

Thursday, August 28, 2025, 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. on August 28, 2025.

Present: Mayor Steven Arens, Council Members: Mike Stephens, Josh Tennison, Skyler Rainwater, Jonathan Torres and Megan Sheppard
Staff: City Administrator Amanda Mendoza, City Superintendent Clayton Brickey

Citizen Comments

Members of the RLVFD were present. Newly elected fire Chief, Jimmy Dyer, and Assistant Fire Chief Justin Skipworth introduced themselves to the council. They stressed the doors to the VFD are always open and would like to engage in more community involvement. Roger Alexander, president of the VFD board also extended his gratitude to the Public Works department for fixing the main break so quickly and restoring water services back to the town.

Laura Hill with the Small Business Association in San Angelo was present to inform the council of small business financial opportunities for any business owners who were affected negatively by the fourth of July flooding.

Consent Agenda:

- A. Minutes - July 24, 2025
- B. Code Enforcement Report
- C. Municipal Court Report
- D. Financial Report

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

Regular Agenda:

- A. Update Signers for the Grant Revenue Fund

Motion by Council Member Josh Tennison to remove Brantly Robertson and add one new Council Member Megan Sheppard as a signer to the Grant Revenue Account (Acct #0045950 with the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Skyler Rainwater, and convenience signers: Amanda Mendoza and Kiara Burns. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.

- B. 11-25 - Water Rates & Taps - 1st Reading

Discussion: Due to water rates increasing from Bronte, the Robert Lee water rates have increased by 3.33% to match the increase. A senior discount was proposed to take a percentage off the base fee. Other criteria were discussed to qualify, such as not exceeding a water usage threshold. It was also proposed to council waive the water base fee for the VFD account and EMS utility accounts.

Motion by Mayor Pro Tem Mike Stephens to approve of the 1st reading for Ordinance 11-25, Water Rates & Taps. Seconded by Council Member Megan Sheppard. Vote 5-0, motion carried.

- C. 12-25 - Sewer Rates & Taps - 1st Reading

Discussion: All sewer rates have increased by 5% due to the increased cost of maintenance. Also proposed is to increase the late fee from \$2.50 to \$5.00.

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Motion by Council Member Josh Tennison to approve of the 1st reading of Ordinance 12-25, Sewer Rates & Taps. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.

D. 13-25 - Sanitation Rates - 1st Reading

Discussion: Due to sanitation rates from Republic Services increasing by 3.5%, proposed rates incorporate the same increase. *Also proposed is to increase the late fee from \$2.50 to \$5.00.*

Motion by Council Member Jonathan Torres to approve the 1st reading of Ordinance 13-25, Sanitation Rates. Seconded by Council Member Skyler Rainwater. Vote 5-0, motion carried.

E. Appoint Tax Assessor – 2025

Motion by Mayor Pro Tem Mike Stephens to appoint Gina Williams as the City of Robert Lee Tax Assessor. Seconded by Council Member Skyler Rainwater. Vote 5-0, motion carried.

F. 14-25 Resolution 2025 Tax Rate

Discussion: The proposed tax rate will increase by \$0.01 per \$100.00 valuation for an increase in revenue of \$4,500 per year.

Motion by Council Member Megan Sheppard to approve Resolution 14-25, Tax Rate with the proposed rate of \$0.421343 on each of \$100.00 valuation of property.

G. RLVFD- New Water Account

Discussion: With the new agreement, RLVFD will be responsible for their own utilities. As of October 1, 2025, the VFD will have their own water account. The members present have asked council to consider waving the \$200.00 deposit required to open utility accounts.

Motion by Council Member Jonathan Torres to waive the deposit requirement for the RLVFD utility account. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

H. Polymer Unit- Sewer Plant Purchase

Discussion: The wastewater plant incurred several violations through December 2024 through March of 2025 putting the Sewer Plant under an enforcement order from TCEQ. TCEQ mentioned in lieu of fines, the monetary contributions to the ARPA Grant improvements to the plant could suffice the enforcement order. The public works would also like to purchase the Polymer Unit initially rented with the Dewatering Unit from Aqua-Zyme in February. The rental of these units will be subtracted from the purchase price. Public Works do not want the dewatering unit, just the polymer unit which they could use in conjunction with the drying beds.

Motion by Mayor Pro Tem Mike Stephens to approve of the purchase of the Polymer Unit from Aqua-Zyme for 11,745.00. Seconded by Council Member Megan Sheppard. Vote 5-0, motion carried.

I. 15-25 FY 24-25 Final Budget Amendment 1st Reading

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Discussion: Final adjustments to the budget were made to reflect the true year-to-date revenues and expenses.

Motion by Council Member Josh Tennison to approve Ordinance 15-25, Final Budget Amendment FY 24-25. Seconded by Mayor Pro Tem Mike Stephens. Vote 5-0, motion carried.

J. 16-25 FY 25-26 Budget 1st Reading

Discussion: Budget for FY 25-26 was presented to the council and public present. The budget is summarized as follows: Revenue \$2,182,436.00, Expenses: Payroll \$482,401.00, M&O \$1,700,035.00, Debt \$0.00.

Motion by Council Member Jonathan Torres to approve the 1st reading of Ordinance 16-25, Budget FY 25-26. Seconded by Council Member Megan Sheppard. Vote 5-0, motion carried.

K. 17-25 TMRS Contribution Rate 1st Reading

Discussion: Last meeting council agreed to increase the retirement contribution rate from 5% to 8% for both the city and the employees. Resolution presented to reflect the changes.

Motion by Mayor Pro Tem Mike Stephens to approve Resolution 17-25, increasing the TMRS Rates. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

L. 18-25 Repealing Ordinance 1245 Capital Infrastructure Fund 1st Reading

Tabled.

M. 19-25 Establishing a Street & Maintenance Fund 1st Reading

Tabled. Only Home Rule cities can impose taxes to generate more revenue for specialized projects. City Attorney provided a handout for the council's review.

N. Certificate of Deposits- City Accounts

Tabled. The ESD is meeting with someone from class pool about investing in October. Item tabled pending more information for Council.

O. TWDB Application

Discussion: Mayor Arens and Mayor Pro Tem Mike Stephens traveled to a training hosted by Scott Galaway. They learned more about the funding opportunities for water sourcing and realized the quickest route would be a low interest loan from the Texas Water Development Board. The council showed interest in the SWIFT application to lay another pipeline to Bronte from lake E.V. Spence. CRMWD is already willing to sell water. The SWIFT loan is a 40-year loan with an interest rate of 4%.

Motion by Mayor Pro Tem Mike Stephens to authorize Mayor Arens to publish for RFQs to start the process for the SWIFT Loan Application through the Texas Water Development Board. Seconded by Council Member Josh Tennison. Vote 5-0, motion carried.

P. 20-25 Fee Schedule 1st Reading

Discussion: Update water, sewer, and sanitation rates to reflect the increases in the Ordinances.

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Motion by Council Member Josh Tennison to approve the 1st reading of Ordinance 20-25, Fee Schedule. Seconded by Council Member Megan Sheppard. Vote 5-0, motion carried.

Q. 3rd Street Water Project Update- Trifecta Invoice

Discussion: Invoice that exceeds the grant amount was presented to council for approval. The invoice is the additional cost for the completion of the water project beneath 3rd street. Improvements weren't initially included in the first design because of the differences between the city Maps and what Trifecta uncovered while working.

Motion by Council Member Megan Sheppard to approve of the Trifecta Invoice for \$29,672.01. Seconded by Council Member Skyler Rainwater. Vote 5-0, motion carried.

Reports

Mayor

Administrator – Deputy City Admin and Financial Advisor will visit the City of Crane on September 16 to visit with the staff about Fund View, their utility billing and accounting software. AEP is installing a streetlight at Hamilton and 11th Street free of charge. 3rd street water project should be finished soon, and the paving project is scheduled to start after. ARPA Grant should also be finished soon. The EDC Director position has not been filled. Office is currently talking with Beth Prather about EDC budgeting for the part time position.

Superintendent – Reclaimed Pond water was available for use as of July 13th. Public Works department completed OSHA and TCEQ required chemical spill response training. Tractor engine issues are a result of fuel pressure problems. Fuel tank removed and flushed, and fuel strainer replaced. Parts for the mosquito fogger received and the machine fixed as of 7/23. Water tower siren repaired. La Verne leak repair estimated water loss 85,000 gallons. Backhoe tires replace and fuel stickers order to prevent the incorrect fluid being inserted into the wrong compartment. Major water leak behind the Ground Storage on 8-27 that lead to a City-Wide Outage. 8" steel water main cracked open at a length of 5' with varying width of holes. 7' of steel water main replaced with an estimated loss of 150,000 gallons. Concho Valley Electric has hired Housley to bore through Robert Lee for fiber installation. They have requested line locates from the City.

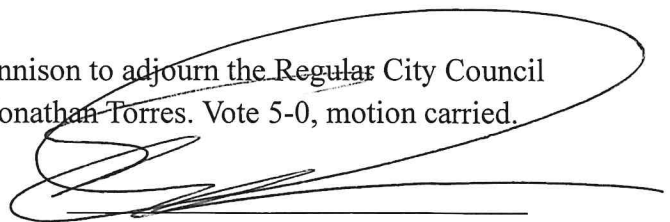
Request for Future Agenda Items

City Welcome Signs

Adjournment – Motion by Council Member Josh Tennison to adjourn the Regular City Council Meeting at 8:08 PM. Seconded by Council Member Jonathan Torres. Vote 5-0, motion carried.

ATTEST:


Amanda Mendoza, City Administrator


Steven Arens, Mayor