

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, February 22, 2021
5:30 p.m. Joint Workshop Session
6:00 p.m. Regular Session**

The City Council of the City of Lampasas met in Regular Session on the above date and time with Mayor Talbert presiding.

Council Members present:

Mayor Pro Tem TJ Monroe
Delana Toups
Bob Goodart
Randy Clark
Cathy Kuehne
Chuck Williamson (sworn in during workshop)

Planning Commission Present:
(Joint Session Only)

Dorothy Person
Bob McCauley
Jeff Jackson

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Monica Wright, IT Director
Becky Sims, City Secretary/Zoning Administrator
Chasity Shifflett, Administrative Secretary
Yvonne Moreno, Finance Director
Sammy Bailey, Police Chief
Jeffrey Smith, Fire Chief
Vicki Tower, Parks Secretary/Human Resource Coordinator

JOINT WORKSHOP SESSION WITH PLANNING COMMISSION

5:30 p.m.

Note: Mezzanine Level (will not be streamed or recorded)

1. Call to order Joint Workshop Session with Planning Commission

Mayor Talbert called the Joint Council Workshop to order at 5:30 p.m. Due to lack of quorum; Chair Jackson did not call the Planning and Zoning Workshop to order.

2. Discussion regarding Comprehensive Plan Status, Priorities and Implementation.

Finley deGraffenried, City Manager presented the following:

Chapter 5

- This chapter has been disseminated to the Planning Commission, Comprehensive Plan Advisory Committee (CPAC), and Staff
- Edits are extensive; not quite complete

- Goal Statements have been reviewed by CPAC small groups and feedback incorporated into draft.

Elements and Goals

1. Growth and Community Character
2. Updating Infrastructure and Critical Services
3. Land Use and Development
4. Economic Development
5. Mobility
6. Community Facilities and Services

Chapter 6

- Identify what's important, what should be done first, what is the easiest/quickest to implement, and lastly what are we already doing?

Comments from CPAC small group meeting:

- Internet- still priority
- Business Park Development
- Advertising, Marketing, Promotion activities between City Staff, LEDC, and Chamber of Commerce
- Downtown Revitalization- High Priority
- Capitalize/ Realize Opportunities for growth from Austin suburbs
- Infrastructure stability- prepare and anticipate growth
- Flexibility in Land Use/Subdivision Regulations

Formal Consideration Timeline:

- Joint Meeting between City Council and Planning Commission
- Finalize edits to Halff Associates
- March 4, 2021- Planning Commission Public Hearing
- March 8, 2021- City Council Public Hearing

Discussion:

- Mayor Talbert advised that the Comprehensive Plan is product of Council with Community Involvement/Staff Input/Council Implementation.
- Reliable Internet
- Infrastructure must be a priority
- Council member Clark commented on Transportation/Sidewalks and Drainage.
- Mayor Talbert commented that citizens want to see where the money goes; however, the most value is what can't be seen. (Infrastructure)
- Jeff Jackson, Planning Commission Chairman, advised that we need to cater/accommodate investors with money. Planning is great; however, community doesn't play here they go out of town. He doesn't see the growth in downtown.
- Mayor Talbert and Mayor Pro-Tem Monroe advised that growth in downtown is based on the number of occupied buildings as opposed to the vacant buildings. Several businesses have made a difference in downtown foot traffic.
- Robert McCauley, Planning Commission member recommends a review of historical downtown businesses; what has worked, what has not?

Mayor Talbert advised that the Planning Commission should lead the way for change when it comes to Zoning Regulations; joint effort with City Council

- What works/what doesn't
- Multi Step Process to modify/enhance Zoning Regulations
- Enforce utilization of Comprehensive Plan/ Changes should fit within perimeters/not go against

Dorothy Person, Planning Commission member wanted to ensure that Fire Department, Police Department and Park & Recreation needs are being met.

3. Adjourn Joint Session and convene into City Council Workshop Session

Council member Toups moved to adjourn the joint session at 6:19 p.m.; Mayor Pro-Tem Monroe seconded the motion and with a unanimous vote, the motion carried.

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Talbert called the Workshop Session to order at 6:27 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

2. Swearing in of Chuck Williamson whom was appointed to fill the remaining term of Gordon Nelson.

Mayor Talbert and Becky Sims, City Secretary administered the oath of office to newly appointed Chuck Williamson.

3. Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following information for Lampasas County:

- Total Cases- 2017
- Active Cases- 26
- Total Fatalities- 25
- Hospitalizations- 3

Hospitalizations across the State of Texas are on a steady decline. On February 8, 2021 there were a reported number of 9,401 cases being hospitalized; as of February 22, 2021, that number has decreased to 6,964.

Beginning in March, the County of Lampasas will begin receiving vaccines from different sources. The vaccines will be distributed to Advent Health Rollins Brook, Advent Heath Family Medicine Center and Seton Lampasas Healthcare Center.

4. Discussion regarding amendments to Personnel Policy

Vicki Tower, HR Coordinator advised Council of the proposed amendments as discussed at the January 25, 2021 meeting pertaining to Longevity Pay, Introductory Period, use of leave time to supplement Workers Compensation Payments.

Promoted or Transferred Employees:

Promoted and/or Transferred employees may accrue leave benefits and are eligible to use their vacation or sick leave benefits. Promoted and/or Transferred employees may use the personal leave day and/or compensatory time off, if applicable, during the introductory period. In the event a Promoted and/or Transferred employee is terminated or resigns during the introductory period, he or she will be paid for all accrued leave.

Longevity Pay

From Twenty (20) to Twenty-Four (24) years	\$850
From Twenty-Five (25) to Twenty-Nine (29) years	\$1,000
Thirty (30) years or more	\$1,200

8.03 Vacation Leave

Regular, full-time employees may use their accrued vacation time to supplement Workers' Compensation for a bona fide, on-the-job, work-related injury. Refer to Section 10.04 *On-The-Job-Injuries*.

8.04 Sick Leave

Regular, full-time employees may use their accrued sick time to supplement Workers' Compensation for a bona fide, on-the-job, work-related injury. Refer to Section 10.04 *On-The-Job-Injuries*.

5. Discussion relating to partitions at Dais

Becky Sims, City Secretary and Monica Wright, IT Director presented Council with a request to seek bids for partitions for Council Dias. Council felt it was an unnecessary expense, they were afraid they would not be able to hear each other with the partitions in between them. Mrs. Sims advised it would provide better visibility and audio with the Council sitting at the Dias. The microphones are hard-wired and designed to be spoken into. Council members have the tendency to look at one another or the audience which affects the video/audio recording.

6. Discussion and update related to electric service disruptions and winter storm event

Finley deGraffenried, City Manager presented Council with an after-action outline:

- Event timeline
- Issues
- Partners in Assessment
- Possible Inclusions
- Timeframe

Mr. deGraffenried advised Council of potential impact to electrical rates. Mayor Talbert expressed her appreciation to Finley deGraffenried for his ability to broker deals and secure rates that has mitigated risk to citizens.

Mayor Talbert would like for the City to absorb impact costs instead of passing it to the citizens. Council agreed and Mr. deGraffenried will provide an update and get it out to the public this evening.

Assistant City Manager, Rickie Roy, Fire Chief Smith and Police Chief Bailey all commended staff on their performance during the storm, power outages, and loss of water.

Next steps:

To obtain feedback from citizens, businesses, healthcare providers, County and emergency personnel regarding the storms, outages to identify gaps, resources, what Staff did well, and what Staff can improve on.

7. Discussion regarding any item on the regular agenda

There were no discussions regarding items on the regular agenda

8. Adjourn

Mayor Pro-Tem Monroe moved to adjourn Workshop at 5:50 p.m. seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Toups and Nelson absent)

**REGULAR SESSION
6:00 p.m.**

ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 7:05 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

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

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.

Mr. Clifford Dalton addressed Council regarding his contention that establishments may have poisoned him.

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 February 8, 2021

Mayor Pro Tem Monroe moved, seconded by Council member Kuehne to approve the minutes as presented, with Toups and Williamson abstaining, the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding approval of the second reading of an Ordinance for a Specific Use Permit for property described as Lot 19 and .82 A419 OL22 Block B, Lakehill Estates Subdivision commonly known as 8 Chris James, Lampasas, Texas Lampasas County to allow for an Accessory Dwelling in an area zoned Single Family Residential-10 "SF10"

Mayor Pro Tem Monroe moved to approve the consent agenda as presented. The motion was seconded by Council member Toups, with a nay from Council member Clark, the motion carried.

4.0	BOARDS/DEPARTMENT REPORTS
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Becky Sims, presented the 2020 Annual City Secretary/Administration Report

Brief Departmental Responsibilities

- Human Resources/Personnel
- Open Records Request
- Records Retention/Management
- City of Lampasas Code of Ordinances
- Resolutions
- Annexations
- Petitions
- Building Permits
- Planning and Zoning/Zoning Board of Adjustments
- Texas Municipal League (TML) City Insurance/Inventory
- Contracts
- City Council Packets
- Budget Books
- Solicitor/Vendor Permits
- Pavilion/Ruth Eakin Amphitheater Reservations (Vicki)
- Cemetery Deeds
- Maintain Vehicle Inspections/Registrations (Titles)

Our team supports the following boards, commissions and groups/committees

- LEDC
- Parks and Recreation Advisory Board
- Airport Advisory Board
- Construction Board of Adjustments and Appeals
- Zoning Board of Adjustment
- Planning and Zoning Commission
- Comprehensive Plan Advisory Committee
- Development Team Meetings

For 2020 we attended, created the packets and or took minutes for 47 meetings, not including City Council Meetings and CPAC meetings.

In March of 2020 Chasity Shifflett, Administrative Secretary became the newest member of our team. Vicki Tower began a new role as the Park and Recreation Secretary. The Administrative Secretary wears a multitude of hats and supports many areas. The primary responsibility of this position is to greet customers, handle customer inquiries both in person and over the phone. She is a huge asset to the City Manager, City Secretary and Building Official. The following is a modest list of the other responsibilities that this position takes care of on a daily basis:

- Facilitated vehicle inspection and the registration process for close to 82 vehicles
- Completed and filed over 39 Cemetery Deeds
- Completed Departmental Purchase Orders
- Completed Monthly Newsletters (Vicki)
- Prepared Budget Books
- Cross-Trained in various Human Resources related items; such as First Injury Report and Verifying Clinic/Hospital Billing (Vicki)
- Issued Building Permits and Scheduled Inspections
- Assisted in compiling data for Open Records Requests
 - 53 requests were completed for 2020

Becky Sims, Assistant City Secretary's primary responsibilities are supporting the Building Department in all that entails, City Council Packets, Planning and Zoning inquiries, Planning and Zoning Packets and Zoning Board Packets.

The City Council Agenda/Package is a living, breathing document. The preliminary agenda begins the day after the Council Meeting. Staff provides agenda items and back up documentation as it is completed. The agenda covers are reviewed and modified as needed, signed off by the City Manager and scanned in ready to be compiled. Agenda items are received as late as Friday. It depends on when the items become available; specifically, back up

documentation such as vendor letters, quotes, engineering reports etc. Once all the agenda items have been received, signed off and scanned; page numbers and item numbers are inputted to each page then printed and ready to be bound. It generally takes about 2 hours to compile once all data has been received.

The P & Z and ZBA Packets begin the day the application is received.

- Research Request (survey, description, maps, pictures)
- Newspaper Publication (Public Hearing)
- Request for Tax Cards from Appraisal District
- Send Certified Letters
- Post Public Hearing
- Prepare Ordinance and Staff Report
- Compile Packet
- Post Agenda
- Mail Packet to Commission/Board Members
- Place P & Z item on the City Council Agenda with their recommendations for approval, denial or approval with modifications.

While the Building Department does not fall under the City Secretary/Administration umbrella, it is supported by this area. There are several areas that cross departmental lines in an effort to provide exceptional customer service. For 2020 there were 860 building permits issued (up about 40 from 2019), and 1020 inspections were conducted; which averages about 85 per month, 4 per day. We support the Building Official by handling inquiries both in person and/ or by phone. We educate the customers on licensing requirements, building plans, setbacks, inspection process etc. We assist the contractors and property owners in identifying utility needs by routing inquiries through the Public Works Department and assist with Zoning Regulations to ensure Land Use is utilized as intended.

In summary this report is just to reflect on some of the items this area does on a daily basis. We are in constant go mode. We are skilled in multi-tasking and work hard at ensuring deadlines are met. We are a resource to all. Our day is not structured we have to be flexible and willing to assist and change our focus at any moment.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Campbell Park** Once the snow clears staff will identify approximate footprints for both the Skate Park and pavilion. Triple C surveying will transfer those points onto their cad drawing for geo-tech and contractors. Staff will attempt to have actionable items on the next agenda.
- Comp Plan** CPAC members met on Friday to review Chapter 5 and 6, and to discuss items that should be identified as short-term goals. Additionally, staff have advertised for Public Hearing on the Plan for the Planning Commission, March 4th, and City Council, March 8th.
- Staff** Staff is pleased to recognize those employees that began their City of Lampasas careers in February. Felecia Vallejo, 9 years; Captain Corey Greiner, 7 years; Bessie White, 6 years; Lt. Chuck Montgomery, 19 years; Carlyn Hise, 3 years; Mandy Walsh, 4 years; Carlos Garcia, 17 years; and John Bowman, 2 years

5.2	MAYOR'S COMMENTS
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Mayor Talbert commented how proud she is to be from Lampasas. Staff got away from Community Champion this year due to COVID and limiting citizens in the Council Chambers; however, she feels recognition is warranted for the work Staff did this past week; during the storm and outages. Champion seems inadequate for the Shining Stars; however, Council will work on a way to celebrate and recognize City Staff. She welcomes any and all suggestions.

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 selection of website photo contest winner
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Council member Kuehne moved to select entry 2; the motion died due to lack of second. With no other motion; Mayor Talbert instructed all three entries to receive a gift.

7.2	Discussion and approval of request regarding the City of Lampasas Special Events for 2021.
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Mayor Pro-Tem Monroe moved to approve the City of Lampasas Special Events for 2021; Council member Toups seconded the motion and with a unanimous vote; the motion carried.

7.3	Discuss and consider renew and update the contract between the City of Lampasas and the Brazos River Authority (BRA) for 1,000 acre-feet (AF) which would now be a BRA System Water Availability Agreement (SWAA).
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Council member Clark moved to approve the contract between the City of Lampasas and the Brazos River Authority, Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.

7.4	Discuss and consider installing partitions to Dias
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There was no action item taken on this item.

7.5	Discussion and possible action regarding an Ordinance of the City Council of the City of Lampasas, Texas, amending Ordinance 1540 which adopted the 2017 City of Lampasas Personnel Policies Manual Section 4.00 Types of Employment, Subsection 4.02 concerning Introductory Period For Promoted and/or Transferred Employees; amending Section 5.00 Employee Compensation and Advancement, Subsection 5.08 concerning Longevity Pay for Employees with twenty-five (25) to twenty-nine (29) years of service and Employees with thirty (30) or more years of service; amending Section 8.00 Leave Time, Subsection 8.03 Concerning the Use of Accrued Vacation Leave; Subsection 8.04 Concerning the Use of Accrued Sick Leave; Amending Section 10.00 Health and Safety, Subsection 10.04 Concerning the Use of Accrued Leave to Be Used to Supplement Workers' Compensation for On-The-Job-Injuries; Repealing Conflicting Ordinances and/or City Policies; Including a severability clause; and establishing an effective date.
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Mayor Pro Tem Monroe moved to approve the first reading of the Ordinance amending City of Lampasas Personnel Policies Manual Section 4.00 Types of Employment, Subsection 4.02 concerning Introductory

Period For Promoted and/or Transferred Employees; amending Section 5.00 Employee Compensation and Advancement, Subsection 5.08 concerning Longevity Pay for Employees with twenty-five (25) to twenty-nine (29) years of service and Employees with thirty (30) or more years of service; amending Section 8.00 Leave Time, Subsection 8.03 Concerning the Use of Accrued Vacation Leave; Subsection 8.04 Concerning the Use of Accrued Sick Leave; Amending Section 10.00 Health and Safety, Subsection 10.04 Concerning the Use of Accrued Leave to Be Used to Supplement Workers' Compensation for On-The-Job-Injuries, Council member Clark seconded the motion and with a unanimous vote the motion carried.

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:28 p.m., Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2021.

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary