

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, January 27, 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
Delana Toups

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Christina Marez, City Secretary
Yvonne Moreno, Finance Director
Monica Wright, Information Systems Director
Kristy Acevedo, Network Administrator
Rickie Roy, Public Works Director
Frank Ellett, Building Official
Sammy Bailey, Police Chief
Jody Cummings, Asst. Police Chief
Chuck Montgomery, Police Lieutenant
Tony Barrio, Code Enforcement Officer
Kelli Sanguinet, Police Communications Supervisor
Mandy Walsh, Economic Development Director
Jeffrey Smith, Fire Chief
Van Sims, Water//Wastewater Operations Manager

**SPECIAL SESSION
5:30 p.m.**

I. Call to Order Special Session

Mayor Talbert called the Special Session to order at 5:30 p.m.

II. Adjourn into Executive Session

Mayor Pro Tem Monroe moved to adjourn into executive session at 5:31 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

City Manager deGraffenried requested for Monica Wright, Information Systems Director, and Kristy Acevedo, Network Administrator, be allowed in executive session. Council allowed.

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:

1. Section 551.076 Deliberations regarding security devices or security audits (1) the deployment, or specific occasions for implementation, of security personnel or devices; or (2) a security audit

Executive session was adjourned at 5:57 p.m.

SPECIAL SESSION

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

There was no action taken.

- IV. Adjourn Special Session

Mayor Pro Tem Monroe moved to adjourn the Special Session at 5:58 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Talbert called the Workshop Session to order at 5:59 p.m.

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

City Manager deGraffenried explained that this item is a follow-up to discussion at the November 25, 2019 meeting regarding development of policy related to preservation, and possible incentives, of selected tree species.

He reviewed and discussed the following:

- Discussion
 - Review highlights of landscape requirements
 - Discuss approaches to update or revise landscaping and tree preservation policies
 - Seek Council input and direction in formulating policy
- Current Ordinance
 - Non-residential
 - Applies to new development or projects that exceed 30% of current floor plan
 - No permits issued until landscaping plan is submitted and approved by Building Official
 - No Certificate of Occupancy (with some defined exceptions) until landscaping is in place

- Requirements of the landscaping plan are specified
- Plan can be prepared by design professional, landscape architect or landscape contractor
- Standards for materials and installation are outlined
- Open spaces > 10 square feet are required to have irrigation
- Credit is given to preserving trees from landscape requirements
- Trees greater than 8” caliper may not be cut until approved as part of the site plan
- Landscape requirements based on street frontage in fee, and as a percentage of “yard”
- Parking lot landscaping specified
- Trees being maintained on the site may be required to be protected
- Allowance to reduce landscaping for visibility obstruction is defined
- Requirement to maintain landscaping and replace trees if needed
- No guidelines, or conditions referenced, for preserving trees
- No findings or guidelines that would require the permit to be denied
- Intention is to emphasize the importance of landscaping, and to provide guidelines for new plantings
- Levels of Complexity
 - Expertise
 - Appointed oversight
 - Processes
 - Staff resources
- Approach and Feedback
 - Incentive, Performance based
 - Parking
 - Setback requirements
 - Regulatory
 - Scope of project
 - Mitigation

After some discussion, City Manager deGraffenried explained that City Staff will continue to work on and will present to the Planning and Zoning Commission and also discuss at the next CPAC meeting. City Staff will also work on internal process.

3. Discussion and presentation of the 4th quarter report by the Chamber of Commerce

City Manager deGraffenried explained that the Lampasas County Chamber of Commerce & Visitor Center is requesting reimbursement in the amount of \$11,349.66 for their 4th Quarter Report. Ms. Unger is present to review and explain the report.

Melissa Unger, Chamber of Commerce Director, reviewed the 4th Quarter report with Council.

Mayor Talbert had a question regarding insurance which Ms. Unger provided a response.

There were no other questions and Council thanked Ms. Unger for her report.

4. Discussion and updates from the Lampasas Riding Club relating to the 580 Sports Complex Riding Arena.

Codie Tucker, Lampasas Riding Club representative, reviewed some of the following:

- Membership has doubled. They now have 125 members.
- The Lampasas Riding Club has partnered with the Open Gate Cowboy Church which is going very well.
- She provided Council with a 2020 Calendar of Events.
- She explained that they are still continuing to work on improving the arena as monies allow.
- They have a good working relationship with Chris Eicher, Parks & Recreation Director.
- They thanked the Council and the City for the support of the Riding Arena.

Council thanked Ms. Tucker and the Riding Club for their work on the Riding Arena.

5. Discussion regarding including Form Survey to new construction inspection process.

City Manager deGraffenried explained that this item has been placed on workshop to discuss the financial impact to builders to require a form survey and the benefit to property owners as it relates to identifying building set-backs and easements.

Discussion included the average cost of a property survey is \$350.00. There is an advantage of a survey of the property that would be on file, have exact measurements, and be good for the owner to have for any future lending institution that may request one. City Staff would like to visit with building contractors and get their thoughts; possibly meet one on one; or have a builder/realtor meeting.

6. Discussion regarding 2020 City Council Work Plan Workshop

City Manager deGraffenried explained that this item has been placed on the workshop agenda to provide Council the opportunity to discuss their preference regarding the format and delivery of action items for the 2020 City Council Work Plan. Last year, Council was provided a planning worksheet, took a tour of City facilities and spent the afternoon brainstorming areas to focus on for 2019. City Staff is interested in Council feedback on how they would like to utilize this time and the possibility of follow up meetings. Included in Council’s packet is the Council Satisfaction Survey that has been used in the planning and budgeting process previously. Council may wish to review the survey and make notes prior to the meeting that is schedule for on February 3, 2020 at 5:00 p.m. at the Hostess House.

7. Discussion regarding any item on the regular agenda

There was no discussion.

8. Adjourn Workshop Session

Council member Clark moved to adjourn the Workshop Session at 6:32 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

Mayor Talbert called for a ten-minute recess before going into Regular Session.

<p>REGULAR SESSION 6:00 p.m.</p>
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:45 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

There were no presentations or proclamations.

	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.

Janet Crozier, citizen at 208 S. Spring Street, stressed her concern about the recycling program. She was seeking Council’s support and proposed a City-wide campaign of this program. She asked for more convenient hours or expanded hours at the City’s Citizen Collection Station.

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 January 13, 2019.

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the approval of the second 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

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

4.0	BOARDS/DEPARTMENT REPORTS
4.1	<ol style="list-style-type: none">1. Police Department Monthly Report2. Utility Billing and Collections Monthly Report3. Public Works Monthly Report for Electric, Streets, Water/Wastewater4. Building Official Monthly Report5. Economic Development Monthly Report6. Fire Department Monthly Report

7. Parks and Recreation Monthly Report
8. Information Systems Monthly Report
9. Library Monthly Report
10. Golf Course Monthly Report
11. Municipal Court Monthly Report
12. City Secretary Monthly Report

Sammy Bailey, Police Chief, reviewed her report and overhead presentation. She provided Council with the Department organizational chart; Mission Statement; 2019 Highlights; and reviewed the public relation events that the Department assisted in.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Sanitation Contract - The City’s contract for solid waste collection with Waste Connections is due to expire in May. The contract includes a provision for a 5-year extension, under the same terms, providing 60-day notice is given. Issues with service has been infrequent and the contractor has been responsive to address the same. Staff seeks Council input on providing notice for the extension, to be formally considered at a future meeting.
- WCID - Although the WCID meeting conflicts with the City’s Board appreciation dinner, Paul Wilborn wanted to encourage attendance, even if just for the last portion of the presentation. The final speaker will discuss classifications of the dams and potential upgrades that may be necessary. The meeting will be held at the Old Middle School Cafeteria.
- Outdoor Burning – Fire Chief Smith and the Fire Marshal Withers are in the process of reviewing outdoor burning regulations within the City for placement on a future Workshop agenda. Although no significant issues have been identified with our current procedures, Smith would like to review and update regulations consistent with TCEQ, and to protect sensitive receptors.
- LEDC - Action at the recent LEDC meeting included engagement of the Retail Coach to update analytics related to leakage, trade area, and general propensities of our market. Additionally, the Board reviewed, and made slight modifications to the Incentive Guidelines and By-Laws. In February, the Board will discuss the possibility of implementing a grant program to assist with life-safety code requirements for new businesses locating in older buildings.
- IT Office - Monica Wright, Information Systems Director, reports that renovations are almost complete to the old Council Chambers to accommodate the IT Department. The project is well under budget due to assistance from other departments and the efforts of Monica and Kristy Acevedo, Network Administrator. If time allows, please take the opportunity to call them for a visit.
- Comp Plan - This week, City Staff met with our consulting team at HALFF in preparation for our February 13, 2020 meeting. Based on the discussion topics, Council and the Planning & Zoning Commission were invited in addition to CPAC members. The primary focus of the meeting will be future land use and transportation. In contrast to specific zoning regulations, the future land use map and narratives provide a roadmap on the vision and character of Lampasas. This will likely be the most important and most referred to section of the Comprehensive Plan.
- Cooper Spring – City Staff has reported over the past year on the lack of progress on the Cooper Spring trail project. The project was initiated by the Cooper Spring Board, which received direct

funding for the project through the Texas Parks and Wildlife Department. The project stalled when conditions of the funding were difficult to administer. The City has sought assistance, on the Board's behalf, from our grant writers who have done initial research and prepared a proposal for grant administration. Staff seeks input from Council on placing the item on a future agenda, with Cooper Spring Board members, to discuss the project and possible assistance.

- Kick-Off Meetings - This week, City Staff met with engineers from Jones-Heroy to discuss starting points and needed information for two projects. Jones-Heroy will be conducting an assessment of the City's pre-treatment plant including effluent quality, flows, and interceptors. The deliverables will likely include operational and equipment recommendations. Additionally, City Staff and consultants discussed the process for assessment of the western/upper pressure plane. Based on the request for information, it should be a very complete and comprehensive study and recommendation.
- Free Chlorine - As previously reported, the City will be participating with Kempner Water Supply Corporation and Central Texas Water Supply in the change to free chlorine beginning February 15, 2020. It has been several years since Kempner and the City participated in the change, which is beneficial to the distribution system. The temporary burn will last through March 15, 2020.

5.2	MAYOR'S COMMENTS
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Mayor Talbert announced that the regular session will now start right after the Workshop Session.

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 the Chamber of Commerce 4 th Quarter Report
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Melissa Unger, Chamber of Commerce Director, reviewed the Chamber of Commerce 4th Quarter Report with Council during Workshop.

Mayor Pro Tem Monroe motioned to approve the Chamber of Commerce 4th Quarter Report as presented, Council member Kuehne 2nd the motion and with a unanimous vote the motion carried.

7.2	Discussion and possible action concerning the first reading of an Ordinance calling for a General Election to elect the expired terms of Council members Places Three, Four and Five for the City Council of the City of Lampasas, Texas to be held on the 2 nd of May, 2020; providing for polling times and places; providing for early voting; and providing for bilingual election materials.
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Christina Marez, City Secretary, explained that this ordinance calls the May 2, 2020 General Election as required by State Law. It establishes polling places and appoints judges and clerks.

The Council Member Places up for election are as follows:

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|---------|------------------|
| Place 3 | Chuck Williamson |
| Place 4 | Cathy Kuehne |
| Place 5 | Mike White |

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance calling for a General Election to elect the expired terms of Council members Places Three, Four and Five for the City Council of the City of Lampasas, Texas to be held on the 2nd of May, 2020; providing for polling times and places; providing for early voting; and providing for bilingual election materials. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding an agreement with the County for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 2, 2020 General Election.
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Christina Marez, City Secretary, explained that Mark Bishop, Elections Administrator, has agreed to conduct the election again this year. The Contract is the same as last year's with the exception of dates. Early voting will be at the Election Administrator's office, 407 South Pecan, Suite 102. On Election Day, voting locations will be at the Election Administrator's Office, 407 South Pecan, Suite 102 and the Kempner Fire Training Center, 315 Pecan Street, in Kempner, Texas.

As a reminder, the US Supreme Court ruling in June 2013, the City is no longer required to obtain the Department of Justice Preclearance. Also, the attachment of the Joint Election Agreement between the City and LISD will be attached as Exhibit D.

Council member Clark moved to approve the agreement with the County for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 2, 2020 General Election as presented. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas.
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Christina Marez, City Secretary, explained that the City, County, and Lampasas Independent School District (LISD) have held joint elections since 2007 as a result of Federal Law that required Schools to contract with another public entity for joint elections. This agreement is essentially the same as last year with the exception of dates. In the agreement, the City and LISD will share in the expenses of the Early Voting and Election Day shared voting locations, ballot programming, payroll of election workers and other costs common to both elections.

Council member Toups moved to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas as presented. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the award of a quote to Core & Main in the amount of \$140,000.00 for the purchase of 676 Neptune radio read water meters.
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Van Sims, Water/Wastewater Operations Manager, explained that last year, the Water Department purchased and had a contractor install 500 meters as part of Phase II of the radio read meter change out program. To begin Phase III of the program, the Water Department would like to purchase 676 meters from Core & Main and have 626 installed by a contractor. The remaining 50 meters, along with current stock, will be used for new home construction and replacements as necessary.

Council member Clark moved to approve the award of quote to Core & Main for the purchase of 676 meters in the amount of \$140,000.00 and allow the City Manager to execute any required documents. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding a Resolution expressing support for the Annual Spring Ho Festival, establishing a time schedule and authorizing City participation.
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City Manager deGraffenried explained that Jackie Lindeman, Spring Ho Chairman, was not present at the meeting but had provided the attached Spring Ho schedule of events for 2020, as well as the Resolution which is similar to previous ones that Council has approved in the past.

Mayor Pro Tem Monroe moved to approve a Resolution expressing support for the Annual Spring Ho Festival, establishing a time schedule and authorizing City participation. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.7	Discussion and possible action regarding a Resolution nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation.
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City Manager deGraffenried explained that annually City Council is asked to consider the appointment of a City representative to the Central Texas Water Corporation Board of Directors. Previously Council has approved the Resolution appointing the City Manager as representative. He has actively participated in the Board Meetings and activities and is willing to continue to serve at Council's pleasure.

Mayor Pro Tem Monroe moved to approve a Resolution nominating Finley deGraffenried for election to the Board of Directors of the Central Texas Water Supply Corporation. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:25 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

PASSED AND APPROVE this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary