

**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, February 28, 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:

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

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Monica Wright, IT Director
Becky Sims, City Secretary
Jeffrey Smith, Fire Chief
Sammy Bailey, Police Chief
Jody Cummings, Assistant Police Chief
Chris Eicher, Parks Director
Yvonne Moreno, Finance Director
Van Sims, WWW Operations Manager

Council Members Absent

N/A

WORKSHOP SESSION

1. Call to order Workshop Session

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

2. Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following updates:

- Total COVID-19 Cases to Date- 5,432,512
- Total Fatalities across the State- 83,549
- Hospitalizations across the State- 3,684
- Lampasas County Total Cases to Date- 4,713
- Lampasas County Fatalities- 87
- Hospitalizations in Trauma Service Area L- 69
 - 48- Hospitalized Adults
 - 18- adults in ICU
 - 14- patients on ventilator
 - 3- Pediatric Cases

Lampasas County (76550 Only)

- At least one shot- 6,254
- Fully vaccinated- 5,487
- Booster- 3,650

The following is the breakdown of COVID vaccinations by age group

	AGE	ONE DOSE	FULLY VACCINATED	BOOSTER
Lampasas	05-11	166	129	0
Lampasas	12-15	378	310	28
Lampasas	16-49	3,797	3,241	705
Lampasas	50-64	3,061	2,687	1,058
Lampasas	65-79	2,873	2,539	1,451
Lampasas	80+	792	667	408
Lampasas	Unknown	11	5	0
		11078	9578	3650

3. Discussion and CO Funding Presentation by Jennifer Ritter, Specialized Public Finance

Jennifer Ritter, Managing Director advised that tonight Council will be asked to issue Notice of Intent; which allows Specialized Public Finance to prepare offering documents. This is the first legal step in the process of issuing a Certificate of Obligation. At any time, Council can make changes to projects and/or opt to borrow less. However, Council cannot borrow more than or do different projects than listed on the Resolution. Ms. Ritter reviewed the interest rate history; while interest rates declined 2019-2020 they are slowly starting to rise. This would be a good time to borrow to lock in interest rates. With the approval of the Resolution this evening. Mr. Fowler will submit publication to the newspaper of the Notice of Intent, the offering documents will be prepared and no earlier than 46 days from first publication bond can be sold. At the April 25th meeting a competitive bid sale can be held to award bid to the agency with the lowest interest rate. At that time Council can accept or opt to not move forward. If Council awards bid, funds can be received by the City as early as May 19, 2022.

4. Discussion regarding Comprehensive Plan Implementation.

Mr. deGraffenried reported as follow up to the February 7, 2022 Council Work Session and as a report item at the February 14, 2022 several items outside of the Comprehensive Plan that Council is being asked to prioritize. There was unfinished business from the Council Work Session that included the following action items such as CCN and how it relates to development of areas, fire hydrant inventory, goals/action steps for substandard housing and identify a workforce recruitment/ retention plan. A few high priority items from the Comprehensive Plan consist of Walking Trails, Parks Master Plan and Zoning Regulations.

Council Recommendations for Areas of Focus

- *Low hanging fruit/low cost/quick wins*
- *Walking Trails*
- *New Hope Baptist Church*
- *Colored School*
- *Code Enforcement- Health/Life Safety- understanding substandard housing process*
- *Buy Local Campaign*
- *Historic Preservation Guidelines*

5. Discussion regarding April Council Work Session date, time and agenda items.

Council agreed upon a March 21, 2022 date for the next Council Work Session.

6. Discussion regarding any item on the regular agenda

There was no discussion

7. Adjourn Workshop Session

Mayor Pro Tem Williamson moved to adjourn workshop at 6:05 p.m.; Council member Morris seconded the motion and with a unanimous vote, the motion carried.

Without objection, Council took a 10-minute break

REGULAR SESSION

ANNOUNCEMENTS

1. Call to Order

Mayor Monroe called the Regular Session to order at 6:17 p.m.

2. 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.

3. Presentations and Proclamations

- *Swearing in of Officer Chad Curtis*
- *Chuck Montgomery- 20-year service recognition*

	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

1.3	Public Hearing to receive citizen comments regarding a request for a Specific Use Permit for property described as Lot 20-A, block 3, Replat of Lots 20 & 21 Diamond Ridge 0.856 acres; commonly known as 1900 Grand Canyon, Lampasas Texas, Lampasas County to allow for a Garage Apartment/Accessory Structure (Guest Quarters) in an area zoned Single Family Residential-10 “SF-10”
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Mayor Monroe opened the Public Hearing for citizen comments.

Becky Sims, City Secretary/Zoning Administrator presented the following:

- The property owner is applying for a Specific Use Permit (SUP) to allow for a Garage Apartment/Accessory Structure (Guest Quarters)
- The Guest Quarters will make up 281 sq ft of the 1300 sq ft garage.
- The Guest Quarters will have a sleeping area, bathroom and wetbar.
- The property is zoned Single Family Residential-10 “SF-10”
- It is recommended in Chapter 5 of the Comprehensive Plan to offer “life cycle” housing; such as Mother in Law or Accessory Units to house family members.
- The area is characterized as residential, the property is surrounded by single family homes and undeveloped land.
- Staff mailed eighteen (18) notices to property owners within 200 feet of the applicant’s property; to date three in favor of the request, one in opposition
- The Planning Commission heard the request on February 10, 2022 and voted three (3) for and three (3) in opposition to recommend approval to Council.
- Mr., Barkowsky appealed the Commission’s decision to the City Secretary to present the request to City Council.
- Five (5) Specific Use Permits for accessory dwellings have been approved since 2018; Sixty-Five (65) Specific Use Permits have been approved since 2000 for various uses.

With no further discussion the Public Hearing was closed.

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on February 14, 2022.

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.

3.0	CONSENT AGENDA
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4.0	BOARDS/DEPARTMENT REPORTS
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Becky Sims, City Secretary presented the City Secretary Annual Report:

Lupe Charping, Administrative Secretary/Permit Technician

Departmental Job Responsibilities

- Open Records Request
- Records Retention/Management
- Code of Ordinances
- Resolutions
- Annexations
- Petitions
- Building Permits

the date for Notice to Proceed (“NTP”). Staff anticipates the NTP date will fall in the next 30 to 60 days. As a reminder, the contracted time is 365 days. Additionally, Mandy reported to the Board on recent inquiries for downtown business locations, and please feel free to review her monthly report included in the packet.

- Skatepark On February 22nd representatives from SPA Skateparks, and NewLine Skateparks, contractors, conducted a kick-off design meeting at the Hostess House for the Campbell Park Skatepark. The meeting was attended by approximately 30 individuals who reviewed the scope and budget for the project, as well as, provided input on desired design features. A follow-up design meeting will be conducted, likely virtually, to refine the design and gain additional insight from the community.

- CIP Due to poor weather on the 24th, the Capital Improvement Program (“CIP”) Committee postponed their meeting to March 3rd. The meeting agenda will include a re-cap of initiated and funded CIP projects, and a review of possible new projects for inclusion in the FY 2023-2028 Report.

- Planning Comm. Staff regrets to inform Council that Mr. Jeff Jackson has resigned from the Planning and Zoning Commission. He stated that he had been considering resigning, and was not planning on re-appointment this Fall. Jeff has served on the Commission for 15 years. Council may consider an appointment on the March 14 meeting with a possible recommendation from the Commission.

- Third Street Assistant Manager Ryan Ward reports the Third Street is still slightly ahead of schedule even with several weather delays. The contractor has concentrated in the past week on concrete removal and forming and anticipates pouring during the week of February 27th. Change Orders have been discussed and approved with the contractor and will be incorporated in the current flat work.

- Fort Hood City Council and staff have received an inquiry regarding a tour of Fort Hood with County officials in the next several weeks. Based on Council input, staff has communicated with Mr. Harrington, Lampasas Heart of Texas Defense Alliance (“HOTDA”) representative, that March 9, 29, and April 6-8, would be preferred. Staff has also indicated that a date that works for the majority of attendees would also be acceptable. Staff will report when a date is confirmed.

- GPS Data Collection Assistant Manager Ward reports that a program has been initiated to collect data on City infrastructure. Mr. Ward has a background in GIS systems and data collection that will provide the City valuable information related to location and condition of City assets. Staff will be trained in the next several weeks regarding use of equipment and transfer of data.

- Chief Bailey Staff would like to remind Council of Chief Bailey’s public retirement reception on Friday March 4th, from 2:00 to 4:00 p.m. in the Calvert Municipal Building. The reception will be come and go, so please come by and wish Sammy the best in her retirement.

- CPA Chief Bailey reports that six individuals have completed and graduated from the current Citizens’ Police Academy series of classes. The program, started by Chief Bailey in 2017, has graduated approximately 30 participants that continue to provide assistance and service to the City at special events.

- Staff Staff would like to recognize employees who began their career with the City of Lampasas in February: Felecia Vallejo 10 years, Bessie White 7 years, Cory Greiner 8 years, Carlyn Hise 4 years, Chuck Montgomery 20 years, Mandy Walsh 5 years, Carlos Garcia 18 years.

5.2	MAYOR’S COMMENTS
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Mayor Monroe thanked Chief Bailey for her years of service. Honored to have worked with her over the past several years.

Mayor Monroe also commented on how the City is getting busier and busier, lots of new business and opportunities coming to Lampasas. She wanted to thank the Building Official, Economic Development Director and City Secretary for the time and commitment spent on working with these prospects and providing needed information to move forward. She noted we would be hard pressed to find another city larger or smaller who will drop everything to handle these inquiries at a moment’s notice, perform inspections or participate in pre-development or pre-construction meetings within a days’ notice. Based on our level of

growth and commitment there may be a need in the future to increase staff to continue the level of service. Mayor Monroe thanked City Staff for all they do for the community on a daily basis.

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 extending fiber to the City Library by utilizing American Recovery Act funds
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Council member Clark moved to approve extending fiber to the City Library by utilizing American Recovery Act funds in the amount of \$12,338.50, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding the approval of funding for the new City Library sign.
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Council member Goodart moved to approve funding in the amount of \$5,205.09 for the new City Library sign, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding US Highway 281 project redesignating a portion of Highway 281 as US 281 Business by Resolution
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Council member Morris moved to approve a Resolution redesignating a portion of Highway 281 as US 281 Business, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding CO Funding approval by Resolution as presented by Jennifer Ritter, Specialized Public Finance.
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Council member Morris moved to approve a Resolution authorizing to proceed with issuance of Certificate of Obligation in an amount not to exceed 6.5 million dollars toward items listed in the notice as well as Public Safety, Park Expansion and Improvements further directing publication of Notice of Intention to issue City of Lampasas, Texas Combination Tax and Revenue Certificates of Obligation, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the approval, denial or approval with modifications the first reading of an Ordinance for a Specific Use Permit for property described as Lot 20-A, block 3, Replat of Lots 20 & 21 Diamond Ridge 0.856 acres; commonly known as 1900 Grand Canyon, Lampasas Texas, Lampasas County to allow for a Garage Apartment/Accessory Structure (Guest Quarters) in an area zoned Single Family Residential-10 "SF-10"
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Council member Morris moved to approve the first reading of an Ordinance for a Specific Use Permit to allow for a Garage Apartment/Accessory Structure (Guest Quarters), the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

7.6	Discussion and possible action to declare a 2011 Ford Passenger Van as surplus and allow Staff to dispose of as State Law allows
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Council member Morris moved to declare a 2011 Ford Passenger Van as surplus and allow Staff to dispose of as State Law allows, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.7	Discuss and consider approval of events and allocation of public safety resources for the 2022 Special Community Events.
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Council member Kuehne moved to approve events and allocation of public safety resources for the 2022 Special Community Events, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding the remaining lease balloon sum of \$73,500.00, for the purchase of an expiring equipment lease with Holt CAT, specifically for a CAT D5 dozer (D5K2XL), with a lease expiration date of March 29, 2022
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Council member Clark moved to approve the remaining lease balloon payment of \$73,500.00, for the purchase of an expiring equipment lease with Holt CAT, specifically for a CAT D5 dozer (D5K2XL), Council member Goodart seconded and with a unanimous vote, the motion carried.

ADJOURN

Council member Morris moved to adjourn the meeting at 7:10 p.m., the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary