Discussion: The Judge no longer lives within the county, and her property has been sold. She had not informed the office; it came to the office's attention through word of mouth and the discussion was brought to council to consider terminating her position since she no longer meets the requirements, and her term has also expired according to the Municipal Judge Ordinance. If she does still own property within the county, she can reapply for the judge position.

Motion by Mayor Pro Tem to allow Mayor Arens to speak to the judge and inform her she no longer meets the requirements for the position and to terminate her position. Motion seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

H. Discuss and Consider Consenting to creation of the proposed Coke County Emergency Service District No. 1

Discussion: The Emergency Service District No. 1 (ESD) will be a paid ambulance service for the entirety of Coke County. The County needs the City's permission to create the ESD and put it on the ballot.

Motion by Council Member Brantly Robertson to approve Resolution 18-24, creating the Coke County Emergency Service District No. 1. Motion seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

I. RLVFD - Purchasing Policy

Discussion: Presented a draft. RLVFD Board has not approved the policy.

Motion by Mayor Pro Tem Mike Stephens to acknowledge the Draft Purchasing policy provided. Motion seconded by Council Member Josh Tennison. Vote 4-0, motion carried.

J. RLVFD - Financial Controls Policy

Discussion: Presented a draft. RLVFD Board has not approved the policy.

Motion by Council Member Brantly Robertson to acknowledge the Draft Financial Controls Policy provided. Seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.

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

Motion by Council Member Skyler Rainwater to acknowledge the Records of Expenditures provided. Seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.

L. RLVFD - Records of Trainings, Certifications, Approved Drivers, Copies of CDLs, and Equipment Maintenance Records

Discussion: Memorandum provided instead of training records. The VFD is still looking for the lost records.

Motion by Council Member Josh Tennison to acknowledge the memorandum provided.

Motion seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

M. RLVFD - Personnel Policy

Discussion: RLVFD will not be presenting a personnel policy because they do not have any employees.

N. RLVFD - Board of Directors Update

Motion by Mayor Pro Tem Mike Stephens to acknowledge the updated Board of Directors lists. Motion seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

O. RLVFD Budget 2024

Discussion: Presented a draft. RLVFD Board has not approved their budget.

Thursday, June 20, 2024, 6:30 PM Regular Meeting

Motion by Mayor Pro Tem Mike Stephens to acknowledge the RLVFD Draft Budget for calendar year 2024. Motion seconded by Council Member Brantly Robertson. Vote 4-0, motion carried.

P. WTC Engineers- Invoice for CDBG Grant

Discussion: The City received the first invoice from WTC Engineers for the CDBG Grant that will repave 3<sup>rd</sup> street. The invoice of \$15,000 needs to be approved by council action prior to payment being remitted.

Q. Downtown Revitalization Grant–Update

Discussion Only: Some improvements the city would like to make downtown will exceed the cost of the grant. Kiara Burns, Deputy City Administrator, spoke with Vision with a Purpose about the downtown grant to see if VP was interested in helping with a portion of the improvements that will exceed the grant. Other groups have not yet been approached, and Council Member Skyler Rainwater suggested reaching out to RL4Restoration. VP showed great interest, but they would only realistically cover a third of the total amount. The city would also need to contribute funds over a three-year period, or they could say no to the additional improvements that exceed the grant.

R. 16-24 - Resolution adopting required CDBG Civil Rights policies - 1st & Final Reading  
Motion by Council Member Josh Tennison to approve the 1<sup>st</sup> and final reading of Resolution 16-24, adopting the required CDBG Civil Rights Policies. Motion second by Council Member Brantly Robertson. Vote 4-0, motion carried.

## Reports

**Mayor** – Scheduled a Budget Workshop for July 8, 2024, at 6:00PM

**Secretary** – 580 bills issued, 136 accounts penalized for being late, 10 accounts disconnected because of nonpayment, 1 account closed to abandoning the account. Remaining street signs will be scrapped depending on the Public Works schedule. Additional Account license for Central Square were installed on the Financial Consultants laptop. Fire Department Roof repair–Pending two additional quotes, it will be at the next meeting for discussion. Christmas Light catalog presented to the council so they can choose their top three. Council reminded of their required training that needs to be completed (Cyber Security Training, Public Information Act, and Opening Meeting Act.) Code Enforcement attended basic training for code enforcement at Howard College, has scheduled to take her test soon.

**Superintendent** – 53 work orders completed -12 garbage work orders, 11 disconnects, 3 minor leaks repaired, 2 moderate leaks repaired, 0 major leaks, 4 sewer stops cleared, 14 utility lines located, 3 Data Logs for water usage captured, 2 reports of illegal dumping in the Cardboard recycling container and debris removed. May 3<sup>rd</sup> thunderstorm disrupted communications from ground storage to the water tower, transmitter replaced and Scada reprogrammed. Starter on Clearwell transfer pump #1 failed, replaced and put back in operation. LCR samples results received and sent to customers. Sewer issues resolved behind Ivey Motors when the Public Works found a buried manhole/cleanout, they raised it and jetted the line.

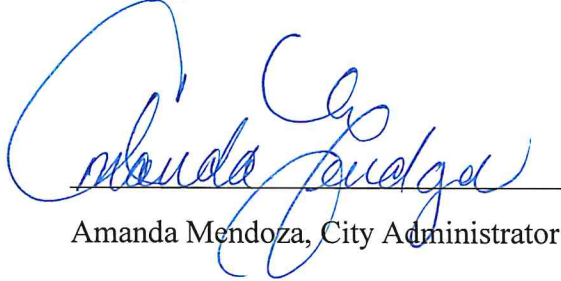
## Request of Future Agenda Items

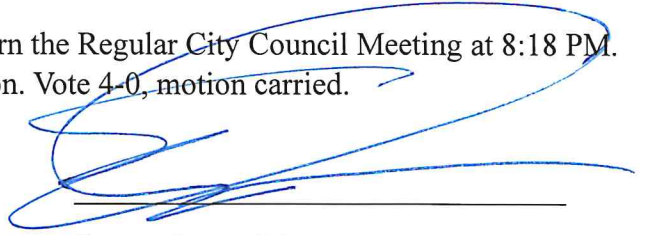
Thursday, June 20, 2024, 6:30 PM Regular Meeting

**Adjournment**

Motion by Mayor Pro Tem Mike Stephens to adjourn the Regular City Council Meeting at 8:18 PM.  
Motion seconded by Council Member Josh Tennison. Vote 4-0, motion carried.

ATTEST:

  
Amanda Mendoza, City Administrator

  
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Steven Arens, Mayor