

THE LEVELLAND CITY COUNCIL MET IN A REGULAR MEETING ON MONDAY, THE 29<sup>th</sup> DAY OF SEPTEMBER, 2025, AT LEVELLAND CITY HALL, R. O. DENNIS COUNCIL CHAMBERS, 1709 AVENUE H, WITH THE FOLLOWING MEMBERS PRESENT:

Breann Buxkemper	Honorable Mayor	Present
Michael Stueart	Mayor Pro Tem	Present
Bill Powell	Council Member	Present
Max Ledesma	Council Member	Present
Jaime McCabe	Council Member	Absent
Slater Elza	City Attorney	Present
Matthew Murray	City Attorney	Present
James Fisher	City Manager	Present
Justin Balderas	Asst. City Manager	Present
Andréa Corley	City Secretary	Present

The City Council meeting was called to order at 6:00pm by Mayor Buxkemper.

The Pledge was led by Mayor Breann Buxkemper.

The Invocation was led by Mayor Breann Buxkemper.

*Statements by Citizens:*

There were three comments by citizens regarding tax and foreclosures, utility billing, and code enforcement.

**FIRST ITEM OF BUSINESS:**

*Presentation of the Ci8ty of Levelland Swimming Pool Assessment by representative of Counsilman-Hunsaker.*

No Action Taken.

**SECOND ITEM OF BUSINESS:**

*CONSENT AGENDA:*

- A. *Consider and take necessary Action to approve the minutes of September 15, 2025, regular meeting.*
  
- B. *Consider and take necessary action on the event application for the 2025 Ladies Night Out Event.*

The Levelland Main Street Program is planning to hold the annual Ladies Night Out Event for **Thursday November 13, 2025**. Ladies Night Out is a wonderful evening for the ladies that

includes shopping and fun at our Downtown businesses. Businesses around the square stay open late that evening & feature specials and concessions. The event features carriage rides around the Square and snazzy doormen, dressed for the occasion, who open doors for eventgoers. Though Main Street does not provide alcohol to eventgoers, several businesses traditionally serve alcoholic beverages to their customers on that night. Customers then walk around the square to their next shopping destination, with drink in hand. Because of the possibility of eventgoers walking around the square with drink in hand, this event application requires approval by the City Council. In order to hold the event the City and TxDOT will need to temporarily close several streets. When events are held downtown, we normally have to close Houston Street on the north side of the square and Avenue H on the west side of the square. These two streets are State highways and in order to close them the State requires that the City approve an agreement for the temporary closure of state right of way. The agreement simply states the requirements the City has when closing down a State highway.

- C. Consider and take necessary action on Resolution No. 2025-18 approving an agreement with the Texas Department of Transportation regarding the closing of two blocks of state highway for the 2025 Ladies Night Out Event.*
- D. Consider and take necessary action on Resolution No. 2025-19 approving an agreement with the Texas Department of Transportation regarding the closing of two blocks of state highway for the 2025 Christmas on the Square and Festival of Lights.*

The Levelland Main Street Program partners with several entities including South Plains College and the Marigolds to put on the Levelland Festival of Lights and Christmas on the Square. This year's event is scheduled for the evening of December 4, 2025.. In order to hold the event the City and TxDOT will need to temporarily close several streets. When events are held downtown we normally have to close Houston Street on the north side of the square and Avenue H on the west side of the square. These two streets are State highways so in order to close them for more than a few hours the State requires that the City approve an agreement for the temporary closure of state right of way. The agreement simply states the requirements the City has when closing down a State highway. The special event review committee met and approved the event contingent on the City Council and TxDOT approving the appropriate road closures. Levelland Strategic Plan 2026, Job Creation – This event supports the mission of the Levelland Main Street Program by drawing visitors to the designated Main Street area, creating economic opportunity for local businesses, and creating a quality-of-life event for area residents and visitors.

- E. Consider and take necessary action to approve Ordinance 1098 amending Chapter 4, Article 4.900 "Food service Establishments" to provide for the regulation of grease traps and interceptors for food service establishments on a second reading.*

The City of Levelland is requesting the amendment of Article 4.900 "Food Establishments", by providing for the regulation of grease traps/interceptors for food establishments by adding section 4.911 "Grease Interceptors and Waste Disposal" and section 4.912 "Installation and Maintenance Requirements for Grease Interceptors." To protect our city sanitary and

treatment system from facilities generating fats, oils, and grease resulting from food manufacturing, processing, preparation, or food service, a trap is necessary to protect from such waste. Currently, the City of Levelland Code of Ordinances doesn't adequately regulate grease traps for food establishments. Traps are addressed in the City of Levelland Code of Ordinances under Article 11.1300 Industrial Waste, but this article does not specifically address traps for food establishments. The Texas Department of Environmental Quality does regulate and require grease traps for food establishments and provides the criteria and overall requirements for grease traps including applicability, size, installation, maintenance and disposal. TCEQ also provides a model ordinance which is the basis for the proposed ordinance. The proposed ordinance will also work in conjunction with chapter 10 of the International Plumbing Code, which provides general requirements for traps, interceptors and separators.

*F. Consider and take necessary action on Resolution 2025-20 approving a lease extension for the Wastewater Treatment Plant Farm Lease with JMB Cattle.*

City staff is recommending the extension of this lease until December 31, 2026. The tenants have worked very well with the city staff over the years, especially over the last few months as we have asked for adjustments due to the new WWTP construction.

Motion by Michael Stueart  
Seconded by Bill Powell  
To approve items A-F on the consent agenda.  
Motion carried unanimously.

**THIRD ITEM OF BUSINESS:**

*Consider and take necessary action on Cemetery Policies.*

City Manager James Fisher reminded Council of a recent citizen who, during public comment, mentioned wanting to put flags on graves of veterans. He did an overview of the 2020 Cemetery Board recommendations, which Council approved at that time. The Cemetery Advisory Board recommended allowing 8x12 stick flags and recommended no other changes to the current flag rules.

City Manager James Fisher is recommending we provide metal holders for the 8x12 flags. The holder would provide stability and uniformity. It is his hope to order flags and holders in time for the Veterans Day holiday.

No Action Taken.

**FOURTH ITEM OF BUSINESS:**

*Consider and take necessary action on a Student Resource Officer Agreement with the Levelland Independent School District.*

The Levelland Police Department and Levelland Independent School District (LISD) have developed an interlocal agreement to provide school resource officer services within the district. The agreement outlines roles, responsibilities, and cost-sharing provisions to ensure a safe and secure learning environment for students and staff.

Motion by Michael Stueart

Seconded by Bill Powell

To approve a Student Resource Officer Agreement with the Levelland Independent School District and authorize Mayor or City Manager to execute necessary documents.

Motion carried unanimously.

**FIFTH ITEM OF BUSINESS:**

*Consider and take necessary action on a Mutual Aid Agreement with the South Plains College Police Department.*

The Levelland Police Department and South Plains College Police Department have established a collaborative working relationship to enhance public safety. To formalize this cooperation, a mutual aid agreement has been prepared. This agreement will allow both agencies to request and provide law enforcement assistance during emergencies, special events, or incidents that exceed the capacity of one department.

Motion by Bill Powell

Seconded by Michael Stueart

To approve a Mutual Aid Agreement with the South Plains College Police Department and authorize the Mayor or City Manager to execute necessary documents.

**SIXTH ITEM OF BUSINESS:**

*Consider and take necessary action on Resolution No. 2025-15 amending the fiscal year 2024-2025 budget.*

As we near the end of the fiscal year, the following budget amendments are needed to reflect an accurate representation of the expenditures for fiscal year 2024-2025. It is common for capital projects and/or capital equipment to cross into multiple fiscal years. When developing a budget, we do our best to anticipate the cost and timing of such major projects and purchases but often changes occur in the timing of these items. This is currently a working document, and we will be reviewing for FY 2024-2025.

Motion by Michael Stueart

Seconded by Max Ledesma

To approve Resolution No. 2025-15 amending the fiscal year 2024-2025 budget

Motion carried unanimously.

### **SEVENTH ITEM OF BUSINESS:**

*Consider and take necessary action on Resolution No. 2025-16 reviewing and approving the City of Levelland Investment Policy.*

The purpose of the Investment Policy is to set forth specific investment policy and strategy guidelines for the City of Levelland to achieve the goals of safety, liquidity, yield, and public trust for the management of public funds all investment activity. The City Council shall review and adopt, by resolution, the Investment Policy not less than annually. The resolution shall include a record of changes made to either the investment policy or strategy. The policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, VTCA, Government Code, Chapter 2256 (the “Act”) to define, adopt and review a formal investment strategy and policy.

### **INVESTMENT STRATEGY**

The City of Levelland maintains portfolios, which utilize four specific investment strategy considerations, designed to address the unique characteristics of the fund groups represented in the portfolios:

- A. Investment strategies for operating funds and commingled pools containing operating funds have as their primary objective to ensure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure, which will experience minimal volatility during economic cycles.
- B. Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date that exceeds the debt service payment date.
- C. Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility.
- D. Investment strategies for special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The stated final maturity dates of securities held should not exceed the estimated project completion date.

There are minor changes to the investment policy from the prior year. The City Attorney has been removed from the Investment Committee and the Assistant City Manager, and a Council Member have been added to the Committee.

Motion by Michael Stueart

Seconded by Max Ledesma

To approve Resolution No. 2025-16 approving the City of Levelland Investment Policy.

Motion carried unanimously.

#### **EIGHTH ITEM OF BUSINESS:**

*Consider and take necessary action to approve Resolution No. 2025-17 to submit nominations for the Hockley County Appraisal District board of directors.*

Every two years the terms of the directors of the Hockley County Appraisal District expire and new elections are held.

Council can nominate one to five people. Nominations and votes are accepted from all taxing entities except the water districts. NOTE: The City of Levelland nominated Buddy Moore in 2019, 2021 and 2023. Mr. Moore currently serves as Secretary of that board. As we do with other board members whose terms are expiring, we asked Mr. Moore if he would be willing to serve again should Council wish to reappoint him, and he said he would be happy continue to serve should Council wish to appoint him.

Later in the fall, the Appraisal District will present all taxing entities with a ballot. Council will decide how they wish to cast their ballots. City of Levelland has 361 votes to cast. That number is based on our 2024 certified values.

The Current Board is as follows:

Larry Carter (President)

Matthew Buxkemper (Vice-President)

Buddy Moore (Secretary)

Mike Stafford (Member)

Ty Gregory (Member)

Motion by Bill Powell

Seconded by Michael Stueart

Adopt Resolution No. 2025-17 to submit nomination of Buddy Moore for the Hockley County Appraisal District board of directors.

Motion carried unanimously.

#### **NINTH ITEM OF BUSINESS:**

*City Manager Report: Staff Updates, Project Updates, Staff/Citizen recognition, Items of Community Interest. No action will be taken*

- Xcel Energy Executive Energy Forum is Thursday, October 2<sup>nd</sup> from 2 - 4 pm at the Mallet Event Center.
- Levelland Chamber of Commerce Volunteer Recognition Luncheon is Friday, October 3<sup>rd</sup> at SPC, Sundown Room, beginning at 11:30 am.
- Cork & Keg/Falling for the Wallace is Saturday, October 4<sup>th</sup>.
- St. Michael's Jaimica and Car Show is Sunday, October 5<sup>th</sup>.
- Joint Workshop with Planning and Zoning Commission to discuss the proposed Zoning Ordinance on Monday, October 6<sup>th</sup>.
- KLB Fall Sweep is Saturday, October 11<sup>th</sup> from 9 am – 11:30 am.
- Next City Council Meeting is Monday, October 20<sup>th</sup>.

No Action Taken.

**TENTH ITEM OF BUSINESS:**

*Convene into executive session in accordance with Texas Government Code §551.074 to deliberate the appointment, employment, evaluation, duties, discipline, or dismissal of a public officer or employee: Municipal Court Judge.*

Mayor Buxkemper convened Council into Executive Session at 6:55pm.  
Mayor Buxkemper returned Council to Open Session at 7:12pm.

**ELEVENTH ITEM OF BUSINESS:**

*Consider and take necessary action relating to items discussed in executive session.*

Motion by Bill Powell  
Seconded by Michael Stueart  
To approve a 3.5% raise for the Municipal Judge effective 1<sup>st</sup> Day of October, 2025.  
Motion carried unanimously.

There being no further business, the meeting adjourned at 7:14pm

Respectfully Submitted,

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Andréa Corley, TRMC  
City Secretary

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Breann Buxkemper, Mayor