

THE LEVELLAND CITY COUNCIL MET IN SPECIAL SESSION ON MONDAY, THE 25TH OF JUNE, 2019 AT LEVELLAND CITY HALL, LARGE CONFERENCE ROOM, 1709 AVENUE H. THE MEETING BEGAN AT 6:01PM, WITH THE FOLLOWING MEMBERS PRESENT:

Barbra Pinner	Honorable Mayor	Present
Jim Myatt	Councilmember	Present
Max Ledesma	Mayor Pro-Tem	Present
Breann Buxkemper	Councilmember	Present
Joe Bill Vardeman	Councilmember	Present
Erik Rejino	City Manager	Present
Jose Cavazos	Asst. City Manager	Present
Andrea Corley	Executive Assistant	Present

Pledge of Allegiance and Invocation was given by Mayor Pinner and Police Chief Albert Garcia

Statements by Citizens: None

FIRST ITEM OF BUSINESS:

Consider and take necessary action on a revised plat for a 1.97 acre tract of land in Lot 8-A and an 11.8675 acre tract of land in Lot 8-B located in the Levelland Industrial Rail Park.

Envirotech is currently working with the LEDC to locate on Lot 8 in the rail park. However, since the grant is funding the rail infrastructure that the company will be using the rail spurs must remain public infrastructure. Also, since the City is the grantee, the City will actually be the entity to own the rail. Accordingly, the LEDC must grant the City the land where the rail infrastructure will go. Before we can proceed with that step we must first subdivide the property and replat Lot 8. The Planning and Zoning Commission has met, and has recommended the replat.

Motion by Breann Buxkemper

Seconded by Max Ledesma

To approve a revised plat for a 1.97 acre tract of land in Lot 8 and an 11.8675 acre tract of land in Lot 8-B located in the Levelland Industrial Rail Park.

Motion carried unanimously.

SECOND ITEM OF BUSINESS:

Consider and take necessary action to enter into a contract with Parkhill, Smith, & Cooper, Inc. for engineering services for the City of Levelland Texas Capital Fund Contract No. 7219022.

Earlier this year Council appointed a selection review committee to review and score proposals received relating to the design of the rail infrastructure necessary for Enviro Tech. While we submitted the Request for Qualifications (RFQ) to several engineering firms (see below) we only received one proposal back from Parkhill, Smith, and Cooper, Inc. The selection review committee met earlier this week to review the proposal and at this time the committee is recommending Parkhill, Smith, and Cooper, Inc. be awarded a contract to provide engineering services for this project, but would like more time to visit with PSC about specifics of the project.

- Kimley-Horn and Associates, Inc.
- Parkhill, Smith, and Cooper
- OJD Engineering Inc.
- Jacob & Martin Engineering
- Carthel Engineering Solutions

Motion by Joe Bill Vardeman

Seconded by Breann Buxkemper

To table this item until the next meeting.

Motion carried unanimously.

THIRD ITEM OF BUSINESS:

Consider and take necessary action on an interlocal agreement with the South Plains Association of Governments to provide grant administrative services for the City of Levelland Texas Capital Fund Grant Contract No. 7219022.

Earlier this year the City approved an interlocal agreement to allow SPAG to assist the City and LEDC with putting the grant application together. At this time, we are now recommending that the City enter into an interlocal agreement with SPAG and allow them to administer the grant. The grant administration fee of \$35,000 will be paid for with grant funds. SPAG has a great deal of expertise in administering these types of grants. Also, they did not charge a fee to help with writing the grant.

Motion by Breann Buxkemper
Seconded by Jim Myatt

To approve an interlocal agreement with the South Plains Association of Governments to provide grant administrative services for the City of Levelland Texas Capital Fund Grant Contract No. 7219022.

Motion carried unanimously

FOURTH ITEM OF BUSINESS:

Consider and take necessary action on Resolution No. 2019-19 designating authorized signatories for the Texas Department of Agriculture Texas Capital Fund Contract No. 7219022.

Resolution No. 2019-19 designates authorized signatories for all grant related documents as we administer the grant.

Motion by Joe Bill Vardeman
Seconded by Breann Buxkemper

To Approve Resolution No. 2019-19 designating authorized signatories for the Texas Department of Agriculture Texas Capital Fund Contract No. 7219022.

Motion carried unanimously.

FIFTH ITEM OF BUSINESS:

Consider and take necessary action to appoint a Labor Standards Officer for the Texas Department of Agriculture Texas Capital Fund Contract No. 7219022.

As part of the grant administration we must also appoint a Labor Standards Officer to oversee all of the labor requirements for the grant. We are recommending that Chelsey Baldivia with SPAG serve in this role.

Motion by Breann Buxkemper
Seconded by Max Ledesma

To appoint Chelsey Baldivia with the South Plains Association of Governments as the Labor Standards Officer for the Texas Department of Agriculture Texas Capital Fund Contract No. 7219022.

Motion carried unanimously.

SIXTH ITEM OF BUSINESS:

Consider and take necessary action to appoint a Civil Rights Officer for the Texas Department of Agriculture Texas Capital Fund Contract No. 7219022.

As part of the grant we must also appoint a Labor Standards Officer to maintain documentation on civil rights requests throughout the project.

Motion by Breann Buxkemper
Seconded by Max Ledesma

To appoint Andrea Corley, Executive Assistance, as the Civil Rights Officer for the Texas Department of Agriculture Texas Capital Fund Contract No. 7219022.

Motion carried unanimously.

SEVENTH ITEM OF BUSINESS:

Consider and taken necessary action on Resolution No. 2019-20 to adopt and reaffirm policies for the Texas Department of Agriculture Texas Capital Fund Contract No. 7219022.

There are several policies that the City must have that the grant requires. Resolution No. 2019-20 adopts and reaffirms those policies.

Motion by Joe Bill Vardeman

Seconded by Breann Buxkemper

To approve Resolution No. 2019-20 to adopt and reaffirm policies for the Texas Department of Agriculture Texas Capital Fund Contract No. 7219022.

Motion carried unanimously.

EIGHTH ITEM OF BUSINESS:

Hold a budget work session

City Manager Erik Rejino presented an overview of what is and is not in the proposed budget. He summarized each department and noted the major changes.

The City Council reviewed the General Fund and Enterprise Fund budget in detail and heard from various departmental staff members regarding their budget and activities.

The next budget workshop will be held at a special meeting on July 8, 20189 That meeting will start at 6:00 pm and will cover special funds.

No Council Action Required

There being no further business the meeting was adjourned at 9:42 p.m.

Respectfully Submitted,

Beth A Walls, TRMC, IPMA-SCP, CPM City Secretary

THE LEVELLAND CITY COUNCIL MET IN SPECIAL SESSION ON MONDAY, THE 8TH OF JULY, 2019 AT LEVELLAND CITY HALL, LARGE CONFERENCE ROOM, 1709 AVENUE H. THE MEETING BEGAN AT 6:01PM, WITH THE FOLLOWING MEMBERS PRESENT:

Barbra Pinner	Honorable Mayor	Present
Jim Myatt	Councilmember	Present
Max Ledesma	Mayor Pro-Tem	Present
Breann Buxkemper	Councilmember	Present
Joe Bill Vardeman	Councilmember	Present
Erik Rejino	City Manager	Present
Jose Cavazos	Asst. City Manager	Present
Beth Walls	City Secretary	Present

Pledge of Allegiance and Invocation was given by Mayor Pinner and Joe Bill Vardeman.

Statements by Citizens: Richard Ellis

FIRST ITEM OF BUSINESS:

Consider and take necessary action to enter into a contract with Parkhill, Smith and Cooper, Inc. for engineering services for the City of Levelland Texas Capital Fund Contract No. 7219022.

Motion by Breann Buxkemper

Seconded by Joe Bill Vardeman

To approve a contract with Parkhill, Smith and Cooper, Inc. for engineering services for the City of Levelland Texas Capital Fund Contract No. 7219022.
Motion Carried unanimously.

SECOND ITEM OF BUSINESS:

Hold a budget work session

City Manager Erik Rejino presented the final special funds to Council and then led a discussion about potential changes that Council would recommend for the budget.

No Council Action Required

There being no further business the meeting was adjourned at 9:42 p.m.

Respectfully Submitted,

Beth A Walls, TRMC, IPMA-SCP, CPM City Secretary