

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
405 SOUTH MAIN STREET
MONDAY JANUARY 14, 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
Cathy Kuehne
Robert McCauley
Delana Toups
Chuck Williamson
Michael White

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
Yvonne Moreno, Finance Director
Monica Wright, Information Systems Director
Rickie Roy, Public Works Director
Van Sims, Water/Wastewater Operations Manager
Stephen Sewell, Plant Operations Supervisor
Sammy Bailey, Police Chief
Reece Oestreich, Fire Chief
Ronnie Withers, Fire Marshal
Mandy Walsh, Economic Development Director

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

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:39 p.m.

2. Planning Session Review and Discussion

City Manager deGraffenried reviewed the notes from the Planning Session that was held on Thursday, December 20, 2018. After the tour to the Central Texas Water Treatment Plant and the 195 Pump Station, afternoon discussion included the Council Work Plan, Changes in the Community, Community Relations, Technology, Growth and Employee Retention and Recruitment.

Planning goals included providing Council with perspective related to planning, resources and infrastructure issues; review and discussion of previous plan components; and inventory and assessment of community needs.

Tour Recap

- Validated City's leadership role in contract knowledge and administration
- Maintain professional working relationship in providing safe drinking water to customers
- Discussed opportunity to visit other facilities
- Recognize the importance of the resource

Lunch Discussion

- Common Themes Among Departments
 - Impacts related to Growth
 - Changing Demographics
 - Establishing a relationship (trust) with citizens
 - Personnel
 - Cross-Training
 - Personal and Professional Development
 - Succession Planning
 - Onboard Training Plan
 - Recruitment
 - Retention
 - Staff Recognition
 - Value
 - Opportunities
 - Use of Technology

2018 Council Plan Review

- Keep same format/ add timelines and milestones for project tracking
- Rethink Civic Center as a priority- other alternatives/define community needs
- Communication among Council, Staff and Citizens has been positive
- Council and Staff presence has been positive

2019 Goals

- Community Relations/Resources
 - Stakeholders Meeting with various organizations
 - New officials /new opportunities
 - Lampasas Independent School District (LISD)
 - Chamber of Commerce
 - Lampasas County
 - Lampasas County Higher Education Center (LCHEC)
 - Lampasas Association For The Arts (LAFTA)
 - Vision Lampasas
 - Courtyard Square Association (CYSA)
 - Spring Ho Committee
 - Lampasas Economic Development Corporation (LEDC)
 - Improve Quality of Life for Citizens
 - Economic Development
 - New Residential /Commercial Development

- Infrastructure
 - Ability to move forward
- Department Impacts
 - Public Works, Life Safety, Utility Billing
- Preparing for Development
- Image/Branding
 - Logo
 - Signage
 - Vision
 - Consistent Messaging/Communications

Other items of discussion included:

- Council would like to visit other City owned facilities such as the Senior Center building.
- Council asked the City Manager to visit with City Departments as to whether there is anything in their Department that they would like Council to see or address.
- City salary pay schedule – need to compare position salaries to other comparing communities; need to compare apples to apples on the position of the other communities in order to adequately compare the salary information
- Council would like to visit with DRT; would like to know how often the Hostess House is rented; revenue information; would like to see more advertisement/promotion of the Hostess House
- Council would like the wrap up of the CO projects included in the 2019 Work Plan

3. Discussion regarding any item on the regular agenda

There was no discussion.

4. Adjourn Workshop Session

Council member Kuehne moved to adjourn the workshop session at 6:31 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

<p>REGULAR SESSION 7:00 P.M.</p>
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 7:00 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 presentations or proclamations.

	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 concerning approval of minutes of the regular meeting on December 10, 2018

Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member McCauley and with a vote of six in favor and one abstention (White), the motion carried.

2.2	Discussion and possible action concerning approval of minutes from the City Council Planning Session on December 20, 2018
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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 (White), the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the second reading of an Ordinance for a Specific Use Permit “SUP” for Ramp Automotive located at 512 Briggs Street to allow for Major Automotive in an area zoned Commercial.
3.2	Discussion and possible action regarding the second reading of an Ordinance amending Chapter 78 (Traffic and Vehicles) adding, reorganizing, updating provisions to comply with state law; and repealing obsolete, duplicative, ineffective and unnecessary provisions as they pertain to stopping, standing and parking within the City of Lampasas.
3.3	Discussion and possible action regarding the second reading of an Ordinance granting a request to rezone property and ordering a change to Ordinance No. 878 and the accompanying City of Lampasas official zoning map, as amended, to change the zoning classification from Single Family Residential-10 “SF-10” to Retail “R” of property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date.
3.4	Discussion and possible action regarding the second reading of an Ordinance granting a request for a Specific Use Permit to allow for an assisted living facility in an area zoned Retail “R” and ordering a change to Ordinance No 878 and the accompanying City of Lampasas official zoning map, as amended, to change the zoning classification of property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date
3.5	Discussion and possible action regarding the second reading of an Ordinance amending the adopted budget for the Municipal Government of the City of Lampasas for the fiscal year of October 1, 2017 through September 30, 2018.

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

Yvonne Moreno, Finance Director, reviewed her Department report:

- Supervision/oversight -Two employees in Finance Department, herself and Bessie White; Four in Utility Department, Felecia Vallejo, Lupe Charping, Mary Garcia and Patricia Eicher; and Two employees in Meter Reading Department; Tom Zimpel and Warren Spivey
- Finance Department handled over the year 3,400 payroll checks and 3,682 accounts payable checks
- Utility Department has three different billing cycles
- October statistics for the Department:
 - 3,455 total water customers
 - 2,762 total wastewater customers
 - 4,649 total electric customers
 - 64 connects
 - 53 disconnect
- She commended her Department for their work. It would not be possible to run her Department without their assistance and hard work.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Building Official – As previously reported, Frank Ellett will be with the City on January 28, 2019. Mr. Ellett comes to Lampasas from the City of Round Rock where he worked over 20 years primarily as a Building Official, Residential and Commercial Inspector.
- Text to 911 – Police Chief Bailey reports that testing has been underway for the text to 911 emergency notification system. The notification will allow individuals to text for emergency response in the event of need. The go-live date is February 10, 2019.
- Hill Country 100 – The annual Hill Country 100 banquet will be held in Burnet on January 17, 2019. This year’s recognized representatives from Lampasas are Police Sergeant/Code Enforcement Officer Tony Barrio and Lampasas Volunteer Fire Department Assistant Chief Randy Lake. Both are recognized for their tenure and dedication to the City and County.
- Auditors – On-site inspection and verification by the City’s auditors should be complete this week in preparation for the delivery of the City’s FY 2018 audit. Auditors have been

reviewing documentation related to payroll, contracts, bid documents and journal entries. City Staff anticipates the audit will be ready for presentation in March.

- Kempner Water – Council is likely aware that the Kempner Water Supply General Manager, Delores Goode has withdrawn her resignation at the request of the President of the Board.
- CO Spreadsheet – At the request of a Council member, attached to his report is the most recent Capital Projects Funds report regarding items that been funded through the 2016 CO issue. The two remaining adjustments will be related to the Nix Tank Rehabilitation, which should come in under estimate; and the Water/Wastewater building, which will be considered by Council on the January 28 Council meeting. The report indicates a potential balance of \$908,727, after project completion.
- CDBG – In addition to the recently awarded Community Development Block Grant from the Texas Department of Agriculture, the City will be preparing a submission for the 2019 funding cycle. City Staff will be submitting documentation for Grant Administration and Engineering procurement prior to the March 18, 2019 application deadline.
- Best of the Best – As reported on the City’s Facebook page, Bessie White was recognized in the Lampasas Dispatch Best of the Best City Employee from the newspaper’s readers’ poll.
- ABC – He takes the opportunity in this item to report on City Staff that have performed Above and Beyond the Call of Duty: Reece Oestreich, Fire Chief, for filling in the absence of a Building Inspector; Monica Wright, Information Systems Director, for her work on helping pick paint colors, as well running and pulling cable wires, for the new Council Chambers; and Yvonne Moreno, Finance Director, for her work and preparation for the audit.

5.2	MAYOR’S COMMENTS
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Mayor Talbert had no comments to report.

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 first reading of an Ordinance annexing the hereinafter described territory to the City of Lampasas, Lampasas County, Texas and Extending the Municipal Corporate Limits of said City to include the described property within the City’s Boundary Limits, and Granting to all the inhabitants of the annexed property all the rights and privileges of other citizens and binding those inhabitants by all of the Acts, Ordinances, resolutions, and Regulations of the City; and adopting a Service Plan for the newly annexed property

Christina Marez, City Secretary, explained that this is the first reading of the Ordinance for the voluntary annexation request by Mr. Roy Cockrell for the property as described within. Included in Council’s packet is copies of the required public hearings and printer’s affidavits of publication.

Marez also noted that Roy Cockrell, requestor, was present at the meeting in case Council had any questions.

Council member Toups moved to approve the first reading of an Ordinance annexing the hereinafter described territory to the City of Lampasas, Lampasas County, Texas and Extending the Municipal Corporate Limits of said City to include the described property within the City's Boundary Limits, and Granting to all the inhabitants of the annexed property all the rights and privileges of other citizens and binding those inhabitants by all of the Acts, Ordinances, resolutions, and Regulations of the City; and adopting a Service Plan for the newly annexed property. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding a quote from Southern Star Communications, Inc., for the labor, materials and required hardware to extend the phone lines at the 1931 Roy L Thomas Building for the new City Council Chambers in the amount of \$ 3,877.29
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Monica Wright, Information Systems Director, explained that City Staff is recommending that the existing phone lines at Municipal Court be extended throughout the 1931 Roy L. Thomas building on all floors to provide phone service to the entire building and the elevator.

Wright said that the vendor that City Staff is recommending has an ongoing maintenance contract on the phone system used by the City and the reason no bids were required. This project was on the CO list; therefore, CO funds will be used.

Mayor Pro Tem Monroe moved to approve the award of quote from Southern Star Communications, Inc., for the labor, materials and required hardware to extend the phone lines at the 1931 Roy L Thomas Building for the new City Council Chambers in the amount of \$ 3,877.29. The motion was seconded by Council member McCauley and with a unanimous vote, the motion carried.

Mayor Talbert stepped down from the dais for conflict of interest reasons for the next agenda item.

7.3	Discussion and possible action regarding the installation of a HVAC system as the Spring Street Pump Station for \$9,870.00 from Miller Service Company
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Gary Cox, Assistant City Manager, explained that due to the additional equipment and variable frequency drives (VFD), which were installed at the Spring Street Pump Station as part of the rehabilitation project, it was identified that the current HVAC system was not able to provide sufficient cooling for the facility.

Cox reviewed the following information:

- Jones-Heroy & Associates conducted an electrical load evaluation of the equipment at the pump station. Results showed stress on pump motors and VFD drives due to the heat being produced by the equipment plus ambient temperatures.
- Jones-Heroy provided specifications for a HVAC unit (or equivalent) to meet the needs of the facility.
- City Staff solicited quotes from five (5) HVAC companies for this project.
- The City only received quotes from:
 - Miller Service Company in the amount of \$9,870.00 for a single 6 ton 18 SEER unit.
 - Kingsland HVAC provided quotes ranging from \$9,800.00 to \$14,300.00 based on four (4) different alternative equipment proposals. Kingsland proposals each provided for the installation of multiple units (with lower SEER ratings) versus the single unit proposed by Miller.

- Based on the engineers design specification, space limitations and costs of maintaining the equipment, City Staff recommends the proposal by Miller Service Company as the best value for the project.
- Funding for this expenditure is allocated from the 2016 CO Bonds as part of the Nix Tank/Spring Street Pump Station project.

Council member White moved to award the quote for the installation of a HVAC system as the Spring Street Pump Station to Miller Service Company in the amount of \$9,870.00. The motion was seconded by Council member Kuehne and with a vote of six in favor and one abstention (Talbert), the motion carried.

Mayor Talbert returned back to her seat at the dais.

7.4	Discussion and possible action regarding expenditures for the rehabilitation of the Spring Street Pump Station to Smith Pump Company, Inc.
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Gary Cox, Assistant City Manager, explained that in January, 2018, Council approve the expenditure of \$28,509.00 for work on the Spring Street Pump Station in preparation for the rehabilitation of the Nix Water Storage Tank. During the course of the project, unforeseen deficiencies were identified which required additional work.

Cox explained that the additional work included suction pipe modifications and coating of pump impellers. The modifications of scope of work were required to ensure the water distribution system could maintain pressures and supply water while the Nix Tank is offline. For the projects to remain on schedule and ensure the capabilities of the water distribution system, City Staff authorized the additional work. Based on the memorandum from Jones Heroy & Associates, it is recommended the invoice in the amount of \$1,740.00 for the coating of pump impellers be approved and paid. It is recommended the invoice in the amount of \$6,262.00 for the suction pipe modification be funded but the payment be held until a final performance testing report is submitted and approved.

Council member McCauley moved to approve the expenditure of \$8,002.00 to Smith Pump Company for the rehabilitation of the Spring Street Pump Station. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.5	Discussion and possible action to select and announce possible winner of website photo contest entry
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Monica Wright, Information Systems Director, explained that there was only one photo submitted: Entry 1, “Phantasia” by Chad Williams.

Mayor Pro Tem Monroe moved to select Entry 1, “Phantasia” by Chad Williamson as the website photo contest winner. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

7.6	A Resolution by the City Council of the City of Lampasas, Texas, Designating Authorized Signatories for Contractual Documents and Documents for Requesting Funds Pertaining to the Texas Community Development Block Grant Program (TxCDBG) Contract Number 7218529
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City Manager deGraffenried explained that this Resolution is conditional for the award of the recent CDBG Award from the State. The Resolution designates authorized signatories for the City.

Mayor Pro Tem Monroe moved to approve the Resolution by the City Council of the City of Lampasas, Texas, Designating Authorized Signatories for Contractual Documents and Documents for Requesting Funds Pertaining to the Texas Community Development Block Grant Program (TxCDBG) Contract Number 7218529. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.7	A Resolution regarding compliance with State and Federal Civil Rights Acts, Codes and Certifications by the City of Lampasas related to award of CDBG Funds from the Texas Department of Agriculture.
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City Manager deGraffenried explained that this Resolution is conditional for the recent CDBG Award to the City. The Resolution provides grant assurances and compliance with Federal Civil Rights Acts, Codes and Certifications.

Council member Toups moved to approve the Resolution regarding compliance with State and Federal Civil Rights Acts, Codes and Certifications by the City of Lampasas related to award of CDBG Funds from the Texas Department of Agriculture. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.8	Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 4, 2019 General Election.
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Christina Marez, City Secretary, explained that Mark Bishop, Elections Administrator, has agreed to conduct the election again this year. The Contract is the same as last year's with the exception of dates. Early voting will be at the Election Administrator's office, 407 South Pecan, Suite 102. On Election Day, voting locations will be at the Election Administrator's office, 407 South Pecan, Suite 102 and the First Baptist Church in Kempner, Texas.

Marez noted the following:

- The attachment of the Joint Election Agreement between the City and LISD will be attached as Exhibit D.
- The reason for increase in the estimated election costs is due to the new voting equipment that the County purchased and no longer will be using the City owned equipment which had helped offset election expenses.
- The City and LISD cost share the election costs, however, if LISD does not have an election, the City would be responsible for the full election costs.

Council member Williamson moved to approve the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 4, 2019 General Election. The motion was seconded by Council member McCauley and with a unanimous vote, the motion carried.

7.9	Discussion and possible action regarding the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas.
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Christina Marez, City Secretary, explained that the City, County, and Lampasas Independent School District (LISD) have held joint elections since 2007 as a result of Federal Law that required Schools to contract with another public entity for joint elections. This agreement is essentially the same as last year with the exception of dates. In the agreement, the City and LISD will share in the expenses of the Early Voting and Election Day shared voting locations, ballot programming, payroll of election workers and other costs common to both elections.

Mayor Pro Tem Monroe moved to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.10	Discussion and possible action regarding a quote from John M Warren, Inc. for sign materials
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Rickie Roy, Public Works Director, explained that Council adopted the Ordinance on November 26, 2018, that would add new signs to expanded school zones. City Staff sent out request for quotes on sign materials and received three quotes:

John M. Warren, Inc.	\$6,944.93
Traffic Safety Warehouse	\$7,040.00
Road Traffic Signs	\$11, 523.75

City Staff recommends award to the low quote received from John M. Warren, Inc. in the amount of \$6,944.93.

Mayor Pro Tem Monroe moved to award the quote for sign materials to John M. Warren, Inc. in the amount of \$6,944.93. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.11	Discussion and possible action concerning a request to repair the motor in Engine One in an amount not to exceed \$17,000.00
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Reece Oestreich, Fire Chief, explained that with the recent development of an engine oil leak, it has been determined by a service technician that the oil leak is from a failure of a component inside the motor allowing pressure to enter the blow by filter and causing oil to leak from the top of the motor. City Staff is unable to determine an exact cost until the motor is taken a part. Using the invoice in the amount of \$10,968.18 from a previous repair, City Staff is increasing the estimated cost to reflect inflation for parts and labor in the amount of \$5,000, estimating the repair cost at \$15, 968.18.

Oestreich said that there would be a one year warranty on the motor repair.

There was discussion on the cost of the repair and the cost of a new motor.

Mayor Pro Tem Monroe moved to approve the repair to the motor in Engine One in an amount not to exceed \$17,000.00. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.12	Acknowledgment of receipt of the Certificate of City Secretary certifying the review and findings of the Petition for a Local Option Election for the Legal Sale of All Alcoholic Beverages including
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Mixed Beverages that was submitted on Wednesday, December 12, 2018

Christina Marez, City Secretary, explained that on October 15, 2018, she issued a Petition for a Local Option Election for the legal sale of all alcoholic beverages including mixed beverages. The total number of signatures of valid signatures required for the Petition to be sufficient is 457.

Marez noted that on December 12, 2018, the Petition was returned to her office by Steve Hudson. She began the process to review and verify the signatures as qualified City voters. The petition contained 640 signatures. Attached is her certificate that certifies that the number of qualified voters totaled 548, therefore, the Petition is sufficient to cause a Local Option Election. Signatures that were considered invalid were due to omitting the required date of signature, not a registered City voter, a voter outside the City, or signed the Petition more than once.

In addition, Marez stated that on January 28, 2019, she will present to Council for consideration an Ordinance to call a Special Local Option Election to be held at the next uniform election date which is May 4, 2019.

Mayor Pro Tem Monroe moved to acknowledge receipt of the Certificate of City Secretary certifying the review and findings of the Petition for a Local Option Election for the Legal Sale of All Alcoholic Beverages including Mixed Beverages that was submitted on Wednesday, December 12, 2018. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.13 Discussion and possible action regarding the award of quote for the roof replacement of 500 E 8th and 901 S. Liveoak Buildings (Senior Citizen Community Center and Head Start Daycare)

Christina Marez, City Secretary, explained that after report of damage to the roof at the 500 E. 8th and 901 S. Liveoak Buildings (Senior Citizens Community Center and Head Start Daycare), City Staff solicited three quotes for replacement of the roof of both buildings. The quotes received were from:

Clark Roofing & Construction	\$22,118.77
WM Roofing	\$26,719.49
Curtis Durham Construction	\$23,985.00

Marez noted that these buildings are leased to the Hill Country Community Action Association (HCCAA) and they have committed to participate in one half of the costs not covered by the City's insurance. Attached in Council's packet is an email from Kim Daniel, HCCAA Director, noting their commitment.

Marez explained that after submittal to the City's insurance carrier, Texas Municipal League (TML), the City received \$9,330.77 as the initial cash value payment. After completion of the roof replacement, the City should receive a supplemental payment of \$5,533.00, for a total payment of \$14,863.77. The City is responsible for \$7,255.00 of repair costs of which HCCAA is committed to paying half.

City Staff recommends award of quote to low bidder Clark Roofing & Construction in the amount of \$22,118.77.

Mayor Pro Tem Monroe moved to award the quote for the roof replacement of 500 E 8th and 901 S. Liveoak Buildings (Senior Citizen Community Center and Head Start Daycare) to Clark Roofing & Construction in the amount of \$22,118.77. The motion was seconded by Council member McCauley and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:41 p.m. The motion was seconded by Council member McCauley and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2019.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary