

**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 24, 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 Council Member Kuehne presiding.

Council Members Present:

Herb Pearce
Randy Clark
Bob Goodart
Zachary Morris

Council Members Absent

Mayor TJ Monroe
Chuck Williamson

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Monica Wright, IT Director
Becky Sims, City Secretary
Yvonne Moreno, Finance Director
Jody Cummings, Assistant Police Chief
Jeffry Smith, Fire Chief
Flint Geagley, Electric Superintendent

WORKSHOP SESSION

1. Call to order Workshop Session

Per Section II Meeting Rules and Procedures of the City Council Governance Policy, in the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Manager or City Secretary, and a temporary Chairperson shall be elected by Council members present.

City Manager deGraffenried called the meeting to order at 5:30 p.m. He asked for nominations on whom to conduct the meeting, then Council will vote by show of hands.

Council member Clark nominated Cathy Kuehne, Council member Morris nominated Herb Pearce. By show of hands, Council member Clark, Goodart & Kuehne voted for Council member Kuehne to conduct the meeting as temporary chair.

2. Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following updates:

- Total COVID-19 Cases to Date- 4,978,176.
- Total Fatalities across the State- 76,904.
- Hospitalizations across the State- 13,001.
- Lampasas County Total Cases to Date- 3,336
- Lampasas County Fatalities- 73
- Hospitalizations in Trauma Service Area L- 223
 - 162- hospitalized adults
 - 45- adults in ICU
 - 16- patents on ventilator
 - 16- Pediatric Cases

Lampasas County (76550 Only)

- At least one shot- 6,175
- Fully vaccinated- 5,386
- Booster- 3,353

3. Discussion regarding Council Work Session Agenda.

Finley deGraffenried, City Manager presented Council with the agreed upon date of February 7, 2022 to conduct the next round table session. Mr. deGraffenried provided Council the opportunity to review the draft agenda and add any additional items for discussion. Staff has added funding options; our financial advisor, Jennifer Ritter is not available however, Bart Fowler, Bond Counsel will be in attendance. Also, on the agenda is the Comprehensive Plan. Council member Clark inquired about the pre-treatment study, the pre-treatment study has been completed as previously communicated; however, the proposal for design and construction administration has not been received. Council member Clark inquired about the Skate Park. The kick off meeting is scheduled for January 25, 2022. SPA Skateparks will meet with the public and stakeholders prior to presenting a conceptual plan to Council to ensure it meets the needs of the community.

4. Discussion regarding FY 2021 year-end Financial Report presented to Council at the January 10, 2022 Council Meeting.

Council was given the opportunity to ask any additional questions prior to acknowledgment of year-end financial report during the regular session. At this time Council had no questions about the report.

6. Discussion regarding any item on the regular agenda

There was no discussion regarding items on the regular agenda.

7. Adjourn Workshop Session

Without objection Council member Kuehne went directly into Regular Session at 5:50 p.m.

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

Council member Kuehne called the meeting to order at 5:50 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

	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 the approval of minutes of the Regular Meeting held on January 10, 2022.

Council member Goodart moved to approve the minutes as presented, the motion was seconded by Council member Pearce, with Council member Clark abstaining the motion carried (Monroe & Williamson absent)

3.0	CONSENT AGENDA
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4.0	BOARDS/DEPARTMENT REPORTS
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Yvonne Moreno, Finance Director presented the Utility Billing and Collections

- Bessie White, Finance 7 years
- Felecia Vallejo, Utilities 10 years
- Mary Garcia, Utilities 4 years
- Pamela Torrez, Utilities 2 years
- Heather Mc Donald, Utilities 10 months
- Robyn White, Utilities 5 months
- Tom Zimpel, Meter Technician 11 years
- Jr. Spivey, Meter Technician 10 years (May)

MONEY COLLECTED

- Utility Billing
 - Web Payments
- Library collects, staff counts, inputs, and processes deposit.
- Golf Course collects, staff counts, inputs, and processes deposit.
- Hanna Pool collects, staff counts, inputs, and processes deposit.

- Hancock Pool collects, staff counts, inputs, and processes deposit.
- Citizen Collection Station collects, staff processes payments and deposit.
- Animal Shelter collects, staff processes payments and deposit.
- Airport Fuel, paid by credit card, staff processes payments.
- Parks/Parks Facilities Department, fees paid at City Hall.
- Online Building Permits, staff processes payment.
- Cemetery payments made at City Hall.
- Fire Dept. payments processed at City Hall.
- Court collects, staff processes deposit.
 - Web Payments
- **Processed 48,260 Receipts**

UTILITY BILLING

- Three Cycles
 - Due on the 5th, 15th and 25th
 - Two (2) Residential Cycles, 1 Commercial Cycle
 - Print and mail Late notices – due 10 days past due date
 - Door tags, then disconnection
 - Figure sewer rates on annual basis using Winter Averaging
 - **Day to Day Operations:**
 - Process NSF Checks
 - Process Refund Checks
 - Process Solar Read Credits
 - Work with Hill Country Community Action regarding pledges
 - Set up all utility accounts and process work orders
 - Set up bank drafts on accounts
 - Daily deposits
 - Prepare Adjustments to accounts as needed
 - Customer Service in person and over the phone
 - Record payments, Cash, Check, Money Order, Credit Cards
 - Count and process cash drawers daily

Number of Customers:

Water 3,591

Electric 5,043

Wastewater 2,869

Residential Garbage 2,730

WORK ORDERS

Turn on service	442 work orders
Disconnect service	422 work orders
Read In/Read Out	406 work orders
Service Change	90 work orders
Miscellaneous	70 work orders

FINANCE

- Annual Budget – Property Tax Calculations, Notifications
- Annual TML Workers Comp Audit
- 941 Employers Tax – Quarterly
- Record Fixed Assets – Annual Depreciation Schedules
- Accounts Receivable
- Prepare Journal Entries
- Accounts Payable – Processed 4,421 checks
- Payroll – Bi-Weekly
- Process Insurance Payments (Health, Vision/Dental, TMRS, Life) Monthly
- Process Longevity Checks Monthly
- Bank Reconciliations Monthly
- Large Cash/Concentration done daily
- Airport Fuel Reconcile Monthly
- Purchase Orders, review and send to departments
- Investments
- Record Sales Tax Receipts
- Report/Pay monthly sales tax owed to the State
- Close out books and install new budgets

FUTURE GOALS

- Update Utility Policy
- Update Cash Policy

- Continue in compliance with Card Readers
- Cross train all utility positions
- Utilize training opportunities
- Continue meter change out program for both electric and water
- Continue to provide excellent customer service to all of our citizens

	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

Auditors	Yvonne reports the auditors will be in town starting the week of January 24 th . She is currently assembling 24 sets of requested financial documents for their sampling and review. Staff anticipates the auditors will be in City Hall for two weeks, with the Audit delivered by the end of March. In previous years, the Audit has been reviewed by an ad hoc Audit Committee prior to placement on the Council agenda for formal acceptance.
LEDC	The LEDC Board met on January 19 th to review financials, progress of the Business Park, and digital and print marketing programs. The Board, by consensus, preferred a financial report incorporating a 36-month trend for both financial statements and cash balances. Bid opening for the Business Park phase 1 improvements, including road, utility and drainage, has been re-scheduled for January 25 th due to needed clarification on road stabilization. A representative from FlyerView also discussed print and digital marketing and mapping that could provide data to prospects related to site availability, zoning and other property attributes. Staff is also currently reviewing the digital mapping program for possible benefits to the City and our Public Works.
Eclipse	A community and stakeholder eclipse meeting was held on January 13 th with approximately 30 people in attendance. Discussion included potential impacts, attendance, needed services, and promotion of the April 8, 2024 event. An initial task force has been formed and includes public safety officials, economic development liaisons, and organization representatives. The next community meeting is tentatively planned for August, 2022.
Mill Street	As referenced in previous meetings, staff has received conceptual plans for a 177 lot, 48-acre development off of Mill Street, adjacent to the City yard. No formal submittal for action has been received, however; staff, including public works, zoning and fire have started a preliminary review.
Website	Monica and Mandy continue their work on the website redesign. Staff is currently reviewing the design mood board, including colors, format and layout. Once approved the contractor will submit the final design format and begin to migrate content for City review and approval. The go-live date is targeted for April, 2022.
Campbell Park	Council may have noticed excavation for the pavilion has begun and compacted select fill will be installed beginning next week. Red iron is on-site with sheet material expected within the next two weeks. As a reminder, based on Council discussion, staff has not incorporated the rain water collection in the project. Staff will also be scheduling a kick-off meeting with the skate park contractor to review the project timeline and initiate the public participation component.
Hostess House	Antonio Naylor, Reliance Architecture, reports that geo-technical report has been completed and received, and his structural team will conduct some additional on-site investigation during January. The structural remediation is tracking to be bid by the end of February.

5.2	MAYOR’S COMMENTS
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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 an Ordinance calling for a General Election to elect the expired terms of the Council Members Places Three, Four and Five for the City Council of the City of Lampasas,
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	Texas to be held on the 7 th day of May, 2022; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials
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Council member Morris moved to approve the first reading of an Ordinance calling for a General Election to elect the expired terms of the Council Members Places Three, Four and Five for the City Council of the City of Lampasas, Texas to be held on the 7th day of May, 2022; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried (Monroe and Williamson absent)

7.2	Discuss and consider acknowledgement of the FY 2021 year-end Financial Report
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Council member Clark moved to acknowledge the FY 2021 year-end Financial Report, the motion was seconded Council member Goodart and with a unanimous vote, the motion carried. (Monroe and Williamson absent)

7.3	Discussion and appointment of board member to the Library Advisory Board.
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Council member Morris moved to appoint Kristin Gerety to the Library Advisory Board, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried (Monroe and Williamson absent)

7.4	Discussion and possible action regarding engagement of Schneider Engineering for Lampasas Substation House Upgrade in the amount of \$59,700.00
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Council member Clark moved to approve engagement of Schneider Engineering for relocation of City equipment at the Lampasas Substation in the amount of \$59,700.00; the motion was seconded by Council member Goodart and with a unanimous vote, the motion carried. (Monroe and Williamson absent)

7.5	Discussion and possible action regarding approval to purchase the FCS (Field Collection System) program in the amount of \$9,964.89 for the continuation of maintenance on the Itron handheld meter reading devices for reading water and electric meters.
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Council member Clark moved to approve the purchase the FCS (Field Collection System) program in the amount of \$9,964.89 for the continuation of maintenance on the Itron handheld meter reading devices for reading water and electric meters, the motion was seconded by Council member Goodart and with a unanimous vote, the motion carried. (Monroe and Williamson absent)

7.6	Discussion and possible action regarding membership and a resolution to participate in the Texas SmartBuy Membership Program of the Texas Comptrollers of Public Accounts
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Council member Goodart moved to approve a Resolution to participate in the Texas SmartBuy Membership Program of the Texas Comptrollers of Public Accounts, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Monroe and Williamson absent)

7.7	Discuss and consider a Resolution by the City Council nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation
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Council member Clark moved to nominate Finley deGraffenried to the Board of Directors of Central Texas Water Supply Corporation, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Monroe and Williamson absent).

ADJOURN

Council member Morris moved to adjourn the meeting at 6:20 p.m., the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Monroe and Williamson absent)

PASSED AND APPROVED this _____ day of _____, 2022.

Cathy Kuehne, Council Member

ATTEST:

Becky Sims, City Secretary