

**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, July 26, 2021
5:30 p.m. Special 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 Monroe presiding.

Council Members Present:

Cathy Kuehne
Randy Clark
Chuck Williamson
Zachary Morris
Herb Pearce
Bob Goodart

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Jeffry Smith, Fire Chief
Monica Wright, IT Director
Jody Cummings, Assistant Police Chief
Mandy Walsh, EDC Director

Council Members Absent:

N/A

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

I. Call to Order Special Session

Mayor Monroe called the Special Session to order at 5:33 p.m.

II. Adjourn into Executive Session

Council member Kuehne moved to adjourn into Executive Session, the motion was seconded by Mayor Pro Tem Williamson 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:

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 including but not limited to discussion regarding System Availability Water Contract and/or other matters posted on the regular agenda.

Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of Assistant City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551

The Executive Session adjourned at 6:08 p.m.

SPECIAL SESSION

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

There was no action taken.

IV. Adjourn Special Session

The Special Session ended at 6:10 p.m.

Council took a 5-minute break prior to going into Regular Session.

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Monroe called the Workshop Session to order at 6:15 p.m.

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

Chief Smith provided the following updates:

- State of Texas Active Cases- 60,380
- Total hospitalized in the State of Texas- 4,626
- Total hospitalized in Trauma Service Area L-27
- Lampasas County Total Cases- 10
- 3,971 are completely vaccinated in Lampasas County

3. Discussion and presentation from Derrick Berrios, Lampasas County Higher Education (LCHEC).

Mr. Berrios, LCHEC Director provided Council an update regarding classes. With the setbacks in 2020 due to the pandemic, things have started to improve in 2021. While they lost two instructors in 2020 due to hours, they were able to hire two new instructors in 2021 to offer health classes. One is from Rollins Brook and one from Darnell Army Hospital. In 2020, 75 students had their GED classes delayed; since that time, they have been able to complete the program. Central Texas College (CTC) has not resumed in person classes at this time. Mr. Barrios has reached out to CTC to see if they can assist with rent. They haven't assisted with any funding in the past; however, will continue to seek funding. LCHEC has a partnership with Texas Workforce Center; they provide internship opportunities. They partner with the City for the annual Job Fair. They offer Allied Health Care, IT and GED classes. They have a 90% success rate with graduate of their programs being gainfully employed. They currently have over 30 kids enrolled in the College for Kids Summer Program. They also offer yoga classes free of charge twice a week. LCHEC is very grateful for the support they receive from the City of Lampasas and asking for their continued support in the amount of \$8,500.00.

4. Discussion regarding a Resolution of the City Council of the City of Lampasas approving the Resolution of the Board Members of the Lampasas Economic Development Corporation (LEDC) authorizing an Economic Development Project and a loan in the amount not to exceed \$1,500,000.00; a Sales Tax remittance agreement between the City and the Corporation resolving either matters incident and related to the loan; and the Authority of the Mayor to execute, on behalf of the City, a general certificate of the City and the Sales Tax remittance agreement.

Mandy Walsh, EDC Director presented to Council the Resolution for consideration authorizing the LEDC to move forward with a fully funded Economic Development Project. The land was purchased in 2004 and utilities were extended in 2015. In the last 18 months, Engineering and probable costs have been completed. This project includes about 35 acres. The board met on July 21, 2021 and approved the LEDC Resolution to move forward with the project. The Local Government Code requires that the governing body (City Council) authorizes Economic

Development Projects by Resolution. Ms. Walsh advised that she receives RFI's from the Governors Office on a weekly basis and until the land is ready to be developed the City is missing out on opportunities.

Mayor Monroe inquired about interested business prospects. Ms. Walsh advised that they vary from manufacturing, technology, retail and healthcare. These types of prospects will meet the zoning for the Business Park in the low to medium intensity. Council member Pearce asked about company names and how to promote Business Park. Ms. Walsh advised that the prospects are referred to as a project name/number no business name is provided, that remains confidential. There are several avenues and resources that we use currently and will continue to use that promotes the Business Park. Council member Pearce asked why now since we have had the Business Park for twenty years. Ms. Walsh advised the board is confident that the project can be funded and have the interest from developers; it's time to move forward.

Board member Talbert advised that when the land was acquired in 2004 there was only a board and no director. The time has come to develop the property. The board feels confident and fiscally responsible that the Sales Tax can cover the funding. There is no reward without risk. We have no marketable land for the business prospects that they are receiving. The timeframe including bids for the project and the installation will take about 12 months.

Steven Hudson, EDC Vice President advised that we have nothing to offer. He was part of the board in 2004 when the land was purchased. Council member Pearce asked about incentives. There is an incentive packet, where the business prospect must meet specific criteria that must include primary jobs.

Group discussion included the following:

- LEDC and Council Relationship
- Marketing
- Impact Study
- Site Selectors
- Magazines/Brochures
- Capital Investments
- Incentive Criteria
- Business Park Zoning
- Utilities
- TxDOT Permitting
- Project Timeframe

5. Discussion and presentation of the Lampasas County Chamber of Commerce & Visitor Center FY 21/22 Budget.

Melissa Unger, Chamber Director advised that the budget shows historical data for three years and the proposed data for FY 21/22. Most line items stayed the same; however, there are a few requested increases. Mrs. Unger advised Council that if they have any questions related to any of the line items she will take those now. Mayor Monroe advised Council that the Chamber is also our visitor center, the City funds 40% of expenses related to operating the visitor center. Last year the visitor center was closed for about 5 months due to the pandemic.

Council member Kuehne inquired about membership costs and benefits.

- Business- \$200.00
- Second Business- \$75.00
- Ranch- \$100.00
- Non-Profit- \$100.00
- Individual-Basic- \$50.00

The Chamber offers several benefits from networking, promotions, newsletters, support of activities etc. the complete list is available on the Chamber Website.

Council member Clark is concerned with the 3% raise at this time considering City Staff merit increases have not been determined.

Mayor Pro-Tem Williamson inquired about allocating a lump sum for events instead of Mrs. Unger having to come back to Council requesting approval for each event. Mrs. Unger advised that she already does request funding for events in her budget for operational costs; where she reports twice a year to Council; however, she requests HOT funds for each event individually. The process has been streamlined.

6. Discussion regarding FY 21/22 Budget Roll-Out

Finley deGraffenried, City Manager presented the initial FY 21/22 Budget roll-out to City Council. The FY 2022 budget is based on continued, but conservative, growth in the local economy, and the stabilization of the Texas Electric Grid. The goal is to provide Council with a starting balanced budget.

The complete presentation will be recorded with the approved minutes; however, the following were highlights from the presentation:

Budget Notes;

- Projected year end will require additional Staff review and modification
- PYE impacted by resolution of ERCOT market disputes and performance of fuel hedging
- FY 2022 could be positively impacted by new funding sources related to Covid-19/Cares Act relief
- Staff encourages Council considerations for rate increases related to on-going Water/Wastewater improvements and uncertainties in wholesale electric markets
- Council is encouraged to consider incremental increases in rates to off-set tank maintenance (Hewgley and Georgetown) and WCID upgrades
- Staff Continues to review and update budget projections based on relevant and timely information
- Capital expenses generally decreased based on aggressive FY 2021 budgeting and 2016 CO implementation
- Initial FY 2022 budget incorporates some, but not all, of Council and CIP priorities
- Staff anticipates modification by Council based on review, input and prioritization
- FY 2022 preliminary budget balanced with slight surplus
- Certification of Appraisal Roll, awaiting Effective Rate determination

Budget Organization

- General Fund
- Proprietary/Enterprise Funds

Non-Operating Funds

Operating Funds by Major Account

Budget by Operating Fund

Budget Considerations and Assumptions

- Sales Tax budgeted less than YEP but more than FY 2021 Budget
- Ad Valorem budgeted less than YEP but more than FY 2021 Budget

- Permitting budgeted less than YEP but more than FY 2021 Budget
- Conservative approach to revenue budgeting
- Personnel and compensation budgeted at FY 2021 levels assuming full workforce. 1% increase in compensation equals approximately \$65,000.00 (*burdened*)

Inclusions

- SCADA upgrades and implementation (Water/Wastewater & Electric)
- 2 Police Patrol Vehicles
- W/WW Utility PU
- W/WW Haul Trailer
- W/WW and Electric Extensions
- Hanna Springs Pool Liner/Upgrade
- Paving
- Splitter Box repairs
- HOT Considerations
- Hostess House Scope & Procurement
- Campbell Park Pavillion
- Campbell Park Skate Park
- Wayfinding Signage and Branding

Departmental Budget Presentations will take place at a Special Called Meeting on August 2, 2021 @ 5:00 p.m.

7. Discussion regarding Council Work Session Meetings.

The Council Work Sessions will resume in September/October

8. Discussion and presentation regarding Advisory Board Annual Renewals/Vacancies.

Becky Sims, City Secretary presented board descriptions, qualifications, term expirations and absenteeism information to City Council to prepare for re-appointments and appointments to the Advisory Boards that will take place in September.

9. Discussion regarding any item on the regular agenda

There was no discussion

10. Adjourn Workshop Session

Mayor Pro-Tem Williamson moved to adjourn Workshop at 7:40 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Council took a 5-minute break before going into Regular Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order

Mayor Monroe called the Regular Session to order at 7:45 p.m.

B. Invocation and Pledge of Allegiance

Jody Cummings, Assistant, Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

C. Presentations and Proclamations

- Community Champion – Sam Saucedo was recognized as Community Champion

For the last 3 years that I have resided in Lampasas, I've seen Sam work countless events, she volunteers her time to the Chamber and works with the Rodeo committee, she's volunteered her time to random events people need help with (parties, churches, schools, etc.), she runs the concession stands during game days, she takes pictures of the children during practices and games and shares them with family and friends, she works with the boy scouts and gets them set up for volunteer work. I see her give all of her time to our community and I personally feel she should get an award to be recognized. This community can always count on her and I know there are hundreds of other people in this community that would agree with me. Thank you.

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 City Council Work Session held on July 7, 2021.

Mayor Pro-Tem Williamson moved to approve the minutes as presented, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

2.2	Discussion and possible action concerning approval of minutes of the Regular Meeting on July 12, 2021
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Mayor Pro-Tem Williamson moved to approve the minutes as presented, the motion was seconded by Council member Kuehne 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 amending Chapter 10, Animal Code, Article III, "Livestock" Sections 10-145 thru Sections 10-175 of the Lampasas Code of Ordinance.

Mayor Pro Tem Williamson moved to approve the consent agenda as presented, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

4.0	BOARDS/DEPARTMENT REPORTS
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5.0	ROUTINE MATTERS
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5.1	City Manager's Operational Report
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City Manager deGraffenried reviewed his report:

- ACM I am sorry to report, that after a successful negotiation and written acceptance, the number 1 candidate for the position of Assistant City Manager has withdrawn. The candidate contacted me on the 23rd and communicated they had accepted a City Manager position in another Texas community. I have not determined next steps, however will do so based on the best, long term, benefit to the City.
- NextLink NextLink continues to communicate well with the City regarding their fiber deployment and plan. Staff will meet their representatives on July 23rd to discuss additional creek crossings as fiber is extended south. Judge Gradel reports his office, on 2nd, is now receiving dedicated speeds up to 1 Gig down and 200 mbts up. Staff will schedule their attendance at an upcoming meeting.
- Streets The culvert in East Avenue H has been replaced by City crews. Staff is waiting for slightly dryer conditions before rebuilding the road, but hopefully by next week base can be installed. Staff will also be executing a Task Order for survey and design of the gutter culvert on East 2nd Street between Western and Live Oak. The small box culvert, just below the gutter line has deteriorated to the point of now undermining the roadway. Staff has also instructed our consulting engineer to commence with bidding on East Third Street rehabilitation.
- Pre-Treatment Staff and representatives from Ajinomoto Foods North America ("AFNA") continue to communicate on the status and options for upgrades to the pre-treatment plant. Our wastewater staff has also communicated with other industrial processors using the technology proposed by AFNA's consulting engineers. Although the effectiveness was validated in at least one case, staff's time to operate and maintain was slightly more that suggested by AFNA. Staff communicated with AFNA plant staff this week who expressed desire to initiate the replacement and upgrade of on-site interceptors.
- Building Codes Staff have begun investigating building code updates as a contributing factor in the City's ISO rating. The rating, administered by the Insurance Services Office, is an indicator of how well the City is protected by fire service. The ISO rating also takes into account the water utility, fire service capacity, and administration of building codes. Currently the City is operating under the 2012 International Building Code, the 2015 Energy Code, and the 2014 Electric Code. Staff is currently preparing a public education and communication plan regarding the upgrade that may include a town hall style meeting. Staff would appreciate any input and comment from Council before and during the process.
- Anniversaries Staff would like to recognize the following employees who began their careers with the City of Lampasas in July: Robert Gradel, 26 years; Justin McDonald, 8 years; Wayne Sanders, 29 years; Jeffry Smith, 2 years; Nancy Roden, 4 years; Tyler Fath, 1 year; Stephen Sewell, 9 years; Jacob Rivera, 6 years.

5.2	MAYOR'S COMMENTS
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Mayor Monroe wanted to thank Council members for coming forward with questions and learning more about what the discussions were about this evening.

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 action regarding the first reading of a Resolution of the City Council of the City of Lampasas approving the Resolution of the Board Members of the Lampasas Economic Development Corporation authorizing an Economic Development Project and a loan in the amount not to exceed \$1,500,000.00; a Sales Tax remittance agreement between the City and the Corporation resolving either matters incident and related to the loan; and the Authority of the Mayor to execute, on behalf of the City, a general certificate of the City and the Sales Tax remittance agreement.
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Mayor Pro Tem Williamson moved to approve the Resolution of the City Council of the City of Lampasas approving the Resolution of the Board Members of the Lampasas Economic Development Corporation authorizing an Economic Development Project, Council member Clark seconded the motion and with a unanimous vote the motion carried.

7.2	Discussion and acceptance of the Lampasas County Chamber of Commerce & Visitor Center FY 21/22 Budget
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Mayor Pro Tem Williamson moved to accept the Lampasas County Chamber of Commerce & Visitor Center FY 21/22 Budget, the motion was seconded by Council member Kuehne and with Council members Clark and Goodart's opposition, the motion carried.

7.3	Discussion and possible action regarding an emergency roof repair for the Lampasas Police Department.
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Council member Morris moved to approve the emergency repair by exemption of sealed bids for purchases required to deal with preserving public property when they are damaged by 'calamity.'; Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding the appointment of Misti Talbert as President of the Lampasas Economic Development Board.
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Mayor Pro Tem Williamson moved to appoint Misti Talbert as the LEDC Board President, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the appointment of Sid Ball to the Lampasas Economic Board Corporation to fill vacancy left by Charlie Pratus III.
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Council member Kuehne moved to appoint Sid Ball to the LEDC Board, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.

Council member Pearce moved to adjourn the meeting at 8:08 p.m., the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2021.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary