

Thursday, May 16, 2024, Regular Meeting 6:30 PM

The City Council of the City of Robert Lee, Texas, met in Regular Session at the City Hall at 6:34 p.m.

Present: Mayor Jason Moran Council Members: Josh Tennison, Mike Stephens, Steven Arens, Jonathan Torres.

After Oath: Mayor Steven Arens, Council Member Skyler Rainwater

Absent: Brantly Robertson

### **Presentations and Proclamations**

A. Swear in Newly Elected Mayor

The previous mayor, Jason Moran, swore in the new mayor, Steven Arens.

B. Swear in Newly Elected Alderman

Mayor Jason Moran swore in Skyler Rainwater for her first term and swore in Jonathan Torres for his third term as Alderman.

C. Citizen Presentation - Sanco Outdoors Videographer

Citizen Trevor Butts would like to present a small video he made about the City of Robert Lee and introduce himself. He applied for a grant through the EDC to support his content creation business. EDC granted this application, and he wanted to show the council what he was doing for his business.

### **Consent Agenda**

A. Minutes - April 18, 2024

B. Code Enforcement Report

C. Financial Report

Motion by Council Member Mike Stephens to approve the consent agenda. Seconded by Council Member Josh Tennison. Vote 4-0, motion carried.

### **Regular Agenda**

A. Appoint Mayor Pro Tem

Motion by Council Member Jonathan Torres to appoint Council Member Mike Stephens as Mayor Pro Tem. Seconded by Council Member Skyler Rainwater. Vote 3-0 and one abstain from Council Member Mike Stephens, motion carried.

B. InTemal Control's Amendment Tabled

C. Add & Remove Bank Signers

Discussion: City Staff would like to request for the Council to allow the new mayor to remain as a signer on the account for convenience as well as add Amanda Mendoza and Kiara Burns as convenience signers to transfer money within City Accounts only. City Attorney Jeff Betty informed the council that allowing the mayor to remain a signer is extremely common since it allows for business to be done more efficiently. It was changed a few mayors prior due to public concerns with city funds and who had access to it. Mr. Betty has no concerns for current elected officials and staff, and auditors have not mentioned any issues with inTemal controls in the past. The InTemal controls will be amended in correlation with the council decision and placed on the agenda at the next meeting for consideration.

Motion by Mayor Pro Tem Mike Stephens to add one new Council Member Skyler Rainwater as a signer with the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Brantly Robertson. Seconded by Council Member Jonathan Torres. Vote 4-0, motion carries.

Accounts:

General - 0046744 -Add Skyler Rainwater to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Brantly Robertson.

Thursday, May 16, 2024, Regular Meeting 6:30 PM

Water - 0046213 - Add Skyler Rainwater to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Brantly Robertson.  
 Sewer - 0046108 - Add Skyler Rainwater to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Brantly Robertson.  
 Sanitation - 0045993 - Add Skyler Rainwater to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Brantly Robertson.  
 Visa - 0046728 - Add Skyler Rainwater to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Brantly Robertson.  
 Capital Improvement - 6018165 - Add Skyler Rainwater to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Brantly Robertson.  
 Motion by Council Member Josh Tennison to add one City Secretary Amanda Mendoza and Deputy City Secretary Kiara Bums as convenience signers on the following accounts.  
 Seconded by Council Member Skyler Rainwater. Vote -1-0, motion carried.  
 Accounts:  
 General - 0046744 - Add Amanda Mendoza and Kiara Burns as convenience signers.  
 Water - 0046213 - Add Amanda Mendoza and Kiara Bums as convenience signers.  
 Sewer - 0046108 - Add Amanda Mendoza and Kiara Bums as convenience signers.  
 Sanitation - 0045993 - Add Amanda Mendoza and Kiara Burns as convenience signers.  
 Visa - 0046728 - Add Amanda Mendoza and Kiara Burns as convenience signers.  
 Capital Improvement - 6018165 - Add Amanda Mendoza and Kiara Burns as convenience signers.

D. Animal Control Department Discussion

Discussion: The Mayor is the current department head over Animal Control. It was originally set like this because the previous mayor had their Zoonosis Certification while Mayor Arens does not. Consider moving the Animal Control Department into the Code Enforcement Department. This department will report to Amanda Mendoza, and she will then report to the council. Mr. Betty informed the council this is the way it should've been done; the Mayor's are not typically department heads.

Motion by Council Member Jonathan Torres to move the part-time animal control position into the code enforcement department. Seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.

E. Clawson Mechanical Invoice-AC Relocation and New Vent Installation

Discussion: Work was completed after it was approved by the mayor but it was never brought to the council.

Motion by Council Member Josh Tennison to approve of the invoice. Seconded by Council Member Skyler Rainwater. Vote 3-0, Council Member Jonathan Torres abstains from the vote, motion carried.

F. Award of Closed Bid- R7405

Discussion: The previous bidder rescinded their bid because the process was taking too long. Perdue Brandon awarded it to the second largest bid.

Motion by Council Member Jonathan Torres to approve of the bid for the property R7405. Seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.

G. 21-23 Street Closure - Partial closure of 14th Street on Childress - 2nd Reading

Discussion: The City does not have the original dedication of all the Right of ways within the City of Robert Lee. A comprehensive plan was made in 2013 with the help of a grant that included all different types of maps. Mr. Betty advises the city to try and get another

Thursday, May 16, 2024, Regular Meeting 6:30 PM

comprehensive plan done within the next few years so the City can adopt an official map that can be used in situations where citizens request the city to abandon undeveloped Right-of-way.

Motion by Council Member Jonathan Torres to approve the 2nd reading of ordinance 21-23, partial street closure of the undeveloped 14th street. Seconded by Council Member Josh Tennison. Vote 4-0, motion carried.

H. Ordinance 12-24 Title Change- City Administrator

Discussion: Mr. Betty informed the council that the term City Secretary is not solely used anymore, it is used in conjecture with the City Administrator title.

Motion by Mayor Pro Tem Mike Stephens to approve the 1st reading of Ordinance 12-24, changing the City Secretary Title to City Administrator. Seconded by Council Member Josh Tennison. Vote 4-0, motion carried.

I. Ordinance 13-24 FY 23-24 Budget Amendment (4th Amendment)

Discussion: Consider moving \$8,863 from savings into the General Revenue budget to pay for costs that were incurred during the previous fiscal year. Since they were not budgeted for this fiscal year, the costs need to be offset. This includes Financial Consultant Audit review & preparation for the last fiscal year FY 22-23 in the total amount of \$11,600 (from all funds) Attorney Fees- FY 22-23 (\$1,140) a Hardware for Traffic Sign Project (\$2,200) 11 New office equipment installation "Relocate Acs" (\$3,779). The rest of the changes within this amendment are to reflect actual revenues and expenditures up to current.

Motion by Council Member Jonathan Torres to approve of the 1st reading for ordinance 13-24, 4th Budget Amendment for FY 23-24. Seconded by Council Member Josh Tennison. Vote 4-0, motion carried.

J. Red Canyon Gun & Archery Club Lease Agreement

Discussion: The Red Canyon Gun range lease agreement expired, and a new one was presented to the council. The only change is a release of Liability was included to protect the city from any accidents that might occur at the range.

Motion by Mayor Pro Tem Mike Stephens to approve this drafted version of the agreement and present it to the Red Canyon Gun Range for negotiation. It is a 30-year agreement with a \$10 annual rental fee. Seconded by Council Member Jonathan Torres. Vote 4-0, motion carries.

K. EMS Lease Agreement - Discussion Only

Discussion: The EMS building sits on City-owned property. There has not been a previous agreement for the use of this land. Mr. Betty drafted an agreement for the council to look at.

Motion by Council Member Jonathan Torres to approve the drafted version of the EMS Agreement and present it to EMS to start negotiations for the agreement. Seconded by Mayor Pro Tem Mike Stephens. Vote 4-0, motion carried.

## Reports

### Mayor

**Secretary** - 585 bills issued, 141 late bills issued, 7 meters disconnected due to nonpayment.

The additional accounting license has been purchased and it is pending installation within the month. Curbside pickup will be this weekend May 18, 2024.

**Superintendent** - 45 work orders completed, 11 poly carts delivered/removed, 3 minor leaks fixed, 0 major leaks, 3 sewer stops cleared, 9 lines locates completed for citizens, 1 data log collected at the request of a customer, 1 illegal dumping reported in the Cardboard recycling bins by the post office. Lead and Copper sample results have been received,

Thursday, May 16, 2024, Regular Meeting 6:30 PM  
they were good results. The water CCRs are pending approval from the state and once it is, Public Works will be issuing them out to all citizens.

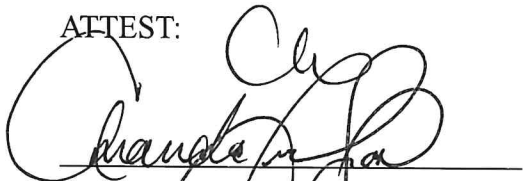
**Request for Future Agenda Items**

Consider adopting a temporary official map until another comprehensive plan can be conducted.

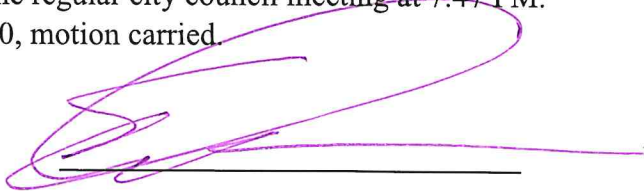
**Adjournment**

Motion by Council Member Josh Tennison to adjourn the regular city council meeting at 7:47 PM.  
Seconded by Council Member Jonathan Torres. Vote 4-0, motion carried.

ATTEST:



Amanda Mendoza, City Administrator



Steven Arens, Mayor