

**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, April 12, 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
Becky Sims, City Secretary/Zoning Administrator
Sammy Bailey, Police Chief
Jeffry Smith, Fire Chief
Yvonne Moreno, Finance Director
Van Berry, Golf Course Manager
Mandy Walsh, Economic Development Director (workshop only)

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

1. Call to order Workshop Session

Mayor Talbert called the Workshop Session to order at 5:30 p.m. She advised the public that the meeting would be streamed as long as the internet remained stable.

2. Discussion and updates related to COVID-19 Pandemic.

Chief Smith provided the following information for Lampasas County as of April 12, 2021

- Active Cases- 17
- Total Fatalities- 30
- Hospitalizations- 1
- 4,324 Lampasas County residents have received at least one dose of vaccine
- 2,667 Lampasas County residents have been fully vaccinated.
- Walmart now has the ability to administer vaccines.
 - Must sign up online to schedule an appointment
 - Call 512-556-6333 to be added to the list-when a time opens you must be able to report within 20 minutes.
- Cattles Pharmacy has the ability to administer vaccines
 - No online scheduling
 - Call 512-556-5141 to schedule an appointment
 - Administering between 40-100 vaccines a week

3. Discussion and presentation of the Winter Storm After Action Report.

Council Minutes April 12, 2021

Chief Smith presented the following highlights from the report to Council:

Scope of Incident

State Disaster Declaration for all 254 Texas Counties

8 days, February 11 to 18, temperatures did not get above freezing

3 nights in single digits, including low of -1° on February 16

Roads generally snow-packed from February 14 to February 18

Electric Grid Impacts South Padre Island to Amarillo

70 + Hours of Rolling Black-outs with Generation Deficit Peaks of 19,500 MW

What did we expect to happen?

Our initial expectation was extreme cold temperatures that would potentially impact older homes and older residents within the city. We also expected to see road conditions that had a moderate impact on normal traffic flow. As we drew closer to the event it became evident that the extended time frame of temperatures below freezing and even colder than projected temperatures would impact the entire city. We were informed by ERCOT that the demand for electricity would create “rolling outages” and that grids would be cycled off and on to shed load in hopes of reestablishing balance.

Lampasas Police Department

Areas of Improvement

Incident Response- Continue to train, especially as an Emergency Operations Center. We will continue to look at a variety of natural disasters and situations to see how to approach them differently and be better prepared. This was a situation that many of us have never encountered, especially with winter weather and electric outages impacting the entire State of Texas. Due to this, some resources were unable to be provided to our community due to roadways, electrical and water outages. We saw rolling blackouts and electric grids shut down that were completely out of our control, causing larger problems with lack of heat, electric, and water. This event forced not only us but our entire community to adapt to the conditions as they came at us, as best as we could, helping one another as we did. Overall, all departments of the City of Lampasas and the citizens did very well during this event.

- Public Notification- LPD has provided Code Red registration via social media and at numerous public events and programs; however, we need more to register. Public Education should provide information on how Code Red can help the public prepare and respond during incidents of this nature. Early notification with information on potential incidents, will improve the safety of our citizens. The LPD will continue to provide information to the public by way of Code Red, local media sources and social media. The LPD will also use other resources such as nursing homes, assisted living centers, schools, senior center, etc., as a secondary source to disseminate information.
- Animal Shelter Power- During the electrical outage the heaters did not operate at the Animal Shelter. The immediate remedy to this issue was provide plenty of blankets and food to animals to keep them warm during these times. There are two potential solutions to alleviate this issue. A backup generator at the Water/Wastewater plant could provide emergency power to this location if necessary. The Electric Department is also looking at building more switches into the electrical grid for the City of Lampasas.
- Response and Navigation of Roads- We found that we may need four-wheel drive fleet vehicles for extreme weather conditions. Our current fleet of vehicles without four-wheel drive did not function well with the ice and snow. We did find that those vehicles without four-wheel drive did function well for slow flat road driving to take items to residents and areas of need and our all-wheel vehicles were better for emergency conditions.

Economic Development

What went well and why?

- Communication- Businesses were pleased overall with the communication from the city. There was an adequate amount of information being pushed out to allow for planning on their part.
- Roads- Businesses were pleased overall with the road conditions within the city. Business owners commented that roads inside the city limits were well maintained and provided safe travel for employees and delivery trucks.

What can we improve upon and how?

- Businesses relied on communication from the City regarding power disruption. When outages were not as planned, it left local merchants and manufacturers without the ability to make plans for their operations. There are several possible resolutions for this issue, and most will require an investment in dialogue with LCRA and time. The city is also looking at ways to improve our electric grid so that we are able to be more definitive in how smaller areas are controlled. This would hopefully allow us to determine how load is shed during other events of this nature.

Fire Department

What can be improved and how?

- The backup generator at the fire station runs once a week. This allows personnel to know that the generator will cycle during a loss of electricity. During the incident the backup generator failed after several days of use. There were several issues that led to this failure. The generator has been repaired and an annual contract has been established to provide maintenance for this.
- As mentioned above, our frontline Command Vehicle is not equipped with 4WD. This essentially took one piece of equipment out of service. Future purchases of all staff vehicles should include 4WD.

Emergency Management

What can be improved and how?

- While communication with citizenry was very effective via website, social media and Code Red, there was still a considerable percentage of residents who were not reached. During the public forum it was identified that many residents are not aware of Code Red or follow any type of social media. Efforts will be increased to meet with residents and sign them up for Code Red. We also need to research other ways that these residents can be contacted in a rapid manner to update them on rapidly occurring situations.
- Deliveries of supplies to local merchants was very limited due to the inability to navigate roadways across the state. This includes fuel for vehicles and food and water for grocery stores. Due to the duration of this event and the lack of power, many places of business were not able to open and operate even in a limited capacity. Some restaurants had no electricity but had food to prepare, others had no food but had electricity. If future events of this nature occur, we will work with different businesses to maximize the ability to prepare meals as needed.

Mayor Talbert inquired if the County prepared an after-storm report. Chief Smith advised that he was not aware of any reporting; however, he did work with Angela Rainwater, County Emergency Response Coordinator during the event. Council member Williamson advised based on his experience with the CERT Team that a meeting needs to be set up with the County Judge to identify responsibilities and whom will be accountable for what.

Council member Williamson advised the CERT Team, when it was active, had cots and blankets. Chief Smith advised cots and blankets were made available and used during the event. He was aware of about 50, some in storage at the County Courthouse, City Park Building and a few were loaned to Lometa during the storm.

Mayor Talbert emphasized the importance of the County and City working equally during events much like we experienced in February. Chief Smith commented that there is a chain of command; the City reports to the

County and the County will report to the Disaster District and as warranted the event will be escalated to the State.

Finley deGraffenried, City Manager provided the Public Works update. Staff worked overnight to treat roads and manage outages. One area for growth is training and technology. Education is one area that we would like to focus on going forward. How to conserve and utilize electricity during events similar to what the City experienced in February.

4. Discussion regarding Governance Policy

Becky Sims, City Secretary discussed the proposed changes and amendments to the policy with the following areas of focus:

Council Orientation

- Open Meetings
- Public Information Act
- TML Newly Elected Officials Seminar
- TML Training/Webinars
- Roberts Rules of Order
- Home Rule Charter

Board Liaison for Advisory Boards

Deadline for Council Agenda items

Timeline for providing Council with Tentative Agenda

Advisory Board Term Limits

- Tenured council members highly recommend the TML Newly Elected Officials Seminar
- Recommend Annual Refresher Training be added to the Council Work Plan

Council Orientation Training Plan will be provided at a later Council Meeting for Council consideration.

5. Discussion regarding FY 2022 Budget.

Mr. deGraffenried provided some brief comments as we get started with the 2021/2022 FY Budget. At the end of April 2021 year end projections will be reviewed. In the past we have been able to take advantage of the year end surplus. This year will be a little different with the unknowns from various events during FY 2020/2021; such as, COVID Impacts, CARES Act Funding, Sales Tax, Winter Storm Event, impacts to ancillary services, Third Street rebuild, etc.

Staff will move forward as in the past with assumptions, minimal impact to Citizens, Tax Rate etc. A Balanced Budget will be presented to Council. Special meetings will be scheduled to discuss the details of Department Budgets. Staff is also open to specific areas of interest that Council may want to hone in, in the past Water Rates, Employment/Staff Opportunities, Parks etc. have been areas of interest. During the FY 2021 Staff will have to consider implementation of items identified in the Comprehensive Plan, areas of improvement identified in the Pre-Treatment, Pressure Plan and Interceptor studies among other items. Initial roll out will be June/July timeframe, same as in the past. Capital Improvement Program Committee (CIP) have begun the review and recommendation process relating to Capital Projects. They are to be commended for their commitment. Yvonne Moreno, Finance Director spends many hours preparing the budget and does a tremendous job.

Mayor Talbert highly recommends that the new candidates for Council learn and study the budget. It is one of the most important responsibilities and a huge undertaking. It would be a disservice to the citizens who voted for you to not be prepared.

6. Discussion regarding any item on the regular agenda

7. Adjourn Workshop Session

Mayor Pro Tem Monroe moved to adjourn workshop at 6:10 p.m.; Council member Toups seconded the motion and with a unanimous vote, the motion carried

Council took at 5-minute break prior to Regular Session

REGULAR SESSION

6:00 p.m.

ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:16 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

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.
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Janet Crozier advised Council that there is a County Building that does not have ADA accessible door where the Community Garden Committee meets. They access the meeting room through the rear door of the County Annex Building; there is a ramp; however, the door is too heavy for the committee member to open in a wheelchair. Judge Hoyer referred Mrs. Crozier to the City.

Joe Corcoran and Diana Hodges advised Council of the Atlas 4000 event that will be in Lampasas June 4-6, 2021. On June 5 they will visit Stoneledge Winery. They anticipate anywhere from 350-600 cyclist and guests. This is down from the 1000 they normally host during this event. Diana Hodges is trying to secure the Bozarth Fowler Gym or the Old Middle School Cafeteria for the cyclists. All participants will be vaccinated prior to ride since they will be traveling across many states. There is an opportunity for them to finish the ride in Lampasas as well; since they will not be able to go to Anchorage, Alaska due to restrictions.

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 a request for a Specific Use Permit for property described as 0.160 acres, PT of Frac PT6, Block 20, Old Town Addition commonly known as 809 East Fourth Street, Lampasas, Texas Lampasas County to allow for a Mini-Warehouse in an area zoned Commercial.
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Becky Sims, City Secretary advised of the following:

- The applicant is requesting a Specific Use Permit (SUP) to allow for a Mini-Warehouse in an area zoned Commercial.

- The property is currently zoned Commercial the area surrounding the property is zoned Commercial, Light Industrial and Central Business District.
- The building is substandard.
- This use would allow the building to be rehabilitated.
- Staff mailed twenty (20) notices to property owners within 200 feet of the applicant's property, and to date have received one in protest and none in favor of the request.
- This use does align with the Comprehensive Plan. The East Fourth Street Corridor is identified as a mixed-use area. The rehabilitation and connectivity to the downtown area would compliment the goals and vision.
- This item was heard before the Planning Commission on April 1, 2021 and they were in favor of the request.

Council member Kuehne and Mayor Pro-Tem Monroe questioned if the building is substandard; would it be demolished and a new building be built. Mrs. Sims advised no that the standards for a dwelling are different than that for a commercial mini-warehouse. The developer would be able to use the existing building and bring it up to code. The building plans would be provided and reviewed upon approval of the Specific Use Permit.

With no additional comments the Public Hearing was closed.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on March 22, 2021.

Mayor Pro-Tem Monroe moved to approve the minutes as presented, 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 purchases and charges in excess of \$4,000 from March 1 through March 31, 2021.
3.2	Discussion and possible action regarding the February 2021 Investment Report
3.3	Discussion and possible action regarding the second reading of an Ordinance amending Appendix A (Fee Schedule) of the City of Lampasas, Texas Code of Ordinances, Chapter 62, Solid Waste, Article III; Billing Rates and Fees related to the collection of Solid Waste; providing for severability and repealer clauses; and providing an effective date.
3.4	Discussion and possible action regarding the second reading of an Ordinance adopting the Comprehensive Plan for the City of Lampasas. Including Staff, Planning Commission and Council provided edits, if any and accompanying maps, providing for severability and repealer clauses; effective date and proper notice and meeting.

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:

Comp Plan	Staff have reviewed final edits, previously provided to Council, with the City’s consultants. Edits are related primarily to Chapter 5 – Goals and Objectives, and Chapter 6 – Implementation. Staff did provide some additional, non-substantive edits and corrections for the entire document as well. Staff will review the text one additional time before final bound copies of the Plan are available, likely by May.
CIP	The Capital Improvement Program Committee met on April 1 at the new Water/Wastewater Shop and Lab. The Committee toured the facility and reviewed monitoring and SCADA capabilities of the system. In addition to the obvious focus on the plant and related facilities, the Committee also reviewed Priority Definitions and Funding Statement, as well as, heard a report from the Reliance Architecture tour of the Hostess House and Colored School. The Committee tentatively plans to meet on April 22 at the Colored School and New Hope Baptist Church.
CTWSC	Council should have received notification of the setting of oral arguments in the Central Texas Water Supply Corporation v Kempner Water Supply Corporation and City of Lampasas Court of Appeals case. Arguments are scheduled to be heard, by Zoom, on May 20 at 9:00 a.m. The digital format does provide a unique opportunity for Council, or other interested parties, to observe proceedings on the Court’s You Tube channel. Although scheduled to start at 9:00, the Court will likely take up a number of cases that morning, so plan for delays.
Campbell Park	Technicians from Langerman, Foster Consulting Engineers met with City staff last week to confirm locations for investigative bores. At that time, they indicated bores would be scheduled for the week of April 11, with the report to follow. As a reminder, staff did confirm the number and depth of bores related to the facilities and loads.
Restrooms	Chris Eicher reports that all Park restrooms are open for use after repairs have been made due to the winter storm event. Some additional work will be necessary to complete repairs, however; the public will have access. Out of stock parts and back-flow preventers, combined with the high demand for plumbers since the winter storm resulted in delays.
LCRA	The LCRA Step Forward program was in Lampasas today to mulch playgrounds and lay sod. Improvements and maintenance will be conducted primarily at WM Brook Parks in and around the playground and restrooms. Volunteers from LCRA staff have been assisting member Cities and Co-ops for the past 6 years as a way to improve local facilities and provide public service.
Eclipse	Council may have heard of the upcoming total eclipse of the sun in Lampasas April 8, 2024. Lampasas will be in the Central Line of the Total Eclipse, which is the bull’s eye for duration and darkness. Lampasas should expect worldwide visitors, with many rv campgrounds and hotels already booked. Staff understands a local organizing group is being formed to plan programs and events related to the eclipse.
Staff	Staff would like to take the opportunity to recognize employees that began their City of Lampasas careers in the month of April: Kyle Harrison, 2 years; Nick Geagley, 3 years; Dan Waters, 18 years; Steve Sheldon, 18 years; John Grantland, 12 years; Michael White, 12 years; and Renae Gromatzky, 8 years.

5.2	MAYOR’S COMMENTS
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Mayor Talbert solicited feedback from Council on all members returning to the dais. Council seemed comfortable with returning to the dais. Beginning with the April 26, 2021 meeting all members will sit at the dais.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE. OFFICE OF RURAL AFFAIRS FOR THE COMMUNITY DEVELOPMENT FUND; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

Becky Sims, City Secretary advised Council that the Resolution authorizes the submission of the TXCDBG program application process for infrastructure improvements to be determined in the amount of \$350,000.00 of grant funds with the City of Lampasas commitment in the amount of \$52,500.00 as a contribution towards the infrastructure system improvement project.

Council member Clark moved to approve the Resolution, the motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.2	Discussion and possible action to approve, deny or approve with modifications a request for a Specific Use Permit for property described as 0.160 acres, PT of Frac PT 6, Block 20, Old Town Addition commonly known as 809 East Fourth Street, Lampasas, Texas Lampasas County to allow for a Mini-Warehouse in an area zoned Commercial.
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Council member Toups moved to approve the request, the motion was seconded by Mayor Pro Tem Monroe, with a nay from Council member Kuehne, the motion carried.

7.3	Discussion and possible action to approve, deny or approve with modifications the Final Plat of Hillside Acres.
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Without objection Mayor Talbert moved to item 7.6.

Council member Clark moved to deny the Final Plat; with no second the motion failed.

Mayor Pro-Tem Monroe moved to conditionally approve the Final Plat of Hillside Acres pending approval, by counsel, the Letter of Credit; Council member Kuehne seconded the motion, with Council member Clark opposing; the motion carried.

7.4	Discussion and possible selection of website photo contest winner
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For the month of March, there were two entries submitted. Council member Kuehne moved to approve entry 2 "Tuesday Night Training at Sunset", Mayor Pro Tem Monroe seconded the motion and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the appointment to the Capital Improvement Program Committee (CIP) to replace Al Brittain
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Council member Williamson moved to appoint Herb Pearce to the Capital Improvement Program Committee (CIP); the motion as seconded by Council member Kuehne and with a unanimous vote; the motion carried.

7.6	Discuss and consider an alternative form of guarantee for the Hillside Acre Subdivision for the installation of Public Infrastructure
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Mr. deGraffenried addressed Council regarding this item. As a result of the ongoing discussion of the Development Agreement; the Developer requested a Letter of Credit in lieu of a Performance Bond. An alternative letter of guarantee must be approved by City Council. The example Letter of Credit is something that is used customarily for developments in the City of Burnet. In reviewing the example; the LOC is good for one year with a one-year renewal. Sue Ann Parsons, Bank of Burnet VP can present to the board an option for an additional renewal with clear terms on what the City is needing to accept the Letter of Credit.

Council member Clark moved to deny the alternative method of credit; Council member Williamson seconded the motion; ayes Clark, Williamson and Goodart; nays Toups, Talbert, Kuehne and Monroe; the motion failed.

Council member Toups moved to conditionally approve the Letter of Credit as an alternative method of guarantee based on the Bank of Burnet approving an automatic renewal until infrastructure is complete and approved by the City Attorney; the motion was seconded by Council member Kuehne; ayes: Monroe, Talbert, Kuehne & Toups; nays: Williamson, Goodart and Clark; the motion carried.

7.7	Discussion and possible action regarding acceptance of FY 2019-2020 Financial Audit.
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Mayor Pro-Tem Monroe moved to accept the FY 2019-2020 Financial Audit; the motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

Adjourn- Mayor Pro Tem Monroe moved to adjourn the meeting at 7:06 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2021.

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary