

THE LEVELLAND CITY COUNCIL MET IN REGULAR SESSION ON MONDAY, THE 1<sup>ST</sup> OF JUNE 2020 AT LEVELLAND CITY HALL, R. O. DENNIS COUNCIL CHAMBERS, 1709 AVENUE H, 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
Matt Wade	City Attorney	Present
Erik Rejino	City Manager	Present
Andrea Corley	Deputy City Secretary	Present

The Pledge was led by Mayor Barbra Pinner and the Invocation was given by Councilman Joe Bill Vardeman.

*Statements by Citizens:*

One citizen spoke about the Cemetery Board and flagpoles on graves.

FIRST ITEM OF BUSINESS:

*Consider and take necessary action to approve the minutes of the May 18, 2020 regular meeting*

Motion by Max Ledesma  
 Seconded by Breann Buxkemper  
 To approve minutes of the May 18, 2020 regular meeting  
 Motion carried unanimously.

SECOND ITEM OF BUSINESS:

*Discuss and consider procedures, processes, timelines, and priorities regarding lifting restrictions and regulations implemented during the COVID-19 Public health Emergency*

Motion by Joe Bill Vardeman  
 Seconded by Jim Myatt  
 To approve Resolution 2020-22: Declaration of Local Disaster-Extension  
 Motion carried unanimously.

THIRD ITEM OF BUSINESS:

*Discuss and consider the projected fiscal year 2020/2021 budget and tax rate adoption process and schedule and provide direction to staff regarding the budget.*

Over the last couple of months staff has begun working through year-end budget projections, as well as working on next year's budget. As we move further into the budget process, there are several steps required by law that the City must follow in developing and adopting both the budget and the tax rate. It is helpful for Council to know and approve a projected schedule of required actions ahead of time. While there may be changes required as we work our way through the process, the schedule proposed below will meet our legal requirements. Also please note the items highlighted in red will require a Council meeting.

In addition to reviewing the schedule below Council will have an opportunity to provide input and direction to staff on items you would like to see in the budget or the budget process. This input will be used to help finalize the first draft of the upcoming budget.

- Budget Work Sessions ..... July 6
- ..... July 7
- ..... July 20
- ..... July 21
- Property Values Certified by HCAD ..... July 25
- Council Proposes Tax Rate ..... August 3
- Notice of Public Hearing on Tax Rate Published (if applicable) ..... August 5
- Notice of Public Hearing on Budget Published ..... August 5
- Council Holds Public Hearing on Tax Rate (if applicable) ..... August 24
- Hold Public Hearing on FY 2019/2020 Budget..... August 24
- Notice of Tax Revenue Increase Published (if applicable) ..... August 30
- Council Adopts Budget and Tax Rate ..... September 14

No action taken.

**FOURTH ITEM OF BUSINESS:**

*Discussion and necessary action to establish a Main Street Sign and Paint Grant Program pursuant to Chapter 380 of the Texas Local Government Code.*

The City of Levelland established the Sign and Paint Grant program in the first years of the Levelland Main Street Program as an incentive for downtown property and business owners to maintain their downtown buildings. The grant originally started at \$150 for signage and or paint. The total amount allotted for the fund at that time was \$2000. Of the original \$2000 there is currently \$850 remaining in the fund. This fund has not been utilized as much as we had hoped. The feedback from businesses over the years has been that the process to receive the funds is not worth the amount awarded. The amount was increased in the past a few times at the discretion of the Main Street Board to try and compensate for inflation and to make it more worthwhile but the program has continued to not be utilized at the level we would like.

The Main Street Board met prior to the pandemic and discussed the grant program and feels it would be better suited, and potentially more utilized, if it is rolled into the City's Chapter 380 Economic Development Program and that the amount of the grant be increased. The Board is recommending a similar application process so that resources from the Texas Main Street Design Team are utilized as recommended by the Texas Main Street Program (TMSP) staff. Façade improvement programs are highly recommended by the TMSP and maintained in thriving Main Street cities, as they are considered essential in the promotion of preservation and beautification of Main Street Districts.

In order to continue the program and add it to the Chapter 380 Program Council will need to consider two things. First of all, an additional injection of funds into the Main Street Incentive fund will be needed. Secondly, if Council would like to proceed, we will ask City Attorney Matt Wade to draft a Chapter 380 Sign and Paint Grant Program based on the guidelines recommended by the Main Street Board and set by Council.

No action taken.

**FIFTH ITEM OF BUSINESS:**

*Consider and take necessary action to authorize the City Manager to dispose of surplus property.*

Several months ago Council authorized staff to move forward with an online auction to dispose of several vehicles and equipment that we no longer need but may be of value to someone else. At this time I am asking that Council authorize me to approve the bids and close the auction when the auction expires.

Assistant City Manager Joe Cavazos has been working with department heads and building the auction through an online service called Public Surplus. The auction at this time is ready to go live. However, prior to doing so I am asking Council to authorize me to dispose of the items once the auction closes. Through the online auction we have a limited window to accept a high bid before the bid expires. This will allow us to accept bids as soon as the auction expires and we can process the payments and transfer the equipment in a timely manner.

Motion by Jim Myatt

Seconded by Joe Bill Vardeman

To authorize the City Manager to dispose of surplus property.

Motion carried unanimously.

**SIXTH ITEM OF BUSINESS:**

*Convene into executive session in accordance with Tex. Gov't Code §551.071 to seek the advice about pending or contemplated litigation, settlement offers or on matters in which duty of the attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Tex. Gov't Code Ch. 551 (Speedcrete Inc.).*

Mayor Pinner declared Council to be in Executive Session at 7:47p.m. She returned Council to regular session at 8:07p.m.

SEVENTH ITEM OF BUSINESS:

*Consider and take necessary action on a construction contract, tender agreement, escrow agreement or other related agreements regarding concrete construction and repairs related to the City of Levelland Downtown Revitalization Project; TxCDBG No. 7216332.*

We have been in communication with two contractors about the downtown sidewalk project. At this time we have received two proposals, one from J&M Service Center and the other from AAJ Concrete as follows:

J&M Service Center: \$322,388.70

AAJ Concrete Service: \$172,227.50

The bid from AAJ Concrete came in very close to the bid that Battery Warehouse had submitted when they were interested in the project. We have also checked references on AAJ Concrete. At this time we are recommending entering into a construction contract with AAJ Concrete.

Motion by Breann Buxkemper

Seconded by Jim Myatt

Approve a construction contract with AAJ Concrete for concrete construction and repairs related to the City of Levelland Downtown Revitalization Project TxCDBG No. 7216332.

Motion carried unanimously.

There being no further business the meeting was adjourned at 9:33p.m.

Respectfully Submitted,

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Andrea Corley, Deputy City Secretary