

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
405 SOUTH MAIN STREET
MONDAY MARCH 25, 2019**

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

Council Members present:

T.J. Monroe, Mayor Pro Tem
Chuck Williamson
Michael White
Cathy Kuehne
Robert McCauley
Delana Touns

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Gary Cox, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Assistant City Secretary
Sammy Bailey, Police Chief
Mandy Walsh, Economic Development Director
Rickie Roy, Public Works Director
Shanda Subia, Library Director
Robert Gradel, Municipal Court Judge
Van Berry, Golf Course Manager

**WORKSHOP SESSION
5:30 P.M.**

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:33 p.m.

2. Discussion with representatives from Atlas 4000 Bicycle Ride.

Joe Corcoran and representatives from Atlas 4000 reviewed the upcoming event.

3. Interviews with selected firms regarding development of a Comprehensive Plan for the City of Lampasas.

Gary Cox, Assistant City Manager, explained that on February 15, 2019, a request for qualifications (RFQ) was published soliciting proposals from firms for the comprehensive planning services. The deadline for submission of proposals was March 15, 2019 by 2:00 p.m. A total of four (4) firms submitted proposals

prior to the deadline. A fifth proposal was received, however, it was delivered after the deadline and after City Staff, had compiled and distributed the list of eligible proposals and therefore was not considered.

Proposals were received from the following firms:

- 1) HALFF Associates, Inc – Austin, TX
- 2) Design Workshop, Inc. – Austin, TX
- 3) PLACE Designers – Round Rock, TX
- 4) VERDUNITY – Dallas, TX.

Cox informed Council that a City Staff committee reviewed the proposals and evaluated the submissions based upon criteria set forth in the RFQ. Based upon the scoring of the submittals, Staff extended invitations to the two firms, who ranked the highest, to appear at the workshop and present/discuss their proposals with Council and members of other City boards.

Council had the opportunity to separately interview HALFF Associates and Design Workshop, Inc. and heard each of their presentations. Both provided information on their approach, proven results of their work and work they have done for other municipalities.

Council, Committee members present and City Staff had the opportunity to ask questions. After both presentations, Council had the opportunity to discuss their thoughts of both firms and their preference of which firm fit best for the City.

4. Discussion regarding Stone Valley Development Agreement

Due to the time spent in workshop session, Gary Cox, Assistant City Manager, explained that this item is on regular session and could be discussed at that time in greater detail.

5. Discussion regarding any item on the regular agenda

There was no discussion.

6. Adjourn Workshop Session

Council member Toups moved to adjourn the workshop session at 7:10 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

There was a brief break taken before going into regular session.

REGULAR SESSION 7:00 P.M.
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 7:20 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

- Johnny “Lam” Jones Day Proclamation - Mayor Talbert read out loud the proclamation that listed Mr. Jones’ accomplishments and generosity to young athletes and proclaimed May 14, 2019 as Johnny “Lam” Jones Day in the City of Lampasas.
- National Library Week Proclamation – Mayor Talbert read out loud the proclamation and proclaimed April 7-13, 2019 as National Library Week.
- National Fair Housing Month Proclamation –Mayor Talbert read out loud the proclamation and proclaimed the month of April as Fair Housing Month.

	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.

2.0	MINUTES
2.1	Discussion and possible action regarding approval of amended minutes from the regular meeting on February 25, 2019

Christina Marez, City Secretary, explained that the amended minutes included the omitted consent agenda action that was taken.

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

2.2	Discussion and possible action concerning approval of minutes of the regular meeting on March 11, 2019
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Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Toups and with a vote of six in favor and one abstention (Kuehne), the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action on the receipt of the Monthly Investment Report for February 2019.
3.2	Discussion and possible action regarding the 2 nd reading of an Ordinance amending Chapter 66 Streets, Sidewalks, and other Public Places, Article V- Abandonment of Streets, Alleys or Right-of-Ways

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

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

- 155 New cases
- 92 Convictions
- 39 Compliance Dismissals
- Total fines collected \$38,025.56
- In 2016, there were 2,613 violations filed
- In 2017, there were 2,388 violations filed
- In 2018, there were 1,970 violations filed
- They recently had their 3rd Warrant Roundup

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- Library - Shanda Subia, Library Director, reports that the Lampasas Public Library has received special recognition from the Texas Library Association. The Library received the TLA Branding Iron Award in the Event category for their Painted Chair Event. The award will be presented at the May 28th City Council Meeting and will be highlighted in the summer issue of the *Texas Library Journal*.
- Development - The City has, or will receive, two preliminary plats for residential development on 580 West, and Brown Street. The total potential development from the two concepts will be approximately 50 dwellings. Currently, City Staff is reviewing the plat(s) and will prepare the item for consideration by the Planning and Zoning Commission and City Council.
- Old City Hall - The City received word this week that production for elevator equipment has been pushed back two to three weeks. The scheduled arrival time for the elevator is now projected for the first or second week of April. Crews will then take approximately two to three weeks to install, inspect and certify the unit. City Staff has conducted a follow-up walk through with the contractor and the project is generally considered 98% complete. Staff will receive training on the HVAC system this week, and O&M Manuals will be delivered in the next several days. Providing the Building Official issues a partial Certificate of Occupancy (CO), the municipal court administrative functions could move back in the next week or two.
- CIP - The CIP Committee held a lengthy meeting on March 7th to review departmental projects and equipment needs. Additionally, the Committee reviewed City Staff's new categories for projects

related to information technology and communications. The next meeting is scheduled for April 18, 2019.

- 4/8 Workshop – City Staff has begun preparing for the April 8th Workshop Session to discuss Code Enforcement and outdoor amenities. The Chief of Police, Code Enforcement Officer, Building Official and Assistant City Manager will be preparing information and opportunities related to code enforcement, and sub-standard buildings. Council will also receive the current Food-Truck Ordinance and inventory of outdoor venues prior to the Workshop to aid in that discussion. It is Staff’s hope the discussion will identify specific tasks for Staff to research and implement.
- W/WW Building – City Staff is nearing the conclusion of the value engineering process for the Water/Wastewater lab and shop. Staff has been working with our design team and engineers, and the general contractor regarding possible savings. The process also includes reviewing a reduction in features/quality in relation to the overall benefit of savings and needs of the facility and Staff.
- Community Service - The City was approached last week regarding a possible supervised adult probation workforce for City clean-up projects. Rickie Roy, Public Works Director, made initial contact, and will gather additional information regarding any limitations or conditions of the arrangement. City Staff will bring a proposal back to Council for consideration as the plans are formalized.
- Water Meters - Yvonne Moreno, Finance Director, reports that new water meters were received and have been installed under contract with Core and Main. The radio read meters will provide additional time of use information and be generally more accurate. The City installed just over 400 meters under contract and approximately 120 by City Staff to complete the project for this budget year.
- Audit - This week the City received the draft audit for FY 2018. For the past several years, an ad hoc Council committee has reviewed the audit with staff from Singleton, Clark; and providing there is no objection, City Staff will proceed to schedule a meeting under that format. Generally, the City performed well, but the statements also reflect an OPEB liability which may cloud overall financial performance.
- West Ave. E - Gary Cox, Assistant City Manager, reports that preliminary estimated costs and design have been received from Eckermann Engineering for drainage, curb, gutter and pavement of West Avenue E. The project, including approximately 14,000 square yards of HMAC paving, 4,400 linear feet of curb and gutter, and drainage improvements, is estimated at \$869,798.00. Additionally, several driveways will be replaced or installed, and manhole and valve boxes will be elevated. The project is generally identified for funding through the Street Department budget, likely over two years.
- He informed Council of two TML webinars that are scheduled for April 11 and May 9 at 9:30 a.m. in the Council Chambers. Also, there is a TML Legislative Wrap-up conference in Austin on June 24 if any Council member is interested in attending any of these, please let City Staff know.

5.2	MAYOR’S COMMENTS
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The Mayor did not have any comments.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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7.1	Discussion and possible action concerning Guthrie Library Committee Bylaws
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Judy Lansford, Library Board member and also on the Guthrie Committee, explained that the Guthrie Committee was created to provide recommendations to the City Council for expenditures of the bequeathed funds left by Tracie Guthrie. The committee has met and wishes to submit the proposed bylaws for approval. These bylaws will be used to govern the committee meetings, discussions, and recommendations, for the benefit of the library.

Mayor Pro Tem Monroe moved to approve the Guthrie Library Committee Bylaws as presented. The motion was seconded by Council member Williamson 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 \$7,254.74 for event expenses related to the 18 th Annual Riata Roundup Rodeo April 25-27, 2019
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Melissa Unger, Chamber Director, reviewed their request for Hotel Occupancy Tax Funds for the 18th Annual Riata Roundup Rodeo event. She noted that an additional day has been added to the event and the entrance fee was increased. The event will now start on a Thursday and run through Saturday. She reviewed the proposed costs for the event.

Mayor Pro Tem Monroe moved to approve the request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax Funds in the amount of \$7,254.74 for event expenses related to the 18th Annual Riata Roundup Rodeo April 25-27, 2019. The motion was seconded by Council member Williamson and with a vote of six in favor and one opposed (McCauley), the motion carried.

7.3	Discussion and possible action regarding change order from CTEX Construction Services for Nix Tank Rehabilitation in the amount of \$3,600.00 for logo/lettering.
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Gary Cox, Assistant City Manager, explained that the City has a received change order #1 from the contractor requesting a 9-day extension to the contract and providing options for the logo and lettering to be placed on the tank. The contract extension is requested because of the contractor having to demobilize from the site due to recent water main breaks and the need to temporarily place the tank back in service. Due to circumstances beyond the control of the contractor and lost work time, City Staff recommends the approval of the 9-day extension.

Cox also said that the contractor has also submitted pricing options for painting the logo and lettering on the tower. Staff seeks direction from Council on the desired option. The cost to install the logo and lettering on both sides of the tank results in an increased cost of \$3,600.00. The cost for one side of the tank is \$1,800.00. The cost of only the logo is \$1,500.00 per side and an additional \$300.00 per side for the lettering.

Council member Williamson moved to approve the logo and lettering on both sides of the tank in the amount of \$3,600.00. The motion was seconded by Mayor Pro Tem Monroe. After some brief discussion, Mayor Talbert called for a vote. No one voted on the motion made and so the motion failed.

Council member Toups moved to approve the logo and lettering on the one side facing the town in the amount of \$1,800.00. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding the Stone Valley Development Agreement
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Gary Cox, Assistant City Manager, explained that in 2018, City Council approved the final plats for the development known as Stone Valley and discussed possible economic incentives to be provided by the City in support of the development and additional benefits realized by the community because of improvements to the roadway, water, wastewater and drainage systems. Staff has also worked with the developer to include the construction of an off-site drainage system benefitting a neighboring subdivision as part of the development agreement. The engineering and cost estimates for the off-site drainage have recently been received and the City is in a position to finalize the development agreement and the terms, which were previously discussed with the developer.

Council member Williamson moved to approve the Stone Valley Development Agreement as presented. The motion was seconded by Council member Toups.

Discussion included:

- In reference to waiving the building and permitting fees – Does the City do this for other builders or contractors?
- Don't these fees cover the costs of City Staff to review the building permits and do the inspections?
- Waiving these fees still costs the City money for the services provided.
- It was noted that in the Agreement there was a default clause that the Developer had to build 67 homes in three years and would be responsible for all fees that were waived.
- The proposed homes would be valued approximately \$150,000.00 to \$180,000.00 per home and would benefit the City's advalorem.
- Some Council members expressed that waiving the building and permitting fees would set a precedent.

Mayor Talbert called for a vote on the motion made by Council member Williamson and seconded by Council member Toups to approve the Stone Valley Development Agreement as presented. With a vote of two in favor (Williamson and Monroe) and five opposed, the motion failed.

Council member McCauley moved to approve the Stone Valley Agreement with the exclusion of waiving the building and permitting fees. The motion was seconded by Council member Kuehne and with a vote of five in favor and two opposed (Williamson and Monroe), the motion carried.

7.5	Discussion and direction from Council regarding City Sign Presentation
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Becky Sims, Assistant City Secretary, reviewed photos of existing City signage throughout the City.

City Manager deGraffenried explained that item was placed on the agenda to provide Council an update and an opportunity to consider consistency of signage and possibly a new brand logo.

Council expressed maintenance and upkeep to existing signage. Further research and work will be done by City Staff and revisited with Council at a future date.

7.6	Discuss and consider recommendation from LEDC and Foresite Group related to developing additional broadband capacity
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Mandy Walsh, Economic Development Director, explained that as a follow-up to the joint Economic Development Corporation and City Council meeting on March 20, 2019, this item was placed on the agenda to allow formal consideration of next steps in the possible deployment of a Fiber Optic Network. She explained that that the LEDC voted to direct staff to pursue possible grant or loan funding to support increased broadband capacity.

Council member McCauley moved to direct staff to pursue possible grant or loan funding to support increased broadband capacity. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.7	Discussion and possible action regarding 2019 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-of-Way access line rates.
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City Manager deGraffenried, explained that this item is considered annually by Council as a pass through rate to telephone customers. For the past six years the City has opted not to increase access line rates to consumers and due to the relative small impact.

Council member McCauley moved to not raise right-of-way access line rates. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding the purchase of an MPC Door Retrofit for the pump station at Hancock Park Golf Course
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Van Berry, Golf Course Manager, explained that there are some components on the pump station that are out and the system is shutting down on low discharge. The gauge on the discharge line is showing the correct pressure but the computer system is not recognizing the correct pressure and is causing the whole system to shut down. Our system is a Flowtronex system and was installed in 2004 by PMT Pump Services. Ric Martinez with PMT, who installed the system and is a certified technician for Flowtronex, said the components that we need are obsolete and have been for eight years. Flowtronex has since made retrofit components that are compatible with our existing components and this is what we need for our system to work. Without this item, we are unable to water the golf course. PMT Pump Services is on Buyboard.

Mayor Pro Tem Monroe moved to approve the purchase of the MCP Door Retrofit to PMT Pump Services in the amount of \$25,817.31. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.9	Discussion and possible action regarding the selection of a firm to provide comprehensive planning services.
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Gary Cox, Assistant City Manager, explained that this item was reviewed in workshop session and interviews were held with the two highest ranked firms: HALFF Associates, Inc. and Design Workshop Inc., both from Austin, Texas.

Council member Toups moved to authorize the City Manager to negotiate a professional services agreement with HALFF Associates, Inc. and to execute documents related to the agreement. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

Adjourn

Council member Kuehne moved to adjourn the meeting at 8:28 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2019.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary