

Thursday, October 17, 2024. Regular Meeting 6:30PM

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 Pro Tem Mike Stephens, Council Members: Josh Tennison, Jonathan Torres

Absent: Mayor Steven Arens, Council Members Brantly Robertson and Skyler Rainwater

### **Presentations and Proclamations**

#### **Consent Agenda**

A. Minutes - September 19, 2024

B. Code Enforcement Report

C. Financial Report

Motion by Council Member Josh Tennison to approve of the consent agenda. Seconded by Council Member Jonathan Torres. Vote 3-0, motion carried.

#### **Regular Agenda**

A. EDC Type B - Budget Amendment for FY 24-25

Motion by Council Member Jonathan Torres to approve the budget amendment for EDC Type B for fiscal year 24-25. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

B. Municipal Court Judge Appointment

*Discussion: Two applicants applied; their interviews were scheduled for October 11, 2024.*

Motion by Council Member Jonathan Torres to appoint Karol Allen as the new Municipal Court Judge. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

C. WTC Engineering Invoice- CDBG 2023-2024

*Discussion: Invoice is over the amount specified in the internal controls for the City Administrator to make a check. The invoice has to be approved by council prior to remitting payment.*

Motion by Council Member Jonathan Torres to approve the invoice from WTC Engineering in the amount of \$40,000 for the first installment of the CDBG grant on 3<sup>rd</sup> street. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

D. Grant Schedule Fees- ARPA, CDBG 2023-2024

*Discussion: The City Administrator would like the council to allow her to make payments for the grants in accordance with their fee schedules in the contracts already approved by the council. This would allow the city to pay invoices for the ARPA grant and the CDBG grant in a timely manner.*

Motion by Mayor Pro Tem Mike Stephens to authorize the City Administrator to pay invoices for the ARPA and CDBG grants according to the fee schedule that was approved in the contract without having to present it as an item on the agenda and all invoices will still be presented at the following meeting. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

E. Wrike- Code Enforcement Software

*Discussion: 23-24 has been the first year with a full time code enforcement. One recurring issue the code enforcement department has run into is the volume of files generated. The City Administrator presented Wrike, an excel add in to digitize the Code Enforcement process while giving access to office staff. Wrike can also be utilized outside*

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*of Code Enforcement, and all funds are eligible to pay the annual subscription fee of \$1488.00 with a one-time support fee of \$2,000.00.*

Motion by Council Member Jonathan Torres to approve the contract with Wrike for \$3,488.00 and authorize the mayor to execute the contract. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

F. RLVFD- Roof Repair

*Discussion: The city did not receive the LCRA grant for roof repair. Old quotes were represented by the Council to discuss the alternative plan to repair the roof. The council would like the office staff to reach out to a few of the company's to get updated quotes since they are all older than 30 days, and to ensure each contractor has general liability insurance.*

**Reports**

**Mayor**

**Administrator**

578 bills issued, 117 late bills issued, 6 accounts disconnected due to nonpayment. City Hall will be participating in the Halloween Event downtown on October 31, 2024. The Downtown Revitalization Kickoff Meeting will be held on October 22, 2024 and Kiara Burns will be representing the City. The CDBG grant for the 3<sup>rd</sup> street project is estimated to exceed the total cost of the grant by \$97,000. Instead of paying for it using solely General fund savings, the City Administrator has been talking with the Superintendent about doing some water projects while the road is exposed. Suggested improvements include redoing a hydrant and installing a new one closer to commerce street.

**Superintendent**

43 work orders completed; 11 poly cart work orders, 1 minor leak repaired, 6 lines located for customers, 3 datalogs captured. Bronte Pump station north pump is out of service due to "over current" trips (previously over voltage). Soft starter is to be replaced. Current small/moderate leak on a steal line encasing bore under 7<sup>th</sup> street (HWY 229). Delayed due to Vactron being down for parts. Issues with flow on opposite side of road. Scheduled to be repaired on October 21, 2024.

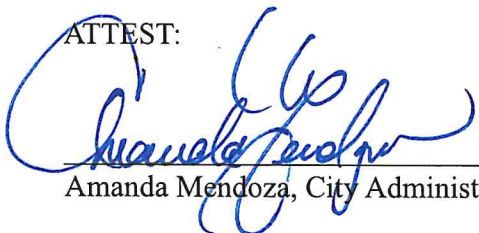
**Requests for Future Agenda Items**

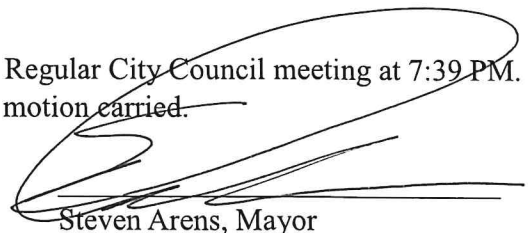
CDBG 3<sup>rd</sup> Street Grant Overage  
Firemen Retirement and Relief Fund

**Adjournment**

Motion by Council Member Josh Tennison to adjourn the Regular City Council meeting at 7:39 PM. Seconded by Council Member Jonathan Torres. Vote 3-0, motion carried.

ATTEST:

  
Amanda Mendoza, City Administrator

  
Steven Arens, Mayor