

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, August 10, 2020**

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

Council Members present:

Chuck Williamson  
Mike White  
Cathy Kuehne  
Delana Toups

Council Members absent:

T.J. Monroe, Mayor Pro Tem  
Randy Clark

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  
Mandy Walsh, Economic Development Director  
Sammy Bailey, Police Chief  
Jeff Smith, Fire Chief  
Chris Eicher, Parks & Recreation Director  
Vicki Tower, Parks Secretary

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

I. Call to Order Special Session

Mayor Talbert called the Special Session to order at 5:31 p.m.

II. Adjourn into Executive Session

Council member Toups moved to adjourn into Executive Session at 5:32 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

**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:

1. Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body; and/or other matters posted on the regular agenda.

Executive session was adjourned at 6:05 p.m.

### **SPECIAL SESSION**

#### III. Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no action taken.

#### IV. Adjourn Special Session

Council member Kuehne moved to adjourn the Special Session at 6:06 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (Monroe and Clark absent)

### **WORKSHOP SESSION**

#### 1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 6:07 p.m.

Mayor Talbert announced that for those that are present at the meeting, if they are six feet apart and remain that distance, they could take their masks off if they wished to. She said she was taking her mask off to be heard on the microphone, since there were comments made that Council's voices were not clear, were muffled and could not be heard at the previous meeting.

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

City Manager explained that based on discussion and direction at the August 3, 2020 City Council Budget Workshop, City Staff has prepared the following modifications to the FY 2021 Operating Budget for consideration.

deGraffenried pointed out some exclusions to the budget that is subject to Council's additional input:

- Does not include the Skate Park
- Does not include the engineering to access inceptor capacity – remains on the CIP schedule
- Does not include the new hire requests from several departments for additional human resources
- Council may want to possibly consider at least the Part-time position in Utility Department with the burden expense of \$18,000.00. He had suggested to City Staff and Yvonne Moreno, Finance Director, that with the upcoming change in City Hall at the end of the year, with the departure of Christina Marez, City Secretary, it may give opportunity for additional personnel at that time.
- With consideration of compensation increases and market adjustments, he preferred to wait until the Fall for any additional personnel positions.

deGraffenried said that Council has an opportunity to review the budget again on August 24, 2020 or at a special meeting if they preferred to review sooner. The tax rate hearing will be on September 8, 2020 and the first reading of budget is scheduled for September 14, 2020.

The modifications include income from Fund Balance as Undesignated Revenue, and expense related to purchase of a Vactor Truck, Sweeper, water meters, and retaining wall repair. Additionally,

modifications include transfers for future purchase of a Fire Department Apparatus, and to support infrastructure extensions for economic development purposes. He reviewed the following:

Acct/Description	7/3/20 Budgeted		Proposed		Operating Net	
	Amount		Budget Impact		Surplus/(Deficit)	
<i>8/3/2020 Budget Balance</i>					\$	217,823.00
82-499-4968 Trans 68	\$ -	\$ 438,000.00	\$ 438,000.00	\$	\$ 655,823.00	
82-530-5515 Vactor	\$ -	\$ 438,000.00	\$ (438,000.00)	\$	\$ 217,823.00	
10-410-4968 Trans 68	\$ -	\$ 50,000.00	\$ 50,000.00	\$	\$ 267,823.00	
10-514-5510.01 Walls	\$ -	\$ 50,000.00	\$ (50,000.00)	\$	\$ 217,823.00	
10-400-4898 Undesig.	\$ 646,000.00	\$ 913,219.00	\$ 267,219.00	\$	\$ 485,042.00	
10-551-5515 Sweeper	\$ -	\$ 267,219.00	\$ (267,219.00)	\$	\$ 217,823.00	
82-499-4898 Undesig.	\$ -	\$ 191,112.00	\$ 191,112.00	\$	\$ 408,935.00	
82-520-5421 Meters	\$ 148,400.00	\$ 339,512.00	\$ (191,112.00)	\$	\$ 217,823.00	
81-410-4898 Undesig.	\$ 450,000.00	\$ 1,050,000.00	\$ 600,000.00	\$	\$ 817,823.00	
81-510-5710 Trans 10/FD	\$ 2,089,124.00	\$ 2,489,124.00	\$ (400,000.00)	\$	\$ 417,823.00	
81-510-5722 Trans 22	\$ 50,875.00	\$ 250,875.00	\$ (200,000.00)	\$	\$ 217,823.00	

deGraffenried said that as a reminder, the August 3, 2020 Budget included Public Safety Communications, building improvements to the Police Department, bathroom upgrades to the Street/Electric Shop, Cardinal/CAD System, and Cemetery Pole Barn.

deGraffenried noted that Council will need to take formal action to designate General Fund, Fund Balance, for the purpose of Fire Department Apparatus/Equipment. The designation will require matching contributions in FY 2022. His understanding was that Council wanted to use the Operating Surplus in the FY 2021 budget to provide increases in burdened compensation and adjustments based on additional duties and market conditions.

deGraffenried also noted utilization of Fund 40 for the renovations/upgrades to the Hostess House earmarked \$300,000.00 and for the Colored School (ceiling, flooring and flatwork) \$50,000.00. The restrooms for the Colored School would not be done at this time.

Council member White requested that City Staff continue looking for funding opportunities with HOT funds for the Skate Park. deGraffenried said he would continue to investigate the options.

3. Discussion and updates related to COVID-19.

Jeff Smith, Fire Chief, reviewed the following:

- Statewide
  - 486,362 confirmed cases
  - 8,459 fatalities
  - 7,937 hospitalized

He said that last week a temporary hospital facility was set up in the McAllen Convention Center.

Mayor Talbert provided the current Lampasas information:

- 214 confirmed cases
- 39 active cases

- 170 recovered
- 5 fatalities
- 1 hospitalized, non-ventilated

Fire Chief Smith informed Council that on August 22, 2020, there would be a drive-thru testing facility at the Fire Department. Information will be made available as to the requirements.

Fire Chief Smith also noted the positivity rate of 20.99%. The good news is that hospitalization is down.

4. Discussion regarding any item on the regular agenda

There was no discussion.

5. Adjourn Workshop Session

Council member Toups moved to adjourn the Workshop Session at 6:18 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

A five-minute break was taken 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 6:23 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.

Mayor Talbert again reminded Council and those that are present at the meeting, if they are six feet apart and remain that distance, they could take their masks off if they wished to. In order to be heard clearly, she would not wear her mask.

C. Presentations and Proclamations

There were no presentations or proclamations.

Mayor reminded the citizens the telephone number to call in for any comments is 512-556-0332.

<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.

1.3	Public Hearing to receive citizen input on items to be considered in the Proposed Budget for the Fiscal Year 2020-2021
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Mayor Talbert opened the Public Hearing for any citizen input on the Proposed Budget for Fiscal Year 2020-2021.

There were no citizen comments.

Council member Williamson moved to close the public hearing. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on July 27, 2020

Council member Toups moved to approve the minutes as presented. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe and Clark absent)

2.2	Discussion and possible action concerning approval of minutes of the Special Session held on August 3, 2020.
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Council member Williamson moved to approve the minutes as presented. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe and Clark absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from July 1, 2020- July 31, 2020

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

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:

- THC Marker - The City was notified this week that the Texas Historic Commission approved a Historic Marker for the Calvert Municipal Building. The process for approval was driven by Mr.

Jeff Jackson who researched the project and drafted the application and marker narrative. The City has processed the payment for the marker, however; due to the number of applications, the marker may not be delivered until late Fall.

- Library - The City and Library Foundation have received tremendous reviews for development of the park area, and upgrades to the parking lot. The City had planned to restripe the lot after the park construction was complete, but Carlos Garcia, Street Superintendent, had additional budgeted funds and included a fog seal over the paved areas. The addition by the Street Department gave the project a “complete” look and positive impression.
- WCID - The Lampasas County WCID met on August 8, 2020 to discuss dam maintenance and improvements. Paul Wilborn, President of the Board, advised that an application to improve one dam site to a high hazard designation had been received by the State. Currently of the nine WCID dams, five will require future upgrades to meet high hazard standards. The application for funding estimates a cost of approximately \$5,000,000.00 with a local match of 1.75%, or about \$87,500.00. The WCID does have some funds available, however other partners will be asked to possibly assist when the project is initiated likely no sooner than 2023.
- LAFTA – City Staff attended the LAFTA meeting on August 4, 2020 to support and provide clarification on the discussion related to locating a Skate Park in Campbell Park. The Board had been approached regarding their opinion and possible location of a Skate Park and had met individually with representatives of a group promoting the facility. Members of the LAFTA Board referenced it was a City Park, and that funding or funding amount should not be a concern of their Board. The primary, consensus, concern was the coordination of the location Skate Park related to a future pavilion. Board members in general were supportive of the proposed improvement. City Staff will continue to assist both groups to coordinate a location as directed by Council.
- Internet - This week City Staff met with two companies initiating construction of a fiber to the home internet service in Lampasas. Both groups appear to be mobilizing to provide service within the next 60 to 90 days. Initially, both the City Council and LEDC felt participation in a project was likely but were hopeful an environment could be created to support private investment in our town. As more and more folks are working from home, Lampasas will be well served, and attractive to other Metro markets, with this service.
- Hanna Springs - This past week, out of an abundance of caution, City Staff placed a temporary fence around Hanna Springs. The previous fence had been removed due to the negative visual impression of the Spring and to aid in the cleaning. After determining the Spring could not effectively be lowered, City Staff sought options and costs for a decorative railing to be placed on the top of the wall.
- CDBG Visit – City Staff was notified this week from the Department of Agriculture that the City has been selected for a site visit related to the 2019-2020 CDBG application for infrastructure improvements. The visit is a precursor to initiating and contracting the project with the State. The project calls for new and replacement sewer line in Avenue C from Key to Porter. The estimated funding for the project requires a City match of \$55,000.00 with \$275,000.00 provided by the Department of Agriculture. The original application was submitted in March 2019.

5.2	MAYOR’S COMMENTS
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Mayor Talbert thanked City Staff for the work on the budget process, especially City Manager deGraffenried and Finance Director, Yvonne Moreno. The budget process has gone very smooth and obviously from the hard work by City Staff. She also thanked all employees for other work that take from their normal job responsibilities. She thanked the City Secretary, Christina Marez, for her work on consistent Open Records requests.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding extending the Hillside Acres Preliminary Plat approval for an additional six months.

Becky Sims, Zoning Administrator, explained that the Hillside Acres Preliminary Plat was initially approved in April 2019; however, expired in November 2019. She said that the Preliminary Plat went before the Planning & Zoning and City Council in February 2020; where it was approved by both. The current approval will expire August 2020. Attached is a letter from the engineer requesting that the preliminary plat be extended for an additional six months.

Council member Toups moved to approve the extension of the Hillside Acres Preliminary Plat approval for an additional six months. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

7.2	Discussion and possible action regarding approval by Resolution to apply for EDA Grant Funding by Lampasas Economic Development Corporation
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Mandy Walsh, Economic Development Director, explained that the City of Lampasas is seeking federal assistance through the Economic Development Administration CARES Program to assist in infrastructure improvements for Phase 1 development of the Business Park including water/wastewater, roadways and drainage. The funding will be through the Economic Development Administration with a possible 20% match through the LEDC with funds designated for the Business Park.

Council member Toups moved to approve by Resolution for the Lampasas Economic Development Corporation to apply for EDA Grant Funding. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

7.3	Discuss and consider proposal from Hendrix Consulting Engineers (HCE) for a mechanical, electrical and plumbing limited assessment for the Hostess House in the amount of \$2,500.00.
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City Manager deGraffenried explained that the Hostess House rehabilitation has been identified as a priority by the Capital Improvement Program (CIP) and City Council. Over the past year, City Staff has spent time going through the building and identifying areas of focus. City Staff reached out to Hendrix Consulting Engineers who has consulted on City projects previously, to conduct a limited scope review of the mechanical, electrical and plumbing systems. With Council's approval, City Staff will engage in their services and create a schedule of work to be completed during FY 20/21 Budget.

Council member Williamson moved to approve the proposal from Hendrix Consulting Engineers (HCE) for a mechanical, electrical and plumbing limited assessment for the Hostess House in an amount not to exceed \$2,500.00. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

7.4	Discuss and consider modifications to FY 20/21 Budget.
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There was no discussion or action taken.

7.5	Discussion and possible action concerning the Proposed Tax Rate upon all property subject to taxation within the City of Lampasas, Texas for the 2020 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City.
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City Manager deGraffenried explained that S.B. 2 has changed the format for adopting the tax rate. If the proposed tax rate is above the no-new-tax rate of \$0.303650 and below the voter approval tax rate of \$0.404139 then the Governing Body must vote on the proposal to consider the tax increase. If the proposed tax rate is above the voter approval tax rate, then the entity is subject to election. The proposed tax rate of \$0.395218 is higher than the no-new-tax rate and lower than the voter approval rate; therefore, the City must publish the Notice of Public Hearing on Tax Increase that list the names of the Governing Body and how each voted. The notice will specify the date and time of the Public Hearing. A roll call vote will be taken.

Council Kuehne moved to approve the proposed tax rate of \$0.395218 for the City of Lampasas for Fiscal Year 2020-2021. The motion was seconded by Council member Toups and with a record vote by the City Secretary, Christina Marez, as follows:

Council member Williamson	Yes
Council member Toups	Yes
Mayor Talbert	Yes
Council member White	Yes
Council member Kuehne	Yes, the motion carried. (Monroe and Clark absent)

7.6	Discussion and possible action concerning the scheduling of one public hearing regarding the Proposed Tax Rate upon all property subject to taxation within the City of Lampasas, Texas for the 2020 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City.
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City Manager deGraffenried explained that Senate Bill 2 has changed the format for adopting the tax rate. Since the proposed tax rate of \$0.395218 is above the no-new-tax rate of \$0.303650 and below the voter approval tax rate of \$0.404139, the Governing Body must schedule one (1) Public Hearing on the tax increase. The hearing must take place within the boundaries of the unit, on a weekday that is not a holiday, have a quorum of the Governing Body, and take place in a public building or, if a public building is not available, in a building normally open to the public. The meeting to adopt the tax rate must not be held later than the seventh (7th) day after the public hearing. Publication of the Notice of Public Hearing on Tax Increase must be done at least seven (7) days before the public hearing. (Any time before September 1)

deGraffenried said that the proposed date for the Public Hearing is Tuesday, September 8, 2020 at 5:30 p.m., which falls within the 7 days prior to the meeting to adopt the tax rate. Also, the proposed date to adopt the budget and tax rate is Monday, September 14, 2020. He asked that another roll call vote be taken by the City Secretary, Christina Marez.

Council member Toups moved to schedule one public hearing on the proposed tax rate for Tuesday, September 8, 2020 at 5:30 p.m. and the meeting to vote on the tax rate will be Monday, September 14, 2020 at 6:00 p.m. The motion was seconded by Council member Williamson and with a record vote by the City Secretary, Christina Marez, as follows:

Council member Williamson	Yes
Council member Toups	Yes
Mayor Talbert	Yes
Council member White	Yes
Council member Kuehne	Yes, the motion carried. (Monroe and Clark absent)

7.7	Discussion and possible action regarding an Ordinance of the City Council of the City of Lampasas, Texas, updating the Early Voting dates to begin on October 13, 2020 and ending October 30, 2020, Updating Early Voting times and locations, Updating Polling times and locations and Updating Election Voting Clerk information for the Postponed General Election, formerly ordered to be held on the 2 <sup>nd</sup> day of May, 2020, for the purpose of electing the expired terms of the Council Members Places Three, Four and Five of the City Council of the City of Lampasas, Texas, currently to be held on the November 3, 2020 Uniform Election Date; Providing a Repealer Clause; Providing a Severability Clause; and Providing for an Effective Date
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Christina Marez, City Secretary, explained that on July 27, 2020, the Governor of the State of Texas issued a formal and binding proclamation, in conjunction with his earlier disaster proclamations pertaining to the coronavirus (COVID-19), and in recognition of the challenges posed to individuals by COVID, suspending Section 85.001(a) of the Texas Election Code, to the extent necessary, to allow early voting by personal appearance at polling places to begin on Tuesday October 13, 2020 and to continue through October 30th, 2020 for the election that will take place on November 3, 2020. This Ordinance provides notice of this early voting change, as well as notice of all the polling locations since this General Election is held on the Uniform Election Date with the County of Lampasas.

Council member Kuehne moved to approve the first and final reading of an Ordinance of the City Council of the City of Lampasas, Texas, updating the Early Voting dates to begin on October 13, 2020 and ending October 30, 2020, Updating Early Voting times and locations, Updating Polling times and locations and Updating Election Voting Clerk information for the Postponed General Election, formerly ordered to be held on the 2<sup>nd</sup> day of May, 2020, for the purpose of electing the expired terms of the Council Members Places Three, Four and Five of the City Council of the City of Lampasas, Texas, currently to be held on the November 3, 2020 Uniform Election Date; Providing a Repealer Clause; Providing a Severability Clause; and Providing for an Effective Date. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

7.8	Discussion and possible selection of a website photo contest winner.
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Monica Wright, Information Systems Director, explained that the City had five photo entries:

1. Entry 1, "Angela Morgaridge" submitted by Angela Morgaridge
2. Entry 2, "The Springs at Hannah Springs" submitted by Vannetta Chapman
3. Entry 3, "Weathered Supports" submitted by Tari Wagner
4. Entry 4, "Play Days in the Springs" submitted by Ashley Mills
5. Entry 5, "We Believe in Lampasas" submitted by Toni Strickland

Council member White moved to select Entry 2 as the winner of the photo contest. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (Monroe and Clark absent)

7.9	Discussion and possible action regarding approval of the Investment and Strategy Policy Resolution.
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City Manager deGraffenried explained that the Investment and Strategy Policy must be approved by Resolution on an annual basis. No changes have been made since the prior approval on July 22, 2019. This Policy governs how the City invests funds and complies with the Texas Funds Investment Act.

Council member White moved to approve the Investment and Strategy Policy by Resolution. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (Monroe and Clark absent)

7.10	Discussion and possible action regarding accelerated purchase of 18, V300 body cameras from WatchGuard on a purchase plan with no interest.
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Sammy Bailey, Police Chief, explained that 18 of our body cameras have reached their life expectancy and warranty for most of the cameras is no longer offered. These 18 cameras are for Patrol, School Officers, and the Animal Control Officer. The CID section has 3 body cameras that will not be replaced at this time and will need warranty. Warranty affords us the opportunity to keep our equipment up-to-date and gives us a 24 hour turn around on replacement. WatchGuard offers a three-year plan with no interest and a three-year warranty. Installation from a different vendor is \$100.00 per unit (\$1,600.00).

The cost of the quote has changed slightly, three years of warranty is included, and the yearly payment has been reduced. The accelerated purchase amount will not exceed \$14,000.00. The first-year payment plus installation is estimated to be \$13,771.67.

Council member Toups moved to approve the accelerated purchase of 18, V300 body cameras from WatchGuard on a purchase plan with no interest in an amount not to exceed \$14,000.00. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

7.11	Discussion and possible action regarding accelerated purchase of a New Telephone System for Lampasas Police Department.
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Sammy Bailey, Police Chief, explained that the current Southwestern Bell Lucent telephone system at the Police Department is over 20 years old. In Dispatch, the volume is described as scratchy, voicemail does not always collect all the message, and we have no other phones to replace a phone that is not operational. Don Lincke, Southern Star Communications, LLC is our phone system provider for the City of Lampasas. Mr. Lincke provided a quote in the amount of \$18,130.98. She is asking Council for approval of the accelerated purchase in an amount not to exceed \$19,000.00 which would allow for \$869.02 for incidental expenses. Mr. Lincke has generously said that he would donate some cabling jacks and molding.

Council member Kuehne moved to approve the accelerated purchase of a new phone system for the Police Department not to exceed \$19,000.00 for the upgrade, installation, and additional equipment/items that may be needed for the upgrade. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Monroe and Clark absent)

Adjourn

Council member Toups moved to adjourn the meeting at 6:51 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe and Clark absent)

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

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

ATTEST:

\_\_\_\_\_  
Christina Marez, City Secretary