

**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, April 11, 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
Herb Pearce
Cathy Kuehne
Zachary Morris

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Yvonne Moreno, Finance Director
Monica Wright, IT Director
Becky Sims, City Secretary
Jeffrey 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- 5,518,419*
- *Total Fatalities across the State- 86,241*
- *Hospitalizations across the State- 856*
- *Lampasas County Total Cases to Date- 4,750*
- *Lampasas County Fatalities- 90*
- *Hospitalizations in Trauma Service Area L- 14*
 - *8- Hospitalized Adults*
 - *5- adults in ICU*
 - *3- patients on ventilator*
 - *1- Pediatric Cases*

Lampasas County (76550 Only)

- *At least one shot- 6,297*
- *Fully vaccinated- 5,547*

3. Discussion regarding FUND 40 Projects and gap funding sources.

Finley deGraffenried, City Manager reviewed the Fund 40 Project Accounting. The estimated project costs will change as bids come in with the increased cost of material, labor and construction in general. Project assessments may alter project scopes and will affect estimated cost of projects. Outside of community organizational requests and Chamber of Commerce requests the following projects have been earmarked in FUND 40:

- *Campbell Park Pavilion - \$178,047.85 (contracted amount)*
- *Hostess House Rehabilitation- \$1,379,913.00(estimate from July 2021 inclusive of soft costs, structural and addition)*
- *Campbell Park Skate Park- \$300,000.00*
- *Hanna Spring Fencing- \$40,000.00*
- *Wayfinding Signage- TBD*

- *Annual Budget for Chamber of Commerce- \$55,000.00*
- *Excavation and select fill costs (similar to pavilion) will likely increase overall construction expense for Skate Park*

With current Fund 40 balance of \$1,414,713.71, there is a deficit of \$291,904.29 to fund the projects allocated with the assumption that no net additional income from fund. Hotel Occupancy Taxes are collected quarterly so this fund balance will fluctuate. Council directed Staff to maintain \$200,000.00 in Fund 40 for community commitments.

Council would like to see the financial deficiencies come out of the remaining balances of the 2016 CO and the Key Avenue CO for those projects that meet bond purposes.

Council member Pearce inquired about viewing the Hostess House construction documents once finalized.

4. Discussion regarding draft project scope for New Hope Baptist Church and Historic Colored School.

Mr. deGraffenried took the opportunity to discuss direction with Council on a draft scope for the New Hope Baptist Church and the Historic Colored School rehabilitation. The May 2021 proposed scope assessment was provided as a guide for Council consideration. At that time, a structural/geotechnical evaluation and a Mechanical, Electrical and Plumbing assessment was identified. Council agreed; however, would like the building use identified prior to moving forward. Staff will move forward with recognition of conveyance of building to the City and will identify building uses and benefits to the Community. These items will be presented at a future meeting for consideration.

5. Discussion regarding project scope and cost estimates regarding the structural integrity of the rock wall surrounding Hanna Spring in Campbell Park.

Assistant City Manager, Ryan Ward advised Council that Staff has diligently been working with contractors to install fencing and lower the tank wall. Public Safety has been the priority for the City. Staff has consulted with a structural engineer to assess the structural integrity of the wall and provide options for fencing stability. While the project has not gone out for bids; Staff has received an estimate to remove the wall in the amount of \$46,515.00 that will include a concrete cap. The estimated cost for the fence is \$38,000.00. The engineer recommends that the fencing be placed outside the wall due to the stone wall not suitable to support the column bases of the proposed fencing. The project may also require the water levels be lowered; which would require additional equipment and costs. Mr. Cabaniss spoke on behalf of the Heritage Foundation whom would like to have the new wall removed or lowered and have a period styled fencing installed. Council earmarked \$40,000.00 for this project out of Hot Funds during the FY 21/22 Budget Cycle. Council inquired about guidance and recommendations from Texas Municipal League (TML) City insurance provider; TML

had assessed the Spring previously and Staff will provide report to Council. Council provided guidance to Staff to move forward with procurement process and will review project scope at a future meeting.

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 6:23 pm; Council member Morris seconded the motion and with a unanimous vote, the motion carried.

REGULAR SESSION

ANNOUNCEMENTS

1. Call to Order

Mayor Monroe called the Regular Session to order at 6:23 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

- *Denim Day Proclamation*
- *Do You See Me Proclamation*

	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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Renee Alter, citizen addressed Council regarding the need for safety railings behind Pecan Grove Apartments by the creek, and inquired about a traffic light at the intersection of 4th and Western. Mayor advised Ms. Alter that items discussed during citizen comments cannot be acted upon; however, Staff will research concerns and follow up with her.

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
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2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on March 28, 2022.
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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.

3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from March 1, 2022- March 31, 2022
3.2	Discussion and possible action regarding February 2022 Investment Report

Council member Kuehne moved to approve the consent agenda, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

4.0	BOARDS/DEPARTMENT REPORTS
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	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

Sales Tax Lampasas, and the State of Texas, continue to receive double digit increases in Sales Tax receipts. For April, the State has received 26.48% more than the same period last year; and year to date receipts are 20.78% better by comparison. City receipts for April total \$185,328.96 compared to \$157,398.33 from last year, or a 17.74% increase. Year to Date receipts indicate an increase of 14.6%; \$887,774.84 compared to \$774,617.50 previous year.

Pre-Con As you may have seen in Mandy’s reporting, the pre-construction meeting for the Lampasas Economic Development Corporation (“LEDC”) Phase 1 Development at the Business Park was conducted on April 5th. Attendees included City utility staff, contractors, sub-contractors, LEDC staff, and consulting engineers. Typical items were discussed including signage and worksite safety, project timeline, and security. The contractor has provided most submittals, and a Notice to Proceed will be issued for April 11, 2022. This project represents one of the largest public works projects in recent history for the City.

Pavilion As the concrete slab has cured adequately, vertical erection of the Campbell Park Pavilion was to commence this week. For safety reasons, the contractor opted to pre-fab structural members on the ground prior to standing. Vertical construction and roofing will continue the next two weeks.

Skatepark Staff participated in an update call on the Campbell Park Skatepark on March 31st. Consultants presented the Workshop Summary and responses to on-line and in-person surveys. Based on the Geo-Tech report and technical guidance, the consultants estimated the increased costs of construction to be on the order of \$170,000.00. The increased costs include excavation and base material, as well as connection and hardscaping to existing facilities. Staff believes these costs can be reduced by use of local contractors, which is also the preference of the Skatepark contractor. Two conceptual designs have been developed based on input, and will be further vetted in a follow-up public engagement meeting.

Fort Hood

Staff and Elected officials expressed thanks to Clay Harrington, Lampasas Representative to the Heart of Texas Defense Alliance (“HOTDA”), for coordinating the recent tour and briefing at Fort Hood on April 6th. Attendees were provided an in depth briefing by Garrison Commander Foster, and participated in helicopter flight simulation as an orientation to training Army pilots. Thanks also goes out to Sargent Davis, who acted as our in-car tour guide and photographer. As a reminder, the City partners with the 89th MP group for mutual support.



Hostess House

Council may have noticed, through social media notification, the structural remediation of the Hostess House has been advertised for bid. Since the advertisement, the plan set has been advertised and available in 59 Plan Rooms, and digitally picked up by 9 general contractors and 4 sub-contractors. A pre-bid meeting is scheduled for April 19th at the Hostess House, with bids being opened April 26th. Council may consider award on or about May 9th.

Executime

In an effort to be more efficient with some of the City’s human resource functions, Vicki, Ryan, Bessie, Monica and Yvonne have been reviewing software packages for handling some of the payroll, time-off and reporting functions of our finance and human resources departments. The Executime program is a Tyler Technologies product and will integrate somewhat seamlessly with Incode. As additional investigation is done, Council may be asked to consider formal action to implement human resource software.

Court of Appeals

As communicated, Justice Palafox issued a denial for Central Texas Water Supply Corporation’s (“Central Texas”) request for a rehearing in the 8th Court of Appeals. Central Texas sought an appeal from the 169th District Court’s decision in favor of Kempner Water Supply Corporation (“KWSC”) and the City regarding Central Texas’s change in billing methodology. The initial Court of Appeal ruling was swift, with the decision regarding the rehearing, with a new Opinion, taking a bit longer. The Opinion strongly affirms that the plain language of the contract cannot be re-written or interpreted contrary to the accepted language, as Central Texas sought. Based on the lack of communication from Central Texas, staff believes no members of Central Texas have been notified of the decision.

ROW Appraisal

The City has acknowledged receipt of appraisal from Lone Star Right of Way Services, on behalf of TxDOT for an approximately 12,500 square foot parcel adjacent to South Highway 281. In the next 30 days, staff will continue to evaluate the offer and impacts particularly for access easements along the corridor, and finalize the

conveyance providing all concerns and impacts have been fully reviewed. In the event staff feels additional review and Council action, outside of the parameters and authority previously provided staff, is necessary, it will be placed on a future agenda.

Rating Call Staff participated in a rating call with representatives from Standard and Poor’s (“S&P”) on April 5th. Staff did prepare written responses to S&P questions prior to the call regarding the local economic outlook, financial performance of the City, and contingencies for major weather events which streamlined communication. A rating, based on financial information provided by the City and our Financial Advisor, is expected on or about April 15th. Jennifer Ritter, Financial Advisor, did suggest that, based on current volatility in the market and world events, rating upgrades are unlikely, but she also did not anticipate a downgrade.

Mid-Year Report After March bank reconciliations, and most A/P’s are booked, staff will prepare a brief financial report representing performance for the first 6 months of the fiscal year. Initially, performance appears to be on track, or slightly better than plan due to revenue production in sales tax and utilities. Additionally, some, but not all, capital and maintenance projects have been projected less than estimates. It is staff’s intention to provide Council with not only a year-end outlook, but also preliminary options for accelerated purchases, and workforce deployment and compensation.

CIP The CIP Committee met on March 31st and discussed the updated Capital project schedule, Funding Statement and Priority Definitions. Staff will continue to formalize and update Capital projects, and the Committee will also be reviewing Major Maintenance and Fleet schedules at future meetings. The Committee should be on track to present the report to Council in May.

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 the Morris Cedar Break Minor Plat.
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Council member Goodart moved to approve the Morris Cedar Break Minor Plat, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding the Estates of Gibson Branch Preliminary Plat.
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Council member Clark moved to approve the Estates of Gibson Branch Preliminary Plat, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding the Cardinal/Incode integration and purchase of computer software titled “Citation Issuing Device Third-Party Interface” that will allow the Police Departments’ BADGE/CAD computer software to digitally upload citation information to the Municipal Courts’ Incode computer software.
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Council member Morris moved to approve the purchase of computer software titled “Citation Issuing Device Third-Party Interface” that will allow the Police Departments’ BADGE/CAD computer software to digitally upload citation information to the Municipal Courts’ Incode computer software in an amount not to exceed \$6,000.00, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding American Rescue Plan Act funding project review and direction to submit report.
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Council member Pearce moved to approve the American Rescue Plan Act funding project review and to direct Staff to submit report, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.

7.5	Discussion and possible action to direct Staff to seek proposals for data collection and assessment services related to Wastewater Interceptors.
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Council member Clark moved to direct Staff to seek proposals for data collection and assessment services related to Wastewater Interceptors, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

7.6	Discussion and possible action to direct Staff to seek design proposals for Live Oak Water Line Extension and Pecan Street Sewer Line Replacement.
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Council member Morris moved to direct Staff to seek design proposals for Live Oak Water Line Extension and Pecan Street Sewer Line Replacement, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.7	Discussion and possible action regarding the draft project scope for the New Hope Baptist Church and Historic Colored School and direction to Staff to seek related proposals and quotations for Council consideration.
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There was no formal action taken on this item.

7.8	Discussion and selection of website photo contest.
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Council member Kuehne moved to approve entry #1 “Library Park”, the motion was seconded by Council member Pearce and with unanimous vote, the motion carried.

7.9	Discussion and consideration regarding membership in the TEX-21 coalition.
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Council member Clark moved to approve membership in the TEX-21 coalition, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried.

7.10	Discussion and possible action regarding the purchase of Fire Department Engine
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Council member Pearce moved to approve the purchase of the Spartan NXT Pumper on a Spartan Gladiator Chassis from Metro Fire in the amount of \$942,434.00, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

ADJOURN

Council member Morris moved to adjourn the meeting at 7:21 p.m., the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary