

Thursday, May 15, 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 May 15, 2025.

Present: Council Members: Mike Stephens, Josh Tennison, Skyler Rainwater, and Megan Sheppard
Staff: City Administrator Amanda Mendoza, City Superintendent Clayton Brickey.

Absent: Mayor Steven Arens and Council Member Jonathan Torres.

Call to Order, Quorum Determined, Meeting Declared Open

Proclamations and Presentations

Citizen Comments –

Cole Bosworth spoke to the council about the Friends of the Library and their fundraiser to refurbish and potentially relocate the library into the Event Center building across the street. The friends of the Coke County Library have a goal to raise \$100,000 for the following improvements: Provide new furniture like new bookshelves, desks, seating etc., provide 4-5 public access computers, update the book selection, update the children's area with books, games, learning stations, and potentially implement a local history museum.

Dr. Aaron Hood wanted to thank the city for hosting the general and special bond election for the school. Both the City and School had to scramble to get agreements and resolutions passed to find a location to host the election and the school appreciated the time and effort it took to host it since the school cannot legally host its own election.

Consent Agenda:

A. Minutes - March 20, 2025, April 2, 2025, April 4, 2025, April 10, 2025, & May 8, 2025

B. Code Enforcement Report - March & April

Motion by Council Member Council Member Josh Tennison to approve of the consent agenda.

Seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

Regular Agenda:

A. Customer Request for Consideration on A High-Water Bill

Discussion: A customer had a substantial leak in December of 2024 with a usage of 171,000 thousand gallons. The leak occurred while the customer was out of town, and it was promptly fixed when they returned. Customer has requested consideration on this high-water bill since the customer is on a fixed income.

Motion by Council Member Josh Tennison to charge the customer for the usage of 171,000 gallons using the rate the city purchases from Bronte rather than the tiered system. Seconded by Council Member Megan Sheppard. Vote 3 ayes, 0 nays, and 1 abstain by Skyler Rainwater.

B. RLVFD Ceiling Repair- Bids

Three quotes provided for the repair of the water damaged drop ceiling in the Volunteer Fire Department Meeting room. Angelo Elite repairs for \$3,200, Triple C's Drywall & Remodeling for \$5,958.00 and Custom Acoustics for either \$3,531 for option 1 and \$6,806.00 for option 2.

Motion by Council Member Josh Tennison to accept the bid provided by Angelo Elite Remodeling to repair the VFD drop ceiling in the amount of \$3,200. Seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

Motion by Mayor Pro Tem Mike Stephens to rescind the previous motion made to repair the damaged drop ceiling in the VFD building leaving item B with no action taken due to the motion made from executive session. Seconded by Council Member Skyler Rainwater.

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Discussion: If the VFD choose not to repair the drop ceiling themselves, the council has asked the VFD to re-request the repair to be considered at a later date.

Vote 4-0, motion carried.

C. RLVFD Agreement

Discussion: The only changes to the agreement were the changes the council recommended. The City Attorney did not find it in the best interest of the citizens to word the indemnification clause to allow the city to be liable for accidents or deaths that occur during non-fire or emergency related activities. He changed the wording of section b to require the VFD to have a general liability sufficient for any lawsuit that might arise. Section J was altered at the request of the VFD to allow their training officer to be responsible for training members to the standards the VFD board adopted in their Standard Operating Guidelines. Members of the VFD were present and expressed their frustration with the city for how long the agreement has taken to get approved. They do not like that the agreement includes verbiage that no other local government has in agreement with their VFD's and finds it frustrating the City is still trying to watch over their operations. The council expressed the requirements within the agreement must be compiled due to the amount of taxpayer money the VFD would be receiving to better the department. The city needs to ensure that the taxpayer money is being used responsibly on behalf of their taxpayers. The board requested one final verbiage change to section b, as they do not like "sufficient to cover any claims that may arise", instead they would like it to change it to follow along the lines of what their general liability insurance caps out at.

The agreement has been tabled until the special meeting on May 19, 2025, to make the requested amendments to Section b that the VFD has requested.

D. Rabies Clinic Hosted by Coke County- Waive Animal Registration Fees

Discussion: The annual Rabies clinic is approaching, and the extension office uses this clinic as a fundraiser for the 4-H. Animal Control Officer has asked the council to waive pet registration fees during this event to entice citizens to register their pets, as is a requirement in the Animal Control Ordinance.

Motion by Council Member Josh Tennison to waive the pet registration fees for citizens during the 2025 Rabies Clinic. Seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

E. UpAhead- SMS/ Communication Software Services and Agreement

Discussion: Similar to Nixle in San Angelo, UpAhead would provide the city a way to notify the public about any upcoming events, alerts, or general information for either the entire city, or a neighborhood so long as the citizens sign up for those alerts. Citizens would also be able to remote report issues and submit pictures to the corresponding departments through their phones. The monthly cost would be \$150 with a limit of 20,000 text notifications per year.

Motion by Council Member Megan Sheppard to approve the UpAhead proposal and agreement for the personalized SMS system. Seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

F. Resolution 7-25 - Canvassing 2025 Election Results

Discussion: The city could canvas with a minimum of two council members but was unable to pass the resolution during the canvassing meeting on May 8th due to not enough members present.

Motion by Mayor Pro Tem Mike Stephens to approve Resolution 7-25, canvassing the 2025 General Election. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.

G. Resolution 8-25 - Council Regular Meeting Date

Discussion: Upon reviewing the financials, it was recommended by Financial Advisor to change the meeting date to the last Thursday of the month to allow the final invoice from the previous month to be

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received by the city and entered into the general ledger before the regular council meeting for the financials to be accurately approved.

Motion by Council Member Josh Tennison to approve Resolution 8-25, changing the City of Robert Lee Regular Council meeting date to the 4th Thursday of each month at 6:30PM. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.

- H. Ordinance 9-25 FY 24-25 1st Budget Amendment
Tabled for Special

- I. Update Signers on City Bank Accounts

Motion by Council Member Skyler Rainwater to remove Brantly Robertson and add one new Council Member Megan Sheppard as a signer to the following accounts 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 Megan Sheppard. Vote 4-0, motion carried.

Accounts:

General – 0046744 – Remove Brantly Robertson and add Megan Sheppard to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Skyler Rainwater, and convenience signers: Amanda Mendoza and Kiara Burns.

Water – 0046213 - Remove Brantly Robertson and add Megan Sheppard to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Skyler Rainwater, and convenience signers: Amanda Mendoza and Kiara Burns.

Sewer – 0046108 - Remove Brantly Robertson and add Megan Sheppard to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Skyler Rainwater, and convenience signers: Amanda Mendoza and Kiara Burns.

Sanitation – 0045993 - Remove Brantly Robertson and add Megan Sheppard to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Skyler Rainwater, and convenience signers: Amanda Mendoza and Kiara Burns.

Visa – 0046728 - Remove Brantly Robertson and add Megan Sheppard to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Skyler Rainwater, and convenience signers: Amanda Mendoza and Kiara Burns.

Capital Improvement – 6018165 - Remove Brantly Robertson and add Megan Sheppard to the current signers: Steven Arens, Jonathan Torres, Josh Tennison, Mike Stephens, and Skyler Rainwater, and convenience signers: Amanda Mendoza and Kiara Burns.

- J. Update Authorized Personnel Access to City Safety Box

Motion by Mayor Pro Tem Mike Stephens to remove Brantly Robertson and add one new Council Member Megan Sheppard as a signer to the safety deposit box 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 Megan Sheppard. Vote 4-0, motion carried.

- K. RLVFD Retirement & Relief Bank Account

The council exited to executive session at 7:40 PM.

The city council returned from executive session at 8:16 PM.

Motion by Mayor Pro Tem Mike Stephens to release the funds from the Retirement and Relief fund to the Robert Lee Volunteer Fire Department to use at their own discretion. Seconded by Council Member Council Member Josh Tennison.

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Discussion: The council has requested that the VFD use the funds the city has released to repair the drop ceiling themselves and will provide the three quotes provided to the city for their consideration. Vote 4-0, motion carried.

L. Street Light Project

Discussion: This project was presented to the council at the beginning of the fiscal year as a project the city would like to complete in Fiscal Year 24-25. The quote provided to the council was generated by AEP to install 21 new streetlights within Robert Lee in the amount of \$7,188.24. However, due to significant budget constraints resulting from the simultaneous initiation of three grants, this project will be postponed until the following year. The council has requested a quote for installing a single streetlight near the school prior to the football season.

M. W.E.B Construction Agreement- ROW

Discussion: Agreement with WEB to clear the end of 3rd street passed Ross Street to redirect storm water drainage to the creek.

Motion by Council Member Josh Tennison to approve of the agreement with WEB in the amount of \$10,590.00. Seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

N. EDC-B Appointment to Vacant Seat

Discussion: Mayor Arens has left a letter, nominating himself to fill the vacancy on EDC Board B.

Motion by Mayor Pro Tem Mike Stephens to nominate Steven Arens to fill the vacancy on Economic Development Corporation Type B's Board. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.

O. Financials

Discussion Only: Financial Advisor Everett Bedford will be present during the next regular meeting to explain to the council how to review the financials each month. Paper copies of the March financials were provided to the council to review and prep with questions for the next meeting.

P. Nextlink Agreement Amendment- VOIP

Discussion: NextLink can provide a free VOIP system as an amendment to the current lease agreement between the City and Nextlink.

Motion by Council Member Skyler Rainwater to approve the amendment to the lease agreement between the City and Nextlink for the VOIP services. Seconded by Council Member Megan Sheppard. Vote 4-0, motion carried.

Reports

Mayor - Absent

Administrator – With the ARPA grant on hold, there needs to be a special meeting for council to consider a change order for the grant. A special meeting will need to be scheduled for the following week. Curbside Pickup has been scheduled for May 17th, 2025. The 3rd street project has already started, and the contractors for the water project are nearly done. A pre-construction meeting has been scheduled for 5-21-2025 prior to the paving project to start. Starting in May of 2025, financial advisor Everett Bedford will only be visiting City Hall to review financials once a month. Council was reminded of the newly elected seminar for all of the council members who were recently elected. The training must be completed within one year of taking office. City hall will be closed on May 26, 2025 due to Memorial Day. Budget workshops will be scheduled for June and/or July depending on council availability.

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Superintendent – 18 work orders completed, 2 minor leaks repaired, 1 sewer stop cleared, 8 lines located. The air lift at the Sewer Plant was clogged, a new pump was purchased as a back up and operators routinely visit the plant after hours for refueling. Traffic rated meter box was installed at 405 W 18th as the Council requested. Notice of violation received on 4-11 due to a failure to notify the public of a violation that occurred during Quarter 3 and Quarter 4 of 2023 when Lead and Copper samples were not tested. Public notice will be sent out with the annual Consumer Consumption Analysis report. Polymer Injection and Dewatering tanks were delivered at the end of April. Leak on Ross and 4th repaired, estimated loss 10,000 gallons. The ARPA grant project was mobilized on May 5th, and upon further inspection of the plant the contractors and operators learned the plant had been altered with the changes not being documented to the plants map. A change order for this project will be required.

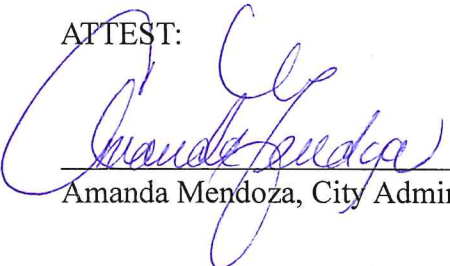
Requests for Future Agenda Items


During the Budget Workshop, the council would like to find a way to help the Friends of the Library Initiative.

Adjournment

Motion by Council Member Josh Tennison to adjourn the Regular City Council meeting at 9:05 PM.
Seconded by Council Member Skyler Rainwater. Vote 4-0, motion carried.

ATTEST:


Amanda Mendoza, City Administrator


Steven Arens, Mayor