

**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, October 11, 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 Monroe presiding.

**Council Members Present:**

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

**City Staff Present:**

Finley deGraffenried, City Manager  
Yvonne Moreno, Finance Director  
Becky Sims, City Secretary  
Jeffrey Smith, Fire Chief  
Monica Wright, IT Director  
Sammy Bailey, Police Chief  
Jody Cummings, Assistant Police Chief  
Vicki Tower, Parks Secretary  
Flint Geagley, Electric Superintendent

**Council Members Absent:**

N/A

**WORKSHOP SESSION**

1. Call to order Workshop Session

Mayor Monroe called the workshop session to order at 6:18 p.m.

2. Discussion and presentation from WCID, Paul Wilborn

Mr. Wilborn took the opportunity to educate Council on the importance of the District Flood Control Dams. The dams were completed in 1961 and have been extremely successful in preventing critical flood issues. There are nine (9) dams in the Sulphur Creek watershed. The dams require on-going maintenance and typically have a 50-year life. Three (3) of the nine (9) dams are classified as high hazard as defined by Texas Commission on Environment Quality (TCEQ). Site #6 dam is critical for an upgrade; which could cost anywhere from \$10-\$12 million depending on Engineering. TCEQ has not mandated upgrades; however, it is a requirement depending on integrity of the reinforcement of the dam. WCID has sent letters to the City, County, Insurance Companies and Banks advising of challenges with funding and to seek contributions for dam upgrades. Legislative funding has not passed to assist with dam control rehabilitation and upgrades in the State of Texas at this time.

Mayor Monroe asked if Mr. Wilborn had any idea on when the legislature might open up funding; Mr. Wilborn is hopeful that it will be in 2023-2024 but there is no guarantee. Council member Morris asked about the County commitment to fund this program; Mr. Wilborn advised that there is no specific commitment.

The City budgets \$15,000 each year to contribute to the WCID for general Dam Maintenance.

3. Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following updates:

Active cases in the State of Texas- 180,581  
New cases in the State of Texas- 2143  
Active cases in Lampasas County- 125  
Lampasas County Fatalities- 60

#### Hospitalizations in Trauma Service Area L- 125

- 91- hospitalized adults
- 31- adults in ICU
- 3- Pediatric Cases

#### Lampasas County Vaccinations

- At least one shot- 9,731
- Fully vaccinated- 8,376

#### 4. Discussion regarding Hostess House Design and Construction Specifications.

Finley deGraffenried, City Manager went through the proposal presented by Antonio Naylor, Reliance Architecture. Mr. Naylor was engaged March 8, 2021 by City Council to proceed with assessment and provide for additional function and accessibility. At the City Council Work Session held at the Hostess House on July 7, 2021, Mr. Naylor presented schemes with various options including Kitchen upgrades for Council consideration. During several meetings and during the budget process Council was in favor of Scheme 1- Improved Function with Kitchen Upgrade Option #2. Mr. deGraffenried advised that the proposal is somewhat confusing with how it is itemized. Council is being asked to consider a Professional Services proposal to engage Mr. Naylor for Architectural Services. The services are being offered at a flat fee. Structural design in the amount of \$32,070.00 and \$98,500.00 for Addition and Renovations. There are five phases to basic Architectural Services; Schematic Design, Design Development, Construction Documents, Bidding & Negotiations and Construction Administration. Council has been provided project updates via email on August 13, 2021, September 22, 2021, and October 1, 2021, City Manager Report on September 13, 2021, Project Memo on August 5, 2021 and meetings that were held August 9, 2021 & August 23, 2021. Staff hopes that Council feels that they have been kept abreast of the project. Mr. Naylor has provided qualifications relating to existing building renovations, that include historic buildings for Council to review.

Council member Pearce inquired about dimensions for remodel. Council member Kuehne & Council member Morris did not recall Council making a final decision on the scheme or kitchen option and would like to have more time to review and discuss prior to deciding. Staff will get updated Schemes place the Hostess House Rehabilitation on the October 25, 2021 Council Agenda for further discussion and consideration.

#### 5. Discussion regarding design documents and contract from SPA Skateparks.

Finley deGraffenried, City Manager provided Council with pictures of Skateparks that have recently been completed by SPA Skateparks for Council to review. The skatepark for Lampasas will be custom built for our needs based on the area, terrain, drainage and feedback from stakeholders. The Agreement has been reviewed, and modified by Staff and Legal Counsel prior to placement on the agenda for Council consideration. The contractor has agreed to work within set budget of not to exceed \$300,000.00 unless agreed to by both parties in writing. SPA was selected based on scoring that was completed December 11, 2020. Council provided notice to proceed on December 14, 2020. The reason for the delay in getting this agreement completed is due to surveying of area and geotechnical study. Milestones in the contract include approval of conceptual design and development with input from the City and public, including renderings, base plan, drawings, and preliminary cost estimate. At each step of the process the City may terminate the agreement, if conditions, design, or cost cannot be agreed to. The City will be obligated to pay \$18,000.00 upon completion of this task. Upon acceptance of the design drawings, SPA will prepare construction documents including a layout plan, drainage plan, construction details and other

plans and specifications as may be required. Upon approval of the plans and specifications, the City will be obligated to pay SPA Skateparks \$12,000.00. Construction will commence upon agreement by the City for the project and Notice to Proceed by the City. The project will be inspected by a qualified inspector who is familiar with Skateparks. Scope of Work "Exhibit A" has been provided.

Marissa Skiles took the opportunity to discuss the Wings of Eagles organization. The organization is made up of youth skaters that meet weekly to fellowship and work on homework with volunteers. Once a month they volunteer their time on community projects. They try to be very active in the community. They have held fundraisers to raise money for the skate park and provide meals for youth when they meet.

6. Discussion regarding base pricing and design for Campbell Park Pavilion.

Finley deGraffenried, City Manager presented Council with the estimates provided by LAMCO. The base pricing for the pavilion is \$100,185.00, the options include 4' or 2' depth fill w/compacted base for pad, rainwater collection tanks and led lighting. The Geotechnical Survey recommends 4' depth; which is what Staff recommends as well.

Council member Clark questioned who added the rainwater tanks to the proposal; Mr. deGraffenried advised it has been an option that has been discussed. Council member Morris advised that he understands that the City provides water to the Community Garden up to 5,000 gallons. Mr. Morris wanted to validate any savings.

Janet Crozier addressed Council with the difference between rainwater and City water. The benefit of rainwater helps the garden tremendously. Council member Morris asked about the Community Garden funding the maintenance of the rainwater system. Mrs. Crozier advised she has been applying for grants and trying to raise money to offset costs.

Robin Gradel addressed Council about the weekend visitors to the Sculpture Garden, Nature Park and the Community Garden; with the pavilion and Skatepark it will only add to the activity at Campbell Park. The use of the pavilion will be rented out similar to other City facilities.

7. Discussion regarding phased implementation of the newly adopted Comprehensive Plan Discussion.

Mr. deGraffenried discussed rolling out the Comprehensive Plan implementation 2-4 objectives at each meeting, focus on short term goals first. Council consideration to adjust schedule, define action steps, modify as needed.

Element 1: Growth & Community Character

*1.1.4 Objective: Encourage the development of new retail and entertainment uses that provide residents the services they need without having to leave the City limits.*

**Action Steps**

- Review, identify and encourage, through zoning regulations, areas of highest and best use for hospitality and retail businesses.
- Maintain property inventory and contact with real estate developers, property owners, and prospects
- Work with Stakeholders (Chamber of Commerce, merchants, and property owners) to identify and promote opportunities for current businesses
- Review options for latitude in building codes for older/historic renovation

- Review retail leakage reports. Confer with stakeholders, developers, and merchants to encourage expansion of offerings

*Element 1.3.4 Strengthen enforcement and incentives throughout the City to maintain the quality of neighborhood character and renovate older structures in disrepair.*

**Action Steps**

- Develop comprehensive Code Enforcement Goals and Action steps with Council and Stakeholders
- Prepare and map inventory of purported substandard/dangerous structures with deficiencies to Code. Report periodically to Council re progress
- Continue to provide incentives for commercial upgrades to meet life/safety code (EDC with possible City participation)
- Budget funds for demolition to be utilized after all administrative and criminal remedies are exhausted
- Meet with Ministerial Alliance and other public assistance agencies regarding in-kind or volunteer assistance to homeowners in need to bring properties into compliance
  - FT Hood Support
  - Community Service

Element 2: Updating Infrastructure and Critical Services.

*Element 2.3.1 Improve service and prepare for growth by investing in improvements to the City’s water pressure planes.*

**Action Steps**

- Implement recommendations of Western Pressure Plane study
- Implement recommended improvements to Spring Street Pump Station
- Inventory undeveloped property currently within City's CCN to determine future needs and capacities

*Element 2.3.2 Develop a comprehensive water/wastewater master plan to help identify long-term water and wastewater needs.*

**Action Steps**

- In consultation with Council and Stakeholders, develop preliminarily scope for Water/Wastewater Master Plan
- Develop RFQ for procurement of Engineering firm to provide plan deliverables
- In the alternative, identify and procure directly with qualified firm to provide plan deliverables

Council agreed to review Comprehensive Plan implementation goals and objectives from previous workshop and review two (2) new objectives going forward.

Council was asked to provide two (2) additional bullet points to each objective that was discussed this evening to discuss at the October 25, 2021 Council Meeting.

8. Discussion regarding any item on the regular agenda

Council member Clark requested that those items that need further consideration be placed on the regular session for action the following meeting after discussion during workshop; Mayor Pro Tem Williamson agreed that some items take longer to study. There were no additional comments.

9. Adjourn Workshop Session

Council member Pearce moved to adjourn workshop at 7:33 p.m.; Council member Clark seconded the motion and with a unanimous vote, the motion carried.

Without objection Council took at 10-minute break

<b>REGULAR SESSION</b>
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**ANNOUNCEMENTS**

A. Call to Order

Mayor Monroe called the Regular Session to order at 7:43 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

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> 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 <b>that is included</b> on the Agenda may do so at this time.
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There were no citizen comments

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on September 27, 2021

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	<b>CONSENT AGENDA</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from September 1, 2021- September 30, 2021
3.2	Discussion and possible action regarding the August 2021 Investment Report

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

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>
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5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- Pre-Treatment** As reported after the August 26 meeting between the parties and related consulting engineers, City staff have been collecting additional effluent samples at varied times and intervals. Staff reports that one additional sampling period has been requested which should be completed in the next 7 days. Additionally, representatives from SAF/DAF manufacturers will be in Lampasas on October 12 to conduct jar testing to assess treatment specification and ability. Additional work related to an updated site plan is forthcoming based on data collection and technology specified.
- Work Plan** On July 7<sup>th</sup>, Council participated in a planning session that unfortunately required more time. With the FY 2022 budget looming, Council directed that additional planning be conducted after completion of the financial forecast. To that end, staff seeks Council input and direction to complete the July agenda, which includes discussion regarding the Council Needs and Priorities Survey. Based on a recent inquiry regarding the need for a unified City direction, the discussion and related focus may be timely.
- Eclipse** An Eclipse planning group has scheduled January 13, 2022 at 6:00 p.m. at the Old Middle School for the next community meeting. The venue was chosen in anticipation of a greater attendance for the purpose of filling committee positions. As previously reported, the City's primary planning contribution will be related to public safety and utilities.
- ACM** To date the City has received 24 applications for the position of Assistant City Manager. Staff is generally impressed with candidates and has preliminarily culled the number to 11. Staff is targeting the first week of November for interviews and seeks Council input regarding participation, as has been the practice in the past.
- Wayfinding** Based on follow-up to the identified Council budget priority of a Way-finding signage, Becky Sims has initiated contact with a vendor that presented to the CIP Committee this spring. At a future meeting, Becky will present options related to an abbreviated scope to include manufacturing and placement. Typically, design services, including branding, drive the cost of a Way-finding program up substantially.

5.2	MAYOR'S COMMENTS
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Mayor Monroe inquired about Council moving back to the dais; Council agreed, Effective October 25, 2021 Council will move back to the dais.

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 award of design and specification contract with Reliance
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	Architecture for Structural Remediation, Renovations and Addition to Hostess House in an amount not to exceed \$130,570.00.
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No action taken on this item.

7.2	Discussion and possible action regarding award of Design/Build Contract with SPA Skateparks for design and construction of a Skatepark in Campbell Park.
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Council member Kuehne moved to approve the Design/Build Contract with SPA Skateparks for design and construction of a Skatepark in Campbell Park, the motion was seconded by Council member Goodart and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding base pricing and design with options for Campbell Park Pavilion in an amount not to exceed \$175,885.00.
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Council member Clark moved to approve the base pricing and design with options for Campbell Park Pavilion in an amount not to exceed \$175,885.00, the motion was seconded by Mayor Pro Tem Williamson, Mayor Monroe opened the floor for questions. Council member Kuehne would like to increase the amount not to exceed to \$200,000.00 as originally earmarked. Council member Clark revised his motion to approve the base pricing and design with options for Campbell Park Pavilion in an amount not to exceed \$200,000.00, the motion was seconded by Mayor Pro-Tem Williamson, Mayor Monroe opened the floor for questions, Council member Morris would like to look at other options for the Pavilion such as a caterer kitchen instead of the rainwater catchment, with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding RFP for Airport Terminal Improvements.
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Council member Kuehne moved to approve Staff to proceed with creating a Request for Professional Services (RFP) for Airport Terminal Improvements, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the award of contract for utility line tree trimming to LCRA and McCoy Tree Surgery in an amount not to exceed \$150,000.00
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Council member Clark moved to approve the award of contract for utility line tree trimming to LCRA and McCoy Tree Surgery in an amount not to exceed \$150,000.00, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding reappointment/appointment of board members to the Construction Board of Adjustment and Appeal.
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Mayor Pro Tem Williamson moved to approve the reappointment of Ron Farr and Richard Procter and the appointment of Aaron Sanders to the Construction Board of Adjustment and Appeal.

7.7	Discussion and possible action regarding reappointment of board members to the Capital Improvement Program Committee (CIP)
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Council member Kuehne moved to approve the reappointment of Chuck Williamson, Donnell Rathman, Shirley Blake, Gail Long, Bob McCauley, Dianna Hodges and Neal Leavell to the Capital Improvement Program

Committee (CIP), the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding reappointment of board members to the Planning & Zoning Commission.
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Mayor Pro Tem Williamson moved to approve the reappointment of James Skinner, Dorothy Person and Marissa Canales to the Planning & Zoning Commission, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.9	Discussion and possible action regarding reappointment of board members to the Zoning Board of Adjustment.
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Council member Morris moved to approve the reappointment of Charley Kennington, Bob Caughron, Laurie Henderson and Danielle Shepard to the Zoning Board of Adjustment, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.10	Discussion and possible action regarding reappointment of board members to the Airport Zoning Board of Adjustment.
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Council member Kuehne moved to approve the reappointment of Gordon Thornton and Ron Jose to the Airport Zoning Board of Adjustment, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.11	Discussion and possible action regarding reappointment of board members to the Parks and Recreation Advisory Board.
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Council member Morris moved to approve the reappointment of Robin Gradel, Shane Jones and Tasha Bates to the Parks and Recreation Advisory Board, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

Adjourn into Executive Session

Council member Morris moved to adjourn into Executive Session at 8:03 p.m., the motion was seconded by Kuehne and with a unanimous vote, the motion carried.

<b>EXECUTIVE SESSION</b>
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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 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.

Adjourn Executive Session and reconvene Regular Session at 8:14 p.m.

<b>REGULAR SESSION</b>
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Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no formal action taken on items presented during Executive Session

Adjourn

Council member Kuehne moved to adjourn the meeting at 8:15 p.m., the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
TJ Monroe, Mayor

ATTEST:

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Becky Sims, City Secretary