

**MINUTES OF SPECIAL TRAINING SESSION OF THE GOVERNING BODY  
AND APPOINTED CITY BOARDS  
OF THE CITY OF LAMPASAS, TEXAS  
LAMPASAS HISTORIC HOSTESS HOUSE  
1406 SOUTH HIGHWAY 281  
MONDAY, MAY 20, 2019  
5:30 p.m.**

Council Members present:

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

Council Members absent:

Michael White

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  
Robert Gradel, Municipal Court Judge  
Chris Eicher, Parks & Recreation Director  
Shanda Subia, Library Director  
Van Berry, Golf Course Manager

Board members Present:

Bill Burns, CBAA  
Ronnie Vineyard, LEDC  
Jerry Grayson, ZBA Board  
Harvey Stinnett, Parks Board  
Patsy Graves, Golf Advisory Board  
Joe Bell, Golf Advisory Board  
Richard Stockman, Golf Advisory Board  
Brandon Butts, ZBA Board  
James Skinner, P&Z Commission  
Jack Harrell, ZBA Board  
David Millican, LEDC  
Steve Hudson, LEDC  
Roland Schaub, LEDC  
Jeff Jackson, P&Z Commission  
Roberta Gradel, Parks Board  
Karen Love, Library Board

Henry Fiur, P&Z Commission  
Jackie Baltrun, P&Z Commission  
Marisa Canales, P&Z Commission  
Robert Lansford, Airport Board  
George Elsea, Airport Board  
Kenneth Cattles, Airport Board  
Sheryl Hausmann, Library Board  
Susan Browder, Library Board  
Ruthie Martin, Library Board  
Judy Lansford, Library Board  
Diane Davis, Parks Board  
Shirley Blake, Parks Board

1. Call to order Special Training Session

The meeting was called to order at 5:35 p.m.

2. Presentation and review by Jo-Christy Brown, City Attorney, on the following topics:

Jo-Christy Brown, City Attorney, reviewed a power point presentation that addressed the following topics:

- Public Information Act
  - What is Public Information?
  - What type of documents must be provided?
  - What will the requestor get?
  - Does the City have to provide everything that you/it has?
  - What are other common exemptions?
  - How quickly must records be provided?
- Open Meetings Act
  - What is the purpose of the Act?
  - Post notices of meetings
  - Daisy Chain Communications
  - Are there Exceptions to the Open Meetings requirements?
- Traps for the Unwary
  - Conflicts of Interest
  - Nepotism
  - Misuse of Government property
  - Gifts
  - Coercion
  - Honorariums
  - Bribery
  - Official Oppression
  - Misuse of Public Information
- City of Lampasas Rules
  - City Council Governance Policy
  - Council/Manager form of Government
  - Council and Staff relations

- Conducting Public Meetings
  - Roberts Rule of Order
  - Importance of Parliamentary Procedures
  - Informal Meetings
  - Chairperson’s responsibilities
  - Member’s responsibilities
  - The Rule of Majority
  - Justice, Impartiality and Equality
  - Taking up business one thing at a time
  - Promoting courtesy
  - Main motions

There was opportunity for questions during all items of discussion.

City Manager deGraffenried thanked City Attorney Brown for her informative presentation and also thanked all Board/Commission members for attending this important training.

### 3. Adjourn Training Session

The meeting was adjourned at 7:20 p.m.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Misti Talbert, Mayor

ATTEST:

\_\_\_\_\_  
Christina Marez, City Secretary