

**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, July 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:**

Zachary Morris  
Randy Clark  
Herb Pearce  
Cathy Kuehne  
Chuck Williamson

**City Staff Present:**

Finley deGraffenried, City Manager  
Becky Sims, City Secretary  
Ryan Ward, ACM  
Jody Cummings, Police Chief  
Monica Wright, IT Director  
Yvonne Moreno, Finance Director  
Chris Eicher, Parks Director

**Council Members Absent:**

Davis Keele

**WORKSHOP SESSION**

**1. Call to order Workshop Session**

*Mayor Monroe called the meeting to order at 5:31 p.m.*

**2. Discussion and presentation from Derrick Berrios, LCHEC.**

*Derrick Berrios provided Council an update on the various programs offered:*

- *Partnership with Central Texas College*
- *Allied Health Programs*
  - *CNA-starting pay at \$14.00*
  - *Partnership with Advent Health, S&W, & Lily Springs*
- *Self-Sustaining Entity*
  - *Grants & Donations*
- *Adult Community Education Classes*
  - *Only GED prep class within 35 miles*
- *College for Kids- Summer Programs*
- *Educated Work Force*
  - *Refining & Adding Programs*
  - *Resume Writing*
  - *Interview Training*
- *Appreciative of the continued annual support of \$8500*

**3. Discuss and review the City of Lampasas Personnel Policy Section 8.00 Leave Time; Section 8.08 Public Service.**

*Finley deGraffenried, City Manager advised this item was discussed at the June 27th meeting. This item provides Council the opportunity to modify and or/clarify the Public Service section of the City of Lampasas Employee Personnel Policy. This section was added several years ago to provide Staff opportunities to volunteer at Fire Department, mentor school age children, give blood etc. during work hours where it did not interfere with work responsibilities. Moving forward it is important that management interpret the policy consistently, and not give the impression of preferential interpretation. The City Manager also stated that*

clarification will make better policy. At Council discretion this section may be amended to include community events, festivals etc. and to consider an appropriate amount of time to be used annually in lieu of vacation time.

- Council member Kuehne is an advocate of volunteering in the community, verify boards/events without being too limiting.
- Council member Morris would like it to be limited to local events
- Council member Clark states Staff should be community oriented, Staff is busy, lots of summer activities; lucrative employee package; limiting hours

There is an action item for consideration on the regular agenda.

#### 4. Discussion and updates regarding City Projects.

Ryan Ward, ACM provided Council an update on the following City Projects:

- Business Park
  - Under Construction
    - Detention
    - Roadways
  - Ahead of Schedule
- 2<sup>nd</sup> Street Rebuild
  - Preliminary Design Phase- FY 2023
    - Drainage
    - Sidewalks
    - ADA
- Live Oak Water Project
  - Preliminary Design Phase- FY 2023
- Pecan Street Sewer Project
  - Preliminary Design Phase- FY 2023
- HMAC Paving Project
  - Project Awarded by Council to Texas Materials – FY 2022
- Sealcoat Paving Project- Funding Approved- FY 2022
- Skate Park- FY 2022
  - Pad Prep
  - Pad Specifications should be available next week
  - Dirt Contractors-site visit
- Turner Field Lighting- FY 2024
  - Site visit took place with lighting contractor
  - Project scope/proposal underway
- Ridge Street to Walnut Street Rebuild-FY 2024
- 5<sup>th</sup> Street-9<sup>th</sup> Street Rebuild- - FY 2024
  - Identifying Project Scope
    - Phased Project
  - Engineer Review

- Drainage
  - Elevations
- *US 281 TxDOT Widening – FY 2024*
  - *Final Design- 90% complete*
  - *Utility Relocations- City Costs*
  - *ADA/Sidewalk Improvements*
  - *10% Cost Share -ROW*
- *Upper Pressure Plane Study- Completed*
- *Infiltration Project- Need more data*
- *Generation Backup-FY 2025*
  - *Bid advertised*
  - *Project scope is being redone*
    - *Sizing requirements*
- *Electric SCADA System- FY 2023*
  - *Proposal Completed and Approved by Council*
- *Avenue C-CDBG Sewer Project-FY 2022*
  - *Under Construction*
- *Campbell Park Pavilion- Completed*
- *Brook & 580 Parking Lot- FY 2023*
  - *Project Scope Phase*
- *Pole Barn Erection- FY 2022*
  - *In process*
- *Wayfinding Project- FY 2024*
  - *Draft RFP*
    - *Council would like timeframe moved up*
- *Calvert Building Basement Rehab- FY 2024*
  - *Project Scope Phase*
- *Hostess House Rehab-FY 2023*
  - *Final Design Phase*
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**5. Discussion regarding Community Garden Rainwater Collection System.**

*Janet Crozier, Community Garden President is asking for Council consideration in obtaining a Rainwater Collection System for use at the Community Garden. Ms. Crozier advised that she has applied for a \$10,000.00 grant for the Rainwater Collection System. The grant is scheduled to be awarded to recipient in August/September. Chris Eicher advised that he has received a quote for a collection system for close to \$7500.00. The quote is only good for 30 days.*

*Council member Clark asked if the City were to purchase the Rainwater Collection Station could the grant funding, if awarded, be used to reimburse expenditure. Staff advised that the conditions of grant would determine whether reimbursement was allowed; however, it is typically not allowed.*

## 6. Discussion regarding Hanna Spring Wall at Campbell Park.

*Mr. deGraffenried advised that Staff has been speaking with Boyce Cabaniss regarding improvements to Hanna Spring. As presented and discussed at the last several meetings, Staff has consulted engineers for wall stability and fencing placement, as well as, City's insurance provider for any risk associated with project. At the request of the Mayor and community representatives regarding other options; Staff has consulted with City Attorney for guidance. The scenarios requested by the Historical Commission and/or Heritage Foundation in all cases, the City could risk both civil and possibly criminal exposure; with the City ultimately responsible for damage or poor workmanship; and although volunteers are a valuable asset in any community, the Hanna Spring, historical asset, and the major renovation desired cannot administered by volunteers. The City will have financial responsibility and liability if anything were to go wrong with the project. Additionally, statute prohibits circumvention of state procurement laws under criminal penalty.*

*Mayor Monroe addressed the public that Council and Staff are aware of the historic asset and want to protect the spring. The cost to remove the wall properly through a qualified, insured and bonded contractor is quite expensive. Council is very conscientious about spending tax payer dollars.*

*Council member Morris would like to see the Spring cleaned and used for healing purposes; possibly removing wall and keeping the fence up; adding wading pools for citizen enjoyment.*

*Sherry Boultinghouse, Historical Commission addressed the importance of restoring the Hanna Spring back to the original 1870 design. One cost saving initiative will be to add a concrete cap instead of limestone. She encouraged celebrating the Historic Spring.*

*Chris Eicher, Parks Director advised the wall is at the appropriate height to minimize debris getting into the spring. The wall has been inspected by a structural engineer and they recommend that the wall not be disturbed. The quotes for the wall removal ranged from \$77,000.00 to \$105,000.00.*

*Council directed Staff to advertise for bids by adhering to the procurement process.*

## 7. Discussion regarding FY 2022/2023 Budget Update.

Mr. deGraffenried, City Manager presented Budget FY2022/2023 Introduction

- *Current status, budget numbers, projected year-end*
- *Background on included items, and items with other sources of funding*
- *Review of some selected jurisdictional comparisons*
- *Review status of non-operating fund balances-discussion on uses*
- *Considerations related to ERCOT market increases, water reservation costs, supply costs, maintenance expenses, and other impacts to retail rates*
- *Reinforcement of Council's prerogative to consider, direct, modify, add or delete budget priorities.*
- *Select Dates and Times for additional workshops, topics and departmental presentations*
- *CIP Report presented to Council May 20, 2022*
- *Staff preparation of Year-End Projections ("YEP")-YEP do not include recent compensation adjustments*
- *Staff submission of FY 2023 preliminary budget, June 15, 2022 to Finance Dept.*
- *Budget input and delivery to Department Heads and Administration, June 22, 2022*
- *Confirmation of Health costs, July 1, 2022*
- *Individual meetings with Department Heads, week of July 3, 2022*
- *Initial budget modification, July 11, 2022*

### **FY 23 Preliminary Budget Notes**

- *Budget maintains levels of Operating and Maintenance expense, i.e. tree trimming, paving, building and grounds expense, and technology*
- *Accounts for slight increase in employee health coverage*
- *Accounts for modest increases in fuel and diesel costs*
- *Assumes continued revenue growth in Sales and Ad Valorem taxes, however; budgeted income less than previous year actual*
- *Assumes no increase in utility or tax rate, however; staff encourages review of water and electric rates*
- *Includes most fleet needs*
- *Aggressive capital program maintained through Operating Funds and ARPA, 2022 CO Funds, and Fund 40 (“HOT”) sources*

### **Current Status Summary**

- *Budget bottom line is positive*
- *Council has latitude for modification, inclusion or amendment based on priorities*
- *Additional latitude provided by financial health of City, reserves +/- 42% of non-capital operating*
- *Non-Operating Fund balances may be used per Purpose and Council Priorities*

### **Council Considerations and Direction**

- *Consider deferring any use of FY 2022 Surplus for accelerated purchases. If desired assign for future needs, i.e. fire apparatus, fleet, etc.*
- *Consider use of reserve for items budgeted in FY 2022 that will be completed in FY 2023*
- *Direction to staff to prepare review of water/wastewater rates for Council consideration*
- *Direction to staff to review impacts to retail rates based on market increases related to electric reliability*
- *Consideration and direction to staff for inclusion of Retention and Recruitment plan for Compensation*
- *Consideration of dates and topics for future budget workshops and departmental presentations*

### **On-going/Remaining Work**

- *Setting Tax Rate, current preliminary Net Tax Value \$549,493,399*
- *Computer Input*
- *Additional scrubbing*
- *Departmental preparation*
- *Rate reviews*
- *Public Hearings*
- *Adoption*

## **8. Discussion regarding Lampasas County procurement of EMS Services.**

*This item was placed on the Workshop to allow open discussion on possible impacts to the City, of the recent termination of Acadian EMS Contract with Lampasas County. Staff along with Mayor Monroe and Council member Kuehne attended a meeting with the County on Thursday July 6. Depending on provider selected, initial impacts identified to both the County and the City could be training, staffing and software if dispatch services are required. Initial funding for new service provider will come from the County; however, moving forward cost share, among those Cities receiving services will be considered.*

## **9. Discussion regarding any item on the regular agenda**

*There was no discussion.*

## **10. Adjourn Workshop Session**

*Council member Morris moved to adjourn workshop at 7:21 pm; Council member Kuehne seconded the motion and with a unanimous vote, the motion carried. (Keele absent)*

Council took a 10- minute break

**REGULAR SESSION**

**ANNOUNCEMENTS**

- 1. Call to Order

*Mayor Monroe called the Regular Session to order at 7:33 pm.*

- 2. Invocation and Pledge of Allegiance

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

- 3. Presentations and Proclamations

	<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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*Barbara Hagel, Lampasas County Resident addressed council regarding her concerns the relief route will have on local businesses.*

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting on June 27, 2022

*Council member Kuehne moved to approve the minutes as presented, Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Keele absent)*

3.0	<b>CONSENT AGENDA</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from June 1, 2022- June 30, 2022.
3.2	Discussion and possible action regarding the second reading of an Ordinance amending City of Lampasas Code of Ordinances, Chapter 70- Subdivision; Section 70-6 Guarantee of Performance, (f) Maintenance Guarantee

*Council member Kuehne moved to approve the consent agenda as presented, Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Keele absent)*

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>
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*Monica Wright, IT Director presented the IT Annual Report*

*Kristy Acevedo, System Administrator  
TSM Consulting, Inc. Network & PD CJIS Consultant*

***Support:***

- *110 FT Employees*
- *16 PT Employees*
- *10 Departments*
- *16 Buildings*

***Tickets-Website-Social Media***

- *434 IT Service Tickets*
- *6,953 Facebook Followers*
- *694 Twitter Followers*
- *278 Instagram Followers*
- *30,230 Website Page Views*

***Fiber Network is connected at the following locations:***

- *City Hall*
- *New Council Chambers*
- *Municipal Court*
- *IT Building*
- *Police Department*
- *Library*
- *Fire Department*
- *Collection Center*
- *Public Works*
- *Animal Shelter*
- *WWW Office/Lab*

***Hardware/Software Supported:***

- *92- Desktop PC's*
- *69 Printers*
- *52-Laptops*
- *45- Air cards*
- *33 Apple I-Phones*
- *30-Software*
- *22 Tablets*
- *22 Servers*
- *21 Switches*
- *16-WAPS (Wireless Access Points)*

***FY 21-22***

- *14 completed projects*
- *6 projects in progress*

***Annual Cyber Security Training***

	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

Business Park

Although the Contractor has not been on site this week, work status for Phase 1 construction remains ahead of schedule. As previously reported, subgrade is generally to elevation as final underground infrastructure is installed. The Contractor has requested a change in Storm drain RCP sizing, due to availability, which has been approved, with savings, by the EDC's consulting engineer. All hydrants are now on hand, with remaining installation to commence the week of July 10. The contractor did take the opportunity, after recent rains, to burn much of the grubbed brush. The contractor is hopeful in estimating a November completion date.

LEDC Business Park Phase 1		
Funding Recap		
June 30, 2022		
<b>Item</b>	<b>Amount</b>	<b>Project Est. Balance</b>
Phase 1 Construction	\$2,747,544.25	(\$2,747,544.25)
YTD Engineering expense	\$45,866.00	(\$2,793,410.25)
Well capping	\$2,950.75	(\$2,796,361.00)
City Allocation ARPA	\$971,176.00	(\$1,825,185.00)
LEDC paid to date	\$278,914.80	(\$1,546,270.20)
LEDC restricted fund balance	\$164,799.81	(\$1,381,470.39)
LEDC Loan proceeds	\$1,500,000.00	\$118,529.61
Department 75, LEDC, Operating Fund Balance available \$932,102.52 (\$593,674.72 FSB Checking; \$338,427.80 Claim on Cash held in Cash in Concentration)		

Relief Route

TxDOT conducted a public engagement meeting in Lampasas on June 28, 2022 to seek input on a possible relief route, loop, around the City. Council previously supported the feasibility study for the route, and truck traffic has been identified as an issue to our residents and businesses through the Comprehensive Planning process. Over 100 individuals attended who were asked, by means of mapping, for their input on a possible route. In addition to many City of Lampasas residents and business owner who attended, many in the crowd also represented County property owners who could possibly be affected by the route. Over the next several months, TxDOT will compile, and map, all of the suggested routes and comments received, and then determine common routes and themes for presentation to the public on or about November 3, 2022.

Short Term Rentals

Becky Sims continues to gather information related to Short Term Rentals from other communities and outside resources for presentation to the Planning Commission and City Council. A few of the considerations and issues being addressed by other communities include: disruption to normal residential uses; loss of long-term housing stock; parking; and occupancy. Additionally, many communities contract with a vendor to administer their short-term rentals including application, compliance and

collection of funds. Staff will determine common themes, and options for proceeding for future consideration.

**Pole Barn** Chris Eicher reports that piers have been poured for the Cemetery pole barn and contractors should be standing iron the week of July 10. As a reminder, the original foot print was increased by approximately 1200 square feet due to the donation of a salvaged building. Anticipated completion is August 2022.

**Sales Tax** For the first time in approximately 36 months, the City's sales tax receipts took a dip compared to July, 2021. Receipts for July were \$233,645.36 compared to \$252,670.22 in 2021, or a 7.52% decrease. The silver lining is the City is still ahead year to date with receipts of \$1,617,795.29 compared to \$1,486,150.97 in 2021, a \$131,644.32, or 8.85%, improvement.

5.2	MAYOR'S COMMENTS
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*Mayor Monroe recognized the Spring Ho Committee for a great job on their annual festival.*

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 selection of website photo contest
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*Council member Kuehne moved to approve entry1, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Keele absent)*

7.2	Discussion and possible action regarding the TxDOT Highway 281 South ROW Acquisition from the City of Lampasas and cost to cure reimbursement in the amount of \$22,577.00.
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*Council member Clark recused himself from the dais for this agenda item.*

*Council member Pearce moved to authorize the City Manager to reimburse owners for Cost to Cure items within TxDOT estimates for actual work completed, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Keele absent)*

7.3	Discussion and possible action regarding proposal from Schneider Engineering for SCADA Network Design and Installation in the amount of \$64,530.00
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*Council member Clark moved to approve the proposal from Schneider Engineering for SCADA Network Design and Installation in the amount of \$64,530.00, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Keele absent)*

7.4	Discussion and possible action to purchase acoustic panels for Calvert Meeting Room to minimize reverberation/echo.
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*Council member Morris moved to approve the purchase of 350' of acoustic panels in the amount of \$5,403.46 from Noise Control Specialist to minimize reverberation/echo in the Calvert Meeting Room, the motion was seconded by Council member Kuehne and with unanimous vote, the motion carried. (Keele absent)*

7.5	Discussion and possible action regarding amendment to the City of Lampasas Personnel Policy Section 8.00 Leave Time; Section 8.08 Public Service
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*Council member Morris moved to approve the amendment to the City of Lampasas Personnel Policy Section 8.00 Leave Time; Section 8.08 Public Service, to allow Staff to volunteer their time during their regular scheduled shift to participate in Lampasas County events and festivals up to 40 hours annually, the motion was seconded by Council member Kuehne, with Council member Clark opposing the motion carried. (Keele absent)*

7.6	Discussion and possible action regarding the renewal of the City's health insurance coverage for City Employees with Scott & White Health Plan for the October 1, 2022 to September 30, 2023 plan year and authorize the City Manager to execute related documents.
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*Council member Clark moved to approve the renewal of the City's health insurance coverage for City Employees with Scott & White Health Plan for the October 1, 2022 to September 30, 2023 plan year and authorize the City Manager to execute related documents, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Keele absent)*

7.7	Discussion and possible action regarding subscription to the myLIBRO library app
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*Council member Morris moved to approve the myLIBRO app in the amount of \$2950.00, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Keele absent)*

7.8	Discussion and possible action regarding a Lennox AC unit at the old WWW office to deem as surplus and allow Staff to dispose of as State Law allows
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*Council member Morris moved to deem the Lennox AC Unit as surplus and allow Staff to donate to non-profit organization or to dispose of as State Law allows, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Keele absent)*

**Adjourn**

*Mayor Pro Tem Williamson moved to adjourn the meeting at 8:22 pm, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Keele absent)*

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

\_\_\_\_\_  
TJ Monroe, Mayor

ATTEST:

\_\_\_\_\_  
Becky Sims, City Secretary