

**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, March 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  
Herb Pearce  
Cathy Kuehne  
Zachary Morris

**City Staff Present:**

Finley deGraffenried, City Manager  
Ryan Ward, ACM  
Monica Wright, IT Director  
Becky Sims, City Secretary  
Jeffry Smith, Fire Chief  
Jody Cummings, Interim Police Chief

**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- 5,495,286*
- *Total Fatalities across the State- 85,868*
- *Hospitalizations across the State- 1,152*
- *Lampasas County Total Cases to Date- 4,739*
- *Lampasas County Fatalities- 90*
- *Hospitalizations in Trauma Service Area L- 26*
  - *18- Hospitalized Adults*
    - *7- adults in ICU*
    - *3- patients on ventilator*
  - *1- Pediatric Cases*
- Lampasas County (76550 Only)*
  - *At least one shot- 6,280*
  - *Fully vaccinated- 5,532*

3. Discussion and update relating to the purchase of Fire Apparatus.

*Chief Smith reported that FD Staff has been working with Metro Fire to specify a custom Fire Engine. Metro Fire is part of the HGAC Buy Board. The plans should be finalized within the next 30 days. The estimated cost is \$942,000.00; which is about 20% higher than anticipated. Council has earmarked \$800,000.00 to date during the last two budget cycles for this purchase. Delivery of apparatus is expected 18-20 months from date of order. Staff will review funding options to offset difference in cost.*

4. Discussion and recap from the Council Work Session.

*City Manager deGraffenried took the opportunity to review action items from the work session. Council was provided a list of tentative target dates for discussion and consideration.*

ITEM	ACTION	TARGET DATE
HOT Fund and Projects	Maintain \$200,000 Fund Balance	04/11/2022
	Report encumbered balance and payment progress on HOT identified	
Pre-Treatment	Provide updates regarding communications and response.	
Bond Conditions	Provide official statement purpose for Key Avenue Issue and 2016 Issue	03/28/2022
WWW Paving and Landscape	Review scope and Staff estimates	04/11/2022
	Consider motion directing Staff to seek proposals	04/25/2022
Calvert Building	Review scope with CIP, Council	04/25/2022
	Consider motion directing Staff to seek design/trade proposals	05/09/2022
Turner Complex Lighting	Review options, phasing, funding sources, and scope with Park Board, CIP and Council	04/25/2022
	Identify next steps	05/09/2022
Trails	Staff presents routing combinations and options.	04/25/2022
	Review of Comprehensive Plan identified action steps	
	Consider motion directing Staff to proceed	05/09/2022
Fencing/Security	Council briefing of Staff findings related to Public Safety and critical infrastructure needs.	04/25/2022
Upper Pressure Plane-Water Master Plan	Schedule Council Briefing with Engineering Consultant	05/09/2022
	Identify possible routes and easement needs	06/13/2022
Interceptor Study	Consider motion directing Staff to seek proposals for data collection and line assessment	04/11/2022
	Staff consultant presentation after additional data collection	
Pecan St Sewer Line	Consider motion to direct Staff to seek design proposals and estimates	04/11/2022
Live Oak Water Line	Consider motion to direct Staff to seek	04/11/2022

	design proposals and estimates	
Emergency Generation	Council briefing of Staff findings related to options, estimates and implementations of emergency generation for WWTP and Animal Shelter.	05/09/2022
New Hope & Historic Colored School	Consider motion to direct Staff to develop scope and seek proposals/ quotes for assessment and remediation  Identify date/time for Conveyance Ceremony with Congregation and Church leadership.	04/11/2022  04/11/2022
Workforce	Review briefing needs and information with Council related to employee recruitment and retention  Schedule Workshop and/or Planning Session related to goals and objectives of Recruitment and Retention Plan  Implement findings, at direction of Council, within the FY 2023 Budget	04/25/2022   06/27/2022
Planning Items	Transportation Planning  Meetings with Stakeholders and appointed Boards  281 Project  Relief Route (I14)	

*Council agreed with the action list and target dates provided.*

5. Discussion regarding any item on the regular agenda

*There was no discussion*

6. Adjourn Workshop Session

*Council member Morris moved to adjourn workshop at 6:00; Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.*

<b>REGULAR SESSION</b>
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**ANNOUNCEMENTS**

1. Call to Order

*Mayor Monroe called the Regular Session to order at 6:00 p.m.*

2. Invocation and Pledge of Allegiance

*Jody Cummings, Interim Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.*

3. Presentations and Proclamations

- *Chris Eicher- - 15-year service recognition*

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> 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 <b>that is included</b> on the Agenda may do so at this time.
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*There were no citizen comments*

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on March 14, 2022.

*Mayor Pro Tem Williamson moved to approve the minutes as presented, Council member Pearce seconded the motion and with a unanimous vote, the motion carried.*

2.2	Discussion and possible action concerning the approval of minutes of the Council Work Session held on March 21, 2022.
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*Mayor Pro Tem Williamson moved to approve the minutes as presented, Council member Morris seconded the motion and with a unanimous vote, the motion carried.*

3.0	<b>CONSENT AGENDA</b>
3.1	Discussion and possible regarding the second reading of an Ordinance for a Specific Use Permit (SUP) to allow for an Open Storage, Display, or Work Area for Merchandise or Machinery in an area zoned Retail “R” Lampasas County, Lampasas, Texas. The property is described as Block 3, lot 4 and part of lot 3, L S C First Addition, commonly known as 102 South Key Avenue, Lampasas, Texas.
3.2	Discussion and possible action regarding the second reading of an Ordinance to rezone property from Retail “R” to Single Family Residential-6 “SF-6” for property described as Block 35, E 64 of lots 7-8, A.H. Barnes Addition, commonly known as 204 E. 1 <sup>st</sup> Street Lampasas, Texas Lampasas County.

*Council member Clark moved to approve the consent agenda, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

4.0	BOARDS/DEPARTMENT REPORTS
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*Judge Gradel presented the Municipal Court Annual Report*

*Annual numbers were affected by the COVID-19 Pandemic*

*2019 -2,343 violations processed \$484,477.72 collected*

*2020- 1,537 violations processed \$345,675.34 collected*

*2021- 1,178 violations processed \$341,853.00 collected*

*2022 To date 685 violations processed \$164,235.00 collected – issued 384 warrants*

*PD upgraded software from COPSYNCR to Cardinal*

- Court should have new hardware installed for ticket writing transfers in April 2022.*

*Jackie Baltrum was hired in 2021 as the Municipal Court Prosecuting Attorney*

*New Initiatives:*

*Zoom Trials*

*Text Messaging defendants to remind about Court appearances and payment due dates*

*Annual Warrant Resolution (previously known as Warrant Roundup) February 28<sup>th</sup>-March 26<sup>th</sup>*

*Court Clerks provide administrative assistance to help defendants with documents and appointments to get their drivers license renewed or back in active status.*

	ROUTINE MATTERS
5.1	City Manager’s Operational Report

*City Manager deGraffenried reviewed his report:*

*Drought Watch                    The City has been notified by the Brazos River Authority (“BRA”) that, due to dryer than normal conditions, Stage 1, Drought Watch Conditions, have been implemented. The goal for Stage 1 is a reduction of 5% of water use by increasing public awareness and education. The City will be preparing a release consistent with the Stage, however; mandatory compliance, and a reduction in irrigation days is not required at this time.*

*SCADA                                    Ryan Ward reports that one final piece of the Water/Wastewater mobile SCADA is in need of trouble shooting. All automation and monitoring can be done mobily, however; the staff trouble call-out will require some additional work by the contactor and the City’s IT Department. Flint and the Electric Department continue to work with Schneider Engineering to coordinate their SCADA project concurrently with upgrades to equipment at both substations.*

*Pavement Evaluation                Ryan and the Street Department have been conducting in-service training to review and implement an assessment tool for the condition of City streets. Over the next 30 days, it is staff’s hope to grade each block and map conditions through the City’s GIS system. Once mapped, staff and elected officials should have a quantifiable basis for*

*scheduling road repair and maintenance. TxDOT urban traffic counts may also be helpful in determining priorities.*

*Library Fiber Southwest Fiber Optics commenced work on networking the Library March 21<sup>st</sup>, and completed the aerial deployment on the 22<sup>nd</sup>. The connection did require the unforeseen need to replace a switch that has been ordered. Monica anticipates completing the connection during the week of March 28.*

*Starbucks Staff is currently reviewing a civil plan set for SCC Development related to the development of Starbucks on Key Avenue. Additionally, the LOU for the alley has been approved and platting to consolidate the property will be approved administratively after review by staff. SCC would like to commence construction on or about the end of April.*

*Pavilion Not to be outdone by the Campbell Park Pavilion, Van Berry reports progress on a Creekside, 20'x30' pavilion. The pad has been installed and the slab should be poured by the end of next week. The improvement will be near the scoring platform, with views to #1 fairway across the creek. The improvement is funded by the Golf Course Association.*

*Pool Start-Up Chris Eicher reports that although hiring has been much better than last year, Park staff is still looking for another 8-12 individuals for Hancock and Hanna Spring Pools. Positions available include life guards, maintenance and grounds, and cashiers. It appears, the City will also be challenged by seasonal workforce shortages, but staff is confident that both pools will be fully operational.*

*Anniversaries Staff would like to recognize the following employees who began their City of Lampasas careers in March: Hunter Sanguinet, 4 years; Richard Cox, 6 years; Heather McDonald, 1 year; Tim Ryan, 28 years; Chris Eicher, 15 years; Kelli Sanguinet, 19 years; Pamela Torrez, 2 years; and Russell Daniell, 1 year.*

5.2	MAYOR'S COMMENTS
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*Mayor Monroe took the opportunity to thank Yonne Moreno, Finance Director and Staff for all their work on the audit*

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 2022 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-Of-Way access line rates
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*Council member Kuehne moved to take no action regarding 2022 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-Of-Way access line rates, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.*

7.2 Discussion and possible action regarding Notice of General Election to be held May 7, 2022

*Council member Morris moved to approve the Notice of General Election to be held May 7, 2022, the motion was seconded by Council member Goodart and with unanimous vote, the motion carried.*

7.3 Discussion and possible action regarding the acceptance of the FY 2020/2021 audit report.

*City Manager deGraffenried advised Council that this was a clean, unmodified audit. The City received high marks from the auditor. Acknowledged a good working relationship with Finance Director and Staff.*

*The following is a part of the auditing process:*

- *Internal Controls*
  - *Reviews Checks and Balances*
  - *Identifies any weaknesses*
- *Compliant with Procurement Process*
  - *Use of Funds*
  - *Following State and City Council regulations*
- *Test Certain Areas for Compliance*
  - *Sampled Building & Permitting*
    - *Able to follow process from beginning to end*

*Mayor Pro Tem Williamson moved to accept the FY 2020/2021 audit report as presented, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.*

Adjourn into Executive Session

*Mayor Pro Tem Williamson moved to adjourn into Executive Session at 6:27 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

**EXECUTIVE SESSION**

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 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities

**REGULAR SESSION**

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

*There was no action taken*

ADJOURN

*Council member Morris moved to adjourn the meeting at 7:12 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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TJ Monroe, Mayor

ATTEST:

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Becky Sims, City Secretary