

THE LEVELLAND CITY COUNCIL MET IN REGULAR SESSION ON MONDAY, THE 24^h OF AUGUST 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	Council Member	Present
Max Ledesma	Mayor Pro-Tem	Present
Breann Buxkemper	Council Member	Present
Joe Bill Vardeman	Council Member	Present
Matt Wade	City Attorney	Present
Erik Rejino	City Manager	Present
Andréa Corley	City Secretary	Present

The Pledge was led by Mayor Barbra Pinner and the Invocation was given by Police Chief Albert Garcia

Statements by Citizens:

There were no statements by citizens

FIRST ITEM OF BUSINESS:

Consider and take necessary action to approve the minutes of the August 10, 2020 regular meeting.

Motion by Joe Bill Vardeman

Seconded by Breann Buxkemper

To approve the minutes of the August 10, 2020 regular meeting

Motion carried unanimously.

SECOND ITEM OF BUSINESS:

Hold a public hearing on the proposed fiscal year 2020/2021 budget.

Mayor Pinner opened the Public Haring at 7:03pm. There were no statements by citizens. The Public Hearing was closed at 7:04pm.

THIRD ITEM OF BUSINESS:

Consider and take necessary action to set a date to adopt the fiscal year 2020/2021 budget.

Motion by Breann Buxkemper

Seconded by Joe Bill Vardeman

Set September 14th as the date to adopt the fiscal year 2020-2021 budget. The motion passed unanimously

FOURTH ITEM OF BUSINESS:

Consider and take necessary on Resolution No. 32 establishing a small business assistance grant program under the Coronavirus Relief Fund, Coronavirus Aid, Relief and Security Act (CARES) provided through the Texas Division of Emergency Management.

As you know we have continued to work to identify eligible expenses for the Coronavirus Relief Fund (CRF). One of the allowable expenses with a portion of the funds is to provide economic support in connection with the COVID-19 public health emergency. The CRF guidance reads as follows:

Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:

- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
- Expenditures related to a State, territorial, local, or Tribal government payroll support program.
- Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

Over the past several weeks we have been working with the LEDC and Main Street to develop a small business assistance grant program. Both the LEDC and Main Street Boards have provided input on the program. In fact, the LEDC has allocated \$75,000 of their budget towards the program and is recommending to the City Council that we move forward with establishing the program. In reviewing the CRF expenses and abiding by the 75/25 restriction, the City is able to allocate \$75,000 out of CRF funds towards the program for a total of \$150,000.

Council received an outline of the proposed guidelines and the application.

Motion by Breann Buxkemper

Seconded by Jim Myatt

To approve Resolution No. 34 establishing a small business assistance grant program under the Coronavirus Relief Fund, Coronavirus Aid, Relief and Security Act (CARES) provided through the Texas Division of Emergency Management contingency on pre-approval from the Texas Division of Emergency Management.

The motion passed unanimously

FIFTH ITEM OF BUSINESS:

Consider and take necessary action on Resolution No. 2020-33 updating the City of Levelland authorized representatives for financial management purposes.

The City of Levelland utilizes various financial institutions for general operations and investments including the City's component units. Each check that goes out requires two signatures. Currently the City Manager and Director of Finance serve as the primary financial management authorized representatives for the City while the Assistant City Manager and City Secretary serve as emergency authorized representative in case one of the two primaries are not available.

With the retirement of Beth Walls and the appointment of Andréa Corley as City Secretary it is time to reauthorize the primary authorized representatives and emergency authorized representatives.

Thus, Resolution 2020-33: This is a resolution that designates the authorized representatives including our new City Secretary Andréa Corley. The resolution will allow us to make the appropriate changes to all of the City related accounts and investments. The City and its component units currently have several accounts at City Bank, AimBank, Sundown State Bank, Prosperity Bank, TexPool, and Texas Class.

The Director of Finance and City Manager will continue to serve as the primaries for these accounts while the City Secretary and Assistant City Manager will serve only on an emergency basis if needed.

Motion by Joe Bill Vardeman

Seconded by Max Ledesma

To approve Resolution No. 2020-33 updating the City of Levelland authorized representatives for financial management purposes.

Motion passed unanimously.

SIXTH ITEM OF BUSINESS:

Discussion and update regarding board appointments to the following boards and commissions.

- *Economic Development Corporation.*
- *Levelland Community Development Corporation.*
- *Tax Increment Reinvestment Zone No. 1.*
- *Tax Increment Reinvestment Zone No. 2.*
- *Planning and Zoning Commission.*
- *Zoning Board of Adjustment.*
- *Housing Standards Commission.*
- *Canadian River Municipal Water Authority*
- *Levelland Housing Authority*

The City of Levelland has numerous boards and it is time to do annual board appointments this year. At this meeting we will give you an overview of the various boards. At the next Council meeting in September we will plan to bring you recommendations on board appointments. We are waiting to hear back from a few current board members and their interest in continuing to serve. Once we hear back from

all of the current board members I will provide you a list of each board which will include proposed reappointments and vacancies.

Below is a list of the boards involved in this discussion:

Levelland Economic Development Corporation

The Levelland Economic Development Corporation (LEDC) board consists of a five member board appointed by the City Council. The LEDC provides direction, planning, and oversight of funds collected by the Economic Development Sales Tax. The purpose of the corporation is to develop, and as necessary update and modify, strategies and plans to implement the purposes of the corporation; to efficiently and without unnecessary duplication utilize local resources to effect its purposes; and to see to the efficient use of its available revenues to further economic development in Levelland. Board members and terms are as follows:

Levelland Community Development Corporation

The Community Development Corporation (LCDC) board consists of a seven member board appointed by the City Council. Each board member serves 2-year staggered terms. The LCDC has been tasked with developing the Levelland-Oxy Sports Complex, a multi-purpose youth sports complex, as well as making improvements in the overall park and recreation system in Levelland. Board members and terms are as follows:

Tax Increment Reinvestment Zone Board No. 1

The City has created two Tax Increment Financing Reinvestment Zones (TIF), each governed by a separate board. TIF #1 was created in 2006 to encourage housing development, and is governed by a seven member board, four of which are local citizens appointed by the City Council. Board members and terms are as follows:

Tax Increment Reinvestment Zone No. 2

TIF #2 is charged with assisting in the development of the Levelland Industrial Rail Park and is governed by a board of five, two of whom are local citizens appointed by the City Council. The board meets as needed. Board members and terms are as follows:

Planning and Zoning Commission

The purpose of the Planning and Zoning Commission is to make recommendations to the City Council for the adoption of and amendments to the Levelland Zoning Ordinance, to exercise control over the platting and subdivision of land within the City limits and within the extraterritorial area, to formulate and to recommend a comprehensive plan for the City and extraterritorial area. Board members and terms are as follows:

Zoning Board of Adjustment

The Zoning Board of Adjustment considers variances and special uses to the zoning ordinance and building codes, and hears appeals regarding land use decisions made by the Building Official. Board members and terms are as follows:

Housing Standards Commission

The Housing Standards Commission provides for inspection and enforcement of uninhabitable and dangerous dwellings and buildings, declaring as unfit for human occupation and violations as recommended by the Building Inspector. Board members and terms are as follows:

Canadian River Municipal Authority

The Canadian River Municipal Water Authority (CRMWA) was created in 1953 by the Texas Legislature and is the authority that created and owns Lake Meredith. Eleven cities are members of this authority and each appoints representatives to the CRMWA governing board based upon city population. The Levelland City Council appoints two Levelland citizens to serve on the CRMWA board. The purpose of the board is to store, control, conserve, protect, distribute and utilize storm and flood waters and unappropriated flow of the Canadian River and its tributaries, as well as groundwater owned by the authority, to the authority's member cities. This board meets in regular quarterly meetings and other special meetings as needed. Levelland gets about half of its water from CRMWA.

Levelland Housing Authority

The Levelland Housing Authority Board consists of five members appointed by the Mayor for two year terms. The purpose of this board is to oversee the Levelland Housing Authority (LHA) and assure that there are safe and sanitary dwelling accommodations for families of low income. The LHA operates public housing units funded through the U.S. Department of Housing and Urban Development.

No action taken.

SEVENTH ITEM OF BUSINESS:

Consider and take necessary action on Resolution No. 34 approving street lights on Cactus Drive to service the Brashear Estates Subdivision.

Over the past several years there have been several new houses built in the 1600 block of East Cactus. We have had a request from one of residents in this area for a street light. After assessing the street lights in the area and reviewing our street light standards we are proposing to add eight (8) new street lights in the 1600 block of East Cactus to serve the new houses and other possible development in this area.

Kevin Hurn, our Director of Streets and Sanitation, has been working with Lamb County Electric Cooperative (LCEC) to develop a plan to service the area. At this time we are asking Council to adopt the resolution following this memo which will authorize LCEC to

install new street lights. Following the memo and resolution you will find a map of the proposed street lights.

Our street light standards, which are found in Section 9.407(h) of the Subdivision Ordinance, are as follows.

1. The primary purpose of street lighting in the City of Levelland shall be to illuminate intersections for the benefit and safety of the public.

2. Street lights will be placed only at intersections or at the ends of cul-de-sac streets, unless a block exceeds six hundred (600) feet in length.

3. For blocks longer than six hundred (600) feet in length, street lights are authorized at or near four (400) hundred feet intervals.

4. Wood standard poles will be installed unless the Subdivider or the property owners wish to bear the higher cost associated with the installation of some other type of pole.

5. Installation of the connecting service line shall be above the lot and an easement shall be required of the Subdivider for the overhead connection line. In the event that the Subdivider or property owners prefer underground service installation, all costs of the underground installation shall be borne by the Subdivider or property owner and appropriate service easements shall be provided.

Motion by Joe Bill Vardeman

Second by Max Ledesma

To approve Resolution No. 34 approving street lights on Cactus Drive to service the Brashear Estates Subdivision. Motion passed unanimously.

EIGHTH 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.).

NINTH ITEM OF BUSINESS:

Convene into executive session in accordance with Texas Gov't Code, Section 551.087, to discuss or deliberate regarding commercial or financial information that the city council has received from a business prospect that the city council seeks to have locate, stay, or expand in or near the City of Levelland and with which the city council is conducting economic development negotiations; and to deliberate the offer of a financial or other incentive to such business prospect.

Mayor Pinner declared Council to be in Executive Session at 7:44p.m. She returned Council to regular session at 8:40p.m.

TENTH ITEM OF BUSINESS:

Consider and take necessary action on proposed settlement agreement(s) related to claims associated with the City of Levelland Downtown Revitalization Project with Speedcrete Inc.

Motion by Breann Buxkemper

Second by Jim Myatt

To authorize City Attorney and City Manager to move forward with legal assignment and legal settlement with Anna Ricker, L&L Construction and Our Stuff.

Motion passed unanimously.

There being no further business the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Andréa Corley, City Secretary