

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, January 13, 2020**

The City Council of the City of Lampasas met in regular session on the above date with Mayor Talbert presiding.

Council Members present:

T.J. Monroe, Mayor Pro Tem
Chuck Williamson
Randy Clark
Cathy Kuehne
Michael White

Council Members absent:

Delana Toups

City Staff Present:

Finley deGraffenried, City Manager
Christina Marez, City Secretary
Vicki Tower, Asst. City Secretary
Becky Sims, Zoning Administrator/Asst. City Secretary
Yvonne Moreno, Finance Director
Monica Wright, Information Systems Director
Rickie Roy, Public Works Director
Frank Ellett, Building Official
Sammy Bailey, Police Chief
Jody Cummings, Asst. Police Chief
Chuck Montgomery, Police Lieutenant
Fidel Morua, Police Sergeant
Warren Scott, Police Officer
William Cole Nicholas, Police Officer
Robert Gradel, Municipal Court Judge
Jeff Smith, Fire Chief

**SPECIAL SESSION
5:30 P.M.**

I. Call to order Special Session

Mayor Talbert called the special session to order at 5:32 p.m.

II. Adjourn into Executive Session

Mayor Pro Tem Monroe moved to adjourn into executive session at 5:33 p.m. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Toups absent)

EXECUTIVE SESSION

The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

- III. Section 551.071 (1), Consultation with Attorney by telephone and/or in person concerning matters upon with the attorney has a duty and/or responsibility to report to the governmental body
- IV. Adjourn into Special Session

Executive session was adjourned at 5:51 p.m.

SPECIAL SESSION

- V. Discussion and possible action concerning items posted and discussed by Council in Executive Session

Mayor Pro Tem Monroe moved to direct Legal Counsel to negotiate and finalize terms of final order in Central Texas Water Supply Corporation (CTWSC) vs. Kempner Water Supply Corporation (KWSC) and City of Lampasas Cause No. 302,699-C 169th District Court. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Toups absent)

- VI. Adjourn Special Session

Mayor Pro Tem Monroe moved to adjourn the special session at 5:52 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Toups absent)

WORKSHOP SESSION

- 1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:53 p.m.

- 2. Discussion regarding 2020 Council Work Plan

City Manager deGraffenried, explained that this item is placed on the workshop agenda to provide Council with an update regarding identified activities for 2019, including deficiencies. Previous formats have included a tour of selected City facilities and a facilitated work session.

deGraffenried reviewed items that were completed on the Council Work Plan schedule, as well as items still being worked on. He reviewed deficient items such as still needing to work on Council/Community Meetings such as with LISD, County and the Chamber. He also mentioned protecting our assets such City facilities/signage.

Council asked for a tour of the 580 Sports Complex shop. It was the consensus of Council that a Special meeting be held on February 3, 2020 at 5:00 p.m. to take a tour and discuss the 2020 Council Work Plan in further detail.

- 3. Discussion regarding amending the landscaping ordinance or creating a Tree Preservation Ordinance for the City of Lampasas

Mayor Talbert explained that due to Council member Toups not being able to be in attendance this evening and the fact that she is the advocate of the creation of this ordinance, as well as being very passionate about tree preservation, this item will be tabled.

4. Discussion regarding amending fee schedule pertaining to building permit fees, curb cut fees and tap fees.

Becky Sims, Zoning Administrator/Asst. City Secretary, explained this item was brought before Council at the December 9, 2019 meeting. She explained that due to House Bill 852, residential building permit fees can no longer be based on the value of the dwelling, or cost to improve the dwelling. As a result, the fee structure pertaining to those items affected were evaluated and the recommended fees for those items were included in Council’s packet. At the request of Council this item has been placed on the Workshop Agenda to discuss how staff researches and evaluates fees. During this time, City Staff also took the opportunity to review the fee schedule in its entirety. City Staff is requesting to update the tap fees and would like to add back in the curb cut fee that was omitted in error when the fee schedule was updated in July 2018.

Sims reviewed the following recommended changes:

Chapter 18. Buildings and Building Regulations				
<i>Article I. In General</i>				
Fees for permits, inspections and licenses for chapter 18:				
(a)	Building permit fees:			
(1)	Single-family residence, duplex, apartments, and commercial/institution, and industrial, per square foot of foundation excluding porches.			0.10
(2)	<p style="text-align: center;">Additions and remodel</p> <p style="text-align: center;">Fences, Roofs, Accessory Structures, Flatwork, Carports and similar structures.</p>			
	a.	Minimum per permit		\$ 25.00
	b.	Per \$1,000.00 of construction cost		\$ 5.00
	a.	Residential remodel		\$100.00 flat fee
	b.	Roof		\$65.00 flat fee

		c.	Storage Shed/Building/Accessory Structure	\$35.00 flat fee
		d.	Carport	\$45.00 flat fee
		e.	Fence	\$35.00 flat fee
		f.	Driveway/Slab/Flatwork	\$40.00 flat fee
		g.	Commercial Projects - \$5.00 per \$1,000.00 of construction cost (material & labor) \$25.00 minimum permit fee	
	(3)		Storage sheds (Pre-built regardless of size)	\$25.00
	(4)		Relocation of a building or structure plus cost incurred by any city departments during the move.(i.e. utilities, traffic control, etc.)	\$50.00
	(5)		Mobile Home Installation Permit	\$100.00
	(6)		Swimming pool (above and below ground)	
		a.	Minimum per permit	\$25.00
		b.	Per \$1,000.00 of construction cost	\$5.00
		a.	Swimming Pool	\$200.00 flat fee

Chapter 66. Streets, Sidewalks and Other Public Places				
	(4)		Curb Cut Permit Fee by Resident (prior approval by Street Dept. required)	\$25.00

	(2)		Water tap fees (installed by city)	
		a.	1 inch water tap	\$950.00
		b.	1-inch outside paved surfaces.	Actual Cost plus 10%
		c.	1-inch under paved surfaces.	Actual Cost plus 10%

	d.	2 inch water tap	\$1200.00
	e.	2-inch outside paved surfaces.	Actual Cost plus 10%
	f.	2-inch under paved surfaces.	Actual Cost plus 10%

Residential 5/8 Meter Fee \$250.00 (Plus any materials cost if necessary)			
*Taps provided by contractor, otherwise fees are listed above			

(i)	Wastewater connection and tap fees:		82-411
(1)	Wastewater connection/ installation fees — wastewater service connections shall be completed by city personnel or city authorized contractors only.		
	(a)	4-inch	\$850.00
	(b)	6-inch	\$1100.00
	(c)	Larger than 6 inches — provided at cost plus 15 percent.	
(2)	Wastewater tap fees (installed by city)		
	(a)	4-inch (outside paved surface)	Actual Costs plus 10%
	(b)	4-inch (under paved surface)	-Actual Costs plus 10%
	(c)	6-inch (outside paved surface)	-Actual Costs plus 10%
	(d)	6-inch (under paved surface)	-Actual Costs plus 10%

Council member Clark had questions about the tap fees, which Ms. Sims provided the answers to.

5. Discussion regarding amending the start time of the regular City Council Meeting.

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item is placed on the workshop agenda as follow up to the December 9, 2019 meeting to discuss and consider approval of a Resolution to start the regular session at 6:00 p.m.

Currently, regular meetings consist of workshop beginning at 5:30 p.m. and regular session beginning at 7:00 p.m. Council determines the time and location of meetings; generally, by Resolution or Ordinance, however; Council may consider a change in format by motion. Council may continue to manage meetings-

allowing breaks, modifying the order of business, and conducting closed session- in the best interest of time and efficiency. There is a corresponding action item on the regular agenda for Council consideration.

After some brief discussion, it was the consensus of Council members that the regular session time be changed to 6:00 p.m.

6. Discussion regarding 2016 CO Update

City Manager deGraffenried reviewed the status of the 2016 CO Capital Projects. Currently, all identified projects are complete or nearing completion with an estimated balance of approximately \$654,000.00.

deGraffenried reviewed the following overhead power point presentation:

- Discussion
- Funding All Alternates
- Mix of Contracted & In-house projects

Projects	\$6,003,439.00
Issue	\$6,001,715.00
Interest	\$ 159,422.00
Transfer	\$ 467,112.00
Balance	\$ 654,810.00
- Project Mix

Public Facilities	24.4%
Parks	17.6%
Public Works	58%
- Highlights
 - 3 Park restrooms
 - Improved concession stand at 580 Sports Complex
 - 580 Park shop
 - Riding arena & lights
 - Upgraded pool filtration & disinfection system
 - 580 waterline extension
 - Deer Trail waterline extension
 - Water/Wastewater shop & lab
 - West Avenue E utility extension
 - Coleman waterline PRV's
 - Nix Tank rehab
 - Spring Street pump station upgrade
 - Lift station upgrades
 - Valving
 - Key Avenue to Broad Street/CDBG
 - Drainage assessment
 - Calvert Municipal Building
- Comments and Next Steps
 - Final close-out on W/WW shop & lab
 - Close-out on CDBG
 - Close-out Campbell Park restroom
- CIP Committee review – February 6, 2020
 - CIP Report 2020-2025

- o Council review and prioritization

Council discussion included if some of the monies balance could be used for shading at Hanna Pool, trails and Hostess House improvements.

7. Discussion regarding any item on the regular agenda

There was no discussion.

8. Adjourn Workshop Session

Council member Williamson moved to adjourn the workshop session at 6:24 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Toups absent)

A break was taken before going into regular session.

<p>REGULAR SESSION 7:00 p.m.</p>
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ANNOUNCEMENTS

- A. Call to Order

Mayor Talbert called the regular session to order at 7:00 p.m.

- B. Invocation and Pledge of Allegiance

Sammy Bailey, Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

- C. Presentations and Proclamations

- Ceremonial swearing in by Judge Robert Gradel for new City of Lampasas Police Officer
 - William “Cole” Nicholas

Robert Gradel, Municipal Court Judge, administered the Oath of Office to new Police Officer, William Cole Nicholas.

Chuck Montgomery, Police Lieutenant, informed Council that Officer Nicholas started with the City of Lampasas in November as a Police Cadet. He graduated from the Police Academy on December 5, 2019. Originally from Maine and an Army veteran, the City of Lampasas is glad to have him on board.

	PUBLIC HEARINGS/CITIZEN COMMENTS
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter not included on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.

There were no citizen comments.

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time.
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There were no citizen comments.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on December 9, 2019.

Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Toups absent)

2.2	Discussion and possible action concerning approval of minutes of the Special Meeting (Open House/Dedication) held on December 16, 2019
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Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Toups absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2019 to December 31, 2019
3.2	Discussion and possible action regarding the monthly Investment Report for November 2019
3.3	Discussion and possible action regarding the approval of the second reading of an Ordinance amending the adopted budget for the Municipal Government of the City of Lampasas for the Fiscal year of October 1, 2018 to September 30, 2019.

Mayor Pro Tem Monroe moved to approve the consent agenda as presented. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Toups absent)

4.0	BOARDS/DEPARTMENT REPORTS
4.1	<ol style="list-style-type: none">1. Utility Billing and Collections Monthly Report2. Public Works Monthly Report for Electric, Streets, Water/Wastewater3. Building Official Monthly Report4. Economic Development Monthly Report5. Fire Department Monthly Report6. Parks and Recreation Monthly Report7. Information Systems Monthly Report8. Library Monthly Report9. Golf Course Monthly Report10. Municipal Court Monthly Report11. City Secretary Monthly Report12. Police Department Monthly Report

Yvonne Moreno, Finance Director, reviewed her report:

- o Supervises: Accountant, 4 Utility Clerks and 2 Meter Readers

- She reviewed the Finance Department daily, bi-weekly and monthly responsibilities including, but not limited to, payroll, bank reconciliation, budget, sales tax, fixed assets and accounts payable.
- She reviewed the Utility Clerk daily responsibilities including, but not limited to, utility billing, door tags, work orders, accounts receivables, process NSF checks, bank drafts and deposits.
- She reviewed the Meter Reader daily responsibilities including reading three cycles, 15 routes, remote read – 96% on electric meters and 45% on water meters, fix leaks, and customer contact.
- Average water customers - 3,470
- Average electric customers - 4,682
- Average work orders for Meter Readers per week – 47
- She reviewed the Sales Tax, Hotel/Motel and Property Tax for the last ten years

Council thanked Ms. Moreno for her report and the work of her Department. City Manager deGraffenried also recognized and thanked Ms. Moreno for her work and responsibilities as Finance Director.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Deer Trail - Rickie Roy, Public Works Director, reports that the City should receive the results of Bac-T tests for the recently installed Deer Trail water line by Monday. The line is installed and operational, but will not be placed into service before a negative result. The Deer Tail line represents one of the final Public Works projects identified in the 2016 CO.
- TxDOT - Some changes are in the works for the intersection of Central Texas Expressway and 4th Street. Police Chief, Sammy Bailey, reports that, in response to feedback from Citizens and the City, TxDOT will be removing some of the crosswalk signals and changing the right turn signal for westbound 4th Street to a yield sign. Additionally, TxDOT will be moving the stop stripe on 4th Street at Key to the east as a stopgap for turning trucks. TxDOT is also in the process of reviewing other options to improve the intersection and address truck traffic.
- Auditors – Yvonne Moreno, Finance Director, reports auditors will be in town beginning January 21 to conduct the final on-site portion of the FY 2019 audit. They will be here 4 to 5 days and sample checks and expenditures for compliance; and review fixed assets and depreciation. It is likely the auditors may recommend additional modifications or amendments as they complete the process.
- Ave C - Rickie Roy, Public Works Director, reports that the Avenue C water line replacement, funded primarily through the Department of Agriculture, is nearing completion. The line is installed and contractor is completing approximately 60 taps on the line. During the bidding process, Council elected to fund the portion not eligible for CDBG funding to complete the portion between Key Avenue and Broad Street.
- Police Trainings - As part of their ongoing outreach program, Police Chief, Sammy Bailey, reports that her department has been available to meet with Church groups on a number of topics including security, senior citizen scams and safety. Parishioners appear to be staying vigilant in light of State and National incidents, and the Police Department is assisting as needed and requested.
- Elections - The first day for filing for a place on the ballot for City Council is January 15. Seats currently being held by Chuck Williamson, Mike White and Cathy Kuehne are up for election. The deadline to file for a seat on Council is February 14 at 5:00 p.m. Election Day is May 2nd.

- WCID - As mentioned previously, the Lampasas County WCID will be holding a seminar and presentation on the status, history and importance of the County's flood control dams on January 28 from 6:00 to 8:00 p.m. at the old Middle School cafeteria. Unfortunately, the event conflicts with the City's Board appreciation event, however; please feel free to encourage others to attend if you cannot. Presenters include members of the WCID Board, USDA and local historians. Light refreshments will be served.
- Form Survey – City Staff will be placing an item on the next Workshop agenda related to the requirement to conduct a form survey prior to pouring or constructing a structure foundation. The requirement would ensure setback distances are maintained, however; would also be an additional cost to the homeowner or developer. Our currently adopted code would allow the administrative requirement of the survey, however; Staff defers to Council prior to implementation.
- Riding Club - Staff will be placing an item on the next Workshop agenda regarding an update from the Lampasas County Riding Club. The Club, through a management agreement, acts as the caretaker and scheduler for the Arena at the 580 Sports Complex. Chris Eicher, Parks & Recreation Director, indicates the relationship between the Riding Club and the City has been good over the past year.
- Readers' Choice – City Staff is pleased to announce that Mandy Walsh has been voted the best City Employee by readers of the Lampasas Dispatch. Previous winners were Curtis Windham and Bessie White.

5.2	MAYOR'S COMMENTS
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The Mayor had no comments.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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7.1	Discussion and possible action regarding amendment of the Regular City Council Meeting Time by Resolution of the City of Lampasas City Council.
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in workshop session and a Resolution is attached for Council's consideration to change the regular session time from 7:00 p.m. to 6:00 p.m.

Mayor Pro Tem Monroe moved to approve a Resolution to amend the starting time of the Regular Session City Council meeting time to 6:00 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Toups absent)

7.2	Discussion and possible action regarding approval of the first reading of an Ordinance to amend the City of Lampasas Fee Schedule in the Lampasas Code of Ordinances, specifically pertaining to building permit fees, curb cut fees and tap fees.
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in workshop session, as well as at the December 9, 2019 Council meeting. Due to House Bill 852, Residential building permit fees can no longer be based on the value of the dwelling, or cost to improve the

dwelling. As a result, the fee structure pertaining to those items affected were evaluated and reviewed with Council during workshop with the recommended fees for those items.

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance to amend the City of Lampasas Fee Schedule in the Lampasas Code of Ordinances, specifically pertaining to building permit fees, curb cut fees and tap fees. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Toups absent)

7.3	Discussion and possible action regarding the selection and announcement of winner of the website photo contest.
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Monica Wright, Information Systems Director, explained that there were seven photo entries:

- Entry 1- “Our Beautiful Springs” submitted by Lupe Charping
- Entry 2- “God’s Beauty Over Lampasas” submitted by Susan Croll Zegub
- Entry 3- “All is calm, all is bright” submitted by Tamsyn Creek
- Entry 4- “Third Street Colors” submitted by Ericka Phillips
- Entry 5- “Christmas Time in the Park” submitted by Candice Goggans
- Entry 6- “Pawsitively Merry and Bright” submitted by Taylor Holloman
- Entry 7- “Final Saturday Sunset of the Decade” submitted by Ashlee Cain

Council member Kuehne moved to select Entry 3 “All is calm, all is bright” submitted by Tamsyn Creek as the winner of the website photo contest. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Toups absent)

7.4	Discussion and updates regarding Comprehensive Plan
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City Manager deGraffenried explained that this item was placed on the agenda to recap progress made thus far in compiling data for the Comprehensive Plan and the next steps. He reviewed a report that indicated that the process is approximately 50% complete with work identified in coming months for future direction and implementation steps.

Completed steps included:

- Project initiation meeting – WebEx videoconference – May 8, 2019
- Preliminary project and kick-off schedule – May 29, 2019
- Meeting Group No. 1 – June 19 and 20, 2019
 - City tour
 - 5 Stakeholder meetings
- Deliverables
 - Draft survey and flyer – July 18, 2019
 - Release of survey – August 13, 2019
- Meeting Group No. 1a – August 28, 2019
 - 2 Stakeholder meetings
 - CPAC (Advisory Committee meeting #1)
- Meeting Group No. 2 – August 29, 2019
 - Open House – Public Workshop
- Survey closed – September 16, 2019
- Deliverables
 - Survey results – September 19, 2019

- Meeting No. 3 – October 22, 2019
 - CPAC (Advisory Committee meeting #2)
- Deliverables
 - Technical Plan – October 22, 2019

deGraffenried advised that the next CPAC meeting is tentatively scheduled for February 12, 2020 but after confirmation, notice will be provided.

Adjourn

Council member Williamson moved to adjourn the meeting at 7:24 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried. (Toups absent)

PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary