

Thursday, February 20, 2025, 6:30 PM Regular Meeting

The City Council of the City of Robert Lee, Texas, met in Special Session at the City Hall at 6:30 p.m. on February 20, 2025.

Present: Mayor Steven Arens, Council Members: Josh Tennison, Skyler Rainwater, Brantly Robertson and Jonathan Torres

Staff: City Administrator Amanda Mendoza, City Superintendent Clayton Brickey.

Absent: Mayor Pro Tem Mike Stephens

Presentations and Proclamations

Citizen Comments

Consent Agenda

- A. Minutes - January 16, 2025, February 4, 2025 & February 13, 2025
- 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 Jonathan Torres. Vote 4-0, motion carried.

Regular Agenda

- A. FY 23-24 Official Financial Audit Report

Discussion: The FY 23-24 was completed by Meritt, McClane and Hamby of Abilene Texas. Cheryl Merrit presented the official FY 23-24 Audit Report to the council. The auditors issued a clean opinion, and the accounts have a very strong balance sheet. The General Fund's spending could benefit from adjustments considering the increase in Capital Projects that year. During the Budget comparison they found that the fund balances has decreased, meaning the City brought in \$16,000 less money than projected and with the recent Capital Projects, the city spent over budget by \$32,000.

Motion by Council Member Josh Tennison to approve the Official Audit report for Fy 23-24 as presented by Merrit, McClane and Hamby. Seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

- B. Approval of Road Material Purchase

Discussion: Tabled, Public Works purchased material within their monetary limit.

- C. Interlocal Agreement with Coke County

Tabled

- D. Presentation for CDBG Program- TDA Form A1024

Discussion: As a requirement of the CDBG Grant, a presentation was read aloud for all council and citizens at large to hear. The City of Robert Lee recently received the Grant Contract No. CDV23-0406 in the amount of \$510,024, with the City matching \$10,024. This project will entail the reconstruction of approximately one thousand nine hundred fifty linear feet (1,950 l.f.) of roadway to include a caliche base, hot mix asphalt, one thousand five hundred fifty-eight eight linear feet (1,558 LF) of curb and gutter, two thousand linear feet (2,000 l.f.) of ditch regrading, two hundred fifty linear feet (250 l.f.) of drainage channel and all associated appurtenances. The grant is funded through the Community Development Block Grant, via the U.S. Department of Housing and Urban Development and Texas Department of Agriculture. As a condition of funding, the City of Robert Lee must comply with Section 3 of the Housing and Urban Development Act of 1968. To the greatest extent feasible, Grant Recipients must direct economic opportunities generated by CDBG funds to low- and very low-income persons. In part, this means ensuring that: Section 3 Businesses

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have the information to submit a bid or proposal for the project; and Section 3 Workers have information about any available job opportunities related to the project. A company may qualify as a Section 3 Business if: it is owned by low-income persons; it is owned by Section 8-Assisted housing residents; or 75% of all labor hours for the business in a 3 month period are performed by Section 3 Workers. This project is expected to include the following contracting opportunities: Grant Administration services (previously selected), Engineering Services (previously selected), Prime Contractor for street improvements, Subcontractors for street improvements.

E. RLVFD Agreement

Tabled, pending liability policy information from the VFD.

F. 2025 Joint Election Agreement with RLISD

Discussion: This agreement has been approved once. Changes include removing Coke County from the agreement all together for Early Voting at City Hall and changing the name of the voting center.

Motion by Council Member Skyler Rainwater to approve of the Joint Election Agreement with the Robert Lee School. Seconded by Council Member Brantly Robertson. Vote 4-0, motion carried.

G. FY 23-24 Annual Audit Report

Discussion: Invoice for the FY 23-24 Audit presented to council for approval.

Motion by Council Member Jonathan Torres to approve the invoice in the amount of \$29,870.00 for the Audit of FY 23-24. Seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

H. Ordinance 2-25 FY 24-25 Budget 2nd Amendment - 2nd Reading

No changes from the first reading.

Motion by Council Member Jonathan Torres to approve the 2nd reading of Ordinance 2-25, FY 24-25 Budget Amendment. Seconded by Council Member Brantly Robertson. Vote 4-0, motion carried.

Reports

Mayor – Mayor would like to recognize and appreciate Council Member Jonathan Torres for stepping up and volunteering for the EDC A seat vacancy.

Administrator – 4 applications have been submitted for the 2025 General Election. The election for the 3 council seats will be held on May 3, 2025. Candidates for this election include Josh Tennison, Mike Stephens, Zachary VanTine and Megan Sheppard. The annual meeting with the EDC boards will be held at Noels on February 27, 2025, at 6:00PM. Sealed bids for the water and street improvements were received on February 19, 2025, for the CDBG 3rd Street Project. Bids will be added to the next agenda for the council to award. The lowest bid of five bids for the street project is \$573,817.00 and the highest bid is \$958,557.00. The lowest bid of ten bids for the water project is \$154,580.97 and the highest bid was \$317,623.00. The contract for the ARPA Wastewater Plant improvement project has been executed with Clean Infusion.

Deputy Admin – Total billed out for the month of January: 565 bills issued, 128 late accounts penalized, 7 account disconnected due to nonpayment, and no accounts were closed due to abandonment. FY 24-25 project updates: Wilson Bryan Minipark Improvements: The fountain was repaired and sealed to hold water by previous part-time employee Luke Sheldon. Planters and a bike rack were purchased to be installed in the spring when the interlocal agreement with the county is established. Streetlights Project: A complete map of all of Robert Lee's street lights were compiled to determine the darker areas of town. A list of 21 lights was generated for AEP. The quote will be

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presented at the regular March meeting for consideration. The city passed the pre-award stage for the Downtown Revitalization Program. The next steps are to complete the Pre-Award Project Verification, and for the council to consider the GrantWorks Admin Contract, and the Engineering Contract with WTC Engineering. Once these are approved by the council, the documents can be submitted to the Texas Department of Agriculture for approval.

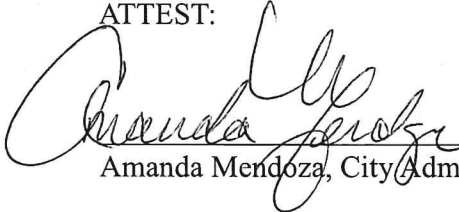
Superintendent – 33 work orders completed. 11 Garbage related work orders, 7 disconnects due to nonpayment, 4 minor leaks repaired, 1 moderate leak repaired, 1 major leak repaired, 1 sewer stop cleared, 2 lines located, 2 data logs collected. TCEQ confirmed that the Emergency Preparedness Plan was acceptable. An official letter addressed quote on backup generators has expired. Housley Group began construction to install fiber lines in Robert Lee. On 1-22-2025 major leak started at a steel 3” tee where it connects to a 2” reducer. Leak ran overnight due to no isolation valve, low light and freezing temperatures. Water loss is estimated at 70,000. 3” valve, megalugs, and hymax dressers ordered for future insertions to isolate repairs. Water master meter and Wastewater effluent meter calibrated and certified on January 30th. Texas tank services annual tank inspections and cleaning completed 2/4. Wastewater plant violated the ammonia levels on their permit. Operators have increased wasting and sludge removal to rectify the issue. Nitrifying bacteria was also purchased and added to the plant to assist in the reduction of ammonia levels. As of February, the plant is discharging to the retention pond for the golf course. The city’s C water license to sell water expired 2-11-25 and a new B license was not approved until 2-13-2025. Tier II Report filed with TCEQ and sent to Emergency Responders on 2/20. Annual Water Quality Emergency Preparedness System contacts verified and submitted 2/20.

Request for Future Agenda Items

Adjournment

Motion by Council Member Jonathan Torres to adjourn the Regular City Council meeting at 6:57 PM. Seconded by Council Member Josh Tennison. Vote 4-0, motion carried.

ATTEST:


Amanda Mendoza, City Administrator


Steven Arens, Mayor

