

Tuesday, December 3, 2024, Special Meeting 6:30 PM

The City Council of the City of Robert Lee, Texas, met in Special Session at the City Hall at 6:30 p.m. on December 3, 2024.

Present: Mayor Steven Arens, Mayor Pro Tem Mike Stephens, Council Members: Josh Tennison, Jonathan Torres, Brantly Robertson and Skyler Rainwater  
Staff: Amanda Mendoza, Clayton Brickey (Sign in sheet on file)

### **Presentations and Proclamations**

#### **Citizen Comments**

#### **Consent Agenda**

- A. Minutes - October 17, 2024
- B. Code Enforcement Report
- C. Financial Report

Motion by Mayor Pro Tem Mike Stephens to approve the consent agenda. Seconded by Council Member Skyler Rainwater. Vote 5-0, motion carried.

#### **Regular Agenda**

**Note: Items E, D, and B were deliberated first to accommodate the guests present to speak with the council. The rest of the agenda was deliberated in order.**

- A. 2025 Holiday Schedule

Motion by Council Member Brantly Robertson to approve the 2025 Holiday Schedule. Seconded by Council Member Council Member Skyler Rainwater. Vote 5-0, motion carried.

- B. Employee Health Benefits Renewal- Year 2025

*Discussion: The city decided to leave TML at the end of 2023 due to the rate increase. The council moved to go with Blue Cross Blue Shield for 2024. The rate to renew with Blue Cross Blue Shield increased by 19%, and TML decreased by 3%. Insurance brokers, Bobby Zesch and James Pickett from Zesch and Pickett Insurance recommends the City return to TML for medical insurance only, and keep dental, vision, and life insurance through Principal. If the Council decides to move back to TML, they will only offer one plan to employees, and they would longer be able to choose an HMO or HSA plans.*

Motion by Council Member Council Member Jonathan Torres to enroll with TML for the health benefits and renew with Principal for vision, dental, and life insurance. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

- C. RLVFD Roof Repair

*Discussion: The city did not receive the grant from the LCRA for the repair of the roof of the VFD. The City Administrator suggested the USDA grant just recently opened, but the Public Works has yet to apply to it to get a new backhoe. The council has requested more information regarding the turnaround time for the grant to be award.*

Motion by Council Member Josh Tennison to apply to the USDA grant for the RLVFD Roof Repair. Seconded by Council Member Skyler Rainwater. Vote 5-0, motion carried.

- D. CDBG Grant - 3rd Street Project

*Discussion: Final Design with the proposed water projects was presented to the council for their consideration. Water projects were added to the road reconstruction to allow for water to pay for the bulk of the overage cost of the grant which will overrun about \$380,000. EDC A has agreed to contribute \$75,000 towards the overage and will be willing to contribute more.*

Motion by Mayor Pro Tem Mike Stephens to approve of the design for the 3<sup>rd</sup> street grant with the addition of the water line improvements as presented by Randy Shaffer with WTF Engineering. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.

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Motion by Council Member Jonathan Torres to pay for the estimated grant coverage cost of \$306,000 utilizing Water Fund savings and use EDC A contribution of \$75,000. Seconded by Council Member Skyler Rainwater. Vote 5-0. Motion carried.

E. Citizen Request - Water Bill Consideration

*Discussion: Customer would like for the council to consider lowering her November water bill that had a usage of 97,000 gallons of usage. The leak has been occurring on her property for several months, but the homeowner was not able to find it until recently and got it fixed. While the leak was occurring, the customer remained current with her City Utility Bills.*

Motion by Council Member Brantly Robertson to waive the water portion of the November bill for S. McCormick. Seconded by Council Member Council Member Skyler Rainwater. Vote 5-0, motion carried.

F. Bike Rack- Downtown Location

*Discussion Only: A bike rack was purchased for the City Mini Park that is technically owned by Coke County. Images were provided of the location for the bike rack to run parallel to the sidewalk in front of the library and another was provided on the property the County would like to see it on. The second property is owned by a private citizen and not by either the county or city. Neither board can agree on the placement of the bike rack and the item was tabled until after the start of the new year.*

G. Open New Checking Bank Account- Non-Interest Bearing for Grants

*Discussion: TDA would like for all funds received through grants to be deposited into a non-interest-bearing account.*

Motion by Council Member Brantly Robertson to open a non-interest-bearing account for grants, and to add the current elected officials as signers: Mayor Steven Arens, Council Members: Mike Stephens, Josh Tennison, Jonathan Torres, Brantly Robertson and Skyler Rainwater and to add Amanda Mendoza and Kiara Burns as convenience signers. Seconded by Mayor Pro Tem Mike Stephens. Vote 5-0, motion carried.

H. ARPA Grant- MOU

*Discussion: Requirement for the ARPA grant. It is an inter-departmental agreement between the Mayor and the Public Works Department that outlines the responsibilities of each department with the ARPA Grant.*

Motion by Council Member Jonathan Torres to accept the MOU agreement between the Mayor and City Superintendent for the ARPA Grant. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

I. Ordinance 28-24- FY 24-25 Budget 1st Amendment

*Discussion: Payroll percentages were adjusted to allow each budget fund to pay a proportionate amount from each fund based on actual expenses at the end of FY 23-24. Other changes were made to the budget to reflect accurate line-item expenses according to the end of last year's budget.*

Motion by Mayor Pro Tem Mike Stephens to approve the 1<sup>st</sup> reading of Ordinance 28-24, FY 24-25 Budget Amendment. Seconded by Council Member Skyler Rainwater. Vote 5-0, motion carried.

J. Resolution 29-24- Personnel Policy Amendment

*Discussion: A survey of longevity pay was compiled from other cities to present to the council. The council likes the idea, however no action was taken regarding longevity pay. Holiday schedule for 2025 was also added into the personnel policy. Amendment was also presented to have two employees open daily mail together and log it in the mail book.*

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Motion by Mayor Pro Tem Mike Stephens to accept the Holiday Schedule Revision in the resolution 29-24, Personnel Policy amendment. Seconded by Council Member Brantly Robertson. Vote 5-0, motion carried.

Motion by Mayor Pro Tem Mike Stephens to approve the Internal Controls Amendment for resolution 29-24, which requires two staff members open mail and record it together. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

K. Resolution 30-24- Prohibited Technology Policy

*Discussion: All municipalities are required to adopt a prohibited technology policy. Template Resolution was provided by DIR.*

Motion by Mayor Pro Tem Mike Stephens to adopt Resolution 30-24, Prohibited Technology Policy. Seconded by Council Member Skyler Rainwater. Vote 5-0, motion carried.

L. Resolution 31-24 ARPA Grant for MOU

*Discussion: Council was presented with the scoring sheets of the two contractors for the ARPA Grant project.*

Motion by Council Member Brantly Robertson to approve Resolution 31-24 – ARPA grant MOU and authorize the mayor to enter into the agreement with the Public Works Department and to award Clean Infusion with the project utilizing ARPA funds. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

M. Resolution 32-24 Youth Diversion Plan

*Discussion: Item tabled until more information is gathered about the new state requirement for cities to adopt a Youth Diversion Plan.*

## Report

**Mayor** – Met with the RLVFD and the agreement will be presented to council at the regular December meeting.

**Administrator** – 571 bills issued, 133 late accounts penalized, 15 meters disconnected due to non-payment, and 1 account was closed due to abandonment. Open house is scheduled for December 6, 2024. City Admin also informed the council to fill out the worksheets in front of them to determine the availability of the Christmas dinner for staff and officials. Security System will be ordered for the Animal facility. City Hall and all city locations will be scheduled to have all locks rekeyed. Onsite visit with TDA for the downtown grant has been completed and pictures records.

**Superintendent** – 50 work orders completed, small/moderate leak on steel line encasing bore underneath 7<sup>th</sup> street has been replaced with 40+ feet of PVC line, and a new valve upstream has been installed. Bronte pump station is now back in service. Was down due to “overcurrent” trips. Trees on between tenth and Hillcrest were trimmed back due to a complaint, and a damaged sign at the intersection of Alice and 10<sup>th</sup> was repaired. 11-12-2024 Public Works staff noticed their large chainsaw, diamond chainsaw, and cordless impact was missing from their shop at the City Water plant. 11-14-2024 The security system for the convenience center was installed at the water plant. 11-18-2024 Theft was reported to the sheriff’s office with the serial numbers of the missing tools. Water Tower Siren malfunction was investigated with the help of AEP. Concluded the tripped breaker to be faulty and the box and breakers will be scheduled to be replaced.

## Request for Future Agenda Items

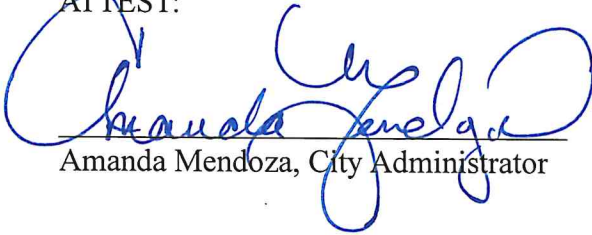
RLVFD Roof Repair and USDA Grant update, Bike Rack for the City Mini Park, Personnel Policy Amendment for Longevity Pay, Interlocal Agreement with Coke County.

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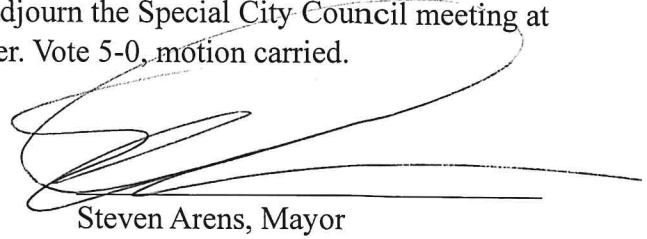
**Adjournment**

Motion by Council Member Jonathan Torres to adjourn the Special City Council meeting at 9:04PM. Seconded by Council Member Skyler Rainwater. Vote 5-0, motion carried.

ATTEST:



Amanda Mendoza, City Administrator



Steven Arens, Mayor