

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, May 11, 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  
Delana Toups  
Mike White  
Cathy Kuehne (arrived at 5:41 p.m.)

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager  
Rickie Roy, Assistant City Manager  
Christina Marez, City Secretary  
Monica Wright, Information Systems Director  
Yvonne Moreno, Finance Director  
Jeffry Smith, Fire Chief  
Sammy Bailey, Police Chief  
Tony Barrio, Code Enforcement Officer  
Mandy Walsh, Economic Development Director  
Chris Eicher, Parks & Recreation Director

**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. She reminded citizens of the telephone number of 512-556-0332 to call in for any comments.

2. Discussion regarding Commercial Parking in Residential Areas.

Sammy Bailey, Police Chief, along with Tony Barrio, Code Enforcement Officer, explained that commercial, large truck, and heavy vehicle parking in residential areas cause's safety concerns and complaints by the neighbors. She reviewed and provided photographs of 18-wheeler trucks that are parked in residential areas that in some cases are safety concerns and a city ordinance may be necessary to prohibit or restrict parking by these types of vehicles.

Her discussion included:

- Commercial Truck Parking in Residential Areas

- Parking Ordinance and Transportation Code
- No Violation
- Need of City Ordinance
- TxDOT Current and Forecasted Truck Parking Needs Assessment Memo
  - Current and Forecasted Truck Parking Needs March 23, 2020
  - Statewide Problem
    - Parking shortages can also lead to parking in unauthorized locations and result in a safety hazard for both the driver and the motoring public. TXDOT conducted a statewide truck parking study that assesses the need and supply for truck parking in Texas. The study suggest ways to develop and meet parking needs across the state. Low Capacity Need/High Safety need is US Highway 281.
- Residential Parking Complaints
  - Owner-Operator independent drivers own their trucks instead of working for a company and typically do not have a company yard or other facility to park their vehicle when not in use, so they often park at or near their home in residential areas between trips.
  - Other reasons for parking in residential.
  - This can become a source of conflict with neighboring residents and puts the owner-operator at risk of vehicle or cargo theft, because the truck is not parked in a secure parking yard.
- Concerns and Complaints
  - College Street
  - 1200 West Avenue C
  - Steele and First
  - 600 Block of South Ridge
  - Avenue E and Northington
- Ordinance Discussions
  - No Parking on Residential Streets
  - Emergency Services/ Roadway/ Weight of vehicle/Safety Concerns
  - Permit Parking (Fee vs. no Fee)/Limited
  - No emergency services issues/No neighbor issues/No safety concerns
  - Minimal or No destruction of roadway issues
  - Emergency parking area (floods/snow/ice, etc.)

Council discussion included:

- Do an ordinance to address the concerns and issue permits for parking which would give for an opportunity to review their request and either allow or not approve due to safety concerns
- Ordinance should include guidelines; time restrictions, if any; and reasonable fee for parking permit
- Could consider neighborhood percentage approval before issuing parking permit

Police Chief Bailey said that she would work on an Ordinance as discussed and bring back to Council for further discussion and consideration.

### 3. Update and discussion regarding City's COVID-19 response and status.

City Manager deGraffenried explained that this is a standing agenda item to be able to provide updates to Council. He reviewed the following:

- Related to COVID-10

- 525,000 tests in Texas
  - 39,860 confirmed cases
  - 21,713 recovered
  - 1,100 fatalities
- City Hall – information related to when doors are open to the public
    - Log incoming customers
    - Sneeze guards/shields on front counter areas have been ordered
    - Signage of safety requirements is being handled by Jeff Smith, Fire Chief, and Monica Wright, Information Systems Director
    - Limit the number of customers in the building
    - When the sneeze guards/shields are put in, will work to reopen
    - In the next few weeks, crews will start to work back to more normal work schedules but still follow the required distancing and max number in a group

Mandy Walsh, Economic Development Director, explained that she received over 50 applications for the LEDC Emergency Grant Funds Program. LEDC was able to help close to that number of businesses. She said that it was very positive and heartwarming to help those businesses.

Yvonne Moreno, Finance Director, explained that she sent out 53 letters to businesses making them aware of the Utility Assistance Program. To date, she has received 32 applications.

4. Discussion regarding any item on the regular agenda

There was no discussion.

5. Adjourn Workshop Session

Mayor Pro Tem Monroe moved to adjourn the workshop session at 6:09 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

A break was taken before going into regular session.

**REGULAR SESSION**  
**6:00 p.m.**

ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 6:18 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.

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> 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 <b>that is included</b> on the Agenda may do so at this time.
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There were no citizen comments.

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on April 27, 2020

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.

3.0	<b>CONSENT AGENDA</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from April 1, 2020 – April 30, 2020

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

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>
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There were no board or department reports.

5.0	<b>ROUTINE MATTERS</b>
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- KWSC - As mentioned, City Staff is in the process of preparing a draft Agreement with Kempner Water Supply Corporation (“KWSC”) to wheel water to their customers just east of the Lampasas City limits. Wheeling is a common practice where utilities transport, sell or deliver a utility to another entity for retail sale. KWSC will be required to feed their existing pump station with water from ground storage, in this case, the Georgetown Tank. As a reminder, the Georgetown Tank is owned by KWSC, with the City and KWSC sharing capacity, however, the tank is only fed by City of Lampasas water. City Staff should be prepared to share a draft agreement on the May 26 Council meeting for Council consideration.
- Staffing Notes – City Staff is pleased to announce that Rickie Roy as of May 7, 2020, Mr. Roy will assume the title of Assistant City Manager. In addition to his supervision of the Public Works

Department, he will continue to direct the City's development team and facility maintenance employees. In addition, Mike Blair will assume the role and title of Civil Inspector. Mr. Blair will manage the day-to-day oversight of city utility projects and developer initiated projects and will continue to assist in the Water/Wastewater Department and provide additional assistance in mapping and special projects. Brandon Kepler will assume the title of Utility Supervisor. No additional jobs will be created as a result of the changes.

- Development - Frank Ellett, Building Official, reports that inspections and requests for consultations have actually increased in the past month. City Staff has had concerns regarding the slowing economy, however; with the exception of one residential housing development, most commercial and residential projects are moving forward. Mandy Walsh, Economic Development Director, indicates some interest has been expressed again with development in the Business Park, and City Staff have met personally with builders and developers during the quarantine. Both Frank Ellett and Ronnie Withers, Fire Marshal, continue to provide builders with options within the Building Codes, particularly as they renovate commercial structures. They have also offered potential assistance through the LEDC life/safety grant program.
- Sales Tax - The Comptroller reports the City's sales tax receipts for May, indicative of March activity, is \$179,650.00 or 11.33% better than May 2019. For the first 8 months of the City's fiscal year, \$1,330,981.00 in sales tax has been collected, compared to \$1,233,505.00 for the same period last year. An improvement of \$97,476.00 or a 7.9% increase. City Staff fully expects the pandemic to impact future receipts negatively.

5.2	MAYOR'S COMMENTS
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Mayor Talbert emotionally expressed her appreciation to City Staff for their work and assistance to the citizens/customers during this pandemic.

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 operations of City Pools for the 2020 Season
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Chris Eicher, Parks & Recreation Director, explained that his number one priority is the safety of all pool patrons. He noted the following concerns:

- Social distancing at the pool would be near impossible to monitor.
- With the COVID-19 numbers on the rise, he is concerned with the possible spread.
- Should Council decide that both pools be open, he would not have enough staff for both. He would only have enough staff available for the Hancock Pool, since it requires less staffing than Hanna Pool.
- He explained that the City received were very few job applications this year, maybe because of the COVID-19 concern or they may already have another job.
- He said he would do whatever Council's direction was but asked if they would consider holding off for a couple of weeks on their decision because as noted by a press release from Dr. Georgia Hay, in two weeks is when this COVID-19 should peak.

Council discussion included:

- Both Council members White and Toups would at least like one pool open for the season and follow the Governor’s order on capacity.
- With mixed emotions, they understood the limited staffing and safety concerns, but hate not to have at least one pool open for the kids.
- Council unanimously agreed to re-evaluate whether or not to open the pools and/or open just one pool and make a decision at their May 26, 2020 Council meeting.

There was no action taken.

7.2	Discussion and possible action regarding moving the Monday May 25, 2020 City Council Meeting to Tuesday May 26, 2020 due to the Memorial Day Holiday.
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Mayor Pro Tem Monroe moved to approve moving the Monday, May 25, 2020 City Council Meeting to Tuesday, May 26, 2020 due to the Memorial Day Holiday. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding Commercial Parking in Residential Areas.
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Sammy Bailey, Police Chief, said that with the direction from Council given at workshop session, she will work on an ordinance and permit and bring back to Council for consideration.

No action was taken.

7.4	Select and announce possible winner of website photo contest
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Two photo entries were received:

- Entry 1 “Social Distance” submitted by Kathaleen Johnson
- Entry 2 “Missing the chance to welcome ya’ll Texas-style” submitted by Diane Davis

Council member Kuehne moved to select Entry 1 “Social Distance” submitted by Kathaleen Johnson as the winner of the website photo contest. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.5	Discussion and possible action to declare a 2008 Ferris Mower as surplus and to allow disposal as State Law allows.
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Rickie Roy, Assistant City Manager, explained that the Street Department is requesting Council’s consideration to declare a 2008 Ferris Mower as surplus and to allow disposal as State Law allows. This mower currently works, however it has been repaired many times and has a substantial hydraulic problem. It has been used across multiple departments. Continuing to repair has been quite costly and not beneficial to the City.

Council member Clark moved to approve to declare a 2008 Ferris Mower as surplus and to allow disposal as State Law allows. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding Depository Services Contract for a Financial Institution
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to serve as the Bank Depository for the City of Lampasas for a three year period beginning July 1, 2020 through June 30, 2023.

Yvonne Moreno, Finance Director, explained that the Depository Services Contract, which the City of Lampasas currently has with BancorpSouth, will expire on June 30, 2020. The City consulted with Linda Patterson of Patterson and Associates to prepare a bid package for depository services. She explained that five (5) bid packets were sent out to various local banks for review and the City of Lampasas received only one bid from BancorpSouth. After review by Linda Patterson and consultation with her regarding the bid, the City would like to enter into a Depository Services contract with BancorpSouth for the three-year period of July 1, 2020 through June 30, 2023 with the provision that the contract will allow two (2) one year extensions under the same terms and conditions.

Moreno noted that a change from the last contract is that the Collateral Requirements were increased from 102% margin on the collateral market value to 105%. She also said that due to the length of the application, it was not included in Council's packet but a copy is available for review in her office.

Mayor Pro Tem Monroe moved to approve the Depository Services Contract with BancorpSouth to serve as the Bank Depository for the City of Lampasas for a three-year period with the provision for two one-year extensions under the same terms and conditions of the contract. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

7.7 Discussion and possible action regarding the award of bid to QA Construction, Inc. for the West Avenue E Roadway and Drainage Improvements in an amount not to exceed \$677,350.00

Rickie Roy, Assistant City Manager, explained that the request for sealed bids on this project was published on April 3, 2020 with a bid opening on May 4, 2020. The development of the scope of work, plan design, specifications, contractor qualifications and bidding process was managed under a professional services agreement with Eckermann Engineering. A total of seven (7) bids were received in response to the bid solicitation.

The bids were as follows:

- |    |                                |                |
|----|--------------------------------|----------------|
| 1. | QA Construction Services, Inc. | \$677,350.00   |
| 2. | Diamond X Contracting, Inc.    | \$726,484.00   |
| 3. | JKB Construction Company, LLC. | \$799,000.00   |
| 4. | TTG Utilities, LP              | \$881,970.00   |
| 5. | QRO MEX Construction, Inc.     | \$882,539.00   |
| 6. | Smith Paving, Inc.             | \$967,517.20   |
| 7. | A&S Underground                | \$1,050,465.00 |

Assistant City Manager Roy said that Eckermann Engineering has reviewed the qualifications and submittals of all contractors and has determined the apparent low bidder, QA Construction Services, Inc., is qualified and able to perform work as specified in the plans and specifications.

Mayor Pro Tem Monroe moved to award the bid to QA Construction, Inc. for the West Avenue E Roadway and Drainage Improvements in an amount not to exceed \$677,350.00. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.8 Discussion and possible action regarding specific emergency orders related to COVID-19 pandemic.

City Manager deGraffenried said that this item was just a place order in case Council needed to take any action related to COVID-19 pandemic.

No action was taken.

7.9	Discussion and possible action regarding HOT fund request by the Spring Ho Committee in the amount of \$5,000 for the Annual Spring Ho Festival July 6, 2020-July 12, 2020.
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Jackie Lindeman, Spring Ho Committee Chairperson, explained that Spring Ho is requesting funding to assist in covering advertising costs, approximately 7,500 brochures to be printed and distributed, announcements on radio stations locally and outside of Lampasas and in Marble Falls (KBey FM) and Waco area (Waco 100). Spring Ho will also advertise in various Hill Country magazines and newspapers.

Council asked how things were coming with the Spring Ho event. Mrs. Lindeman replied that some things are on hold but they will be having a meeting in the coming week to decide on some events that were scheduled.

Council member Toups moved to approve the HOT fund request by the Spring Ho Committee in the amount of \$5,000 for the Annual Spring Ho Festival July 6, 2020-July 12, 2020. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

Adjourn into Executive Session

Mayor Pro Tem Monroe moved to adjourn into executive session at 6:52 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

### 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:

8.0	EXECUTIVE SESSION ITEMS
8.1	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551.
8.2	Adjourn Executive Session and reconvene Regular Session

Executive session was adjourned at 7:29 p.m. and regular session was immediately reconvened.

### REGULAR SESSION

9.0	ACTION ON EXECUTIVE SESSION
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no action taken.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:30 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Misti Talbert, Mayor

ATTEST:

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Christina Marez, City Secretary