

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, June 8, 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

Council Members absent:

None

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
Mandy Walsh, Economic Development Director
Jessie Acosta, Parks Superintendent
Van Sims, Water/Wastewater Operations Manager
Jacob Hummer, Police Sergeant

**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 noted the phone number to call in for any questions or comments is 512-556-0332.

2. Discussion regarding draft Ordinance for Commercial Parking in Residential Areas

City Manager deGraffenried explained that Police Chief Bailey was unable to be present at the meeting and would discuss this item at the next Council meeting.

3. Discussion and updates regarding City Projects

Rickie Roy, Assistant City Manager, reviewed the following projects:

- West Avenue E Improvements

- Bid opening date – May 4, 2020
- Award of bid – QA Construction
- Council approval – May 11, 2020
- Pre-Con date
- Submittals Updates (contract)
- Anticipated start date
- Brown Street Development and Drainage
 - Anticipated completion date for drainage pond
 - Meeting with developer will take place in 2 weeks
 - Future drainage improvements
 - He reviewed photos of the drainage pond
 - He reviewed drainage/flooding concerns on Brown Street
 - Chris Harrison, Developer, was present at the meeting. He discussed the detention pond and said it was meant to help control the flow of water. To answer any concerns, this detention pond is not meant to hold water.

Jessie Acosta, Parks Superintendent, reviewed the following projects:

- Airport Runway and Lighting Upgrades
 - Scope of project – it was an electric upgrade and all new lighting of the runway, taxi way lights and PAPI upgrade; this project was not an extension of the runway
 - This project was completed on Saturday, June 6, 2020
 - Impact to Airport – this project was completed under budget and the City should see some reimbursement

City Manager deGraffenried reviewed the following projects:

- Planning projects including Comprehensive Plan, Capital Improvement Plan and Council Work Plan
 - Library Park Project
 - Sidewalks
 - Tree House
 - Patio tables/benches
 - Irrigation system
 - Capital Improvement Program (CIP) Meeting
 - 1st meeting is on June 11
 - Comprehensive Plan Advisory Committee (CPAC) Meeting
 - June 12 – small group meeting to look at draft and make any recommendations; hope to finalize late June or early July
 - Council Work Plan
 - Set a future meeting to review

Becky Sims, Zoning Administrator, reviewed the following projects:

- Status of Software Upgrades
 - My Gov online – new building permit forms; paperless
 - Civic Clerk – Agenda management for Council and all City Board meetings; advanced; online management; allows for searchable documents; format would look the same as current packets

Rickie Roy, Assistant City Manager, reviewed the following projects:

- Water Wastewater Office and Lab
 - He and Van Sims, Water/Wastewater Operations Manager, reviewed photos and the layout of the new building and invited Council to take a tour
- Information Technology Building
 - He reviewed photos of the improvements made to the formal Council Chamber Building that is now occupied by the IT Department

Stephen Sewell, Plant Supervisor/Operator, reviewed the following topic:

- Pre-Treatment Plant/Septic Haulers
 - He explained that it has been three months since they closed the plant to septic haulers because of the oxygen levels being so low which would make the plant out of compliance with TCEQ; they have put in new bugs that have shown improvement to the levels but still want to remain close until the levels are normal; they really hate not allowing the dumping because of loss of the revenue it brings but they must meet TCEQ compliance.
4. Discussion regarding Chamber of Commerce 2nd Quarter Report

Melissa Unger, Chamber Director, reviewed the Lampasas County Chamber of Commerce & Visitor Center 2nd Quarter report which is requesting reimbursement in the amount of \$10,595.07 for their 2nd Quarter.

Ms. Unger also reviewed the following information:

- The office reopened on June 19, 2020
 - Currently, the Chamber has 220 active members; 80 members dropped off due to nonpayment of their renewal fee
5. Discussion and updates regarding re-opening and use of Public Facilities as COVID-19 precautions are relaxed.

City Manager deGraffenried thanked all City Staff for their work on getting reopened. He reviewed the following opening of City facilities:

- Library – no computer usage at this time; maximum patrons allowed is 15
 - City Hall – must sign in; sanitizer and masks are made available; maximum customers allowed is 5
 - Hancock Pool – last Saturday, the pool had 121 people; not all at one time; have had to turn away 100 people due to being non-county residents; City Staff feels comfortable now opening to everyone; will continue to practice social distancing
 - Animal Shelter – maximum people in lobby is 2
6. Discussion regarding any item on the regular agenda

There was no discussion.

7. Adjourn Workshop Session

Council member Toups moved to adjourn the Workshop Session at 6:09 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.

ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:21 p.m.

B. Invocation and Pledge of Allegiance

Jeff Smith, Fire 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.

Mayor Talbert reminded the public that the phone number to call in for any questions or comments is 512-556-0332.

	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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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.

1.3	Public hearing to receive citizen comments regarding a request to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an <i>Open Storage, Display, or Work Area for Merchandise or Machinery</i> in an area zoned Retail “R” Lampasas County, Lampasas, Texas. The property is described as Block 3, L S C First Addition Lots 1, 2 and part of 3, commonly known as 108 South Key Avenue, Lampasas, Texas.
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Becky Sims, Zoning Administrator, explained that the property owner is requesting a Specific Use Permit to allow tractors and mowers to be parked in the parking lot for advertising. The building will remain vacant.

Sims reviewed the following:

- The property is currently zoned Retail “R”.
- She mailed twenty-five (25) notices to property owners within 200 feet of the applicant’s property, and to date have received one (1) letter in favor of the request and none in protest.
- The Planning & Zoning Commission heard this request on June 4, 2020 and recommend approval of the requested Specific Use Permit.

Mayor Talbert opened the public hearing for any citizen comments. There were no comments.

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

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on May 26, 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	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from May 1, 2020- May 30, 2020

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

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

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- Brodie Estates – City Staff has finalized conceptual plans for underground electric service to the Brodie Estates subdivision. The developer will provide conduit and pads, and the City will wire and provide primary. Based on inputs by the developer, City costs to provide service will not increase. Rickie Roy, Assistant City Manager, believes this may set an example for future developments.
- CIP - The CIP Committee will hold their first post-quarantine meeting on June 11, 2020. In addition to review of previous activity, City Staff is hopeful to complete the Fleet forecast and Major Maintenance schedule. Earlier this Spring, City Staff reviewed status of 2016 Bond projects; reviewed public facilities and funding options; and reviewed the Capital Project forecast through 2026. City Staff is hopeful to bring the draft report to Council on July 13, 2020.
- Business Park – City Staff continues to make progress, as directed, in packaging financing options for Phase 1 construction of water, sewer, drainage and roadways. Mandy Walsh, Economic Development Director, has discussed options with Specialized Public Financing, BancorpSouth, and Langford Community Services. City Staff will provide specific reporting as options are formalized.
- CPAC - Council received the draft Vision and Recommendations on May 19, 2020 for review and comment. City Staff will also meet with a small group of Committee members to review the recommendations on June 12, 2020 prior to submission to the CPAC for additional review. Consultants are hopeful to complete the recommendation and implementation phase of the contract within the next 60 days.

- I-14 - Attached in Council's packet is the latest update from the Gulf Coast Strategic Highway Coalition regarding Federal Funding and Texas related activity. Although improvements may be decades away for Lampasas County, work is currently being done in Bell County to improve the interconnection with I-35. City Staff has also met with peers in Copperas Cove regarding any future improvements in Coryell and Lampasas County.
- Staff - This week, the City celebrated the anniversary date of Flint Geagley's employment with the City of Lampasas. Flint started work for the City on June 2, 1986 and will hopefully continue his work with the City for another 34 years. Other June anniversaries of 10 or more years are Captain Joe Adams, 18 years; Fire Marshal Ronnie Withers, 18 years; Danny Donovan, Golf Course, 10 years; FF Sean Schroeder, 13 years; Dave Paddie, Parks Department, 11 years; Joe Levine, Street Crew Leader, 13 years; and Garry Spore, Golf Course, 15 years. City Staff would also like to welcome new staff member Rachel White to Animal Control Department.

5.2	MAYOR'S COMMENTS
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Mayor Talbert thanked everyone involved, including Police Chief Bailey and all the Police Officers, that worked during the peaceful march that took place on Friday, June 5.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding the first reading of an ordinance for Commercial Parking in Residential Areas.

There was no discussion nor action taken. This item will be on the next Council meeting agenda.

7.2	Discussion and possible action regarding the acceptance of the Chamber of Commerce 2 nd Quarter Report
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Mayor Talbert said that this item was discussed in Workshop Session. The Lampasas County Chamber of Commerce & Visitor Center is requesting reimbursement in the amount of \$10,595.07 for their 2nd Quarter Report.

Council member Kuehne moved to approve the acceptance of the Chamber of Commerce 2nd Quarter Report as presented. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding the Chamber of Commerce Hotel Occupancy Fund (HOT) request for the annual 10K, 5K and Mile Run.
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Melissa Unger, Chamber Director, explained that this event has been most recently funded in 2019 in the amount of \$1,079.85. The funds requested will be used for advertising, promotion, participant goodie bags, timing company and race coordinator. A portion of the revenue is allocated to Spring Ho, therefore increasing the reach and advertising expense.

Mayor Pro Tem Monroe moved to approve the Chamber of Commerce request for Hotel Occupancy Tax funds in the amount of \$1,300.00 for event expenses related to the Annual Toughest 10K, 5K & 1-Mile

Run on July 11, 2020. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding reinstatement of utility late fees and disconnection of Electric/water services due to non-payment.
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Yvonne Moreno, Finance Director, explained that the City of Lampasas Public Utilities suspended all late fees and disconnection of services on March 15, 2020 in response to the Covid-19 pandemic. Referencing the PUC orders, the exception on disconnects and late fees ends on June 13, 2020. The Lampasas Public Utilities would like to extend that exception to July 1, 2020 in order to notify the citizens of the upcoming change and begin normal procedures regarding late fees and disconnects.

Moreno explained that as of date, the City is owed approximately \$49,000.00 for utility accounts that are past due or no payment has been made since suspending all late fees and disconnections. There are 122 accounts that are a month past due; 67 accounts that are two months past due; there are 24 accounts that three months past due; and 4 accounts that four months past due. These accounts are a combination of residential and business utility accounts. She is hoping that customers come in and pay before July 1, 2020 to get their accounts caught up.

Council member Clark moved to approve the reinstatement of utility late fees and disconnection of Electric/water services due to non-payment effective July 1, 2020. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

Mayor Talbert took a moment to provide Yvonne Moreno, Finance Director, a stack of mail that was given to her by a business owner who had it mistakenly put in their mailbox by the local Postal Service. The stack of mail was utility payments that never made it to the City because of it being mishandled by the Post Office employees. She said that the mishandling of mail seems to be happening more often. She asked that City Staff reach out to the local Post Office and make them aware of the mail issues. She also welcomed the public to do the same.

7.5	Discussion and possible action regarding the approval of an Ordinance authorizing the issuance of the City of Lampasas, Texas General Obligation Refunding Bonds; Levying an AD Valorem Tax in support of the bonds; establishing procedures for selling and delivery of one or more series of the bonds; and authorizing other matters relating to the bonds.
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City Manager deGraffenried explained that as previously reported, the City's Series 2012, General Obligation Bond Issue is callable February 15, 2021. The outstanding Series can be refinanced at a lower interest rate with potential savings to the City between \$166,913.00 and \$197,197.00. The average interest rate on the outstanding issue is 3.8%. Council is also asked to consider refunding parameters and authorizing the City Manager and Finance Director to act as pricing agent. He also said that this Ordinance would be a first and final reading and Council's action must be taken by roll call by the City Secretary.

deGraffenried reviewed three parameters that should be included in Council's motion:

- Achieve a net present value debt service savings of not less than 3.0% of the principal amount;
- Aggregate principal amount not to exceed \$2,300,000; and
- Maturing not later than February 15, 2036, in other words, not extend the loan

Mayor Pro Tem Monroe moved to approve the first and final reading of an Ordinance authorizing the issuance of the City of Lampasas, Texas General Obligation Refunding Bonds in the best interest of the City to refund the Refunded Obligations in order to achieve a net present value debt service savings of not

less than 3.0% of the principal amount of the Refunded Obligations net of any contribution with such savings; the Bonds shall be issued in the aggregate principal amount not to exceed \$2,300,000; Bonds or any portion or portions thereof, in Authorized Denominations, maturing not later than February 15, 2036; Levying an AD Valorem Tax in support of the bonds; establishing procedures for selling and delivery of one or more series of the bonds; and authorizing other matters relating to the bond, including parameters for refunding and authorizing the City Manager and Finance Director to act as pricing agent. The motion was seconded by Council member Clark and with a roll call vote taken by the City Secretary, Christina Marez, as follows:

Council member Williamson	Yes
Mayor Pro Tem Monroe	Yes
Mayor Talbert	Yes
Council member White	Yes
Council member Toups	Yes
Council member Kuehne	Yes
Council member Clark	Yes, the motion carried.

7.6	Discussion and possible action regarding a deed correction between the City of Lampasas and DR Word and Mary Hood.
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City Manager deGraffenried explained that in 1982 the Word's conveyed a parcel of land to the City for use as a parking area adjacent to Spring Street for the Gavin Garrett Park. After placing the property on the market for sale, it was discovered that the point of beginning in the 1982 Survey was incorrect; resulting in the parking area being on Word property and the City owning the area of Word's driveway access. Word's counsel, Jackie Baltrun, has proposed a correction, by exchange of Special Warranty Deeds between the City and Word's. City Staff concurs and recommends approval.

Mayor Pro Tem Monroe moved to approve the deed correction between the City of Lampasas and DR Word and Mary Hood of approximately 0.13 acres and to authorize the Mayor to execute any related documents. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.7	Discussion and possible action to approve the first reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an <i>Open Storage, Display, or Work Area for Merchandise or Machinery</i> in an area zoned Retail "R" Lampasas County, Lampasas, Texas. The property is described as Block 3, L S C First Addition Lots 1, 2 and part of 3, commonly known as 108 South Key Avenue, Lampasas, Texas.
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Becky Sims, Zoning Administrator, explained that this item was discussed in public hearing.

Council member Toups moved to approve the first reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an *Open Storage, Display, or Work Area for Merchandise or Machinery* in an area zoned Retail "R" Lampasas County, Lampasas, Texas. The property is described as Block 3, L S C First Addition Lots 1, 2 and part of 3, commonly known as 108 South Key Avenue, Lampasas, Texas. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding appointment of board member to the Planning & Zoning Commission to fill a vacancy.
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Becky Sims, Zoning Administrator, explained this item has been placed on the agenda for Council's consideration of the appointment of a new member to fill a vacancy on the Planning & Zoning Commission left by Henry Fiur. The Planning & Zoning Commission reviewed the applicant's application and resume and recommend appointment of Dorothy Person to the Board.

Mayor Pro Tem Monroe moved to approve the appointment of Dorothy Person to the Planning & Zoning Commission. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

Adjourn

Council member Toups moved to adjourn the meeting at 6:43 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