

Special Meeting, Monday May 11, 2026, 6:30 PM

The City Council of the City of Robert Lee, Texas rescheduled the Regular April Meeting on April 27 to May 11, 2026 due to early voting being held in the Council Chambers. The City Council met in Special Session at the City Hall at 6:38 p.m. on May 11, 2026.

Present: Mayor Steven Arens, Council Members: Mike Stephens, Jonathan Torres, Josh Tennison and Megan Sheppard

Absent: Council Member Skyler Rainwater

Staff: City Administrator Amanda Portales, City Superintendent Clayton Brickey, Code Enforcement Officer Martha Grimes, & Deputy City Administrator Kiara Burns

Citizens: Leta Caston, Cole Bosworth, Kim Stephens, Sherri Arens, & Renea Maxcey

Call to Order, Quorum Determined, Meeting Declared Open

Proclamations and Presentations

Citizen Comments –

Renea Maxcey expressed concerns about the county water shortage, and what measures were being taken to rectify the issue as she is a business owner downtown. Mrs. Maxcey also mentioned seeing large fleet of construction vehicles using the hydrants to fill up and inquired as to why when business owners can't use the water to detail and wash vehicles to sell. Council and Staff explained TRP construction was initially denied access to water as the purpose was to clean a road, but with further explanation, the company was hired to clean up an oil spill between Robert Lee and Ballinger. Due to the nature of their trucks, they are unable to load bulk water from the top of their vessels and needed a hose instead. Their purchase was approved for Public Health and Safety to clean oil from the roadway, and they haven't been back since. WEB Construction also purchases large amounts of bulk water specifically for houses and livestock, while other individuals purchase bulk water for their homes that are not on water systems or wells. At no point is the bulk water the city sells used for dust control, or construction as we are in Stage 3 of the Drought Contingency Response.

Consent Agenda:

- A. Minutes: 3/23/2026 Regular Meeting
- B. Code Enforcement Report
- C. Municipal Court Report
- D. Financials

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. Ordinance 6-26 Trash Collection 2nd Reading

Special Meeting, Monday May 11, 2026, 6:30 PM

- *Discussion: No changes from the first reading.*
 - Motion by Council Member Josh Tennison to accept the second reading of Ordinance 6-26, Trash Collection. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.
- B. Ordinance 7-26 Fee Schedule 2nd Reading
- *Discussion: No changes from the first reading.*
 - Motion by Mayor Pro Tem Mike Stephens to accept the second reading of Ordinance 7-26, Fee Schedule. Seconded by Council Member Jonathan Torres. Vote 4-0, motion carried.
- C. Ordinance 8-26 FY 25-26 Budget Amendment 2nd Reading
- *Discussion: No changes from the first reading.*
 - Motion by Council Member Megan Sheppard to accept the second reading of Ordinance 8-26, FY 25-26 Budget Amendment. Seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.
- D. Ordinance 9-26 Wastewater Rates 2nd Reading
- *Discussion: No changes from the first reading.*
 - Motion by Council Member Josh Tennison to accept the second reading of Ordinance 9-26, Wastewater Rates. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.
- E. 1st National Bank of Ballinger- Water Fund CD Maturity Date
- *Discussion: The 3-month Water Fund CD reaches its maturity date this month. Council can either renew or close. The water fund earned \$1,541.35 in interest.*
 - Motion by Council Member Josh Tennison to renew the water fund CD for 3 months. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.
- F. 1st National Bank of Ballinger- General Fund CD Maturity Date
- *Discussion: The 3-month General Fund CD reaches its maturity date this month. Council can either renew or close. The general fund earned \$134.03 in interest.*
 - Motion by Council Member Josh Tennison to renew the General Fund CD for another 3 months. Seconded by Council Member Jonathan Torres. Vote 4-0, motion carried.
- G. 1st National Bank of Ballinger- Sewer Fund Maturity Date
- *Discussion: The 3-month Sewer Fund CD reaches its maturity date this month. Council can either renew or close. The Sewer fund earned \$67.01 in interest.*
 - Motion by Council Member Jonathan Torres to renew the Sewer Fund CD for another 3 months. Seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.
- H. 1st National Bank of Ballinger- Sanitation Fund CD Maturity Date

Special Meeting, Monday May 11, 2026, 6:30 PM

- *Discussion: The 3-month Sanitation Fund CD reaches its maturity date this month. Council can either renew or close. The sanitation fund earned \$301.57 in interest.*
 - Motion by Council Member Megan Sheppard to renew the Sanitation Fund CD for another 3 months. Seconded by Council Member Josh Tennison. Vote 4-0, motion carried.
- I. EDC-A Member Resignation & Appointment
- Motion by Council Member Jonathan Torres to accept Tracy Grantham's resignation from EDC A board and appoint Sherri Millican to the vacant position. Seconded Council Member Josh Tennison. Vote 4-0, motion carried.
- J. Air Med Care- Business Plans for Group Coverage
- *Discussion: AirMedCare Salesperson presented group rates to the city for consideration for employee transportation if an emergency arises.*
 - Motion by Council Member Josh Tennison to approve of the 1 year group membership for an annual fee of \$75 for all employees. Seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.
- K. Software to replace GovOnTrack and/or Asyst
- *Discussion: In previous meetings, Office Staff have presented different options to council to replace the current billing software, as the reporting is inconsistent with itself and the development team cannot rectify these issues within a timely manner. FundView software was the top pick due to its versatility and ease of use but the start up fee was a deterrent. Office is now considering switching billing software back to Central Square, using their cloud-based Accounting and Billing Software. City already used Asyst 365 for fund accounting, and switching billing back over would streamline billing and double payment entries. If the city were to switch from GovOnTrack to Asyst, the city would save around \$7,100 per year. Asyst however, would not transfer the account activity from current software to new, so Staff has agreed to work with the financial advisor to transfer the activity from 2024 into the new software.*
 - Motion by Mayor Pro Tem Mike Stephens to approve the purchase of transferring from GovOnTrack to Asyst Billing software, and the purchase of an additional billing utility license to begin transferring account history into Asyst. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.
- L. WCCEMS Agreement & Building Discussion
- Tabled, pending finalized agreement from city attorney. Agreement would be a property lease, as the property is in the City's name, but no deed or records of its acquisition have been found.
- M. Coke County Library & Minipark
- *Discussion: Deed for the library was found in the Safety Deposit box at the Bank. The deed was never filed with the County. Commissioners during their regular*

Special Meeting, Monday May 11, 2026, 6:30 PM

meeting mentioned selling the Library to the City for \$1. The city briefly discussed the idea of converting the library into a visitors' center and storage of excess city documents.

N. WCCEMS Agreement

- Disregarded, duplicate item.

O. Mountain Creek Dam Inspection Report

- *Discussion:* TCEQ Inspected Mountain Creek Dam in October of 2025. They found the dam in overall poor condition due to the significant overgrowth of trees, brush, and vegetation along the dam and spillway. City would like to potentially use Mountain Creek dam for a holding pond but would like to dredge the bottom to restore the depth. While staff were reviewing old minute books, Reece Albert volunteered to dredge the lake for free, so long as they could keep the material they removed. Council at the time opted to not to, as if Reece found the material valuable, the city could profit from it. The city has until June 1st, 2026, to respond to the TCEQ report about whether the dam will be destroyed or brought back into compliance.

P. Mountain Creek Dam Options

- Discussed injunction with item P.

Q. Drought Contingency Stage 3- Reinitiate or Terminate

- *Discussion:* Even with the recent rainfall, Oak Creek capacity has only increased by 2%, with the mean water level reaching 1976 ft. Stage 3 was triggered when the mean water level reached 1978 ft. Bronte is now also in Stage 3, but their restrictions do not mirror Robert Lee's. Their residents are permitted to water during allotted hours while Robert Lee prohibits all recreational watering. Customers of Robert Lee Waterworks are expected to follow Robert Lee's Drought Contingency response.
- Motion by Mayor Pro Tem Mike Stephens to reinstate Stage 3 of the drought contingency plan for another 90 days, starting May 5th, and ending August 5, 2026. Seconded by Council Member Josh Tennison. Vote 4-0, motion carried.

R. Water Resourcing & Updates

- *Discussion:* The City of Robert Lee and the City of Bronte have been working closely together to provide the county with multiple water sources to secure the area's future. Without adequate rainfall, Robert Lee will meet the requirements of Stage 4 drought response by mid-summer. Mayor Arens and Mayor Pro Tem Mike Stephens have discussed several funding options with the Texas Water Development Board (TWDB) and contracting with CRMWD for their water from EV Spence or OH Ivey. The city is currently prioritizing projects that are already included in the Regional Water Plan for region F for funding. These projects include:
 - i. **Purchasing water from EV Spence.** CRMWD has already expressed interest in selling water to the City of Robert Lee, but the lake levels wouldn't support long-

term needs. Due to the high salinity levels of Lake Spence, the City would need to either build a pre-treatment plant before being sent to Bronte to finish treating, or the city would need to rebuild a new plant. For reference of cost, Bronte received a grant from the TWDB for 15 million to build their plant. This option would be the most expensive, and City would be required to pay CRMWD, if the lake had water or not.

- ii. **Wells in Southern Coke County.** The current Regional Water Plan includes drilling wells on the southern edge of the county. Running the pipeline would be the biggest challenge and determining what route to either Bronte or to a new plant in Robert Lee.
 - iii. **Joint plan with Bronte for the wells in Nolan County.** Again, the pipeline would be the biggest challenge, as it would be 31 miles of pipeline from the Well Fields in Nolan County to the plant in Bronte to treat. Water would feed into Oak Creek and mix, not only providing Robert Lee with water, but Bronte, and Sweetwater as well. City could amend contracts to renegotiate pricing if the City provides another water source to the lake.
- Plans that are still being considered but are not in the Regional Water plan for state funding. These are not a priority, as Robert Lee would not qualify for funding but the city could file amendment to the Regional Water Plan in 2028 to include them.
 - i. **Purchase water from CRMWD through OH Ivey, utilizing the Miles Pumpstation.** This would require the city to build a similar pumpstation to the one currently in Bronte that is maintained by Robert Lee Public Works. This station would transfer water from OH Ivey to the new Bronte Water Plant to be treated. This would also allow Robert Lee to negotiate the price of water, as the city would provide another source for the county.
 - ii. **Robert Lee builds its own Water Treatment Plant.** By far the most expensive option and would like to need to be paid through loans instead of grants. The current plant cannot be refurbished; all infrastructure would need to be rebuilt from scratch.
 - The Texas Water Development Board offers both grants and loans for water projects. All funding opportunities require different pre-requisites for the different projects. Each opportunity is being weighed by council to determine the best course of action to secure additional water sources. The city has applied to both the TWDB State Revolving Fund grant and the Clean Water State Revolving Fund on March 9, 2026, and will apply for the TWDB SWIFT Program when the application period opens in 2027 as our projects fit into the scope of work.
 - Mayor Arens informed council and the citizens that Water Updates will continue to be on every agenda. For anyone unable to attend meetings, minutes will continue to be posted on the website for transparency. He also mentioned he is available at any time to discuss the City's progress on these projects one on one.

S. Multi-customer Water Accounts

- *Discussion:* One of the City's multi-customer meters has experienced a leak for the last three months, and staff wanted to inform council of their growing delinquent balance and continuous leak and asked how the council would like them to proceed.
- Customer average usage averages around 50k, but during the freeze event in January, the usage on this account has doubled, losing about 50,000 gallons of water each month since. Several options have been suggested to the individuals who maintain this line on how to isolate leaks as other customers are expected to. Council has requested that staff put pressure on them to fix the leak, and if they fail to pay by the disconnect, disconnect the line as if they were any other customer. The Drought Contingency Plan also outlines enforcement and penalties.

T. Resolution 12-26 & Inter-local Agreement- PACE Purchasing Cooperative

- *Discussion:* PACE purchasing cooperative is free to join, like BuyBoard and the Texas Purchasing Cooperative. Joining will allow the city to purchase office supplies at a discounted price.
- Motion by Mayor Pro Tem Mike Stephens to approve Resolution 12-26 to join the PACE Purchasing Cooperative. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.

U. Ordinance 11-26 Vendor, Solicitor, Handbill Distribution License

- Table. City can no longer charge permit fees to Food Trucks, as they are being regulated by the state. Food Trucks will be separated into different ordinances to continue regulating how they operate within city limits.

Reports

Mayor – Mayor Arens discussed his updates during water resourcing and updates. He expressed his appreciation for a successful first term and looks forward to the second.

Administrator – Grant Updates: The design for the Downtown Grant was submitted to TDA for approval. 3rd street completion date was extended to July 31st. City applied for two TWDB grants for the State Revolving Fund and the Clean Water Revolving Fund on March 9, 2026. ARPA grant for the wastewater plant is 98% complete and still in the closeout phase. The city also applied for a flood mitigation grant for Zero street up to 2nd street to prevent resident homes from flooding.

Superintendent – **March:** Automatic transfer switch for the emergency back of generators were delivered to City Hall, larger switch was delivered 4/8. Both are being stored in shop under a tarp. Unmetered tap located at 703 E 5th street and removed. Notice of Violation received for the service line survey not being completed to inform citizens of known or potential service lines containing lead. Will be resolved with the Annual CCR reports. TWDB water loss audit has been delayed due to billing software miscalculations on water consumption and meter read software's inaccurate consumption reports. Emergency preparedness plan has been updated with TCEQ

Special Meeting, Monday May 11, 2026, 6:30 PM

with an implementation date of 7/31. Tank Inspections were conducted 4/15. **April:** Notice of Violation of the Wastewater plant was received 4/14. Compliance response address failures and remedies with requested documentation sent to TCEQ on 5/5. Two Gasoline F250s experienced steering module failure after trucks were detailed, detailer will comp City for invoice and total cost to repair was \$1,000. Public Works received the F250 the city ordered in October of 2025 on April 23. Electrical storms are overloading SCADA battery backup, causing the Robert Lee Bronte Station to lock on. Estimated water loss from overfilling is approximately 100,000 gallons. Same issue happened during 5/10 storm but was caught within the hour. Electrician has been contacted regarding the automated dial outs not working. One of the pumps in Bronte has been taking out of service due to sparking on startup. All American pump was contacted to swap out a new pump and motor and an estimate to replace the other.

A. Notice of Violation for CCI 4-8-2026

Council Exits from regular session into executive session to discuss personnel matters with staff at 8:32PM

Council returned to regular session at 8:55PM.

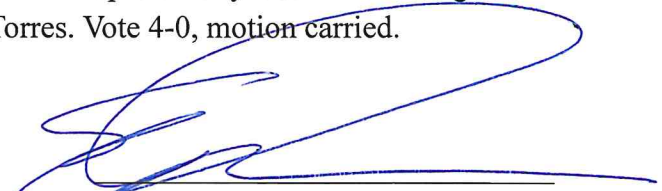
Request for Future Agenda Items

Water Updates, EMS Agreement, Food Truck Ordinance, Vendor & Door to Door Sales Ordinance


Adjournment

Motion by Council Member Josh Tennison to adjourn the Special City Council Meeting at 8:55PM. Seconded by Council Member Jonathan Torres. Vote 4-0, motion carried.

ATTEST:



Steven Arens, Mayor



Amanda Portales, City Administrator

