

MINUTES OF MEETING OF THE
CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE
OF THE CITY OF LAMPASAS
JACK CALVERT MUNICIPAL BUILDING
302 EAST THIRD STREET, LAMPASAS, TEXAS 76550
THURSDAY, JUNE 11, 2020 at
12:00 p.m. (noon)

The Capital Improvements Program Committee of the City of Lampasas met in regular session on the above date:

CIP Committee Members Present:

Chuck Williamson
Donnell Rathman
Robert McCauley
Shirley Blake
Gail Long
Dianna Hodges
Neal Leavell

CIP Committee Members Absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Yvonne Moreno, Finance Director
Sammy Bailey, Chief of Police
Jody Cummings, Assistant Chief of Police
Charlie Boswell, Lieutenant/Investigator
Jeff Smith, Fire Chief
Ronnie Withers, Fire Marshal
Frank Ellett, Building Official
Brandon Kepler, Utility Supervisor
Vicki Tower, Parks Secretary
Chasity Shifflett, Administrative Secretary

I. Call to Order

City Manager deGraffenried called the meeting to order at 12:02 p.m.

II. Open forum for citizen comments and questions (limited to five (5) minutes per person)

There were no citizen comments.

III. Discussion and possible action concerning approval of the minutes dated March 5, 2020

Board member Blake moved to approve the minutes. The motion was seconded by Board member Williamson and with a unanimous vote, the motion carried.

IV. Discussion and possible action regarding Board vacancy

City Manager deGraffenried told the Board that Al Brittain has resigned from the CIP Committee, so there is one vacancy. deGraffenried suggested that the Board wait until September 2020 to appoint a new member.

V. Review of progress to date

City Manager deGraffenried reviewed progress to date with the Board.

Topics of discussion included:

- Funding Statement
- Priority Definitions
 - 1) Public Safety
 - 2) System Efficiency
 - 3) Recreational Enhancement
 - 4) Major Maintenance
- Public Facilities
 - Hostess House – MEP Assessment & Design – target 2020/2021
 - Colored School
 - Security Upgrades
 - Calvert Building – exterior
 - Public Works shop bathroom upgrades
 - W/WW shop and lab exterior improvements
- Capital Improvement Program
 - Public Safety Communications
 - Pre-Treatment/WWTF Clarifiers
 - Planning
 - Technology
 - Flood Control Dam
- Areas of Emphasis – areas that the Board feels is important

VI. Review and discussion of draft CIP Fleet and Major Maintenance Schedules

City Manager deGraffenried reviewed the draft CIP Fleet and Major Maintenance Schedules with the Board.

Topics of discussion included:

- Board member Hodges told the Board that Vision Lampasas wants to upgrade signage at Hancock Park entrance – Hodges will make an appointment with the Parks Department and Street Department to discuss it
- Areas that the Board feels is most important
 - Safety and scheduled maintenance
 - Communications and public safety
 - Infrastructure – past/present/future
 - Hostess House – we are renting it out and it is not up to code
- Fleet Forecast

- Pick-up trucks
- Police Department vehicles
- Fire Department Apparatus
- Vac-Truck
- Street Sweeper
- Heavy Equipment
- Lease vs. Purchase
- Cost per year
- Major Maintenance
 - Micro-Seal
 - Sue Ann Addition
 - Hoffpauir Addition
 - Drainage
 - Meter and hydrant replacement
 - Line extensions and upgrades
 - Tree trimming
 - Pole change outs
 - Retaining walls
 - Erosion control
- Next steps
 - Narrative and summary
 - Areas of emphasis
 - Finalize report
 - Joint Council/CIP Meeting
 - Monitoring and Budget reporting

VII. Items that the Board Members may request to be placed on the next agenda

There were no items requested to be placed on the next agenda.

VIII. Schedule next meeting

The next meeting was scheduled for June 25, 2020 at noon at the Jack Calvert Municipal Building.

IX. Adjourn

The meeting was adjourned at 1:02 p.m.

PASSED AND APPROVED this _____ day of _____, 2020.

Finley deGraffenried, City Manager

ATTEST:

Vicki Tower, Parks Secretary