

**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, March 8, 2021
5:30 p.m. 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

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Monica Wright, IT Director
Kristy Acevedo, System Administrator
Becky Sims, City Secretary/Zoning Administrator
Sammy Bailey, Police Chief
Jeffrey Smith, Fire Chief
Vicki Tower, Parks Secretary/Human Resource Coordinator

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Talbert called the Workshop Session to order at 5:32 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

2. Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following information for Lampasas County as of March 5, 2021

- Total Cases- 2063
- Active Cases- 15
- Total Fatalities- 28
- Hospitalizations- 2

Hospitalizations across the State of Texas are on a steady decline, currently at 4,721.

Currently Advent Health Rollins Brooks Hospital and Advent Health Family Medicine Clinic are receiving 100 doses of vaccine per week. Vaccines are still being provided to groups 1A & 1B and last week teachers were added to the list. A vaccination clinic is being coordinated with LISD.

3. Discussion regarding Comprehensive Plan Status, Priorities and Implementation

Finley deGraffenried, City Manager provided an overview of the Comprehensive Plan:

Timeline

2014-2016 Initial Land Use Inventory, Zoning Modifications, recognized as a need by Capital Improvement Committee (CIP)

2018-2019- CIP Priority, Funding Approved, Kick-off meetings, Survey, Town Hall, Community Involvement

October 2019- Draft Chapters 1&2

February 2020- Draft Chapters 3&4

December 2020- Draft Chapters 5&6

February 2021- Presentation to P & Z

February 2021- Joint Session between City Council and P&Z

March 4, 2021- P&Z Public Hearing

March 8, 2021- City Council Public Hearing

Statutory Guidance- Texas Local Government Code 211.004/ 213.001-213.005

General Observations

- Weighted on Observation, Vision, Desired Future Conditions
- Observation and Vision grounded in Public Input and Engagement
- Maintain Character, Allow Latitude for Use
- Identification of Needs: Downtown, Key Avenue, Mobility/Trails/Sidewalks, Design Guidelines
- Implementation Schedule based on input from CPAC, Planning Commission and City Council
- Implementation will require more precise action steps
- Implementation will require robust public engagement

Plan Elements and Goals (Chapters)

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

Mr. deGraffenried advised that during the Planning Commission meeting on March 4, 2021 they did recommend approval of the Draft Comprehensive Plan to City Council.

Overall the Planning Commission was pleased with the Draft Comprehensive Plan. There were a few recommended edits to Chapter 1 and Chapter 2, they stressed the importance of utilizing the plan, lots of detail, good outline and excited about more modern zoning.

Mayor Talbert advised that going forward the agenda items that are brought before Council should align with the Comprehensive Plan. Council member Clark verified the recommended review of the

Comprehensive Plan is annually. Mayor Talbert explained that although it is recommended annually that items can be discussed at any time.

4. Discussion and updates regarding Hostess House

Mr. deGraffenried advised that in the packet there is a proposal from Reliance Architecture, LLC for Council consideration for Phase 1 Conceptual Services. This item was discussed during the previous meeting referencing the needed repairs to the Hostess House as identified by Hendrix Consulting Engineer. The Reliance Proposal would include scope, phasing and program within criteria and budget. This is a flat fee of \$6,600.00.

Mayor Pro Tem Monroe questioned the items that would not be included in the proposal such as soil/geotechnical investigations. These items would be addressed by Engineer based on scope of project.

5. Discussion regarding New IT Computer Policy

Becky Sims, City Secretary reviewed the draft Information Technology Policy for consideration. In discussing with Monica Wright, IT Director, Staff would like to amend the Personnel Policy by adopting a New Information Technology Policy. Adoption by Ordinance allows for easy amendments and modifications as technology changes. The IT Director and/ or System Administrator will be responsible for educating and explaining the IT Policy to employees upon hire. If Council has any questions regarding the 12 items listed under the Specific Policies, Mrs. Wright is prepared to discuss. Also, there has been some clarification edits made to the policy since publication of the packet, the revised policy will be available with the second reading of the Ordinance.

Mrs. Wright made herself available for any questions Council may have.

Mayor Pro-Tem Monroe inquired about progressive discipline measures for repeat offenders. Mrs. Wright advised that they continue to educate Staff on the proper procedures and with the Annual Cybersecurity Training Staff has become more aware.

6. Discussion regarding any item on the regular agenda

There were no discussions regarding items on the regular agenda

7. Adjourn

Mayor Pro-Tem Monroe moved to adjourn Workshop at 6:01 p.m. seconded by Council member Kuehne and with a unanimous vote, the motion carried.

REGULAR SESSION 6:00 p.m.
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:10 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

- Proclamation- Fair Housing Month

	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.

1.3	Public hearing to receive citizen comments regarding the Draft Comprehensive Plan
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Mayor Talbert opened the Public Hearing

Due to no citizen comments, Mayor Pro Tem Monroe moved to close the Public Hearing, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Special Meeting on February 18, 2021

Council member Clark moved to approve the minutes with the amendment to add Council member Toups as present; seconded by Council member Toups, with Mayor Pro-Tem Monroe abstaining, the motion carried.

2.2	Discussion and possible action concerning approval of minutes of the Regular Meeting on February 22, 2021
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Mayor Pro-Tem Monroe moved to approve the minutes as presented, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from February 1 through February 28, 2021.

3.2	Discussion and possible action regarding the second reading of an Ordinance of the City Council of the City of Lampasas, Texas, amending Ordinance 1148 which adopted the 2006 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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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 reports

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

Appraisal District On February 25th, staff met with Mr. Richard Petree of Western Valuation, who has been serving as Interim Chief Appraiser for LCAD, regarding the District reappraisal requirement and process. Even after test property appraisals, the deficiency to market value indicated an average of about 11%. The reappraisal is also driven by School funding. The State may reduce School funding if Districts are underfunded locally due to below market appraisals. The potential impact to the City will likely be increased valuations, with accompanied lower effective tax rate. In theory, the assessments will be close to the same, but the math in determining ad valorem will likely change. Notices will be mailed May 1, and as a reminder 65 years and older homestead property will not be impacted unless improvements are made to the property; and homestead valuation increases are capped at 10% per year.

Vision Vision! Lampasas is preparing their work plan for this spring, which may include an additional gateway monument on South 183; lighting on and around the Courthouse Square; a sound system for the Courthouse bandstand; and a mural on the west face of the Calvert Municipal Building. Libby Bluntzer also reported Vision! painted over 148 door and window frames over the holidays, and will be looking at revamping Christmas programs for 2021.

Development Council has likely noticed the old Aaron's building is being demolished. Staff have also scheduled a pre-construction meeting with representatives from Whataburger on March 10th. Staff is also preparing final comments on plans submitted by CEFCO, for proposed development at the corner of 4th and U.S. 190. Other, residential, Development Agreements are in various states of completion. Mandy also reports the City has received additional local and State prospect inquiries. Council has also

likely noticed the decommissioning of the concrete plant, and removal of batch mixers, at the City's Industrial Park on 580 East.

- ATMOS ATMOS has been in town, generally after the winter storm, to detect any possible gas leaks. Typically, contractor's will measure possible natural gas levels, and then conduct further inspection by drilling into subsurface, and if necessary, excavating to make repairs. Staff have been assured by ATMOS, that upon conclusion of the disruption, surfaces will be returned to their previous condition.
- Stakeholder Meetings As directed by Council, staff is preparing an After Action Report related to the winter storm event the State and City experienced during the week of February 14. Staff have conducted three stakeholder meetings of public safety and utility personnel, healthcare providers, and county and community service agencies. Mandy has also met individually with large employers regarding impacts and recommendations. The Town Hall, for citizens' comments, will be held during the City Council's regular workshop time on March 22nd at the old Middle School.
- Sewer Averaging Staff is currently averaging winter water usage to determine sewer rates for the coming year. Complicating the process this year is the winter storm event and potential high water usage due to pipe ruptures. Staff will be reviewing individual, impacted, accounts from the storm, and either averaging over 2 months, rather than 3, or using February 2020 gallons to complete the fee calculation. The City is also encouraging impacted accounts to apply for the City's leak forgiveness program.
- Pole Barn The FY 2021 budget included a pole barn for the Cemetery for storage of equipment and materials. The City was in the right place at the right time, and was able, through the generous efforts of a local contractor, to remove the old Spring Ho building and have it moved to the Cemetery for future erection. The City will incur some additional costs for slab, wiring and erection, however; the costs should be generally within the amount budgeted for the pole barn, and will result in a substantially better and larger building.
- Governance Policy The last time the Governance Policy was reviewed/amended was 2017 to address use of electronic devices in Chambers. In reviewing possible updates, staff has referred to several examples from other communities and has provided the attached draft for Council future discussion and consideration. Staff will seek Council direction at a future meeting for inclusion on an upcoming meeting agenda.
- Campbell Park The City has forwarded final site locations to consulting geo-technical firms for investigation and foundation design services. Staff has also discussed and updated stakeholders on the status of the project and the selection of design/build firms. Council should have actionable items related to the development on the next agenda.
- Staff Sorry to report that Jerry Hobbs will be leaving the City and the Citizens' Collection Station and Recycle Center. Jerry has done a great job assisting our residents and providing friendly service. Staff understands he will be enjoying the country life and playing a lot of golf. Rickie is currently working on plans to fill the position.

Mayor Talbert took the opportunity to wish Finley deGraffenried a Happy Birthday

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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7.1	Discuss and consider engagement of services with Reliance Architecture, LLC to provide overall design and coordination of other structural, MEP, life safety and accessibility disciplines for the Hostess House rehabilitation project.
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Mayor Pro Tem Monroe moved to approve the Reliance Architecture, LLC proposal for Phase 1 in the amount of \$6,600.00. the motion was seconded by Council member Kuehne and with a unanimous vote the motion carried.

7.2	Discuss and consider Interceptor Capacity Study proposal from Eckermann Engineering in the amount of \$35,250.00.
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Mayor Pro Tem Monroe moved to approve, the motion was seconded by Council member Toups; Mayor Talbert opened the floor for discussion. Council member Clark feels this project needs to be a priority; however, understands budgetary restrictions; it was recommended to move this item to a later meeting to discuss funding; for lack of a unanimous vote the motion to approve failed.

7.3	Discussion and possible action regarding the award of contract for the Third Street Culvert and Paving improvement to M & C Fonseca in the amount of \$ 101,525.00
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Council member Toups moved to approve the award of contract to M&C Fonseca in the amount of \$101, 525.00, Mayor Pro Tem Monroe seconded the motion and with a unanimous vote, the motion carried.

7.4	Discussion and consideration for approval of payment for the expenditure of \$333,880.69 to Motorola Solutions, Inc. for the Lampasas Public Safety Communication System Upgrade Project.
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Mayor Pro Tem Monroe moved to approve the expenditure of \$333,880.69 to Motorola Solutions, Inc for the Public Safety Communication System Upgrade Project, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

7.5	Discussion and possible section of website photo contest winner
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Council member Toups moved to select photo entry number three, the motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.6	Discussion and possible action concerning approval of a new 5-year lease agreement between Holt Caterpillar and the City of Lampasas Water Department for a new 2021 420XE CAT Backhoe and a new 2021 308CR CAT Excavator for the amount of \$3,521.40 per month,
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	\$42,256.80 per year.
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There was no action taken for this agenda item. This item will be presented at a later City Council meeting.

7.7	Discussion and possible action regarding the first reading of an Ordinance to amend the Personnel Policy; specifically adding a new use of technology policy.
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Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance to amend the Personnel Policy; specifically adding a new use of technology policy, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

7.8	Consideration, discussion and possible action concerning award of the engineering services contract for the preparation of the City's 2021-2022 Texas Community Development Block Grant (TxCDBG) application and subsequent engineering contract if funded."
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Council member Clark moved to approve the award of engineering services contract to Eckermann Engineering for the 2021-2022 Texas CBDG application, the motion was seconded by Council member Toups and with unanimous vote, the motion carried.

Adjourn into Executive Session

Council member Toups moved to adjourn into Executive Session at 6:37 p.m., the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

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:

8.0	EXECUTIVE SESSION ITEMS
8.1	Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body; and/or other matters posted on the regular agenda.
8.2	Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities
8.3	Adjourn executive session and reconvene Regular Session

Mayor Talbert reconvened into Regular Session at 7:24 p.m.

REGULAR SESSION

9.0	ACTION ON EXECUTIVE SESSION
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no action taken during Executive Session

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