

**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, January 10, 2022
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
Cathy Kuehne
Chuck Williamson
Bob Goodart

Council Members Absent

Zachary Morris
Randy Clark

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Yvonne Moreno, Finance Director
Becky Sims, City Secretary
Jeffrey Smith, Fire Chief
Van Sims, WWW Operations Manager
Flint Geagley, Electric Superintendent
Carlos Garcia, Street Supervisor
Sammy Bailey, Police Chief
Jody Cummings, Assistant Police Chief

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Monroe called the workshop session to order at 5:31 p.m.

2 Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following updates:

- Total COVID-19 Cases to Date- 4,176,423
- Total Fatalities across the State- 75,281
- Active cases in the State of Texas- 340,151
- Hospitalizations across the State- 10,013
- Lampasas County Total Cases to Date- 3,336
- Active cases in Lampasas County- 252
- Lampasas County Fatalities- 72
- Hospitalizations in Trauma Service Area L- 146
 - 113- hospitalized adults
 - 27- adults in ICU
 - 16- patents on ventilator
 - 6- Pediatric Cases

Lampasas County (76550 Only)

- At least one shot- 6,098
- Fully vaccinated- 5,328
- Booster- 3,043

2. Discussion regarding setting a date and topics for February 2022 Council Work Session.

Finley deGraffenried, City Manager polled Council to select a date for the February 2022 Council Work Session. Those present agreed that the week of the February 7th-10th will work best for their schedules. The meeting will tentatively start at 4:00 p.m. The items to be covered will consist of Comprehensive Plan, Council Work Plan and summary of tasks and any unfinished business, as well as, any items Council would like to add.

Council member Pearce inquired about the Historic Colored School & New Hope Baptist Church.

Mr. deGraffenried will touch base with Council member Clark and Council member Morris to solidify a date and will present the tentative agenda at the January 24th Council Meeting.

3. Discussion and updates regarding FY 2021-year end Financial Report.

Mr. deGraffenreid took the time to brief Council on the challenges and impacts the City faced over the year. It was a tough year in some aspects with the Winter Storm and the Pandemic; however, Capital Improvement Projects and day to day operations were maintained and continued throughout the year. There were a few unbudgeted items such as the West Third Street drainage and the East Avenue H undermining project that had to be completed. The budget that Council approved and the expenditures that were made is represented in this report. The City has experienced challenges with workforce and supply chain (materials, transformers,

vehicles), which has impacted project completion deadlines. The City has maintained a healthy budget. Any funding pulled from reserves was for budgeted items. This report is pre-audit/pre-amendments.

The year end report includes the narrative that provides explanation on how operations, economic climate, COVID-19 Pandemic and Winter Storm Uri affected and influenced City finances, Performance by Major Accounts, Balance Sheets, Investment Report and Supplementals; such as HOT Fund comparison and additional balance sheets.

Council is asked to review the finance report in detail over the next two weeks and to consider acknowledgement of report at the January 24, 2022 Council Meeting.

4. Discussion regarding extension of an Emergency Ordinance for COVID-19 sick leave policy.

Yvonne Moreneo, Finance Director advised that the Emergency Ordinance expired December 31, 2021. When the Emergency Ordinance was adopted in 2020, the Sick Pool had 4,523 hours. In 2020, 2,154 hours were used by 45 employees due to COVID. In 2021, 49 employees contributed to the Sick Pool by donating 1,100 hours. In 2021, 2,639 hours were used by 54 employees. The Sick Pool balance was at 833 hours; however, during the month of January employees are able to contribute sick hours to the Sick Pool, up to 40 hours. As of today, the contributions were at 1,398 hours. Staff is asking Council to consider extending the Emergency Ordinance by providing an expiration date and protected hours per occurrence.

The consensus from Council is to extend the Ordinance for six months and allow up to 40 hours of paid job protection; based on the new CDC guidelines.

5. Discussion regarding TxDOT request to purchase City of Lampasas property on South Highway 281 for proposed improvements.

Mr deGraffenried reported to Council that as TxDOT proceeds with the South 281 Improvements they have asked to acquire City property for the widening of South Highway 281. The preliminary survey in the Council packet describes the needed property. TxDOT will prepare an offer for consideration, Staff is asking for Council input to act on Council's behalf of to bring offers to Council for final consideration. There is a corresponding action item on the regular agenda. The consensus is to allow the City Manager to finalize the agreement on Council's behalf.

6. Discussion regarding any item on the regular agenda

There was no discussion regarding items on the regular agenda.

7. Adjourn Workshop Session

Mayor Pro Tem Williamson moved to adjourn workshop at 6:12 p.m.; Council member Kuehne seconded the motion and with a unanimous vote, the motion carried. (Morris and Clark absent)

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| REGULAR SESSION |
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ANNOUNCEMENTS

A. Call to Order

Mayor Monroe called the Regular Session to order at 6:15 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

- Service Recognition
 - Shanda Subia- 15 years
- Special Olympics Athlete Recognition
 - Phillip Hallahan
 - Alexander Moya
 - Jeremy Maldonado

- Aaron Munoz
- John Hatley

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| | 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

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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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| 2.0 | MINUTES |
| 2.1 | Discussion and possible action concerning the approval of minutes of the Regular Meeting held on December 13, 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. (Morris and Clark absent)

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| 3.0 | CONSENT AGENDA |
| 3.1 | Discussion and possible action to approve the second reading of an Ordinance to approve, deny or approve with modifications a request for a Specific Use Permit for property described as Warren Badger First Tract 2.5 acres and Warren Badger Second Tract 2.55 acres of the Daniel Stanley Survey, Abstract No. 631; commonly known as 2209 S. Highway 183, Lampasas Texas, Lampasas County to allow for the sale of storage buildings. |
| 3.2 | Discussion and possible action regarding the second reading of an Ordinance amending the Adopted Budget for the Municipal Government of the City of Lampasas for the Fiscal Year of October 1, 2020 to September 30, 2021. |
| 3.3 | Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2021- December 31, 2021 |
| 3.4 | Discussion and possible action regarding the November 2021 Investment Report |

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

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| 4.0 | BOARDS/DEPARTMENT REPORTS |
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Public Works Monthly Report for Electric, Streets, Water/Wastewater

Carlos Garcia, Street Supervisor, Flint Geagley, Electric Superintendent and Van Sims, WWW Operations Manager took the opportunity to present Council an overview of their department’s performance over the last year.

Public Works is made up of 22 team members

The Street Department completed 92 work orders and is responsible for street patching, repairs, street sweeping, mowing, seal coating, brush chipping, tree trimming, sign maintenance and the Citizens Collection Station.

The Electric Department completed 1,104 work orders. Their daily responsibilities consist of the following:

- Service connects/disconnects
- New Service
- Service Builds
- Temporary Service
- Service Repairs
- Service Upgrades
- Pole Change-outs
- Line Locates
- Tree Trimming
- Power Outages

The WWW department completed 992 work orders. Their daily responsibilities consist of the following:

- Line Locates
- Meter Change Out Program
- Customer Service Calls
- Water Leaks
- Water Tap Installation/Repair
- Sewer Tap Installations
- Sewer Back-ups
- Sewer Line Repairs
- Identifying Service Availability
- Monthly Flushing
- Bac T Samples
- Disinfection Monitoring
- Nitrification Monitoring
- Lift Station Monitoring
- Required Sampling and Analysis by TCEQ for Plant
- Sludge Cake Removal
- Septic Waste Treatment

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

City Manager deGraffenried reviewed his report:

- ACM Staff is pleased to welcome Ryan Ward to the City of Lampasas as our new Assistant City Manager. Ryan will begin his duties with the City on January 10th, in time for the City’s first Council meeting of the new year. Ryan most recently served as Public Works Division Director for Santa Fe County, New Mexico; with prior service also for the City of Austin as Division Manager of the Transportation Department, and as a consultant and for TxDOT. Mr. Ward was selected from a candidate field of approximately 30.
- Residential Update Although in-fill development continues, staff reports that in Stone Valley only 13, out of the original 67 lots, remain undeveloped. 6 permits for single family units have been issued for Hillside Acres, and 4 lots are in various states of completion in Brodie Estates. Site and utility work have also commenced for the Hidden Oaks subdivision.
- Eclipse Meeting City staff, and hopefully some elected officials, will be in attendance for a community stakeholder Eclipse meeting on January 13th at 5:30 p.m. at the old Middle School. As Council is aware, Lampasas lies in the bullseye for one of the longest periods of eclipse totality on April 8, 2024, and will attract visitors from around the world. The City’s primary involvement in preparation will be public safety and health, and logistics.
- Interceptor Assessment Staff has received a draft of the City’s Interceptor Assessment conducted by Eckermann & Associates. Prior to receiving the stamped study, staff will meet with consultants to review and make comments to the report, which will then be prepared and presented to Council for further discussion and direction. Based on modeling estimates, it does appear that portions of two sewer interceptors may be undersized. Specific recommendations are not part of the draft, however will be discussed.
- LAFTA Events LAFTA representatives have reported upcoming events to City staff for this spring and fall in Campbell Park. An Art in the Park, family and children’s event, is being planned for May 7th to include music, arts and crafts stations, and food vendors. The event is scheduled the weekend prior to Mother’s Day to provide gift making opportunities for the kids. A sequel to the recent, and very successful, Boots and Blazers event is also being planned for October 15, 2022. Due to the need to book entertainment, and providing there is no objection, staff is seeking Council direction to approve the event, conditional upon Park Board review.
- Pretreatment Staff will be meeting with representatives from Ajinomoto Foods North America (“AFNA”) next week to discuss next steps and a possible framework for a construction and capacity agreement. Additionally, City consultants continue to prepare a design proposal for pre-treatment and plant upgrades, which should be available in the next 30 days, for future Council consideration. Without objection, staff may also make inquiry with our financial advisor regarding rate outlooks.

Skatepark New Line Skateparks has submitted a project timeline for staff review. As the contract indicates, the timeline allows for public input, conceptual design phase, design development, and construction documents. Bidding is tentatively targeted for September, 2022 with construction 1Q 2023. Council may also, with or without cause, terminate the contract at any point in the process.

East Third Street Line locates have been called in for the East Third Street project, which includes new grade, curb rehabilitation, accessibility, drainage, and paving. Staff and contractor have notified adjacent businesses and businesses that could have deliveries impacted. Project term is 120 days to substantial completion, on or about April 4, 2022.

Pavilion Excavation for the Campbell Park pavilion is scheduled to commence next week. Per the geo-tech recommendation, the contractor will excavate to a depth of 4 feet to allow for compacted select fill, and will also extend margins for fill approximately 5 feet on the perimeter. Per Council direction, an additional slab extension of 20 feet was also included in the final contracted price of \$178,047.85.

Ave C Project Contract documents have been executed for the CDBG West Ave C sewer replacement and extension project. The project scope calls for new sewer line installation from Key Ave to Porter on Ave C, approximately 3,300 feet. A notice to proceed has not been issued, however the project is contracted for 120 days.

Police Department The new year has brought new reporting and policy implementation requirements for the Lampasas Police Department. Chief Bailey reports that due to legislative requirements, the Department has submitted policies related to use of drones, use of force, and duty to intervene. Assistant Chief Cummings has also reported that two individuals have been selected to enter the Department's Cadet Program, where certification training will be provided and upon completion, placement with the City as Patrol Officers.

Library Dedication Please mark your calendars for Saturday, February 26th at 10:00 a.m. for the formal dedication of the Lampasas Library Park. The City is indebted to the Foundation Board for designing, funding and implementing this outstanding resource for our community. Cross your fingers for good weather.

Business Park A pre-bid meeting for interested contractors was conducted on January 4th for the Business Park road, drainage and utility project. 15 individuals, representing 5 general contractors or sub-contractors attended the meeting. Bid opening is scheduled January 18th at 2:00 p.m., with possible award by the LEDC Board on February 16th.

Staff Staff is pleased to recognize the following employees who began their City of Lampasas careers in December: Samantha McKenzie, 1 year; Shanda Subia, 15 years; Yvonne Moreno, 24 years; and Colt D'Spain, 1 year.

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| 5.2 | MAYOR'S COMMENTS |
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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 regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas |
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Mayor Pro-Tem Williamson moved to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried (Morris & Clark Absent)

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| 7.2 | Discussion and possible action regarding funding in the amount of \$5,000.00 to support the CTCOG Household Hazardous Waste Collection Event to be held in Kempner, Texas February 26, 2022. |
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Becky Sims, City Secretary presented this item on behalf of the Kempner City Manager, David Williams. Mrs. Sims advised that Council is being asked to commit \$5,000 to this event if additional funding is needed. Mrs. Sims also advised Council of the At Your Door Program that is currently available to the citizens of Lampasas to dispose of hazardous waste. Due to lack of motion by a Council member the request died and there was no action taken.

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| 7.3 | Discussion and possible action determining (14) wireless access point devices as surplus and authorizing staff to dispose of items per State Law. |
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Council member Kuehne moved to declare the (14) wireless access point devices as surplus and authorized staff to dispose of items per State Law, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris & Clark Absent)

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| 7.4 | Discuss and consider the selection of winner of website photo contest. |
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Council member Goodart moved to select photo number one, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris & Clark absent)

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| 7.5 | Discussion and possible action regarding an extension of an Emergency Ordinance temporarily amending Ordinance 1148, City of Lampasas Personnel Policy Manual Section 8.00 Leave Time, subsection 8.05 Family and Medical Leave, and subsection 8.15 Sick Leave Pool, in response to COVID-19. |
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Council member Kuehne moved to extend the Emergency Ordinance for six months and provide paid job-protected leave for 40 hours to both full time and part time employees who have been employed for at least 30 calendar days by the City, the motion was seconded by Council member Goodart and with a unanimous vote, the motion carried. (Morris and Clark Absent)

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| 7.6 | Discuss and consider restriction of certain amounts of General Fund, Fund Balance, for the purpose of purchasing a fire apparatus |
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Mayor Pro-Tem moved to approve designation of funds in the amount of \$400,000.00 for future purchase of Fire Apparatus, Council member Kuehne seconded the motion and with a unanimous vote, the motion carried. (Morris & Clark Absent)

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| 7.7 | Discussion and possible action regarding TxDOT request to purchase City of Lampasas property for South Highway 281 Improvement Project. |
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Council member Kuehne moved to authorize City Manager to finalize agreement and conveyance of City of Lampasas property for South Highway 281 Project, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris and Clark Absent)

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| 7.8 | Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 7, 2022 General Election |
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Council member Goodart moved to approve the Contract for Election Services between Lampasas County and City of Lampasas in the amount of \$5,467.35, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Morris and Clark Absent)

Adjourn- Mayor Pro-Tem Williamson moved to adjourn the meeting at 7:07 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris and Clark Absent)

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary