

Minutes of the 2021 City Council Planning Session of the
Governing Body of the City of Lampasas
Wednesday, July 7, 2021
Historic Hostess House
1600 S. Hwy 281
Lampasas, Texas 76550

Council Present

Mayor Monroe
Randy Clark
Mayor Pro-Tem Williamson
Herb Pearce
Bob Goodart
Zachary Morris
Cathy Kuehne

Staff Present

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Van Sims, WWW Operations Manager
Stephen Sewell, Plant Operations Supervisor
Jody Cummings, Asst Police Chief
Jeff Smith, Fire Chief
Chris Eicher, Parks Director

I. Call to order

The session was called to order at 8:36 am

II. Welcome and Review Objectives, Expectations and Format of Session

Finley deGraffenried, City Manager discussed objectives for the session, to engage in open discussions, understanding processes, priorities, funding, where we are and where we are going, It is the hope that at the end of the session that the desired outcome is met.

Mayor Monroe welcomed everyone and thanked Staff for putting this together. She encouraged Council to engage in conversation and ask questions. She clarified that if any Council member would like items to be placed on the Council agenda they are entitled; however for any item to move forward it takes a vote of four Council members. Mr. deGraffenried reiterated that he will typically place an item on his City Manager Report for Council consideration and direction. If Council chooses to explore the various item it may be placed on Workshop at a future meeting, then move forward as an action item on the Regular Session.

III. Discussion regarding Council Satisfaction Survey

Due to time constraints this item was not discussed

IV. Presentations by Jones-Heroy & Associates and Reliance Architecture, LLC

Jason Jones, Jones-Heroy & Associates presented the City of Lampasas (City) and Ajinomoto Foods (AFNA) Pretreatment Facility and Main WWTP Solids Handling Improvements Preliminary Engineering Report (February 2021 Study)

Pretreatment Study Timeline

- November – December 2018: Developed Study Scope of Work with City Staff

- April – July 2019: Temporary WW Bypass Flow Meter Installed by City Staff
- January 2020: City Authorized Pretreatment Study with AFNA Cost Share
- April 2020 – June 2020: Study Directed Water Quality Data Collection by City Staff
- August – September 2020: Preliminary Findings Presented to City Staff and Council
- December 2020 – January 2021: Final Report Presented to City Staff and Council
- February 2021: Final Report Updated per AFNA Comments
- May 2021: Initial Meeting with City and AFNA Staff and Consultants
- June 2021: Meeting with City and AFNA Staff and Consultants to Discuss AFNA Proposal

Similarities Between AFNA Proposal and February 2021 Study

- Recognition that existing pretreatment facilities and onsite grease interceptors are undersized and overloaded.
- Similar hydraulic capacity requirements (average and peak wastewater flow)
- Recommendations include additional grease interceptor capacity, lift station upgrades, additional aeration capacity, and clarification improvements.

Differences Between AFNA Proposal and February 2021 Study

- Design Criteria: AFNA Proposal used flow values similar to the February 2021 Study, but water quality design assumptions are lower and based on a reduced dataset (BOD, TSS).
- Facility Sizing: February 2021 Study relied on minimum TCEQ requirements for basin sizing, AFNA Proposal relied on modified design practices and equipment standard in industrial pretreatment applications which results in smaller basin sizes.
- Proposed Improvements: February 2021 Study recommends utilizing standard treatment practices used in the municipal wastewater treatment industry and common to wastewater treatment plant operators, AFNA Proposal recommends package pretreatment technology common in industrial applications including Dissolved Air Flotation (DAF) or Suspended Air Flotation (SAF) clarifier. February 2021 Study recommends concrete basins for longevity versus steel basins assumed in the AFNA Proposal.
- FOG Removal: AFNA Proposal recommends onsite grease interceptors with a reduced capacity than what was recommended in the February 2021 Study (8,000 gallons versus 16,000 gallons).
- Solids Handling: AFNA Proposal did not consider the upgrades required at the City's solids handling facilities (digester basins, sludge belt press).
- Septic Haulers: AFNA Proposal did not consider the pretreatment of septic hauling waste which is currently being accepted directly into the Main WWTP.

Next Steps and Considerations

- City and JHA to review operation, maintenance, and solids handling considerations of proposed DAF/SAF technology.
- JHA to confirm TCEQ requirements for facility design criteria on City owned pretreatment facilities, and review potential construction cost savings of proposed SAF / DAF technology.
- JHA to coordinate with AFNA Consultants to obtain calculations and clarify reasons for differences in water quality design criteria and facility sizing requirements.
- City and JHA to prepare memorandum summarizing AFNA Proposal review comments and additional information needs from AFNA.
- City to install recommended bypass flow meter and composite sampling station.
- AFNA continuing to pursue its consultant's recommendations to install onsite grease interceptors based on agreed upon sizing requirements.
- AFNA continuing to pursue its consultant's process recommendations to reduce peak flows and frequency of plant washdowns per USDA requirements.
- JHA to prepare updated project recommendations and construction cost estimates for 'Phase 1 Pretreatment Facility Improvements'.

Antonio Naylor, Reliance Architecture, LLC presented the different scopes to be considered for the Hostess House Improvements, the various schemes include the following options:

- Additional bathroom and elevator access from ballroom
- Mechanical upgrades
- Additional storage on both floors
- Improved Kitchen (Catering)
- Lighting Improvements
- Covered Outdoor Area
- Safety improvements to pool area by stairs
- Railing Improvements (structural engineer review)
- Replace Wood Screening (CMU Wall)
- Possible Storage (crawl space)
- Increase Occupancy

Things to consider:

Scope of Project

Project Start Time/End Time

Reservation Cut-Off

Investment in the Community/Tourism as ROI

V. Discussion regarding Hot Fund Projects

Council toured the Historic Colored School located on College Street. The hope is that the building can be utilized as a small public meeting space or event venue. There were some initial electrical and mechanical improvements in 2017. There are finishing touches that need to be done and the building will need a bathroom. Council asked for the initial scope of rehabilitation and specific uses to be outlined.

Council had the opportunity to tour the New Hope Baptist Church that is located next to the Historic Colored School. The City has been given the opportunity to oversee the future of the Church building. It has potential to be an extension of the Historic Colored School as an extended venue area and provide the needed bathrooms.

Antonio Naylor, Reliance Architect provided Council with his initial thoughts of the building. The building has great bones, has been cared for over the years; while it will need a geo tech survey and possible structural engineer assessment it would greatly compliment the Historic Colored School.

Council discussion included the following for HOT Fund Projects

- *Hostess House is Priority*
- *Project Costs for Campbell Park Pavilion- \$125K*
- *Skate Park- 3-4K*
 - *Community Fundraising/Outreach*
 - *Contract-Design?*
 - *Concept Plan*
 - *Add ons*
 - *Lighting*
 - *Ada*
 - *Landscaping*
 - *Next steps*
- *Campbell Park, Hanna Springs, Nature Park*
 - *Additional Parking Needs*
- *580 Sports Park Bike & Hike Trail*
 - *Scope Options*
 - *Local relationships*
 - *Volunteer opportunities*
- *Wayfinding signage*
 - *Local Attractions Map*
- *Fencing/Deck- Hanna Springs*
- *Community Contributions (Chamber Events etc.)*
- *New Hope Baptist Church*
 - *Community Outreach*
 - *Church/Government*
 - *Historical Marking?*
 - *Rehabilitation Costs?*

- *Consensus that project was more appropriate to private funding assistance rather than City participation.*

VI. Discussion regarding City Projects

Budgeted

- *East Third Paving and Rehab*
- *Water Meter Installation*
- *MY GOV Implementation*
- *Public Safety Communications*
- *Cemetery Pole Barn*
- *Brook Park Retaining Wall*
- *Comprehensive Plan*
- *Upper Pressure Plan Study*
- *IT Building Improvements*
- *Chip Readers*
- *Electric Extensions (Developments)*
- *Sweeper*
- *Vac Truck*

Emergency

- *West Third Culvert Replacement*
- *East Avenue H Culvert & Undermining*

HOT Fund

- *Campbell Park Pavilion*
- *Skate Park*
- *Hostess House Rehab*
- *580 Hike & Bike Trails*

LEDC

- *Business Park Phase I Infrastructure*

Unbudgeted

- *Pre-treatment Upgrades*
- *Interceptor Evaluation*
- *2020 CDBG*
- *Internet Deployment*
- *Industrial Park Property*

*CIP Report- present to Council July 12, 2021
Comprehensive Plan-*

- *Adopted April 2021*
- *Final Plan Received from Halff & Assoc-*
- *Provided to Council July 2, 2021.*
- *Implementation will be a Step Process*
- *Staff & Council Engagement*

FY21-22 Budget

- *Initial Roll Out July 26, 2021*
- *Department Review with CM*
- *Department Presentations with Council*

Organizational Structure/Development/ Compensation

Current Staffing-

- *Identify needs/gaps*

Organizational Structure and Positions for Future

- *ACM Responsibilities*
- *Fire Department-Proposed Restructure*

Third Party Assessment- Not favored by Council at this time

Personnel Goals

- *Increase Competency & Efficiency*
- *Ensure Fair Compensation*
- *Improve Customer Service*
- *Improve Quality of Candidates*

VII. Discussion and Development of 2021 Council Work Plan

Due to time constraints this item was not discussed

VIII. Review and Summary of Identified Tasks/Unfinished Business

This will be created as the remaining items are discussed

IX. Adjourn and Tour of City Facilities

Business was finished for the day at approximately 3:45 p.m. Tours of City Facilities will be scheduled at Council request.

PASSED AND APPROVED this _____ day of _____, 2021.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary