

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
Monday, October 14, 2019**

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

Council Members present:

T.J. Monroe, Mayor Pro Tem  
Chuck Williamson  
Randy Clark  
Cathy Kuehne  
Delana Toups  
Michael White

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager  
Christina Marez, City Secretary  
Becky Sims, Zoning Administrator/Assistant City Secretary  
Vicki Tower, Assistant City Secretary  
Yvonne Moreno, Finance Director  
Sammy Bailey, Police Chief  
Monica Wright, Information Systems Director  
Rickie Roy, Public Works Director  
Frank Ellett, Building Official  
Flint Geagley, Electric Superintendent  
Van Sims, Water/Wastewater Operations Manager

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

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order 5:30 p.m.

2. Discussion regarding operation and marketing of Hostess House

City Manager deGraffenried reviewed the following:

- Status and Direction
  - Progress from September 23
  - Update on website transfer/social media
  - Review of draft facility use and reservation policy
  - Maintenance needs and priorities
  - Pricing and operational costs

- The Past Two Weeks
    - Meeting with DRT
    - Exchanged key and information
    - Received all booking information
    - Facebook administration
    - Contacted upcoming rentals
    - Facility review/assessment
    - Website transition
    - Facility/Reservation policy
  - Market Presence
    - Website
    - Content
      - Point of contact
      - On call
      - Staffing/supervision
      - Equipment
  - Reservation Module
  - Domain Name
  - Facility Use/Reservation Policy
    - Vicki Tower, point of contact
    - Current rates reviewed
    - Cleaning deposit
    - Booking fee
    - Resident/Non-resident rate
    - Non profit
    - Limited number, limited time rate
    - Week day rate/weekend rate
  - Maintenance & Capital Needs
    - Approximately 52 items noted on initial visit by Building Official & Fire Marshal
    - Deferred maintenance; minor items
    - Suppression, elevator, kitchen upgrades, restrooms
    - Furnishings
    - HVAC
    - Safety/prioritize and upgrade
    - Funding – HOT funds
  - Pricing & Operational Costs – Council asked that City Staff work on the costs
3. Discussion regarding noise complaints and enforcement in regards to the City of Lampasas Noise Ordinance, Article IV Noise, Section 34-171 to Section 34-173

Sammy Bailey, Police Chief, explained that the Lampasas Police Department is tasked with enforcing the City of Lampasas Noise Ordinance that was adopted in 2005. She explained that the current ordinance needs revisions to meet the lifestyles changes in our community. The recommended changes to the current ordinance, that will be presented for Council consideration in regular session, would extend the noise hours without a waiver from the City Manager and cause a reduction to the maximum noise levels during the evening and nighttime hours for property that is zoned for any type of district other than residential or industrial districts, as those districts are defined by the city's zoning ordinance.

4. Discussion regarding Grease Interceptor

Becky Sims, Zoning Administrator/Assistant City Secretary, explained that the protection of the City's Sanitary Sewer System is an ongoing concern for City Staff. One of the biggest areas of concern is the sizing and service of commercial grease interceptors. The grease interceptor or trap is a requirement for every pre-sewer connection to prevent the discharge of fats, oils and greases into the sanitary sewer system. City Staff is recommending amending the Pretreatment and Discharge regulations Section 82-259 Interceptors required, type; location; specifications through Section 82-265 Damaging Sewage Works as outlined in the draft ordinance that will be presented for Council consideration in regular session. The amendment will provide the requirements for adequate sizing of grease traps and frequency of servicing and cleaning that includes maintaining manifest/trip tickets.

5. Discussion regarding the Western water pressure plane; fluctuations in pressure and potential impacts of future growth.

City Manager deGraffenried explained that as a result of public comments received by City Staff and Council, Mr. Jason Jones and Travis Clark of Jones-Heroy are in attendance to discuss their limited review of conditions in the Western pressure plane and possible capacities available for future growth. Mr. Jones and Mr. Clark were asked to review current conditions based on their firm's recent work on the Spring Street Pump Station and Nix Tank Rehabilitation.

Both Travis Clark and Jason Jones, with Jones-Heroy, explained that their review showed that when the sprinklers at the 580 Sports Complex come on at 9:00 p.m. to 9:00 a.m. the water fluctuates in pressure. He said that a ground storage tank could help but additional study would be needed to determine the best and cost-effective option for the City to help remedy the current pressure issue as well as for potential future growth.

Fawn Acres residents, Kevin Rowe and Craig Benton, expressed their concerns and issues of the fluctuating water pressure in their neighborhood. Mr. Rowe said that he has been dealing the water problems since moving in this subdivision in 2015.

City Manager deGraffenried asked for Council to consider allowing Jones-Heroy to continue further with the study and bring back to the City, their recommendation on how to address this water pressure issue.

It was the consensus of Council that Jones-Heroy continue their study and bring back a proposal.

6. Discussion regarding additional staff for building upkeep and maintenance.

City Manager deGraffenried explained that this item is placed on the Workshop agenda to allow discussion and Council input on the creation of a full-time building cleaning and light maintenance position. The City, for the past two years, has budgeted for a part-time position, but has been unable to fill the position due to available working hours. With the addition of the Old City Hall and the Hostess House, City Staff believes a need exists for a full-time position. The position would also allow deeper cleaning of existing facilities and light maintenance. The increased cost of the burdened position would be approximately \$30,000.00 and could be covered through vacancy savings in FY 2019-2020.

It was the consensus of Council that the position was needed due to the additional City facilities.

deGraffenried said that there was an action item in regular session for Council consideration.

7. Discussion regarding any item on the regular agenda

There was no discussion.

8. Adjourn Workshop Session

Council member Clark moved to adjourn the workshop session at 6:48 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

<b>REGULAR SESSION</b> <b>7:00 P.M.</b>
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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.

	<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.

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on September 23, 2019

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

3.0	<b>CONSENT AGENDA</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from September 1, 2019- September 30, 2019
3.2	Discussion and possible action regarding the Monthly Investment Report for August 2019

3.3	Discussion and possible action regarding the second reading of an Ordinance amending Chapter 54, Article II, Administration, Division 2, Parks and Recreation Advisory Board.
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Council member Kuehne moved to approve the consent agenda as presented. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

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:

- Campbell Park - Chris Eicher, Parks & Recreation Director, reports that the Campbell Park restrooms should be delivered the first or second week of December. City Staff have reviewed multiple sites, all near the Pool parking area, and will begin the pad, plumbing and electric runs in the near future. Various community groups have also expressed excitement for the new facilities.
- Santa Fe Depot - Several meetings ago, Council was briefed regarding the redevelopment of the Santa Fe Depot to a restaurant and possible brewery. Although tenants have not been identified by the developer, he has proceeded with construction plans, specifications and bidding. Mr. Hardin has also discussed the possible partnership with the City to fund a portion of the right-of-way improvements including sidewalks and flatwork, which may be between \$80,000.00 and \$100,000.00. City Staff will prepare a workshop agenda item for the October 28 Council meeting that identifies a more precise scope and possible costs for Council discussion and input.
- Comp Plan - The next meeting of the Comprehensive Plan Advisory Committee will be held on October 22, 2019. Because the agenda includes Community vision, character and future land use, our consultants have asked that City Council and the Planning and Zoning Commission be included in the meeting. The meeting will be held at the Hostess House beginning at 6:00 p.m.
- Nextlink - The City has been approached by an ISP that has received funding to expand broadband access in rural Lampasas County, regarding possible locations in Lampasas for an operational base. Additionally, the company has discussed the possible expansion of their offerings within the City. City Staff will report any future communications and may request Council to discuss the potential project further.
- Library Flatwork - After some slight changes in the scope of flatwork for the Library, the City will be specifying and bidding sidewalks and bench pads for the perimeter of the Foundation's Park project. Council had previously agreed to fund the exterior flatwork in an amount not to exceed \$16,000.00. The Foundation will proceed with hardscaping and wallboard improvements after the sidewalk is installed.
- Presbyterian Church - As previously reported, the contractor for the Presbyterian Church Fellowship Hall project approached City Staff regarding improvements to the curb and gutter line on Chestnut. Council was informed that at the time the street was paved, the City did not require edge milling to match the gutter, causing a lip. Additionally, City Staff reported the contractor noted standing water on the area where the Church had cut the curb for a ramp. City Staff received one comment at the time to consider putting the project on the CIP agenda. City Staff understands there may be renewed interest in the project as a result of the contractor contacting individual

Council members and seeks Council comment and direction to specify and procure the project if desired.

- LCRA Luncheon - Attached in Council's packet is the invitation for the Annual State of LCRA luncheon to be held on October 28 from 11:30 a.m. to 1:00 p.m. in Marble Falls. Phil Wilson, General Manager, will discuss status of LCRA and issues facing wholesale electric and water customers. City Staff will coordinate RSVP's if you are interested in attending.
- CYSA Meeting - After last meeting's discussion regarding the Courtyard Square Association's request for funds to improve billboards at the entrances to town, City Staff understands that the CYSA may want to consider options and/or discuss marketing downtown businesses in a small group meeting or in a Workshop setting. It may be helpful to discuss marketing goals, strategies and resources prior to the expenditure of funds to maximize potential impacts. City Staff is interested in Council's desire to set up a meeting to further discuss marketing.
- South 281 - At the request of the Daughters of the Republic of Texas, TxDOT staff visited Lampasas to discuss possible access to the Hostess House as a result of additional improvements to the roadway. Currently, plans are being finalized, based on community input, to increase efficiency for north and southbound traffic on 281 including the intersection of Key Avenue and US 183. Due to the relocation of the signalized intersection, concerns were raised about the ingress and egress at the Hostess House particularly during large events. TxDOT staff presented additional options including moving the entrance south, which would require using existing parkland for a driveway.

5.2	MAYOR'S COMMENTS
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Mayor Talbert explained that the City recently participated at the annual TML Conference in the America's Got Talent contest by participation in a song writing contest about your City which is sponsored by Waste Connections. The City representatives received second place Beautification Grant in the amount of \$2,500.00. Participants included Mayor Misti Talbert, Council members Delana Toups and Cathy Kuehne and Economic Development Director Mandy Walsh.

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 to declare the 2006 Ford Crown Victoria Courtesy Car as surplus and dispose of as State Law allows.
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Becky Sims, Zoning Administrator/Assistant City Secretary, explained that Parks & Recreation Director, Chris Eicher, was unable to be at the meeting so she reviewed the item. She explained that the 2006 Ford Crown Victoria has been used as a courtesy car for a few years. It has 105,561 miles on it and the transmission is slipping. The vehicle needs a new battery, the tires are fair, the interior is stained, and the exterior paint is in poor condition. Currently, the Airport has a Ford Expedition that is used as a courtesy vehicle and just recently a Dodge Pickup has been added as another courtesy vehicle.

Due to the condition of the 2006 Ford Crown Victoria, the Parks Department is requesting Council authorization to declare as surplus and dispose of it as State Law allows.

Council member Clark moved to approve to declare the 2006 Ford Crown Victoria Courtesy Car as surplus and dispose of as State Law allows. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding modifying the vacant part time building maintenance/custodian position to full time based on additional City buildings.
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City Manager deGraffenried explained that this item was discussed in workshop session. This item is for Council consideration of approving the upgrade and creation of a full-time facility cleaning and light maintenance position. The increased funding necessary for the burdened position could be found in vacancies and possibly General or Electric Fund reserves.

Mayor Pro Tem Monroe moved to approve for City Staff to create a job description for a full time Building Maintenance/Custodian position and begin the hiring process. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.3	Discussion and possible action to change the street closure request for the downtown area on December 7, 2019 from 3:00 p.m. to 8:00 p.m. to 7:00 a.m. to 8:00 p.m.
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Sammy Bailey, Police Chief, explained that the Carol of Lights Committee has requested to have the downtown square area to include Liveoak Street between East Third Street to the First Texas Bank ATM exit closed starting at 7:00 a.m. until 8:00 p.m. She explained that the earlier time, is due to the events and vendors they will have on the square and on Liveoak Street this year, that cause more concern for public safety. The parade starts at 6:30 p.m. with no change to the route. It will start at North Avenue and Western Street, proceed west on North Avenue to south on Chestnut Street and makes an east turn on Third Street to a north turn on Hackberry then back to its starting destination and at its end when it is safe to do so the roadways will be re-opened.

Chief Bailey recommends the change to close the downtown square area along with the Liveoak Street between Third Street to the bank ATM exit, starting at 7:00 a.m. until it is safe to open after the Carol of Lights parade for the safety of all pedestrians in the area. The anticipated re-opening time is 8:30 p.m.

Council member Toups moved to approve the street closure request for the downtown area on December 7, 2019 from 3:00 p.m. to 8:00 p.m. to 7:00 a.m. to 8:00 p.m. along with the Liveoak Street between Third Street to the bank ATM exit. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding the selection of a winner of the website photo contest.
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Monica Wright, Information Systems Director, explained that there were two entries for the website photo contest:

- Entry 1, "Lazy Days" by Kristi Lovejoy
- Entry 2, "Pretty Day in Lampasas" by Sharil Meeks

Council member Kuehne moved to approve Entry 1 "Lazy Days" by Kristi Lovejoy as the winner of the website photo contest. The motion was seconded by Council member Toups and with a vote of six in favor and one opposed (White), the motion carried.

7.5	Discussion and possible action regarding the first reading of an Ordinance amending City of Lampasas Noise Ordinance, Article IV Noise, Section 34-171 to Section 34-173.
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Sammy Bailey, Police Chief, reminded Council that this item was discussed in workshop session. She explained that the Lampasas Police Department is tasked with enforcing the City of Lampasas Noise Ordinance that was adopted in 2005. The current ordinance needs revisions to meet the lifestyles and changing dynamics of our community.

Council member Toups moved to approve the first reading of an Ordinance amending City of Lampasas Noise Ordinance, Article IV Noise, Section 34-171 to Section 34-173. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding the first reading of an Ordinance amending the City of Lampasas Chapter 82 Utilities, Article III Sanitary Sewer System Subdivision III Pretreatment and Discharge Regulations Section 82-259-Interceptors required, type; location; specifications through Section 82-265 Damaging sewage works.
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Becky Sims, Zoning Administrator/Assistant City Secretary, explained that this item was discussed in workshop session. She noted that she will be including sand traps in the ordinance that previously was not included.

Council member White moved to approve the first reading of an Ordinance amending the City of Lampasas Chapter 82 Utilities, Article III Sanitary Sewer System Subdivision III Pretreatment and Discharge Regulations Section 82-259-Interceptors required, type; location; specifications through Section 82-265 Damaging sewage works and the inclusion of sand traps in the ordinance. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.7	Discussion and possible action regarding approval of a Resolution in support of a TxDOT funded and conducted feasibility study to determine potential relief routes in and around the City of Lampasas.
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City Manager deGraffenried explained that representatives from TxDOT met with City Staff and the Mayor to seek input and support for the study of possible relief routes, potentially connecting US 281, US 183 and US 190. The ultimate desire of TxDOT is to determine routes for through traffic to minimize congestion and truck traffic within the City. The feasibility study would take approximately two years and any potential finding or conclusions may not be implemented for up to 20 years. TxDOT is seeking a resolution in support of this feasibility study to determine potential relief routes in and around the City of Lampasas.

Mayor Pro Tem Monroe moved to approve a Resolution in support of a TxDOT funded and conducted feasibility study to determine potential relief routes in and around the City of Lampasas. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding the award of contract for utility line tree trimming.
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Flint Geagley, Electric Superintendent, explained that the City of Lampasas has a Cooperative Purchasing Agreement with LCRA who identified McCoy Tree Surgery as the most qualified contractor. The City of Lampasas has been using the LCRA contractors to trim our trees out of the power lines since 2005 and have had good success with their work and dealing with the public. This program also increases the reliability of our system and reduces outages.

Geagley explained that the Electric Department requested a quote from LCRA through our Cooperative Purchasing Agreement with LCRA and received a quote from LCRA for a total amount of \$149,788.38. The funding is secured by the budgeted amount in the 2019-2020 annual budget for Tree Trimming Services. The total amount budgeted for this project is \$150,000.00.

Council member Clark moved to award the contract to McCoy Tree Surgery and LCRA to trim trees out of the power lines in an amount not to exceed \$150,000.00 and to allow the City Manager to execute any required documents. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.9	Discussion regarding the Chamber of Commerce New Website Revision for 2020.
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Melissa Unger, Executive Chamber Director, reviewed information regarding the new website revision for 2020. She explained that the current Chamber website is not user friendly and the Chamber paid \$8,000.00 in 2015. The new website revision costs \$3,200.00. She is seeking Council's participation in the shared cost of fifty percent which would be \$1,600.00. She noted that the new website revision would start on October 23.

Mayor Pro Tem Monroe moved to participate in fifty percent of the costs for the Chamber of Commerce New Website Revision for 2020 in an amount not to exceed \$1,600.00. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.10	Discussion and possible action regarding request by Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$2273.50 for Hunter's Welcome event expenses on November 1, 2019.
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Melissa Unger, Executive Chamber Director, explained that the Chamber of Commerce is requesting \$2,273.50 in HOT Funds for promotion and advertising of the Hunter's Welcome event on November 1, 2019 with anticipated out-of-town attendance of over 4,000. The Chamber also anticipates over 1,000 visitors using Lampasas hotels/lodging during the hunting season. They will be promoting Lampasas as the premier hunting destination, from dove season through bow and rifle season, ending in January 2020. She noted that Council approved funds in the amount of \$1,495.75 in 2018 for this event.

Council expressed that the advertising costs in Burnet and Copperas Cove should not be included because those traveling from those areas would probably not stay overnight in Lampasas.

Mayor Pro Tem Monroe moved to approve the request by Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$1,718.50 for the Hunter's Welcome event expenses on November 1, 2019. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Adjourn

Council member Clark moved to adjourn the meeting at 8:05 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.

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Misti Talbert, Mayor

ATTEST:

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Christina Marez, City Secretary