

**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, November 22, 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
Zachary Morris
Cathy Kuehne

City Staff Present:

Finley deGraffenried, City Manager
Yvonne Moreno, Finance Director
Becky Sims, City Secretary
Jeffrey Smith, Fire Chief
Monica Wright, IT Director
Mandy Walsh, EDC Director
Sammy Bailey, Police Chief
Jody Cummings, Assistant Police Chief
Chris Eicher, Parks Director (Workshop Only)
Vicki Tower, Parks Secretary (Workshop Only)
Charlie Boswell, Lt. Investigator
Chuck Montgomery, Patrol Lt.
Kelli Sanguinet, Communications Supervisor

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Monroe called the workshop session to order at 5:30 p.m.

Without objection, Mayor Monroe moved directly to item 6.

6. Discussion regarding fencing and improvements to Hanna Springs at Campbell Park

Boyce Cabaniss, Lampasas County Historic Commission presented Council with a proposal for the Hanna Springs located at Campbell Park. Mr. Cabaniss presented pictures and provided history of the Hanna Springs. The Historic Commission would like the fencing be restored to its previous historic condition and be able to see the spring without any obstruction. They would like to have the wall removed/lowered to the original design and install a six-foot rod iron safety fence designed by Oldham painted green to match the Historic Downtown. They have been quoted \$6500 to remove the wall from a local mason. While formal project quotes have not been obtained they are hopeful that the project will not exceed the \$60,000.00 budgeted for this project. The Historic Commission did present this proposal to the Parks Board, who were in favor of this project.

The springs will be maintained and cleaned periodically by volunteers. Texas Municipal League (Risk Pool) has been consulted to verify fence safety requirements.

At Council direction Staff will proceed with getting cost estimates for removal of wall and new fencing including the installation and footings for the fence.

2. Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following updates:

Active cases in the State of Texas- 67,278

New cases in the State of Texas- 1,398

- Hospitalizations across the State- 2,618
- Active cases in Lampasas County- 29
- Lampasas County Fatalities- 66
- Hospitalizations in Trauma Service Area L- 22
 - 21- hospitalized adults
 - 9- adults in ICU
 - 1- Pediatric Cases
- Lampasas County (76550 Only)
 - At least one shot- 5,880
 - Fully vaccinated- 5,135

3. Discussion regarding review of short-term goals of the Comprehensive Plan Implementation.

Finley deGraffenried, City Manager provided an overview of the short-term goals discussed over the past few meetings. Of the 18 objectives, there are 68 action steps. The action steps will move forward as priorities are identified, funding is available, and timing between Staff and Council is determined. Target dates will be added as priorities are identified. Staff wanted to provide Council with clear first steps and easy to follow format that would work similar to a score card/check list.

Council had no additional questions, liked the format, and are ready to move forward.

4. Discussion regarding Council Work Session Agenda

Finley deGraffenried, City Manager advised this item has been placed on the workshop agenda to confirm date and time and to discuss where we left off at the July 7, 2021 meeting. The session was quite productive. Several items were covered at the work session such as the Hostess House, Pre-Treatment, Budget, Campbell Park Improvements, Organizational Structure and the Historic Colored School. This meeting will focus on the Comprehensive Plan and the Council Satisfaction Surveys.

Council agreed with the December 8th date and a 4:00 p.m. start time. Council member Clark asked for an agenda outline prior to the meeting, as well as, a project status update.

5. Discussion regarding Fire Department Incident Reporting and Billing

Jeff Smith, Fire Chief advised that per notification from Fire Recovery USA, who does third party billing for the Lampasas Fire Department, insurance companies are refusing to pay when the insured is not being billed directly for motor vehicle accidents. The Lampasas Fire Department does recover around \$7,000 annually for these types of responses.

Council would like Staff to research options on educating on how to properly bill, and report back to Council on how to proceed.

7. Discussion regarding Wayfinding Signage

Becky Sims, City Secretary presented the following:

Wayfinding- *Helping People in Motion Navigate a New Place*

Goals

- Increase awareness of Lampasas
- Promote business and historical landmarks
- Provide a positive experience for visitors and locals
- Increase merchant revenues and foot traffic
- Take advantage of highway(s) 190,183 & 281.

Sign Examples



Estimated cost for these signs range from \$3,000-\$5,000 depending on contractor, size, material & detail.

Strategy

Identify Quick Wins

- Phased Project
- Resources
- Sign Visibility- Size/Color
- Sign Placement
- Specific/Generic
- Changeable

Sign Mock-ups



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| HISTORIC DOWNTOWN |
| LAMPASAS COUNTY MUSEUM |
| LAMPASAS COUNTY COURTHOUSE |
| SHOPPING |
| DINING |
| ENTERTAINMENT |
| HANNA SPRINGS POOL |
| LIBRARY |
| CAMPBELL PARK |
| POLICE DEPARTMENT |
| FIRE DEPARTMENT |
| CITY ADMINISTRATION |

PUBLIC WORKS

Consideration

- Sign Material/Maintenance
- Branding/Consistency
- TxDOT Regulations
- Track Successes
- Sign Master Plan (Phased/Budget/Funding)
- Community Involvement
- Stakeholder Satisfaction

Request for Proposals (RFP)

- Purpose
- Expectations
- Timing

Next Steps

- Council Guidance
- Areas of Focus
- Expectations
- Timeline

8. Discussion regarding any item on the regular agenda

There was no discussion.

9. Adjourn Workshop Session

Mayor Pro Tem Williamson moved to adjourn workshop at 6:27 p.m.; Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

Mayor Monroe called the Regular Session to order at 6:28 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

Council recognized Scott Haverly for five years of service with the City of Lampasas.

PUBLIC HEARINGS/CITIZEN COMMENTS

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| 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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There were no citizen comments

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| 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

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| 1.3 | Public Hearing to receive citizen comments regarding a request to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition. |
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Becky Sims, City Secretary/Zoning Administrator advised of the following:

- Terence Roberts and Tom Lancaster are asking Council consideration to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition.
- The block is owned by Mr. Roberts and Mr. Lancaster.
- The alley is located directly behind the home at 200 N. Spring Street; owned by Mr. Roberts.
- Staff has verified that there is no water, sewer or electric in the alley and notices were sent to other utility providers as required by law.
- Certified letters were mailed to eighteen (18) property owners within 200 ft of the described property; to date we have received no written testimony referencing the request.

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| 2.0 | MINUTES |
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| 2.1 | Discussion and possible action concerning the approval of minutes of the Regular Meeting held on November 8, 2021 |
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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.

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| 3.0 | CONSENT AGENDA |
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| 3.1 | Discussion and possible action regarding the second reading of an Ordinance to amend Appendix A- Fee Schedule in the City of Lampasas Code of Ordinances by adding fees related to WI-FI “Hot Spot” device lending. |
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Mayor Pro Tem Williamson moved to approve the consent agenda as presented, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.

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| 4.0 | BOARDS/DEPARTMENT REPORTS |
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Sammy Bailey, Police Chief presented the Lampasas Police Department Annual Report with Assistant Police Chief Cummings, Lt Investigator Boswell, Patrol Lt. Montgomery and Communications Supervisor Sanguinet.

- Citizens Police Academy Alumni Association (CPAAA)
 - 16 full time members/31 community events
- 2021 Challenges
 - Safety, Health, Political & Economic
 - Personnel Challenges and Changes
 - New Laws
 - Incarceration Rules
- Changes in Policing in General
 - Diversity
 - Earned Respect
 - Negativity
- Community Relations
 - 237 Public Relations Events
- 32 Police Department Staff Members
 - 21 Sworn Personnel

- 2 Firefighters
- 11 Non-Sworn Personnel
- Law Enforcement Community Services
 - Quality of Life
 - 9,539 calls to date (avg. 935 calls per month)
 - Crashes
 - 253 crashed to date (238 minor/15 major- avg. 25 per month)
 - 9-1-1/Medical/Crisis
 - 31,209 calls to date (2,449 9-1-1 calls- avg. 245 calls per month)
 - 51 persons in crisis (5 per month)
 - 15 emergency detention orders (1.5 per month)
 - Strong Work Ethics
 - Unlock cars/ motorist assist (478 to date)
 - Escorts (583 to date)
- Branding
 - Servant Leaders
 - Community Volunteers/Leaders
 - Family Oriented
- Community Safety
 - 835 Citations
 - 3,894 Warnings
 - 474 Adult Arrest/49 Juveniles Detained
 - 37 DWI
 - 123 Drug Related
 - 20 Smoking/Vaping in Public
- Investigation of/ Solving Crimes/Lawful Apprehension/Prosecutor Assist
 - 1312 Total Cases Reported/1466 Cleared/270 Incident Reports
 - 3048 cases- Supervisor/Investigator Review/ 3 Investigators
 - All 3048 are reviewed by the Communications Supervisor/Prepared for Prosecutors Office
 - 312 open records requests completed
- Code Enforcement (509 complaints to date)
- Animal Control 1695 animal calls/566 impounded animals
- Animal Shelter (animals cared for YTD)
 - 446 dogs
 - 179 cats
 - 32 other animals
- 2020/2021 Equipment Update
 - New Phone System
 - Public Safety Communications System
 - Computer Aided Dispatch System
 - Body Worn Cameras Updated
- Fleet
 - 24 police units
 - (2) need to replaced (2010/2011 Crown Vic)
- Staff preparing for Chief Bailey’s Retirement in March 2022.

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| | ROUTINE MATTERS |
| 5.1 | City Manager’s Operational Report |

City Manager deGraffenried reviewed his report:

281 South Utility staff met with TxDOT planners this week to discuss, in greater detail, utility conflicts with the South 281 improvement project. Although staff understood the improvements to the 281 and Naruna intersection would potential require electric relocation; it now appears an 8” water line will need to be moved on the west side of 281 near Hancock Park. Staff has also discussed relocating approximately 540 feet of an 18” water line in the vicinity of the old Hart’s Bar-B-Que out of concern that the line could be damaged during construction. Staff will continue to assess utility relocation with consulting engineers and report as discussion continues.

Georgetown Tank As discussed through the budget process, KWSC has received bids for interior and exterior coating to the Georgetown Tank. The tank is a contractually identified *covered tank* for which the City is financially responsible for shared costs. The good news is that the preferred bid is approximately \$100,000.00 less than estimated. KWSC did also bid, as an alternate, a mixing upgrade to improve residual disinfectant levels in the tank that staff and Jason Jones plan to discuss with Council on December 13th. Although the City is not contractually responsible for participation with the mixing upgrade, the benefits may be compelling and worthy of discussion.

Milfoil Two treatments, and it is virtually gone. If you haven’t been to the Creek, there is a marked improvement due to the effectiveness of the milfoil treatment. Contractors will return in the next several weeks to treat the Creek on the Golf Course side from the dam to the west. Chris has also asked that the City be scheduled in the Spring for maintenance treatments.

LCAD Software During the budget process, staff discussed the shortcomings of the LCAD software which also resulted in delays in determining the effective and roll-back ad valorem rates. The CAD provided the attached information regarding software that should greatly improve their effectiveness and efficiency in appraisals, mapping, collection calculation, etc. It does come at a cost of approximately \$546,000.00, which is proposed to be spread over 7 years, beginning likely in FY 2023. The cost, per taxing entity, is based on percent of total levy, and for the City would be approximately 6%, or \$4,800.00 annually for the 7 years. The LCAD Board will be considering formal action on the software after publication of this memo, but before Monday’s meeting. It is staff’s understanding, the taxing entities would then have 30 days to approve, deny, or approve by no action.

Project Updates Mr. Naylor reports that as-builts are being completed and survey and Geotech investigation have been ordered. The pavilion contractor has met with staff and representatives from LAFTA on site to confirm the pad location. The orientation of the pavilion will be adjusted slightly due to the increase in footprint from 60’x80’ to 60’x100’. The contractor indicated pad work would commence in January or February. Staff has also discussed next steps for the wastewater pretreatment project with consulting engineers, and are hopeful for a design proposal by year end. Staff will also discuss implementation and cost methodology with beneficiaries.

Christmas Events Just a quick reminder, the Annual Community lunch and Christmas toy drive will be held on December 6th at the Fire Department. Please bring a toy or donation and enjoy holiday fellowship. Also plan on attending the Carol of Lights December 4th, and Christmas on the Creek events December 11th.

Staff Staff would like to recognize employees who began their career with the City of Lampasas in November: Scott Haverly, 5 years; Charlie Boswell, 18 years; Jacob Hummer, 8 years; Derrick Eicher, 6 year; Mary Mendez, 14 years; Joe Schwartz, 14 years; Mary Garcia, 4 years; Dylan Boivin, 1 year; Micah Harry, 7 years; Joshua Palacio, 6 years; Nick Roberts, 9 years; Duane Griffith, 12 years.

Assistant City Manager As of publication, staff does not have any updates to provide Council, however; if information is available prior to the meeting it will be reported verbally.

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| 5.2 | MAYOR'S COMMENTS |
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No comments this evening from Mayor Monroe.

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| 6.0 | UNFINISHED BUSINESS |
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There was no unfinished business.

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| 7.0 | NEW BUSINESS |
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| 7.1 | Discussion and possible action to consider a request from Terrence Roberts and Tom Lancaster to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition. |
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Mayor Pro Tem Williamson moved to approve the first reading of an Ordinance to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

Adjourn into Executive Session

Mayor Pro-Tem Williamson moved to adjourn into Executive Session at 7:17 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

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| EXECUTIVE SESSION |
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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.

Section 551.072 (deliberations about real property) - Deliberation concerning the potential purchase, exchange, lease, acquisition, sale and/or value of real property.

Adjourn Executive Session and Reconvene Regular Session

Council member Morris moved to reconvene into Regular Session at 7:43 p.m., Mayor Pro-Tem Williamson seconded the motion and with a unanimous vote, the motion carried.

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| REGULAR SESSION |
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Discussion and possible action concerning items posted and discussed by Council in Executive Session

Council member Clark moved to authorize the City Manager to negotiate, finalize and execute a Chapter 380 agreement for improvements to the Public Right of Way for Economic Development purposes within parameters discussed in Closed Session, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Council member Clark moved to authorize the City Manager to negotiate, finalize and execute a Chapter 380 agreement for electric improvements for Economic Development purposes within parameters discussed in Closed Session, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.

Council member Kuehne moved to authorize the City Manager and City Attorney to negotiate conveyance documents related to acquisition of real property within parameters discussed in Closed Session and to bring back to Council for consideration, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Williamson moved to adjourn the meeting at 7:46 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:

Becky Sims, City Secretary