

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, February 24, 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 Touns

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Christina Marez, City Secretary
Becky Sims, Zoning Administrator/Asst. City Secretary
Vicki Tower, Asst. City Secretary
Yvonne Moreno, Finance Director
Monica Wright, Information Systems Director
Mandy Walsh, Economic Development Director
Rickie Roy, Public Works Director
Sammy Bailey, Police Chief
Jeffrey Smith, Fire Chief
Ronnie Withers, Fire Marshal
Frank Ellett, Building Official

WORKSHOP SESSION

5:30 p.m.

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:30 p.m.

2. Discussion and update regarding Pecan Street Development and possible amendments to the Zoning Regulations.

City Manager deGraffenried explained that this item has been placed on the workshop agenda to provide Council with an update regarding the proposed development on Pecan Street. City Staff has met with Planning and Zoning Commission to discuss zoning regulations and how this development will best be suited within those regulations. City Staff is proposing to amend zoning text to allow for a single podium structure within a Planned Development, to amend the acreage requirements to allow more flexible in allowing these types of developments and to rezone the property from Light Industrial to Multi-Family

(Apartments). The first Public Hearing will be held on the Planning & Zoning meeting on Thursday, March 5, 2020.

City Manager deGraffenried presented a power point presentation and reviewed the following:

- Background
 - Discussed November 7, 2019
 - Concept Only
 - Considerations and Additional Information Needed
 - Refresh Previous Presentation
 - Provide Direction and Receive Comments Prior to Formal Consideration and Public Hearing
- He reviewed the rendering of the building project
 - Mixed-use
 - 6-story
 - Retail/Residential
 - Potentially 20 to 40 units and 4 Retail
 - +/- 7,0000 square foot building
 - Trending
- Process
 - Zoning action
 - Potential amendments
 - Change of zoning
 - Possible SUP
- Staff Comment
- Site Plan review
- Civil review
- Utility Plan review
- Administrative review and approval
- Building Codes
- Parking
- Density
- Life Safety
- Ingress/egress
- Pre-construction
- Inspection and Compliance
- Zoning Characteristics
 - Does not fit in the box
 - Current zoning: Light Industrial
 - CBD allows for Retail/Residential use – not to proposal scope
 - Current land use is mixed
- Options
 - Amendment to CBD
 - With/without SUP
 - Amendments to PD
 - Amendment to allow unique land uses compatible with Comp Plan – overlay
- Comp Plan Discussion
- Potential Impacts and Benefits –
 - Traffic congestion

- Parking
 - Density
 - Redevelopment of Blighted Property
 - Possible Enhancement of Creek Frontage
 - Trend in Land Use
 - Improvement/Detriment to Downtown Character
 - Quality, Sustainable Construction
 - Direction
 - Most Aligned with Intent of PD District
 - Zoning District Inconsistencies
 - PD Regulations do not anticipate or define single structure mixed use (podium buildings)
 - PD Regulations require minimum tract of 3 acres
 - Height regulations are not consistent with trending and industrial uses
 - MF-2 does not allow retail and anticipates low rise multi-family dwellings
 - Considerations
 - Underlying zoning MF-2
 - Amendment to Text of Zoning Regulations
 - Public Hearing and Consideration of Conceptual or Detailed Site Plan at Planning and Zoning and City Council
3. Discussion regarding making application for THC (Texas Historical Commission) designation for the Jack Calvert Municipal Building

Mr. Jackson approached the City regarding making an application to the Texas Historical Commission for an historic marker for the Calvert Municipal Building. Mr. Jackson has written the draft narrative for submission, however; Staff now asks Council to consider a motion to authorize the application. The cost, primarily for the medallion and plaque, would be approximately \$2,000.00. Due to the application period, and additional local and County approval, Staff is seeking consideration at this time.

4. Discussion regarding any item on the regular agenda

There was no discussion.

5. Adjourn Workshop Session

Council member Clark moved to adjourn the workshop session at 5:56 p.m. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

A brief break was taken 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 6:02 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.

Garry Milligan, owner of the home at 611 College Street, explained of a claim that he has with a contractor who was hired by the City to put in new water meters. Apparently, the contractor put in a new water meter last March, 2019, at this rental property that is vacant. Instead of leaving the water off when the new water meter was put in, the contractor turned it on and water flooded into the home for 20 days causing floor damage and also a water bill over \$950.00. The contractor's insurance company has offered him \$7,000.00 for the floor repair; however, he does not feel that the loss of rental income of \$650.00 a month for the last year has been considered and it should be paid by the contractor or their insurance company. Since nothing more has been offered and not wanting to hire a lawyer, if possible, he asked if Council could look at a better way to take care of this claim since the City hired this contractor.

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.

1.3	Public Hearing to receive citizen comments regarding an Ordinance regulating outdoor burning within the city limits of the City of Lampasas establishing the allowable materials, rules and regulations for burning; setting burn permit fees; penalties for violations; providing a severability clause; providing an effective date; and providing an open meeting clause
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Jeff Smith, Fire Chief, explained that this item was discussed during workshop at the February 10, 2020 Council Meeting. There was discussion on ways to educate citizens on controlled burns, when a permit is required and what burning is permitted without a permit and how this relates to being under a burn ban. Also discussed was other opportunities in the City that lead to proactive measures in the disposal of yard waste and debris management.

Mayor Talbert opened the Public Hearing to receive citizen input regarding the first reading of the Ordinance as read. There were no citizen comments.

Mayor Pro Tem Monroe moved to close the public hearing. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Special Planning Session on February 3, 2020.

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

2.2	Discussion and possible action concerning approval of minutes of the Regular Meeting on February 10, 2020.
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Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the Monthly Investment report for January 2020.

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. City Secretary Monthly Report 2. Police Department Monthly Report 3. Utility Billing and Collections Monthly Report 4. Public Works Monthly Report for Electric, Streets, Water/Wastewater 5. Building Official Monthly Report 6. Economic Development Monthly Report 7. Fire Department Monthly Report 8. Parks and Recreation Monthly Report 9. Information Systems Monthly Report 10. Library Monthly Report 11. Golf Course Monthly Report 12. Municipal Court Monthly Report

Christina Marez, City Secretary reviewed the following information:

Brief Departmental Responsibilities

- Open Records Requests (“ORR”)- approximately 87 ORR’s were completed for 2019 –
- Records Retention/Management/Contracts/Bids
- City of Lampasas Code of Ordinances - Codification
- Resolutions/Proclamations/Presentations/Certificates/Community Champion
- TABC Alcohol Permits Certification
- Building Permits
- Planning and Zoning/Zoning Board of Adjustments
- Texas Municipal League (TML) City Insurance/Inventory
- City Council Packets
- Budget Books/CIP
- Solicitor/Vendor Permits/Food Truck Permits
- Pavilion/Ruth Eakin Amphitheater/Hostess House Reservations
- Cemetery Deeds
- Maintain Vehicle Inspections/Registrations (Titles)

The Department supports the following Boards/Commission

- City Council
- LEDC
- Parks and Recreation Advisory Board
- Airport Advisory Board
- Airport Zoning Board of Adjustments
- Construction Board of Adjustments and Appeals
- Zoning Board of Adjustment
- Planning and Zoning Commission
- Capital Improvements Committee
- Comprehensive Planning Committee

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- Election - Council may have noticed the School District will not have an election for School Board members this cycle. By using the same election cycle with the School District, the City has been able to previously share in the costs through a cooperative agreement. The City Secretary, Christina Marez, now estimates the increased costs for the Council election to be between \$3,000.00 and \$5,000.00.
- Chlorine Burn - The coordinated chlorine burn for the Central Texas, Kempner Water and City of Lampasas systems was initiated on February 15, 2020. As of the date of this memo, City Staff is beginning to see levels of free chlorine rising with a significant reduction in ammonia. The City is able to ensure the effectiveness of the burn through injection of chlorine. The City, and Council, may receive comments in the coming weeks regarding a change in the smell and taste of water; however, the burn will conclude March 15, 2020. Council should also be aware that after conclusion of the burn, significant flushing of the system will take place to replace free chlorine with chloramines.
- Town Hall - Staff has discussed the possibility of convening a Town Hall meeting related to Tree Preservation Policies and the Form Survey. City Staff have discussed both items, as the opportunity has arisen, with developers and contractors. Prior to formalizing the item for formal consideration, City Staff is seeking Council input regarding additional community outreach through this format.
- Golf Course - One of the more unusual events in my municipal career is taking place at the Hancock Park Golf Course. Van Berry, Golf Manager, thought he might have to eradicate some nutria on the Golf Course, but as it turns out, the City has a family of otters taking up residence in the creek. More typical of East Texas, reports from Texas Park & Wildlife Department (TPWD) are stating they are beginning to show up in some parts of Central Texas.
- Downtown Cleaning - Mr. Andy Fish has approached the City regarding a proposal to provide non-invasive cleaning of buildings in and around the Courtyard Square. As noted in his email, he has received estimates for façade cleaning in the amount of \$30,238.75 and proposes the City provide financial resources with a claw-back to property owners for their share if they sell their property within 5 years. City Staff is neither advocating for nor dismissing the proposal, but seeks Council input regarding any further discussion or consideration of the effort. Mr. Fish was present and reviewed the information that was provided to Council.

- CIP - The CIP Committee met on February 20, 2020 to primarily review the draft Public Facilities schedule of the 2021-2026 report. At the request of the Committee, the meeting was held at the Hostess House, and a significant amount of discussion time was devoted to that facility. Additionally, Frank Ellett, Building Official; Ronnie Withers, Fire Marshal; and Vicki Tower, Asst. City Secretary, provided input on the compliance needs of the facility and comments the City had received regarding desired upgrades. The Committee also reviewed and made no modifications to the Priority Definitions and Funding Statement. The next meeting of the CIP Committee will be held on March 5, 2020 at noon in the Jack Calvert Municipal Building.
- Ave C - Rickie Roy, Public Works Director, and Mike Blair, Utility Supervisor, reported that all but two service lines have been tied into the new main in Avenue C; however, the main will require an additional 8 to 9 tie-ins from other trunk lines. The City, with an Engineer's recommendation, has extended the time for the project based on weather. Asphalt patching will be done after all tie-ins are complete.
- Parks Board - The Parks Board met on February 20, 2020, to discuss routine business and the status of projects. City Staff also took the time to discuss the status of the Comprehensive Planning process and the relationship of the Plan to the Parks Board and Park projects. The Board discussed interests raised during the public engagement process of the Plan particularly related to connectivity and trails. The Board also mentioned the need to enhance trails and paths through signage and mileage markers. City Staff also discussed the status of the annual CIP planning process. The Park Board acknowledged the recent upgrades to the Parks, and identified the additional need of providing shade to some of the existing playgrounds in the City.
- Recycling - Included in Council's packet was a letter from a resident, Barbara Nell Fannin, expressing her satisfaction with the current solid waste contract and service, as well as her suggestion to provide additional education and promotion of our current recycling efforts. The citizen also provided additional insight on other resources and possible partnership with the Schools.
- EDC - The Lampasas Economic Development Corporation met on February 19, 2020 with a majority of the meeting time devoted to updates on Phase 1 street and utility planning for the Business Park, and the Life/Safety grant program. The Board requested additional information and research on the feasibility of funding the improvements and marketability of the tracts.
- Hostess House – Vicki Tower, Asst. City Secretary, has provided additional input and suggestion on pricing at the Hostess House. The gap appears to be the slightly larger, but shorter hour, groups which, because of the pricing tier fall into the large group, longer hour, charges. These groups typically have minimal impact on the facility and require little City Staff supervision. Providing there is no objection, City Staff will place this item on the March 9, 2020 Council agenda for discussion and possible action.
- Dark Sky Places - Council member Kuehne mentioned the desire to investigate the Dark Sky program, which is currently affiliated with 14 Texas places. The International Dark Sky Places (IDSP) Program was founded in 2001 to encourage communities, parks and protected areas around the world to preserve and protect dark sites through responsible lighting polices and public education. Currently five Central Texas communities are designated as Dark Sky Places including Dripping Springs, Wimberley and Horseshoe Bay. City Staff is seeking Council input for further research or placement on a future meeting agenda.

5.2	MAYOR'S COMMENTS
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Mayor Talbert wanted to remind the groups in the community of the City's training room or meeting room that is for use.

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 approval of the first reading of an Ordinance regulating outdoor burning within the city limits of the City of Lampasas establishing the allowable materials, rules and regulations for burning; setting burn permit fees; penalties for violations; providing a severability clause; providing an effective date; and providing an open meeting clause
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in public hearing.

Council member Williamson moved to approve the first reading of an Ordinance regulating outdoor burning within the city limits of the City of Lampasas establishing the allowable materials, rules and regulations for burning; setting burn permit fees; penalties for violations; providing a severability clause; providing an effective date; and providing an open meeting clause. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.2	Discussion and request for approval to apply for Federal Grant Programs for hiring of Police Officers through COPS Hiring Program.
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Sammy Bailey, Police Chief, reviewed the following:

- The FY20 COPS Hiring Program (CHP) program is open and will close March 10, 2020.
- There is approximately 400 million in funding available for the FY 2020 CHP grants.
- CHP provides funding to hire and re-hire entry level career law enforcement officers in order to preserve jobs, increase community policing capacities and support crime prevention efforts.
- The grant provides 75 percent of the approved entry-level salaries and fringe benefits of each newly hired and/or rehired full-time officer, up to \$125,000.00 per officer position, over the three year (36) month grant period.
- Requires the City to identify a specific crime and disorder problem/focus area and explain how CHP funding will be used to implement community policing approaches to that problem area.
- The City has several different areas that could be focus areas.
- CHP grant funds as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.
- She would like to apply for two to three positions.

Mayor Pro Tem Monroe moved to authorize the Police Department to apply for Federal Grant Programs for hiring of Police Officers through COPS Hiring Program. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding THC (Texas Historical Commission) designation for the Jack Calvert Municipal Building
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City Manager deGraffenried explained that this item was discussed in workshop session.

Council member Kuehne moved to authorize the application to the Texas Historical Commission (THC) for a historical marker designation for the Jack Calvert Municipal Building. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding renewal of the Right of Access and Use Agreement between the City of Lampasas and the Little League Association.
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that Chris Eicher, Parks & Recreation Director, was unable to be at the meeting. She explained that this agreement is for the Right of Access and Use Agreement by Lampasas Little League Association for use of the Turner Complex and 580 Sports Complex from February 1, 2020 to June 30, 2020.

Mayor Pro Tem Monroe moved to approve the Right of Access and Use Agreement between Lampasas Little League Association and the City of Lampasas as presented. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.5	Discussion and consideration of approval of a Lampasas Economic Development Project related to Life Safety Grants for Commercial Businesses in existing buildings.
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Mandy Walsh, Economic Development Director, explained that this grant program would assist in life safety improvements for development projects. This program will support business owners by mitigating life safety concerns in existing structures in the City of Lampasas, encouraging private investment in commercial development that may otherwise be cost prohibitive and stimulate redevelopment to increase sales tax revenues and property values.

Walsh explained that if approved, it would be administered and funded by LEDC.

Council member Kuehne moved to approve a Lampasas Economic Development Project related to Life Safety Grants for Commercial Businesses in existing buildings. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.6	Discussion and consideration of approval to utilize Hotel Occupancy Tax funds in an amount not to exceed \$5,000.00 for downtown "LTX" sign.
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Mandy Walsh, Economic Development Director, explained at the November 12, 2019 City Council Meeting, Council approved this community project with funding awarded by Waste Connections "Texas Cities Got Talent" competition in the amount of \$7,500.00. Since that time, City Staff has worked with local contractors with the construction of the LTX letter sign, clearing of the median, concrete pad for sign stability and a placard. To date the estimated project costs is just over \$9,300.00 and City Staff is asking Council to consider approval of Hotel Occupancy Funds to fund the difference between the \$7,500.00 and the finished project costs.

Walsh reviewed the invoices from the contractors and pictures of the LTX letter sign. She explained that the letters are currently being powder coated.

Mayor Pro Tem Monroe moved to authorize the use of Hotel Occupancy Tax Funds in an amount not to exceed \$5,000.00 to cover the additional costs of the downtown "LTX" sign. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 6:44 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary