

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, September 28, 2020**

ITEM NO. 2.1

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
Mike White
Cathy Kuehne
Randy Clark
Delana Toups

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Zoning Administrator/Asst. City Secretary
Yvonne Moreno, Finance Director
Sammy Bailey, Police Chief
Chris Eicher, Parks & Recreation Director
Jeff Smith, Fire Chief
Mandy Walsh, Economic Development Director
Van Sims, Water/Wastewater Operations Manager (Workshop only)
Stephen Sewell, Plant Supervisor/Operator (Workshop only)

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 provided the telephone number of 512-556-0332 for the public to call in for any comments. She also announced to those in attendance if they could maintain six feet separation, they could remove their masks if they chose to.

2. Discussion and presentation of the Lampasas County Chamber of Commerce and Visitor Center Third Quarter Report

Melissa Unger, Chamber Director, explained that she provided the Lampasas County Chamber of Commerce and Visitor Center Third Quarter Report which indicates a reimbursing request in the amount of \$10,765.74. She explained that after visiting with the Finance Director, Yvonne Moreno, found that the Chamber request for the last quarter of FY 2019 was not submitted in a timely manner and that the payment was posted in FY 2020, which will result in three payments recorded for FY 2019 and five payments for FY 2020. She apologized for the oversight and the issue with their bookkeeping. She

suggested if the Chamber could make bi-annual reporting instead of quarterly, it would alleviate issues with bookkeeping and allow her more time to gather accurate information for her report to Council.

Mayor Talbert asked if Council had any questions regarding the Chamber's Third Quarter Report. Council had no questions or comments. Mayor Talbert then moved to Item 3.

3. Discussion regarding Chamber of Commerce Tourism and Visitor Center Agreement

Melissa Unger, Chamber Director, and Mandy Walsh, Economic Development Director, both explained two items in the agreement that they wanted Council to consider approval of: first change: Section II. A. Funds to be provided: change from including an amount and list as in an amount not to exceed budget amount approved by City Council; and second change: Section II. B. Payment Schedule: The City's semiannual payment to the Chamber would be made no later than April 30 and October 30.

There is an action item in Regular Session for Council consideration to their requested changes.

4. Discussion and updates related to COVID-19 Pandemic

Jeff Smith, Fire Chief, reviewed the following:

- Statewide, as of yesterday
 - 67,234 active cases
 - 15,522 fatalities
- Lampasas
 - 24 active

5. Discussion regarding City Council Work Plan

Mayor Pro Tem Monroe asked City Manager deGraffenried before proceeding with any discussion on this item, whether it should wait since the upcoming General Election may change a few Council members.

City Manager deGraffenried said that he was presenting this item with that change in mind.

deGraffenried reviewed the following:

Considerations and Input

- Timing
 - Elections
 - Additional input
 - Other Stakeholders
- Process
 - Additional meetings
 - Workshop
 - Tours
- Format
 - Inclusion of other planning documents
 - Inclusion of Capital Projects and Priorities
 - Duplication of other planning documents and efforts

Setting Priorities

- Council Work Plan
 - Identification of Needs and Projects/Tasks to address those needs inclusive
 - Incorporation Capital Priorities and Staff Work Plan
 - Timelines, benchmarks
- Request for Project List to prioritize work of Staff
 - Capital Projects and Planning Projects currently being conducted
 - Does not include Major Maintenance or Fleet

Projects/Task Priorities

- Singular v. Collective Priorities
 - Council member
 - Staff
 - Council as a whole
- How Priorities are currently being set
 - Identification on planning activity
 - Comp Plan, W/WW Study, Compensation study
 - CIP Program
 - Reviewed, acknowledged and accepted by Council
 - Areas of emphasis, CIP Listing and Major Maintenance
 - Budget Process
 - Ultimate prioritization
 - Staff/Council interaction with Public, identification of need, introduced in report or workshop

Next Steps

- Timing, Format and Process
- Inclusions
- Additional information needed
- Additional meetings, outside facilitation, Retreat, Tours

Mayor Talbert said that the Work Plan should be a collective Council decision. Council members need to bring up things to address and work on together with Staff.

Mayor Pro Tem Monroe said that she liked the idea of a retreat with a tour of City facilities.

It was the consensus of Council that a retreat should be held, but after the General Election.

6. Discussion and updates related to City of Lampasas Public Work Projects

Rickie Roy, Assistant City Manager, reviewed updates regarding the Avenue E Project – there have been some issues, but concrete should be poured this week. He turned discussion over to Jason Jones, Jones-Heroy & Associates, regarding specific items that related to his firm and the studies they have been working on regarding the Wastewater Treatment Plant, Upper Pressure Plane and Injection Sites.

Jason Jones reviewed some of the following:

- Current capacities
 - Pretreatment Plant Lift Station
 - Peak Flow – the design value is 100 gpm and the current condition is 250 gpm
 - Pretreatment Plant

- Average Daily Flow – contract limit/design value is 71,890 gpd and the current condition is 145,000 gpd
- Peak Daily Flow – contract limit/design value is 136,000 gpd and the current condition is 220,000 gpd
- Fats, Oil & Grease – contract limit/design value is 50 lbs/day and the current condition is 250 lbs/day
- Biological Oxygen Demand – contract limit/design value is 1,798 lbs/day and the current condition is 3,197 lbs/day
- Ammonia – contract limit/design value is 40 lbs/day and the current condition is 15 lbs/day
- Total Suspended Solids – contract limit/design value is 700 lbs/day and the current condition is 2,084 lbs/day
- Wastewater Treatment Plant
 - Average Daily Flow – design value is 1.5 MGD and the current condition is 0.55 MGD
 - Biological Oxygen Demand – design value is 2,754 lbs/day and the current condition is 3,088 lbs/day
- Sludge Holding Basins
 - Influent Flow Rate at Current BOD Concentrations – design value is 0.68 MGD and the current condition is 0.55 MGD
- Belt Filter Press
 - Peak 14-day Sludge Produced – design value is 5,400 lbs/day and the current condition is 4,879 lbs/day
 - BFP Operation – design value is 6 hrs/day, 5 days/wk and the current condition is 5.4 hrs/day, 5 days/wk

7. Discussion regarding amending the Chapter 78, Traffic and Vehicles, Section 78-219 No Parking Zones for South Highway 281

Sammy Bailey, Police Chief, explained that she is requesting the City of Lampasas to designate Highway South 281, either side, from the intersection of west Tenth Street on South 281 to the corporate city limits of the City of Lampasas as a no parking zone. She explained that South Highway 281 is a busy highway, and with the recent growth, development, and events in this area, the right of way has been used for parking. Parking on each side of the roadway congests traffic and is a safety concern for vehicles entering and exiting the roadway, as well as a safety hazard to pedestrians.

There is an action item in Regular Session for Council consideration.

8. Discussion regarding any item on the regular agenda

There was no discussion.

9. Adjourn Workshop Session

Mayor Pro Tem Monroe moved to adjourn the Workshop Session at 6:38 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

A brief break was taken before going into Regular Session.

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

ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:49 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

- Designate Fire Prevention Week October 4, 2020-October 10, 2020

Mayor Talbert read out loud the proclamation and designated October 4, 2020 through October 10, 2020 as Fire Prevention Week.

Mayor Talbert provided the telephone number of 512-556-0332 for the public to call in for any comments. She also announced to those in attendance if they could maintain six feet separation, they could remove their masks if they chose to.

PUBLIC HEARINGS/CITIZEN COMMENTS	
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.

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.
-----	---

There were no citizen comments.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Special Meeting on September 8, 2020

Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

2.2	Discussion and possible action concerning the approval of minutes of the Regular Meeting on September 14, 2020
-----	--

Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

3.0	CONSENT AGENDA
-----	----------------

3.1	Discussion and possible action regarding the Monthly Investment Report for August 2020.
3.2	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial or approval with modification(s) for a Manufactured Home Overlay "MHO" to an existing Single Family-6 "SF-6" Zoning District. The property is described as Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County.
3.3	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification a request for a Specific Use Permit in an area zoned Commercial "C" to allow for Two-Family Residential (Duplexes) "SF-2". The property is described as Block 3, Part of Lot 3, Lots 4-7, East Lampasas Addition; portion of Mill Street between College and Briggs Street
3.4	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial or approval with modifications a request for a Specific Use Permit in an area zoned Commercial "C" to allow for Micro-Blading (Cosmetic Tattooing) Services. The property is described as Block 2, Lot 8, East Lampasas Addition; commonly known as 1002 E 4 th Street, Lampasas, Texas, Lampasas County

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

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

Mandy Walsh, Economic Development Director, reviewed some of the following:

- LEDC Mission
- LEDC Vision
- BRE – COVID-19
- Virtual meetings
- Info graphics
- COVID Emergency Grant – assisted approximately 47 local businesses for a total of \$100,000.00
- Business Park
- EDA Cares Act Grant
- High Speed Internet – currently working with two providers
- She reviewed conferences and workshops she attended

- Downtown Revitalization
- Life Safety Grant Program – four applications distributed; only one grant awarded
- LTX photo op sign
- Marketing
- Retail Coach
- The Daytripper – will air on Sunday, October 11, 2020 and again on Wednesday, October 14, 2020
- HGTV – despite not winning, it was a good turnout of citizens who care about our community
- FDI Alliance International
- TX Film Commission
- Small Business Saturday
- Community awareness and speaking engagements
- New business and expansions

Council thanked Walsh for her report and her work for the City and community.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- WCID - The Lampasas County WCID met this week and, among other items, discussed the recent wet weather and the performance of the flood control dams in reducing flood potential. City Staff had understood rain totals in the vicinity of Lampasas totaled 12 to 13 inches, however; Kim Vann reported in some areas, between 17 and 20 inches were collected over the 4 to 5-day period. The western dams did receive inflows to cause rises above the primary spillways, however; the levels of the two lakes closest to Lampasas were not impacted by rises to that extent. In other words, the dams did their jobs. Work will need to be done to clear debris from the spillway tubes, and on the lake banks as a result of the event.
- Comp Plan - After several months of limited activity, members of the CPAC, Planning Commission and Council participated in small group meetings on the September 21, 2020. Four meetings, attended by 21 individuals, were conducted with the primary goals of reorienting stakeholders to the Comprehensive Plan planning process, and seeking comment and input on the Vision and Recommendations Outline. The next steps include review of the expanded Recommendation chapter, and the implementation plan. As the attached progress report indicates, the process is 82% complete, with a December target for consideration and adoption.
- Health Plan – City Staff is pleased to report that the City received an additional rebate on our 2019 Health Plan coverage through Scott & White. The Plan’s medical cost ratio was below 85%, and by ACA, the City was entitled to the rebate, which totaled \$27,883.03. City Staff believes the savings is a byproduct of a healthy workforce, and smart utilization of the benefit.
- Campbell Park - This past week City Staff met separately with representatives from the Wings of Eagles Outreach, and LAFTA to discuss future improvements in Campbell Park in support of their organizations. The primary focus of the meetings was to discuss expectations related to the scope of their projects, possible design and procurement phases, and possible supplemental funding or scaling. City Staff also wanted to express the concern that funding may be limited or capped by City Council in the event the project estimates were beyond available resources. As a next step, City Staff will seek rough estimates on projects and seek Council input and direction for design and procurement methods. City Staff understands that individual Council members may have concerns regarding the projects, and encouraged those concerns to be brought forward to the collective body. The City is still very early in the process.

- Personnel Policy – City Staff will be dusting off the draft of updates to the Personnel Policy for further internal review in the next month. Previously, the former Assistant City Manager facilitated the process to update the Policy and address current trends and issues related to technology, record retention, time off, and social media. It is likely, the current approach will be to consider amendments periodically rather than trying to review and approve the entire document at one time. City Staff is also interested in Council input on the process, and if a priority exists from a particular section of the Policy.
- Library – City Staff takes the opportunity to remind Council that the deadline for Library Foundation donations, with recognition on the back of the new Park corner sign, is September 30, 2020. Shanda Subia, Library Director, can direct you to a Foundation Board member or feel free to reach out to Judy Lansford. Additionally, the Library Staff has been creatively providing programs and services through the pandemic including virtual How Pinteresting, Books with Badgers, and Facebook story times. The Library is open, with some limitations, for patrons, and is still providing curbside delivery and pick-up of books.
- EDC - The Lampasas Economic Development Corporation met on September 16, 2020 with a relatively light agenda. Officers will remain the same for the next year and include Charlie Pratus, President; Steve Hudson, Vice-President; and Roland Schaub, Secretary-Treasurer. Sales tax was noted at 105% of the budget through 11 months, and with current trends, year-end projections for receipts could be \$44,000.00 better than plan. The Board also discussed Phase 1 infrastructure at the Business Park, and possible CARES Act assistance/reimbursement for local business support.

5.2	MAYOR'S COMMENTS
-----	------------------

Mayor Talbert had no comments.

6.0	UNFINISHED BUSINESS
-----	---------------------

There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action on the acceptance of the Chamber of Commerce and Visitor Center Third Quarter Report.

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

Melissa Unger, Chamber Director, thanked Mandy Walsh, Economic Development Director, for all her help during this COVID pandemic in assisting small businesses.

Mayor Pro Tem Monroe moved to accept the Lampasas County Chamber of Commerce & Visitor Center Third Quarter Report with the requesting reimbursement amount of \$10,765.74. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$2,160.00 for event expenses related to the Hunters Tourism Promotion September through December 2020 for Hunting Season and Hunters Welcome Event on November 6, 2020.
-----	---

Melissa Unger, Chamber Director, explained that this event has been most recently funded in 2019 in the amount of \$1,718.50. The funds requested in the amount of \$2,160.00 will be used for advertising and

promotion of Lampasas as the premier hunting destination, from dove season through bow and rifle season, ending in January 2021, as well as the Hunters Welcome Event on November 6, 2020.

Council member Toups moved to approve the request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$2,160.00 for event expenses related to the Hunters Tourism Promotion September through December 2020 for Hunting Season and Hunters Welcome Event on November 6, 2020. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding the renewal of the Chamber of Commerce Tourism and Visitor Center Agreement
-----	--

Mayor Talbert noted that this item was discussed in Workshop Session. There were two changes requested by the Chamber. The first change: Section II. A. Funds to be provided: change from including an amount and list as in an amount not to exceed budget amount approved by City Council; and second change: Section II. B. Payment Schedule: The City's semi-annual payment to the Chamber would be made no later than April 30 and October 30.

Mayor Pro Tem Monroe moved to approve the Chamber of Commerce Tourism and Visitor Center Agreement with the noted two amendments as noted. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding the approval of the first reading of an Ordinance amending Chapter 78, Traffic and Vehicles, Section 78-219 No Parking Zones for South Highway 281.
-----	--

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

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance amending Chapter 78, Traffic and Vehicles, Section 78-219 No Parking Zones for South Highway 281. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.5	Discussion and possible action concerning the second reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2020 and ending on September 30, 2021. Appropriating money for various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; providing a repealer clause for the repeal of all Ordinances and Appropriations in conflict with the provisions of this Ordinance; and Establishing an Effective Date.
-----	---

Yvonne Moreno, Finance Director, explained that the attached ordinance will formally adopt the proposed budget for the 2020-2021 Fiscal Year. A record vote on adopting the budget should be taken by the City Secretary.

Mayor Pro Tem Monroe moved to approve the second reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2020 and ending on September 30, 2021. Appropriating money for various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; providing a repealer clause for the repeal of all Ordinances and Appropriations in

conflict with the provisions of this Ordinance; and Establishing an Effective Date and with a record vote taken by the City Secretary, Christina Marez, as follows:

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

7.6	Discussion and possible action concerning the second reading of an Ordinance setting the Tax Rate and Levying a tax 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 various funds and items for which revenue must be raised including providing a Sinking Fund for the retirement of the Bonded Debt for the City of Lampasas; and establishing an Effective Date.
-----	--

Yvonne Moreno, Finance Director, explained that the attached ordinance adopts a total tax rate of \$0.395218 cents for the 2020 tax year. The tax rate is divided between \$0.31423 cents for general fund maintenance and operations and \$0.080988 cents for debt service (interest and sinking fund.) A record vote on setting the tax rate should be taken by the City Secretary.

Mayor Pro Tem Monroe moved to approve the second reading of the Ordinance and that the property tax rate be increased by the adoption of a tax rate of \$0.395218, which is effectively a 1.08 percent increase in the tax rate. The motion was seconded by Council member Williamson and with a record vote taken by the City Secretary, Christina Marez, as follows:

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

Adjourn into Executive Session

Council member Toups moved to adjourn into Executive Session at 7:21 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

City Manager deGraffenried requested that Mandy Walsh, Economic Development Director, and Rickie Roy, Assistant City Manager, be allowed in Executive Session. Council allowed.

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:

8.0 EXECUTIVE SESSION ITEMS

8.1	Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.
8.2	Adjourn Executive Session and reconvene Regular Session

Executive session was adjourned at 7:46 p.m.

REGULAR SESSION

9.0	ACTION ON EXECUTIVE SESSION
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no action taken.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:47 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary