

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, July 27, 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  
Delana Touns

Council Members absent:

Mike White

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  
Mandy Walsh, Economic Development Director (Workshop only)  
Sammy Bailey, Police Chief  
Jeff Smith, Fire Chief  
Van Sims, Water/Wastewater Operations Manager  
Jessie Acosta, Parks Superintendent  
Vicki Tower, Parks Secretary

**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 regarding Lampasas Central Appraisal District (LCAD) FY 20/21 Budget

In Council's packet, City Manager deGraffenried had reported that on July 14, 2020, the Lampasas Central Appraisal District (LCAD) Board of Directors adopted their budget at their Public Hearing. The budget is overall 2.4% greater than current year budget, with the salary expense 1.32% greater than FY 20 Budget. Also noted in his report it stated that within thirty (30) days of the adoption date which was July 14, 2020, entities such as Lampasas City Council may take such action as to approve the budget, disapprove the budget or approval by inaction. An action item was on the regular agenda for consideration.

Melissa Gonzales, LCAD Chief Appraiser, was present at the meeting and reviewed LCAD FY 20/21 Budget. She explained and reviewed some of the following:

- The increase in the postage line item is due to a new law that an additional mailing is required in August after the effective tax rate is approved.
- The increase in the software service line item is due to new requirement to have an entire new web page for the public that is separate from the website they currently have now.
- She reviewed the mapping version (Version 10.7) and indicated that LCAD Staff has updated 1,000 changes, which includes the clean-up of parcel maps.

After brief discussion, Council thanked Ms. Gonzales for her presentation.

### 3. Discussion and updates regarding COVID-19

Jeff Smith, Fire Chief, reviewed the following information:

Statewide:

- 385,923 total cases
- 148,836 active
- 5,713 fatalities
- Positivity trend is going down; it was 16.85% now at 13.22%

Lampasas:

- 148 total cases
- 39 active
- 3 hospitalized
- 2 ventilated
- 1 fatality

### 4. Discussion and updates regarding FY 20/21 Budget

City Manager deGraffenried said that he was pleased with where the City is, even with it being a strange budget season/cycle. He expressed that City Staff has done a good job with the budget process. He even noted that the City is in such good shape, that if Council wanted to include more items, they could.

deGraffenried reviewed the following:

- Year End Projections:
  - Provides resources for capital funding, accelerated purchases and increases in fund balance
  - Additional review and projections indicate a surplus of \$1.7 million for FY 20, including accelerated purchases (\$192,000.00 accelerated purchases are included.)
  - Reduction in program revenue and expense (Parks & Pool); salaries (ie. Public Works Director and now a combined position with Assistant City Manager); performance in Utility Funds.
- He reviewed the adjustments to year end projections, which included the accelerated purchases for fleet for the Street, Water/Wastewater and Police Departments and the Fire Department extrication equipment and the Street Department Avenue E project to be done in two budget cycles.
- Impact on year end projections on FY 21 Budget:
  - Completion of West Avenue E
  - Completion of East Third Street, Key to Western
  - Ability to fund projects without use of existing fund balance
  - Maintain surplus to increase fund balance
  - Net year end projections after FY 2021 inclusions is \$645,114.00 surplus

- He reviewed the budget adjustments - use of Fund Balance
  - Streets: Balance \$1,291,114.00 – use \$450,000.00 - remaining balance on West Avenue E used from FY 20
  - Public Safety Communications: Balance \$841,114.00 – use \$450,000.00 - grant funding for balance
  - Capital Projects: Balance \$645,114.00 – includes various capital projects including Cemetery Pole Barn, PD building upgrades, CAD/Cardinal system, and Electric/Street shop bathrooms upgrades
- Budget Assumptions:
  - No increase in tax rate
  - No increase in Utility Rates or Fees
  - Maintain Staffing levels
  - Maintain level of services
  - Incorporated some CIP targeted projects
- Budget Notes
  - Overall FY 21 Operating Budget is a 9.7% increase over year end projection and 1.3% increase over FY 20 Budget
  - Salary and benefits make up 28% of FY 21 Budget
  - Year end projection salary expense is \$373,039.00 better than FY 20 plan or 6.7%; FY 21 proposed budget is \$54,435.00 less than FY 20 Budget
  - Health insurance savings is 5.39% or approximately \$70,000.00
  - Inclusions
    - Approximately \$150,000.00 for meter replacements
    - Tree trimming
    - Public Safety Communications
    - Fleet replacements
    - Facility upgrades
  - Exclusions
    - Sulphur Creek retaining walls
    - Replacement vac-truck, street sweeper
    - Fire apparatus
    - Undefined Pretreatment improvements
    - Business Park
    - Internet
- Recommendations:
  - Identification of additional Council priorities
  - Use of FY 21 proposed surplus for 3% increase in employee compensation and approximately \$40,000.00 in salary adjustments
  - Use of HOT funds for design and upgrades to the Hostess House and the Colored School

Council discussion included:

- Need to include the payment of \$18,000.00 for the curb and gutter reimbursement to Mike Hail
- Investigate and provide options for:
  - Purchase/lease of a new Vac-Truck
  - Purchase/lease of a new Street Sweeper
  - Designating funds for future purchase/lease of Fire Department apparatus
  - Inclusion of Sulphur Creek retaining wall rehabilitation in the FY 2021 Budget
- Include the funding for 3% employee compensation increase and requested funding for market adjustments
- Use of HOT funds for the Hostess House repairs

- Consider the concept of an electric rebate to utility customers
- Possible funding for possible upgrades to the Wastewater Plan to meet regulatory requirements
- Possible funding for a skate park – ie. HOT funds
- Possible funding for professional engineering services – ie. Business Park
- Need to schedule a Department budget workshop
- Council requested a future presentation to include Fund Balance reports, particularly Fund Balance accounts that are designated for a specific purpose.

5. Discussion and presentation regarding Advisory Board Annual Renewals/Vacancies

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that the City of Lampasas Advisory Board Committee Members appointed by City Council renew each September based on their individual terms. Each year the renewals and vacancies are presented to Council for appointment consideration. Most members opt to renew their term; however, there are some that decide not to renew. Council has the discretion to appoint or reappoint based on the needs of each board and the candidates resume. She presented this item as an opportunity for Council to review the needs of each board at a glance in preparation for term renewal in September based on their respective board recommendations.

Sims indicated that there are 20 positions that will expire in September and there are 5 vacancies. The vacancies include one position in the CIP Committee, two CBAA positions with one regular member (mechanical position) and one alternate position, one alternate position on the ZBA, and one position on the Airport ZBA. She will begin advertising on the City’s website and City’s Facebook to seek volunteers.

Mayor Talbert asked that Council also spread the word to anyone that might be interested in volunteering.

6. Discussion and presentation of the Chamber of Commerce FY 20/21 Budget

Melissa Unger, Chamber Executive Director, reviewed the 2020-2021 Budget Explanation:

ADMINISTRATIVE FEE

- Includes paychecks for Executive Director and Administrative Assistant(s)
- Requested \$32,000 (Increase due to activating Admin. Asst. raise). This includes her salary of \$60,000.00 per year, Jan's \$11.00 per hour (4 days per week)- 30 hrs., and includes room for salary increase. plus, payroll taxes.

VISITOR CENTER SEASONAL STAFF

- Requested \$1,800 (Stayed the same)- Did not incur the expense March-May of 2020 due to COVID

LAMPASAS PROMOTIONS/VISITOR CENTER BROCHURES

- Did not include a request as requests will be made per project

COPIER(COPIES)

- Requested \$1,700 (less than last yr.) New lease and contract, more included with less overage.

POSTAGE

- Requested \$560 (Increase due to mailing more due to COVID & community mailings)

GENERAL SUPPLIES

- Requested \$1000 (Increase due to re-branding & renovations to VC)

WEBSITE

- Requested \$1500 (Decrease due to processing fees & not much CC activity in previous year)

PHONES & INTERNET

- Requested \$1,420 (Increase due to Internet, Computer & Software purchase)

UTILITIES

- Requested \$1220 (Stayed the same)

BUILDING

- Requested- \$2,200 (Increase due to maintenance projects & premium increases)

ANNUAL VISITOR CENTER DUES

- Requested- \$400 (Decrease due to surplus from previous year, reduced memberships)

EVENT FUNDING

- This goes event by event and is brought with an application to Council for approval.
- HOT Funding to be utilized for advertising and other materials purchased/rented to host the event. Some examples of this are the buses for Wine Tour, the timing company for 10K, sanctioning for BBQ and Production company Riata, etc.

Mayor Talbert expressed concern under the building line item with using City funds for improvements to a non-City owned building.

There was brief discussion and Council thanked Ms. Unger for her presentation.

7. Discussion regarding any item on the regular agenda

There was no discussion.

8. Adjourn Workshop Session

Council member Williamson moved to adjourn the Workshop Session at 6:28 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried. (White absent)

A ten-minute break was take before going into Regular Session.

<p><b>REGULAR SESSION</b> <b>6:00 p.m.</b></p>
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ANNOUNCEMENTS

- A. Call to Order

Mayor Talbert called the Regular Session to order at 6:38 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 presentation or proclamations.

Mayor Talbert provided the telephone number of 512-556-0332 for citizens to call in for any comments.

1.0	PUBLIC HEARINGS/CITIZEN COMMENTS
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	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on July 13, 2020

Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Williamson and with a vote of four in favor and two abstentions (Talbert & Toups), the motion carried. (White absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the Monthly Investment Report for June 2020.
3.2	Discussion and possible action regarding the second reading of an Ordinance amending Appendix A Fee Schedule of the Code of Ordinances setting a fee for Chapter 78, Traffic and Vehicle Section 78-214 thru 78-214.012 and containing a severability clause and an effective date.
3.3	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential -20 "SF-20" to Single Family Residential-8 "SF-8". The property is described as 1 acre, ABST. 0419 of the LHW Johnson Survey; commonly known as 1205 S. Willis Street, Lampasas, Texas Lampasas County.
3.4	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for <i>permanent makeup tattooing</i> in an area zoned Commercial "C", the property is described as 1.89 acres, ABST. 0419 LHW Johnson Survey; commonly known as 301 S Highway 281 Suite D (Lotus Beauty Spa & Salon), Lampasas, Texas, Lampasas County.

Council member Williamson moved to approve the consent agenda as presented. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (White absent)

4.0	BOARDS/DEPARTMENT REPORTS
4.1	1. Parks and Recreation Monthly Report

<ol style="list-style-type: none"> <li>2. Information Systems Monthly Report</li> <li>3. Library Monthly Report</li> <li>4. Golf Course Monthly Report</li> <li>5. Municipal Court Monthly Report</li> <li>6. City Secretary Monthly Report</li> <li>7. Police Department Monthly Report</li> <li>8. Utility Billing and Collections Monthly Report</li> <li>9. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>10. Building Official Monthly Report</li> <li>11. Economic Development Monthly Report</li> <li>12. Fire Department Monthly Report</li> </ol>
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Vicki Tower, Parks Secretary, reviewed the Parks Department report by reviewing the following Department projects:

- Ongoing improvements around Hanna Spring in partnership with the Heritage Foundation
- Replacement of fall zone material in Brook Park playground
- Implementation of tree trimming/removal in specified parks areas
- Installation of new picnic tables, benches, and trash cans at new Library playground area
- Refurbishing the Pilots Lounge/Airport Terminal
- TxDOT project/improvements at Lampasas Municipal Airport to include lighting upgrades and underground electrical
- Eagle Scout Projects
  - Boy Scout Pull Ferry Project
  - Butterfly Garden in Campbell Park
- Unfortunately, due to COVID-19 virtually all events for Spring and Summer have been cancelled or postponed

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Streets - In addition to work on West Avenue E by contractors, Rickie Roy, Assistant City Manager, reports that the Street Department has also been chip seal paving in various parts of the City. Although chip seal does not provide the same level-up results of HMAC, it does extend the life of current pavement, and provides a safe and passable surface. To date, the Department has paved Spring Street, from North to Avenue A; Deb Lynn Street, from Willis Street to Chevy Way Street; College Street; and Pecan, from 7<sup>th</sup> Street to 8<sup>th</sup> Street.
- Prosecutor - The City has received letters of interest and qualifications from two firms/attorneys expressing desire to serve as City Prosecutor. The vacancy was posted in the Dispatch and local firms were encouraged to submit qualifications. City Staff is prepared to provide time on the next Council agenda for discussion with applicants if desired.
- KWSC - Several meetings ago Council conferred authority to the City Manager to negotiate and finalize a wheeling agreement with Kempner Water Supply Corporation (“KWSC”). The Agreement would allow KWSC to use City water from the Georgetown Tank and deduct gallons used for their customers from the normal monthly billing. The City was also seeking minimal compensation (\$0.09 per 1000 gallons) to cover the direct costs of chemicals used at our injection

sites. Kempner has pulled the Agreement twice from their monthly meetings, and has not provided our staff or Counsel any input on the Agreement, although we have solicited such. On Wednesday afternoon, City staff was informed by email that an Agreement was not necessary because Kempner owned the transmission main from the 190 meter to the Georgetown Tank, and that they had 37% capacity in the line. Although the item was pulled from the KWSC agenda, he attended their meeting on the July 22, 2020, and provided input under public comments. The same day, the City requested documents, through a formal Open Records Request, for any proof of their claims. The City and our Counsel have not found any reference, agreement, or recollection of such a claim, and moreover the 2001 and 2006 Contracts explicitly contradict such a claim.

- Library Park – He reminded Council that if they haven’t been by the Library, please take a look. The new lawn has been mowed twice, and hardscaping has been installed. With minimal assistance from the Street and Parks Departments, the Library Foundation has created an impressive community space worthy of the praise and recognition from residents.
- Staff – He announced the retirement of Curtis Windham, Cemetery Caretaker. Curtis has served the City and our residents since 2002, and at 70 years young, he couldn’t think many of us could out work, weed eat or out chop him. He also reported that that employee input is being sought on recognition programs, employee events and the annual Barbeque and Christmas dinner. City Staff will share results, and seek Council input, after the budget process is complete.

5.2	MAYOR’S COMMENTS
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Mayor Talbert reported that her Talbert household is 100 percent (100%) recovered. The outreach of the community was overwhelming and expressed gratitude to everyone.

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 LCAD FY 20/21 Budget

Mayor Talbert noted that this item was discussed in Workshop Session.

Mayor Pro Tem Monroe moved to approve the LCAD Budget as presented. The motion was seconded by Council member Clark and with a vote of five in favor and one opposed (Talbert), the motion carried. (White absent)

7.2	Discussion and possible action for an accelerated purchase of a 2020 Police Interceptor Utility form Silsbee Ford and equipment not to exceed \$57,000.00
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Sammy Bailey, Police Chief, explained that in keeping with a budgeted fleet management program, the Lampasas Police Department budgeted in the 2020-2021 budget to replace a high mileage, high use patrol unit. She informed Council that Silsbee Ford has co-op plans with HGAC and Buy Board where they priced a 2020 Ford Interceptor Utility at \$33,236.00 with additional cost to install most of the needed equipment for a total of \$47,891.75. She explained that the Department would need to add a Motorola mobile radio for a cost of \$7,485.36 and a stripe kit installation for a cost of \$1,500.00 for an approximate total cost of \$56,877.11.

Council member Williamson moved to approve the accelerated purchase of a 2020 Police Interceptor Utility form Silsbee Ford and equipment not to exceed \$57,000.00. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (White absent)

7.3	Discussion and possible action regarding the accelerated purchase of a 2020 Silverado Crew Custom pickup truck from Hoffpauir Chevrolet for the Street Department in an amount not to exceed \$30,000.00.
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Rickie Roy, Assistant City Manager, explained that the Street Department is asking Council consideration to purchase a 2020 Silverado Crew Custom 2WD Pickup from Hoffpauir Chevrolet to replace a 1999 Ford Pickup. He explained the following:

- This truck is a budgeted item for the FY 2021 Budget.
- This truck is readily available as an accelerated purchase at the local dealership.
- The procurement process was followed by utilizing the Local Vendor Preference method by obtaining quotes from local dealerships in accordance with Loc. Gov. Code 271.9051
- Two quotes were received:
  - Hoffpauir Ford - \$34,475.00
  - Hoffpauir Chevrolet - \$29,068.78

Council member Kuehne moved to approve the accelerated purchase of a 2020 Silverado Crew Custom pickup truck from Hoffpauir Chevrolet for the Street Department in an amount not to exceed \$30,000.00. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (White absent)

7.4	Discussion and possible action regarding the accelerated purchase for amount not to exceed \$55,000.00 for a new ¾ ton work truck model pickup with utility bed to replace a 2007 model pickup for the Wastewater Treatment Plant.
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Van Sims, Water/Wastewater Operations Manager, was present to review this item.

Before his presentation, Mayor Talbert expressed that since this item was an accelerated purchase and the City did not receive any quotes, she was uncomfortable for Council to consider pre-approving the expense of a vehicle with no known costs. She appreciated the effort that was taken but preferred having quotes. She provided the other Council members the opportunity to express their opinion.

Council member Williamson asked if City Staff had researched through the Buy Board process. Sims replied that he had not.

Council member Clark moved to table this item. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

7.5	Discussion and possible action regarding the accelerated purchase of extrication equipment for the Lampasas Fire Department in the amount of \$40,989.92
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Jeff Smith, Fire Chief, explained that on January 7, 2020, a member of Municipal Emergency Services provided routine maintenance for the City's hydraulic extrication equipment. The service technician advised the City that though currently there are no issues with the equipment, he did advise that if any required repairs were needed, he would not be able to provide the service due to the fact that the equipment is twenty years old and parts are no longer available. Because of this reason, this has now become a

priority for the Fire Department. The Department currently operates two complete sets of extrication equipment.

Fire Chief Smith reviewed the following:

- He requested to proceed with the acquisition of one new set of equipment.
- He would also continue to use the older equipment in support of the frontline equipment as needed.
- He would also place the purchase of a second set of equipment into the 2021-2022 budget.
- He reviewed the emphasis for purchasing “E-Tools” and the continual improvements in the operations of this rescue equipment.

Fire Chief Smith explained that Municipal Emergency Services (MES) is the sole distributor of Hurst Rescue Tools for the states of Texas, Oklahoma, Louisiana and Arkansas. The price provided by MES is lower than what can be purchased from the Buy Board. The Department is choosing to stay with Hurst Rescue Tools as they have provided a solid and reliable service for the City of Lampasas throughout the years. He did search other manufacturers of rescue tools and are more expensive.

Council member Kuehne moved to approve the accelerated purchase of extrication equipment for the Lampasas Fire Department in the amount of \$40,989.92. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (White absent)

7.6	Discussion and possible action concerning possible modifications to FY 2020/2021 Budget as discussed during workshop.
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City Manager deGraffenried reviewed the notes he made from the discussions in Workshop Session and also asked Council what date they would like for Department budget presentations.

It was decided that on August 3, 2020 at 5:30 p.m. to hold a Special Council meeting to review Department budget presentations.

7.7	Discussion and possible action regarding specific local emergency orders related to COVID-19 Pandemic.
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City Manager deGraffenried said that there was no need for any specific local emergency orders at this time.

No action was taken.

7.8	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce and Visitor Center for Hotel Occupancy Tax Funds in the amount of \$1908.74 for event expenses related to the Lampasas Beer Barn LTX BBQ Fest to be held on September 11 and 12, 2020 at the 580 Sports Complex and Arena.
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Melissa Unger, Chamber Executive Director, explained that on March 9, 2020, City Council approved funding for this event in the amount of \$3,548.74. Due to the COVID-19 Pandemic, the event had to be postponed. The Lampasas Beer Barn LTX BBQ Fest has been rescheduled for September 11 and September 12, 2020 and is requesting to modify the requested funding from \$3,548.74 down to \$1,908.74 for advertising and promoting the BBQ Cook-Off. In addition, the funding costs will cover operational needs, sanctioning fees, advertising and entertainment.

Mayor Talbert reminded Ms. Unger of Governor Abbot's order of the gathering of more than 10 people that must be reviewed and approved by the City.

Unger explained that she has coordinated with the Fire Chief, Police Chief and Parks & Recreation Director to ensure they follow CDC guidelines and comply with any City requirements.

Mayor Pro Tem Monroe moved to approve the request from the Lampasas County Chamber of Commerce and Visitor Center for Hotel Occupancy Tax Funds in the amount of \$1,908.74 for event expenses related to the Lampasas Beer Barn LTX BBQ Fest to be held on September 11 and 12, 2020 at the 580 Sports Complex and Arena. The motion was seconded by Council member Toups.

Council member Kuehne expressed her concern of the previous year's cook off events. With the alcohol consumption and crowds at these past events, she was concerned with being able to control the numbers in attendance to meet CDC guidelines. During the day, the attendees can be monitored and controlled but she suggested the event be locked down to only the cooks in the evening and not to the public.

Ms. Unger responded that their plan was to only have the cooks in the evening.

Mayor Talbert called for the vote to the motion made by Mayor Pro Tem Monroe and seconded by Council member Toups. With a unanimous vote, the motion carried. (White absent)

7.9	Discussion and possible action regarding Lampasas County Chamber of Commerce FY 2020/2021 Budget
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Melissa Unger, Chamber Executive Director, explained that she reviewed the budget during Workshop Session.

Mayor Pro Tem Monroe moved to accept the Lampasas County Chamber of Commerce FY 2020/2021 Budget as presented. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:17 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (White absent)

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

\_\_\_\_\_  
Misti Talbert, Mayor

ATTEST:

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Christina Marez, City Secretary