

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

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

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

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

Absent: Council Members: Brantly Robertson, and Sklyer Rainwater

Presentations and Proclamations

Citizen Comments

Consent Agenda

A. Minutes - February 20, 2025

B. Code Enforcement Report

C. Financials

Motion by Council Member Josh Tennison to approve the consent agenda. Seconded by Council Member Jonathan Torres. Vote 3-0, motion carried.

Regular Agenda:

A. Customer Request for Reimbursement

Discussion: In December of 2024 the Public Works Department repaired a 2.5-inch steel reducer in the alley behind this customer's address. While repairing this line, they also retaped and ran a new service line for the customer's meter and reset the meter box.

Customer's service line broke in February 2025 near the meter box, and customer believes the break is a result of the new meter box installation and has requested reimbursement for the repairs to the customer's line. The City Council believes if the break was a result of the repairs, the break would've occurred sooner. Public Works explained that the break was a result of the customer driving over the meter box.

Motion by Council Member Jonathan Torres to deny the customer request for reimbursement and install a traffic rated meter box over this meter. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

B. Customer Request - Potentially Upgrading Old Steel Service Line

Discussion: Customer located on Sanco Road has requested the city replace the old 2-inch steel line feeding the one meter to improve flow. When Public Works conducted a flow test at the end of the steel line, the meter registered at 38 PSI, which is average for the location considering it is uphill from the water tower.

Motion by Council Member Jonathan Torres to deny the request to replace the 2-inch steel line feeding this customer due to adequate flow. Seconded by Mayor Pro Tem Mike Stephens. Vote 3-0, motion carried.

C. State of Texas Purchasing Cooperatives - Consider Joining BuyBoards and Texas SmartBuy

Discussion: The purpose of purchasing cooperatives is to aggregate demand to get lower process from selected vendors and to simplify the procurement process. This allows local and state governments to legally use contracts that were procured by another governmental entity without having to go through the bidding process. This saves time and money.

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Motion by Mayor Pro Tem Mike Stephens to approve Resolution 3-25, joining the Texas SmartBuy and approve of the interlocal agreement with BuyBoard. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

D. ADCOMP Systems Renewal- Invoice

Discussion: The office is currently looking for new billing software since GovOnTrack is still an incomplete software and cannot generate reports needed for the annual Audit. The new software cannot be implemented before the renewal date for the current billing software, and it will need to be renewed.

Motion by Council Member Jonathan Torres to approve of the Adcomp Systems Renewal Invoice in the amount of \$6,681.20. Seconded by Mayor Pro Tem Mike Stephens. Vote 3-0, motion carried.

E. ASYST Software Renewal- Invoice

Discussion: The office is looking for a new accounting software as well, but cannot implement it before the renewal date of the current software. Will need to be renewed.

Motion by Council Member Josh Tennison to approve the Asyst Software Renewal invoice in the amount of \$3,675.00. Seconded by Council Member Jonathan Torres. Vote 3-0, motion carried.

F. Record of Attendance Policy-

Discussion Only: Consider implementing an attendance policy for elected officials. The City Attorney would like guidelines for this policy to produce a draft for the council to consider. The council would like to keep it simple with no fines, and if an elected official has three consecutive unexcused absences the seat is considered vacant.

G. Coke County Interlocal Agreement- Gun Range Use

Discussion: The Coke County Sheriff's office would like to place a C-Container on the Red Canyon Gun Range property. Agreement has been approved by both the city and county attorney was presented to the council to consider.

Motion by Council Member Jonathan Torres to approve of the interlocal agreement between the Sheriff's Office and the City to allow a C-Container to be placed on the Red Canyon Gun Range property. Seconded Council Member Josh Tennison. Vote 3-0, motion carried.

H. EDC-B Event Contribution- Shindig

Motion by Council Member Jonathan Torres to approve of the Event Contribution Request for the Shindig in the amount of \$1,381.20. Seconded by Mayor Pro Tem Mike Stephens. Vote 3-0, motion carried.

I. EDC-B Business Grant Request- Mountain Creek Golf Course

Motion by Council Member Josh Tennison to approve of the Business Grant Request for Mountain Creek Golf Course for annual maintenance supplies. Seconded by Council Member Jonathan Torres. Vote 3-0, motion carried.

J. EDC-B Business Grant Request- Watering Hole

Motion by Mayor Pro Tem Mike Stephens to table the item for further clarification on the use of business grant funds. Seconded by Council Member Jonathan Torres. Vote 3-0, motion carried.

K. EDC-B Reimbursement to City for TMCN Memberships & Travel Guide

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Motion by Council Member Jonathan Torres to approve of the EDC's reimbursement from the 2024-2025 TMCN guides. Seconded by Mayor Pro Tem Mike Stephens. Vote 3-0, motion carried.

L. EDC- B Equipment Contribution- X-Ray Machine

Tabled, pending agreement.

M. Drought Contingency Plan- Reinstate or Terminate

Motion by Mayor Pro Tem Mike Stephens to reinstate Stage 2 of the Drought Contingency Plan for another 30 days. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

N. RLVFD Building- Office Repairs

Motion by Mayor Pro Tem Mike Stephens to table the item until the last quote is received. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

O. CDBG 3rd Street Project- Awarding of Construction Contractor

Discussion: WTC Engineering has provided a letter of recommendation for the contractors they suggest for the 3rd Street improvements. They recommend North American Contractors due to the price, but they also recommend Reece for their experience with hot asphalt.

During the bid process, two projects were advertised for contractors to submit a base bid for the 3rd street construction and alternative bid to clear out 3rd street past Ross St to allow stormwater to drain into the river. An alternative bid was submitted by WEB construction for this portion of the 3rd street project.

Motion by Council Member Jonathan Torres to award the base bid for the CDBG 3rd project to North American Contractors. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

Motion by Mayor Pro Tem Mike Stephens to award the alternative bid to WEB Construction in the amount of \$10,590.00. Seconded by Council Member Jonathan Torres. Vote 3-0, motion carried.

P. 3rd Street Water Infrastructure Upgrades- Awarding of Construction Contractor

Discussion: Engineers Recommended Trifecta Equipment Contracting since they had the lowest bid and good project history.

Motion by Mayor Pro Tem Mike Stephens to award Trifecta Equipment Contracting with the 3rd Street Water improvements in the amount of \$154,580.00. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

Q. RLVFD Agreement

Discussion: Council requested a certificate of insurance be provided and a copy of the RLVFD Standard Operating Guidelines for the agreement.

Motion by Council Member Jonathan Torres to approve of the interlocal agreement with the Robert Lee Volunteer Fire Department with the changes to section (b) to include the amount on the insurance certificate and to section (j) to use the Standard Operating Guidelines for the training requirements. Seconded by Council Member Joshua Tennison. Vote 3-0, motion carried.

R. Civil Rights Resolution

Discussion: It is a requirement for the Downtown Revitalization Grant.

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Motion by Council Member Josh Tennison to approve Resolution 6-25, Civil Rights Resolution. Seconded by Mayor Pro Tem Mike Stephens. Vote 3-0, motion carried.

S. Fair Housing Month Proclamation

Tabled. Previous proclamation used for the CDBG 3rd Street grant will suffice for the CDBG Downtown Revitalization Grant.

T. Water Options- Informational Only

Discussion Only: Mayor Arens and Mayor Pro Tem Mike Stephens attended a meeting at the courthouse to discuss water options for Coke County. CRMWD was present, and when asked if they would sell water to Robert Lee again, they agreed. Robert Lee's intake infrastructure is still present and would need to be most likely replaced. Ideas were suggested about building a new pipeline to Bronte to transport the Spence water to the new plant to treat Spence water. They also considered the idea of a pre-treatment plant to remove the suspended solids from the water to send the water to Bronte for treatment. CRMWD is drafting an agreement and will send it to the city once completed.

U. 5-25 - Resolution Amending the 2025 General Election Order

Discussion: The early voting schedule included a state holiday on April 21st. Amendment changed the start date for early voting to April 22nd.

Motion by Council Member Jonathan Torres to approve of the date changes in Resolution 5-25. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

Reports

Mayor -

Administrator –

Deputy – 560 bills issued, 103 late accounts penalized, 12 accounts disconnected due to nonpayment, 1 account closed due to abandonment. AEP has provided a quote for the installation of 21 new streetlights that will be at the April meeting for consideration. Quotes for the RLVFD ceiling tile repair will also be placed at the April meeting for consideration. Quotes for the billing software will be provided at the April meeting. TDA is reviewing the recent documents approved by the council and has requested additional documents that were approved by the council during the regular agenda. New documents will be submitted once signed.

Superintendent – 38 work orders completed, 6 sanitation work orders, 5 minor leaks repaired, 1 moderate leak repaired, 1 major leak repaired, 1 sewer stop cleared, 12 lines located for Housley, 4 data logs captured. A 6-inch water main was damaged while Housley was running fiber lines, it was left unmarked due to the unknown location. Water outage affected the overland trail and the area southeast of Hwy 208. Water loss is estimated at 80,000 gallons. The City was without the required C water license between February 11 and February 13 due to an expired license. Tier II Report filed with TCEQ and sent to emergency responders. Annual Water Quality Preparedness System contacts verified and submitted. Wastewater Plant violated its permit by exceeding testing levels for E-Coli from 2/27 to 3/17. Water use audit was submitted late. Wastewater plants have had continuous issues with E-Coli and Ammonia samples exceeding their limits on the permit. The air blower units failed due to stretched belts. Belts have been replaced and there are no problems since. Trash pump installed until contractors can rebuilt the airlift to recirculate sludge. Chlorine contact chamber pumped down to remove sludge blanket that was potentially causing high E.coli samples. Drying beds jetted through cleanouts to ensure 4" underdrains are

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clear – did not immediately appear to help drainage. Vactron trailer is temporarily out of service due to a pinhole leak in the fuel line.

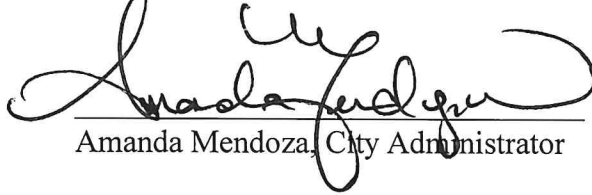
Request for Future Agenda Items

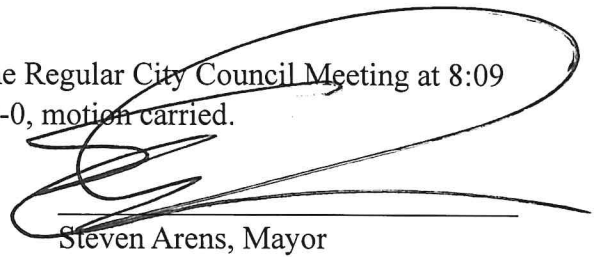
Discussion of Closed Bank Accounts

Adjournment

Motion by Council Member Jonathan Torres to adjourn the Regular City Council Meeting at 8:09 PM. Seconded by Council Member Josh Tennison. Vote 3-0, motion carried.

ATTEST:


Amanda Mendoza, City Administrator


Steven Arens, Mayor