

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Tuesday, May 26, 2020**

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

Council Members present:

T.J. Monroe, Mayor Pro Tem (LEDC member)
Chuck Williamson
Randy Clark
Delana Touns
Mike White
Cathy Kuehne

LEDC Members present for Workshop only

Charlie Pratus, Board President
Steve Hudson
Roland Schaub
Ronnie Vineyard

Council Members absent:

None

LEDC Members Absent for Workshop:

Neal Leavell
David Millican, Ex-officio
Bobby Carroll, Ex-officio

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Zoning Administrator
Monica Wright, Information Systems Director
Yvonne Moreno, Finance Director
Jeffrey Smith, Fire Chief
Sammy Bailey, Police Chief
Mandy Walsh, Economic Development Director (workshop only)
Chris Eicher, Parks & Recreation Director
Kim Watkins, Pool Manager

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

1. Call to Order Special Joint Workshop of the Governing Body of the City of Lampasas with the Lampasas Economic Development Corporation Board

Mayor Talbert called the Special Joint Session to order at 5:31 p.m. LEDC Board President, Charlie Pratus, immediately followed and called the LEDC Board to order at 5:31 p.m.

2. Discussion regarding development and funding of business park improvements.

City Manager deGraffenried explained that this joint meeting is placed on the agenda to allow updates and discussion regarding development of Phase 1 of the Business Park. Recent development included extension of utilities to the site, however; prospects have generally been unwilling to wait for water, sewer, roads and electric extensions to the various lots. With recent prospect activity, the LEDC would like to discuss with Council options on how to proceed with making the property make-ready.

Mandy Walsh, Economic Development Director, provided a brief timeline and development costs of Phase I:

- In 2015/2016, the City extended utilities to the Business Park.
- The note for the land purchase was in 2004 and has been refinanced in 2012 and again in 2015. When the loan was refinanced in 2015, it extended the loan for 26 years. The balance on the note is \$312,444.88.
- For the utilities to the Business Park, the cost was \$976,042.87. This amount plus the previous note total \$1,288,847.75.
- In 2019, the LEDC engaged Eckermann Engineering to prepare construction plans and estimates for utility extensions and roads for the North side, approximately 35 acres. The engineering plans were completed in February 2020. The total probable construction cost is \$1.9 million for Phase I.
- She said that she and the LEDC Board have been exploring grant opportunities to fund Phase I.
- She said that there is a prospect interested in property within the Business Park.

Charlie Pratus, LEDC Board President, informed Council that LEDC had thought of selling some of the property to raise some funds but the front property lots are the most valuable, and if they sold those lots, they wouldn't have much of a Business Park. He said that they have tried to look at every option possible to be able to do Phase I. He knows that it is currently difficult to market but they need to move forward to make it a Business Park.

Steve Hudson, LEDC Board member, said that currently they have a prospect that would bring in job opportunities that would not be competition to any other business in town. LEDC has always tried to focus on bringing primary jobs in with no competition to our local business owners. This prospect is ready to go and we need to move forward with making that happen.

Council member Clark stressed that the City needs to move forward and see whether any funds could be contributed towards this project. This has gone on way too long and we need to move forward.

City Manager deGraffenried informed Council that LEDC has \$510,000.00 in Restricted Funds for this purpose. He talked about possible funding opportunities including that the prospect could also apply for State or Federal funding. He talked about a temporary drive access, and utility connections to lots adjacent to Old Austin Road.

Council member White agreed that something needed to be done or sell the whole property. However, he would hate to sell it because the City has already put too much into it. He just didn't want to throw more money into the Business Park and then do nothing with the property.

Council member Williamson also agreed with Council member White's comments. The City needs to do something now and not lose out on another business prospect.

Council member Clark said that if the City does nothing, then nothing will ever go out in the Business Park.

Roland Schaub, LEDC Board member, said that the City and LEDC need to move forward with Phase I development of the Business Park.

It was the consensus of Council members and the LEDC Board members to fully support this project and move forward.

After discussions, Mayor Talbert said that City Staff has direction to look into funding options, including grant opportunities, and present back to them.

Mayor Talbert thanked LEDC Board members for their work on this and their presence at the Joint Workshop.

3. Adjourn Special Joint Session and convene into Workshop Session

Mayor Pro Tem Monroe moved to adjourn the Joint Session at 5:57 p.m. and take a brief break before going into Workshop Session. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

LEDC Board member Hudson immediately followed to adjourn the Joint Session at 5:57 p.m. The motion was seconded by LEDC Board member Schaub and with a unanimous vote, the motion carried. (Leavell, Millican & Carroll absent)

City Council reconvened into workshop session at 6:02 p.m.

WORKSHOP SESSION

4. Discussion regarding advertising and marketing Chamber of Commerce events.

Melissa Unger, Chamber Director, explained that she was present to discuss the impact COVID-19 has had on canceled and postponed events marketed through the Chamber as well as how marketing and advertising will be handled for upcoming events. She is seeking Council's guidance on how to proceed with requesting Hotel Occupancy Funds for upcoming events such as the Toughest 10K scheduled for July 11, 2020. She was seeking Council's blessing to be able to proceed with this event since the entry deadline would be June 24, 2020. Council said that she could proceed and also reminded her to follow the CDC guidelines for this type of event.

Unger also reviewed the following:

- The rescheduled Rodeo and BBQ event will be held together September 10-12, 2020.
- The Chamber of Commerce building has been closed to the public, however, she is planning for possibly June 1 for citizens to be able to come in by appointment only or limit the number of people allowed in. She said since the building is so small and they do not have sneeze guards, she is trying to figure it out for the safety of employees as well as citizens. Once she has a set plan, she will provide the information to the City.

5. Discussion regarding Commercial Parking in Residential Areas.

Sammy Bailey, Police Chief, explained that this item was discussed with Council at the May 11, 2020 Council Meeting. City Staff has taken the opportunity to research further and has created revisions to amend Chapter 78 of the City's Code of Ordinance for commercial, large truck and heavy vehicle parking in residential areas. These recommended revisions address the safety concerns and complaints made by neighbors in these areas. She reviewed the proposed revisions.

Council discussion/recommendation included:

- There should be no residency requirement.
- Do not allow for the parking of these type of vehicles in any driveway.

- No deadline for issuing permits.
- Include verbiage that this ordinance must be reviewed in five years for any necessary changes.

There was also discussion of recreational vehicles (“RV”) parked in the roadways. Police Chief Bailey said that there is an ordinance in place that only allows for the RV to be parked for 72 hours while the owner has to clean or load/unload the RV.

6. Discussion regarding intersection of East Third Street and Liveoak Street.

Council member Toups asked for this item to be placed on the workshop agenda to discuss changing the two-way stop intersection at East Third Street and Liveoak Street from a controlled two-way stop to a controlled three-way or four-way stop. She felt that at least a three-way stop should be there to keep traffic from speeding in that area, especially now with the LTX sign at the corner of this intersection and more people being in that area.

Mayor Pro Tem Monroe was concerned with the 18-wheelers that would have to stop at the stop sign and then try to get going again. It could create more of a problem with the traffic being held up since there is quite a bit of traffic that travels down East Third Street.

Mayor Talbert asked if a traffic study has been done for that area. Police Chief Bailey replied no. Mayor Talbert felt that a traffic study should be done due to the size and speed of vehicles traveling down Third Street as a way to look at improving traffic in the downtown area.

7. Discussion regarding operations of City Pools for the 2020 Season.

Mayor Talbert reminded the citizens to call in at 512-556-0332 for any comments.

Chris Eicher, Parks & Recreation Director, explained that this item was placed on the workshop agenda to provide more details and impact COVID-19 has had on the 2020 City of Lampasas Pool Season. He turned discussion over to Kim Watkins, Pool Manager.

Ms. Watkins reviewed the following comments and suggestions:

- To run both pools, the City would need 32 employees with 23 of those being lifeguards. She has 8 trained lifeguards that reapplied and worked for the City last season. She would have to train at least 12 lifeguards and could not do that in time and get the pools ready.
- At this time, a five-week pool season at Hanna Springs Pool would be out of the question, especially since she doesn’t have enough employees to staff it and Hancock Springs Free Flow Pool.
- She asked that Hanna Springs Pool remain closed for this season and take this time to do some necessary upgrades and repairs that are desperately needed. She proposed only opening Hancock Springs Free Flow pool only.
- She said that the Hancock Pool is less maintenance and since the water is so cold, there wouldn’t be many people in it at one time nor would stay in long.
- She proposed the following for Hancock Pool: first day to open be on May 30, 2020; be open Wednesday to Saturday 12-7 p.m. and Sunday 12-5 p.m.; no one under 18 without a parent; 33 percent capacity being 65 people; and to Lampasas County residents only.
- She said that the picnic tables would be separated to meet CDC distance guidelines. Pool staff would clean the restrooms after every use. Guard stands would be sanitized every hour on break.

Council discussion included:

- Not open Hanna Spring Pool due to lack of staffing
 - Open Hancock Springs Free Flow Pool beginning May 30, 2020
 - Limit pool to 50 percent occupancy which would be 100
 - Social Distancing must be complied with
 - Must be a Lampasas County resident
 - Children under the age of 12 must be accompanied by a parent
 - Allow ages 13-18 to be without a parent but must have parent acknowledgement form signed
8. Discussion regarding 2020/2021 Budget.

City Manager deGraffenried explained that this item was placed on the workshop agenda to provide Council with budget timelines, financial assumptions and potential challenges with the FY 2020/2021 budget.

deGraffenried reviewed a handout he provided to Council and reviewed the following starting points:

- Assumptions
 - Staffing
 - Tax Rate
 - Sales Tax
 - Property Tax
 - Health Insurance
 - Fees and Rates
- Issues and Impacts
 - Utility Consumption
 - Planning Activities
 - Issues and CIP
 - Fund 68 Balance
- Dates
 - Audit Committee – should meet in next two weeks
 - Staff projected year end and initial budget – June 5, 2020
 - CIP report completion – June 19, 2020
 - Council update/Initial projections – June 22, 2020
 - Council update/Workshops – July 13, 2020
 - LCAD effective/Rollback – July 24, 2020
 - Notice of proposed – September 14, 2020
 - Second reading – September 28, 2020

9. Discussion regarding Opening City Facilities and local updates to Pandemic.

Rickie Roy, Assistant City Manager, explained that the week of March 23, 2020, City Facilities began engaging in social distancing. City buildings have been closed to the public, all business has been handled via phone, website, email, drive-thru and by appointment. City Staff has been working split shifts to minimize contact. All City business has been handled and maintained during this Pandemic. Following the Governor's Orders to open Texas back-up while practicing social distancing and following CDC guidelines, City Staff would like to take this opportunity to advise City Council of the steps taken to ensure

the safety of Staff and citizens and to ensure proper procedures are defined and in place as we begin opening City Facilities the week of June 1, 2020.

Assistant City Manager Roy reviewed the following:

- Sneeze guards were installed at City Hall, Library, Golf Course and Animal Shelter
- The max allowed in the buildings are:
 - City Hall - 5
 - Library – 15
 - Animal Shelter – 2
- He thanked Council for their support to City employees during this pandemic for not only their safety but also the work schedules to meet social distancing and minimize contact.

10. Discussion and updates regarding City Projects.

Mayor Talbert said that due to the time, only a few items would be reviewed and the items not discussed would be on the next Council meeting.

The following projects were reviewed:

- Eagle Scout Project – J.T. Saucedo, Eagle Scout, reviewed a picture of the progress on the Butterfly Project. This project was approved by Council in October 2019. He said that the concrete forms have been laid. The colors and patterns are being selected. The landscaping and irrigation work should begin next week.
- Upper Pressure Plane Engineering Study – Jason Jones, Jones, Heroy & Associates, was present. He reviewed the Engineering Project status report:
 - Summary of work completed:
 - Notice to proceed on November 13, 2019
 - Project status and development review meeting with City Staff on January 22, 2020
 - Ongoing support for requested water system data collection efforts
 - Review of KWSC delivery point flows and water supply contract terms
 - Upcoming work scheduled:
 - Scan and compile as-built construction drawing records from the City
 - Complete Summer 2020 pressure recorder data collection
 - Prepare growth projections and water model updates
 - Assessment of existing and proposed infrastructure improvements
 - Estimated project completion in Fall 2020
 - Preliminary Findings
 - Existing peak daily demand in Upper Pressure Plane serve area is approximately 80% to 90% of existing Spring Street pump station capacity
 - Proposed high service pump station site at the existing 2.0 MG Georgetown GST will require agreement with KWSC
 - Existing peak daily demand of 3.38 MGD is 96% of 3.51 MGD capacity limit in existing water supply contract
 - September 2019 flushing demand of 7,600,000 gallons is equivalent to 12% of total September 2019 water demand, primarily due to water quality concerns

The remaining projects would be discussed at the next Council meeting.

11. Discussion regarding any item on the regular agenda

There was no discussion.

12. Adjourn Workshop Session

Mayor Pro Tem Monroe moved to adjourn the Workshop Session at 7:20 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

A brief break was taken before going into Regular Session.

REGULAR SESSION 6:00 p.m.
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 7:32 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. Proclamations and Presentations

- L.E. Davis

Mayor Talbert read out loud the proclamation for L.E. Davis that honored him for his service to our country and community as well as celebration of his 100th birthday on May 28, 2020. Mayor Talbert proclaimed May 28, 2020 as L.E. Davis Day.

Jack Calvert, Former Mayor, also spoke a few words about L.E. Davis on not only his distinguished past but also being the most positive and friendliest man you'll ever meet.

	PUBLIC HEARINGS/CITIZEN COMMENTS
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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.
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Mayor Talbert reminded the public if any citizen had any comments, to call in to 512-556-0332.

There was no discussion.

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 was no discussion.

2.0	MINUTES
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2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on May 11, 2020.
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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.

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

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

4.0	BOARDS/DEPARTMENT REPORTS
4.1	<ol style="list-style-type: none"> 1. Library Monthly Report 2. Golf Course Monthly Report 3. Municipal Court Monthly Report 4. City Secretary Monthly Report 5. Police Department Monthly Report 6. Utility Billing and Collections Monthly Report 7. Public Works Monthly Report for Electric, Streets, Water/Wastewater 8. Building Official Monthly Report 9. Economic Development Monthly Report 10. Fire Department Monthly Report 11. Parks and Recreation Monthly Report 12. Information Systems Monthly Report

No Department report was made. City Manager deGraffenried said that the Department reporting will resume at a future meeting.

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- Staff Updates – He welcomed Chasity Shifflett as the new Administrative Assistant/Permit Tech. She will assume the duties of Vicki Tower, who has shifted to the Parks Department to assist with facility bookings, public inquiries and administration. Chasity has previously worked for the City of Marble Falls and has relevant experience working with the public and the City's software programs.
- TPPA – City Staff participated in a conference call on May 14, 2020 sponsored by Texas Public Power Association. The call connected Municipal Owned Utilities (MOU's), Electric Co-op's and generators with Senators Buckingham and Campbell. The call was an opportunity to communicate our actions and commitment to our customers during the pandemic. Our legislators also shared their perspective of impacts to State government and budget, as well as optimism for a vaccine by the end of the year.
- Golf Course - Although the Hancock Park Golf Course was closed during the Covid-19 pandemic, since reopening, Van Berry, Golf Course Manager, reports revenues are approximately double from the same period a year ago. Berry also reports that patrons are reacting well to new procedures for

tee times and social distancing. The City will also prorate member dues for the second half of 2020 to account for time the Course was closed.

- Cyber Security - Council may have read about recent attacks to the State Court system and TxDOT. Both entities were impacted, however; after some disruption, appear to be restored. Additionally, the City has completed initial cyber security training for all employees, as required, and will continue to provide testing and updates that will ultimately help protect our network.
- Nursing Homes – Fire Chief Jeff Smith reports that based on the Governor’s directive to test all residents and staff of nursing homes, the Texas Department of Emergency Management initially tasked local first responders with testing and collection of samples. Chief Smith has proposed three options for testing, including coordination with the Texas National Guard, or Acadian Ambulance Service, or with the City of Burnet. In working with the County Emergency Management Coordinator, it appears the most desirable option of utilizing the National Guard will be possible. Based on a change in the lead State Agency, and coordination with the Guard, the precise timing has not been determined.
- He informed Council that he would be out of town on Thursday and Friday but available by phone.

5.2	MAYOR’S COMMENTS
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Mayor Talbert wished Council member Toups a Happy Belated Birthday.

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 non-exclusive lease of space on the Nix Water Tower.
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City Manager deGraffenried explained that the City has been approached regarding use of the Nix Water Tower for the non-exclusive placement of directional antenna and appurtenances. The initial term is for 5 years with the option for 3 five-year renewals. Legal Counsel has reviewed and modified the agreement.

Mayor Pro Tem Monroe moved to approve the agreement as presented and authorize the City Manager to execute the related documents. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding Kempner Water Supply Corporation Wheeling Agreement
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City Manager deGraffenried explained that as mentioned in a previous report, Council is asked to consider approval of a Net Metering Agreement with Kempner Water Supply Corporation to serve Kempner customers from City water in the Georgetown Tank. The request is made due to requirements from TCEQ to eliminate in-line pump stations. Although water in the Georgetown Tank comes through the City’s point of delivery, KWSC has 750,000 gallons of stored capacity in the tank. The agreement would also benefit the City by allowing a faster turnover in water in the tank and potentially maintaining higher chloramine residuals. City Staff will forward the draft agreement to KWSC after City Council consideration.

Council member Clark moved to approve and authorize the City Manager to make any necessary changes and execute the agreement. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.3 Discussion and possible action regarding Commercial Parking in Residential Areas.

Police Chief Sammy Bailey explained that she would make the recommended changes as discussed in Workshop Session and bring back to Council for their consideration at the next Council meeting.

No action was taken.

7.4 Discuss and consider approval by certification (Exhibit B) for application for Cares Act Coronavirus Fund Grant

Jeff Smith, Fire Chief, explained that City Staff is seeking Council approval to make application to the Coronavirus Relief Fund and seek reimbursement for eligible expenses related to the COVID-19 Pandemic. Funds can be utilized for Public Safety and economic impacts of business closures.

Mayor Pro Tem Monroe moved to approve the application for the Cares Act Coronavirus Fund Grant and authorize the Mayor to execute related documents. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.5 Discussion and possible action regarding operations of City Pools for the 2020 Season.

Chris Eicher, Parks & Recreation Director, explained that this item was discussed in Workshop Session.

Council member Toups moved to approve that the Hancock Springs Free Flow Pool be open beginning May 30, 2020 with the following restrictions: Pool is limited to 50 percent occupancy; Social Distancing must be complied with; Must be a Lampasas County resident; and Children under the age of 12 must be accompanied by a parent. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Adjourn

Council member Toups moved to adjourn the meeting at 7:53 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary