

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
405 SOUTH MAIN STREET
Monday, September 23, 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
Gary Cox, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Assistant City Secretary
Vicki Tower, Administrative Secretary
Yvonne Moreno, Finance Director
Mandy Walsh, Economic Development Director
Sammy Bailey, Police Chief
Monica Wright, Information Systems Director
Rickie Roy, Public Works Director
Jeffrey Smith, Fire Chief

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

I. Call to Order Special Session

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

II. Adjourn into Executive Session

Mayor Pro Tem Monroe moved to adjourn into executive session at 5:31 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

City Manager deGraffenried asked Council to allow Gary Cox, Assistant City Manager, and Yvonne Moreno, Finance Director, to 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:

1. Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities

Executive session was adjourned at 5:41 p.m.

SPECIAL SESSION

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

Mayor Pro Tem Monroe motioned to authorize the City Manager to negotiate and finalize Purchase Power Agreement within the parameters discussed in Executive Session. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

- IV. Adjourn Special Session

Council member Kuehne moved to adjourn special session at 5:42 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

WORKSHOP SESSION 5:30 P.M.

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:43 p.m.

2. Discussion regarding Advisory Board term expirations and vacancies

Becky Sims, Assistant City Secretary, explained that this is a follow up item regarding board term expirations and vacancies from the previous Council meeting. Currently, the City has 21 Board members with their term expiring on September 30, 2019. Of the 21, the City has received 9 applications for renewal and several verbal commitments. The City still has 6 vacancies and 9 applications from citizens interested in joining one or more Boards. She said that she was seeking Council's feedback before going to the Boards for their recommendations.

Council asked that applications for all Board members with expiring terms submit an application so they know they are interested in serving again and present to the appropriate Boards for their recommendation.

3. Discussion and update regarding Comprehensive Planning Process

City Manager deGraffenried explained that this item has been placed on workshop to provide Council with an update to the Comprehensive Planning Process. On Wednesday, August 28, 2019 the Stakeholder Focus Group Meetings and CPAC kickoff meeting was held. There were approximately 45 citizens in attendance. The consultants received great feedback and participation from citizens. The Open House was held on Thursday August 29, 2019; where close to 50 residents took the opportunity to provide verbal feedback, recommendations and interacted with the various presentation boards. 3,000 postcards were sent

to utility customers inviting them to attend the Open House and participate in the survey. The survey closed on the September 16, 2019 with 753 responses. Our next CPAC meeting is tentatively scheduled for October 22, 2019.

Mayor Talbert asked for a focus group for High School youth.

4. Discussion and update regarding operation and marketing of Hostess House

City Manager deGraffenried explained that this item is placed on the workshop agenda to provide Council the opportunity to discuss the status and future operational and marketing plans for the facility.

deGraffenried reviewed an update and status:

- Executed Agreement September 18, 2019
- Current bookings received – three for 2019; three for 2020 and two for 2021
- Marketing Plan – need to develop a plan to market the facility
- Facility Use Policy – need to work on a new policy
- Staffing – need to consider a position for clean-up and grounds/facility maintenance

Council member Clark wanted to ensure that the facility is up to date with necessary repairs.

5. Discussion regarding any item on the regular agenda

There was no discussion.

6. Adjourn Workshop Session

Council member Clark moved to adjourn the workshop session at 6:03 p.m.

REGULAR SESSION 7:00 P.M.
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ANNOUNCEMENTS

- A. Call to Order

Mayor Talbert called the regular session to order at 7:00 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

- Proclamation to designate the week of October 6-12, 2019 as “Fire Prevention Week”

Mayor Talbert read out loud the proclamation and proclaimed October 6-12, 2019 as Fire Prevention Week.

	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.
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There were no citizen comments.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on September 9, 2019

Mayor Pro Tem Monroe noted one change to be made on the minutes under Item 7.7 where it showed that Council member Clark moved to approve and seconded the motion made. With the correction to be made, Mayor Pro Tem Monroe moved to approve the minutes. 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 second reading of an Ordinance of the City Council of Lampasas, Texas, amending Chapter 22, Article V, Section 22-321 (a) (3) of the Code of Ordinances of the City of Lampasas, Texas related to temporary permits for “Mobile Food Vendor Units”
3.2	Discussion and possible action regarding the second reading of an Ordinance amending the Lampasas Code of Ordinances, Chapter 82 (Utilities) by adding new article VIII to be entitled “Pole Attachment, Standards and Specifications”, providing comprehensive pole attachment regulations; establishing the permitting and approval process for pole attachments; establishing design standards and criteria for same; adopting a fee schedule for pole attachments; providing a severability clause; and providing an effective date.
3.3	Discussion and possible action concerning the second reading of an Ordinance Amending Appendix A (Fee Schedule), Chapter 62 (Solid Waste), Article III (Billing, Rates, and Fees) related to the collection of Solid Waste of the Code of Ordinances of the City of Lampasas. Providing for an increase in the rates to be charged for Residential Solid Waste collection; Providing for repeal of conflicting ordinances; providing a severability clause and providing an effective date.

Mayor Pro Tem Monroe 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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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
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Mandy Walsh, Economic Development Director, reviewed her LEDC Annual Report using a power point presentation and provided some of the following information:

- 2019-2020 Strategic Plan – Mission Statement and Vision Statement
 - Goal 1: Internet
 - Goal 2: Marketing
 - Goal 3: Workforce Development
 - Goal 4: Business Park Development
 - Goal 5: Retail Business Recruitment, Redevelopment & Downtown Development
 - Goal 6: Business Retention & Expansion
- She reviewed the new Key Avenue development:
 - Mojo Coffee
 - Burger King
 - BAM!
 - Cricket
- She reviewed the new downtown businesses:
 - Gabby’s Creations
 - Gillen’s Co-Op/Mercantile
 - Workforce Solutions of Central Texas
 - Langston Art Gallery
 - Merk & Tilly’s
- She reviewed the current or completed business expansions:
 - M&M Butcher Block & Processing
 - Oil States Industries
 - Silver Creek Assisted Living
 - Memo’s Mexican Restaurant

Council thanked her for the presentation and information provided.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Citizen’s Academy – Police Chief Bailey is advertising for the next Citizens’ Police Academy. The 12-week program will begin on January 2, 2020 with applications due by December 20th. The Academy includes programs on Police operations, City Governance, Law Enforcement issues. Upon completion, attendees may join and participate in the Citizens’ Police Academy Alumni Association, which provides volunteer assistance at City functions.
- National Night Out - The annual public safety open house will be held on October 1, 2019 from 6:00 to 8:00 p.m. in the HEB parking lot. As in year’s past, the event will include representatives from local and state public safety departments and agencies, as well as public service organizations. Food and entertainment will be provided. The Event is conducted nationally to promote community engagement and communication.
- Noise Ordinance – City Staff is seeking Council input on the City’s Noise waiver between the hours of 11:00 p.m. and 12:00 midnight. Currently the waiver, to allow amplified music during that time, is granted under the exclusive authority of the City Manager, without legislative guidance. The request for a waiver has largely not been done based, on staff’s opinion, on the lack of knowledge of the requirement. City Staff is seeking Council input for further research and placement of the item on a future agenda. Staff would recommend either allowing amplified music during that time period, or modifying the Ordinance to provide guidance for approval or denial of a waiver request.
- CDBG – Gary Cox, Assistant City Manager, and Rickie Roy, Public Works Director, report that Avenue C work is targeted to begin on or about November 1, 2019. Currently, the Contractor is formalizing insurance and bonding requirements for submission, however; the engineer anticipates a Notice to Proceed being issued for that date. As discussed during the bid award, the project will replace water and sewer lines, as specified, from Key Avenue to Porter on Avenue C.
- Brodie Estates - Based on Council comment on September 9, City Staff has determined ownership of tracks that could potentially be used for a drainage easement. City Staff will attempt to communicate with owners regarding their likelihood to support an easement for the utility and report back to Council.
- Goats - Our landscapers are doing a great job but are having some difficulty with the cane on “bird island” east of Western Street. Chris Eicher, Parks & Recreation Director, and Rickie Roy, Public Works Director, are making plans to join forces to deploy equipment this winter to knock the cane down. Once that is done, the goats should be able to keep any new growth down. Overall, City Staff is very pleased with the results and will likely recommend their services on an annual basis.

5.2	MAYOR’S COMMENTS
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Mayor Talbert had no City comments, however, she asked for volunteers to help with the concession stand during the football games.

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 authorizing the issuance of City of Lampasas, Texas general obligation refunding bond, series 2019; authorizing the levy of an ad valorem tax in support of the bond; approving a paying agent/registrar agreement and an escrow agreement; awarding the sale of the bond; calling certain obligations for redemption; and authorizing other matters relating to the issuance of the bond

City Manager deGraffenried explained that this Ordinance calls for the issuance of \$1,400,000.00 to refund the Series 2011 GO Bonds.

Jennifer Ritter, Managing Director with Specialized Public Finance Inc., reviewed the final pricing summary with Council, the loan interest amount and the savings to the City, which was approximately \$330,000.00.

Council member Kuehne moved to approve the first reading of an Ordinance authorizing the issuance of City of Lampasas, Texas general obligation refunding bond, series 2019; authorizing the levy of an ad valorem tax in support of the bond; approving a paying agent/registrars agreement and an escrow agreement; awarding the sale of the bond; calling certain obligations for redemption; and authorizing other matters relating to the issuance of the bond. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous voted, the motion carried.

7.2	Discussion and possible action concerning a request from the Kiwanis Club for approval of a license application to operate a Carnival, Circus and similar event within the city limits of the City of Lampasas and to grant a waiver for operations near schools, churches and private residences.
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Christina Marez, City Secretary, explained that the Kiwanis Club is requesting approval of a License to sponsor a Circus by Key Equipment Co. Inc. d/b/a Culpepper & Merriweather Circus as a fundraiser to be held on Wednesday, October 9, 2019 for two 1½ hour shows. They are proposing to hold the Circus on LISD property located in the area south/southeast of the metal gym at the old Lampasas Middle School campus, at North Avenue and Western Street, to which they have received approval from the School. Because the Code of Ordinances prohibits this type of event within 500 feet of a school or church or private residence, they also seek a waiver to this requirement. The application for a Circus and waiver was granted in September 2017 at the same location when Lampasas Kiwanis requested the same request.

Marez noted that Ashley Underwood, Kiwanis Club representative, was present at the meeting should Council have any questions.

Mayor Pro Tem Monroe moved to approve the request from the Kiwanis Club for approval of a license application to operate a Carnival, Circus and similar event within the city limits of the City of Lampasas and to grant a waiver for operations near schools, churches and private residences. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

7.3	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 on October 1, 2019 and ending on September 30, 2020; Appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; Providing a severability clause; 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.
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Yvonne Moreno, Finance Director, explained that the attached ordinance will formally adopt the proposed budget for the 2019-2020 Fiscal Year. She also indicated that a record vote by the City Secretary was necessary.

Council member Williamson 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 on October 1, 2019 and ending on September 30, 2020; Appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; providing a severability clause; 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. The motion was seconded by Council member Clark and with a record vote by the City Secretary, Christina Marez, as follows:

Council member Williamson	Yes
Council member Clark	Yes
Mayor Pro Tem Monroe	Yes
Mayor Talbert	Yes
Council member White	Yes
Council member Kuehne	Yes
Council member Touns	Yes, and with a unanimous vote, the motion carried.

7.4	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 2019 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020; Apportioning said levy among the various funds and items for which revenue must be raised including providing a Sinking Fund for the retirement of the Bonded Debt for the City of Lampasas; and establishing an Effective Date.
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Yvonne Moreno, Finance Director, explained that the attached ordinance adopts a total tax rate of \$0.395218 cents for the 2019 tax year. The tax rate is divided between \$0.309420 cents for general fund maintenance and operations and \$0.085798 cents for debt service (interest and sinking fund). Again, a record vote by the City Secretary must be taken.

Mayor Pro Tem Monroe moved to approve the second reading of the Ordinance that sets the property tax rate to be increased by the adoption of a tax rate of \$0.395218, which is effectively a 1.72 percent increase in the tax rate. The motion was seconded by Council member Williamson and with a record vote by the City Secretary, Christina Marez, as follows:

Council member Williamson	Yes
Council member Clark	Yes
Mayor Pro Tem Monroe	Yes
Mayor Talbert	Yes
Council member White	Yes
Council member Kuehne	Yes
Council member Touns	Yes, and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding ratifying the property tax rate revenue increase reflected in the fiscal year 2019-2020 Budget.
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Yvonne Moreno, Finance Director, explained that Local Government Code, Section 102.007 requires a separate vote of the Governing Body of a City to ratify the property tax revenue increase reflected in the budget. The tax rate of \$0.395218 will increase revenues this fiscal year by \$55,072.00 over last fiscal year. The separate vote is in addition to and separate from the vote to adopt the budget or a vote required to set the tax rate. She also indicated that a record vote by the City Secretary was necessary.

Council member Clark moved to approve to ratify the property tax rate revenue increase reflected in the fiscal year 2019-2020 Budget. The motion was seconded by Council member Williamson and with a record vote by the City Secretary, Christina Marez, as follows:

Council member Williamson	Yes
Council member Clark	Yes
Mayor Pro Tem Monroe	Yes
Mayor Talbert	Yes
Council member White	Yes
Council member Kuehne	Yes
Council member Toups	Yes, and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding approval of a request for HOT funds by the Courtyard Square Association
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Yvonne Moreno, Finance Director, explained the Courtyard Square Association is requesting funds to update four (4) billboards coming into Lampasas. The billboards were installed in 2015 with the hope they would attract and encourage visitors to shop and dine in the downtown area. These faded billboards are now in need of updating and re-facing. Their funding request is \$6,698.61. This use does meet the HOT requirements.

For discussion purposes, Council member Kuehne moved to deny the request by the Courtyard Square Association for HOT funds in the amount of \$6,698.61. The motion was seconded by Council member White.

Council member Kuehne expressed that she was opposed because there was only one bid submitted and the cost was fairly high. She felt that there should be more than one bid.

Council member Toups asked if the Courtyard Square Association was non-profit because there was tax on the estimate. Would the City have to pay the tax? Finance Director Moreno said that she was not sure if they were a non-profit group and the City would not pay the tax.

Mayor Pro Tem Monroe informed Council that there was only one bid submitted because this company was the only one with the proper equipment to do the repairs.

Mayor Talbert called for a vote made by Council member Kuehne to deny the request and seconded by Council member White. Due to no one voting, the motion died.

Council member Kuehne moved to table this item. The motion was seconded by Council member White and with a vote of four in favor and three opposed (Williamson, Clark and Monroe), the motion carried.

7.7	Discussion and request for approval to accept an estimate provided to repair and paint the interior of the Lampasas Police Department building, as proposed in a Lower Colorado River Authority (LCRA) Community Development Partnership Grant funding that the department previously received.
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Sammy Bailey, Police Chief, explained that the City previously received an LCRA Colorado River Authority Community Development Partnership Grant to repair and repaint the interior and exterior of the

building, the overall grant is for \$48,000.00 with LCRA providing \$24,000.00 with a 50% match; in-kind materials and labor count as match. The City spent \$13,140.00 of the grant on the exterior. The remainder of the grant money is \$10,860.00 and \$5,990.00 from unspent the 2018-2019 budget. She stated that she would like to proceed with the grant project by selecting a company to repair and paint the interior of the building professionally.

Police Chief Bailey informed Council that she had received two estimates regarding interior painting:

- ASJ Construction, LLC \$16,850.00
- RLH Inc. \$21,295.00

Police Chief Bailey requested that Council consider approval of the bid from ASJ Construction, LLC to complete the interior paint project of the Lampasas Police Department. ASJ Construction, LLC is a reputable local company and submitted the lowest estimate/proposal of \$16,850.00. She said that she would like to pay for the interior painting with the remaining \$10,860.00 from the LCRA grant, \$5,990.00 in unspent money in the 2018-2019 budget, and she will in-kind the \$3,000.00 by moving the computers and disconnecting the electrical equipment ourselves.

Council member Clark moved to approve the estimate from ASJ Construction, LLC in the amount of \$16,850.00 to repair and paint the interior of the Lampasas Police Department building, as proposed in a Lower Colorado River Authority (LCRA) Community Development Partnership Grant funding that the department previously received. The motion was seconded by Mayor Pro Tem Monroe.

Council asked when would ASJ start the work? Police Chief Bailey replied that they would start as early as tomorrow.

Council member Kuehne expressed her concern of ASJ Construction, LLC pulling out of a recent job for the Old City Hall that they were awarded.

Mayor Talbert called for a vote on the motion made by Council member Clark and seconded by Mayor Pro Tem Monroe to award to ASJ Construction, LLC. With a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding the first reading of an Ordinance amending Chapter 54, Article II. Administration, Division 2. Parks and Recreation Advisory Board, Section 54-51. Created; Membership; Terms; Vacancies; Compensation; of the Code of Ordinances, City of Lampasas; repealing any inconsistent provisions; and providing an effective date.
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Becky Sims, Assistant City Secretary, explained that this was discussed in workshop session. This Ordinance would delete the required representatives from the Boys and Girls Club and from the Lampasas County and make those positions at large.

Council member Kuehne moved to approve the first reading of an Ordinance amending Chapter 54, Article II. Administration, Division 2. Parks and Recreation Advisory Board, Section 54-51. Created; Membership; Terms; Vacancies; Compensation; of the Code of Ordinances, City of Lampasas; repealing any inconsistent provisions; and providing an effective date. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.9	Discussion and possible action to declare a 2001 Dodge pickup with 111875 miles used by the Lampasas Animal Shelter as surplus and to authorize disposal as allowed by state law.
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Sammy Bailey, Police Chief, explained that the Lampasas Animal Shelter is requesting permission to dispose/sale of a 2001 Dodge pickup as State Law allows. This pickup has 111,875 miles on it. It is in need of several minor repairs from wear and tear on the vehicle.

Council member Williamson moved to approve to declare a 2001 Dodge pickup with 111,875 miles used by the Lampasas Animal Shelter as surplus and to authorize disposal as allowed by State Law. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.10	Discuss and consider a possible nomination by Resolution for the Lampasas Central Appraisal District Board of Directors.
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City Manager deGraffenried explained that this Resolution has been placed on the agenda to discuss and consider a possible nominee(s) for the Lampasas Central Appraisal District Board of Directors. The election will be for the term of January 1, 2020 through December 31, 2021. The City of Lampasas will have a total of 299 votes to cast in the election of the Board and the deadline to nominate is October 15.

Mayor Talbert said that she saw no point in nominating anyone since the City only has a total of 299 votes to cast. The City has no voting power.

No action was taken.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:56 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2019.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary