

**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 25, 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
Davis Keele

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
Mandy Walsh, EDC Director
Jeff Smith, Fire Chief
Charlie Boswell, Assistant Police Chief
Judge Robert Gradel
Chuck Montgomery, Patrol Lieutenant
John Reza, Police Officer
Brandon English, Police Officer
Jameson Varnado, Police Officer
Wayne Sanders, Interim Electric Superintendent

Council Members Absent:

N/A

WORKSHOP SESSION

1. Call to order Workshop Session

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

2. Discussion and update regarding Skate Park Project Timeline.

Ryan Ward, ACM provided update to Council regarding Skate Park Project

- *May 23, 2022 Council directed Staff to purchase material for pad or other City Projects*
- *June 1, 2022- Second Public Design Meeting*
- *June 13, 2022- Design concept, costs associated and next steps were presented*
 - *Council voted to move forward with Skate Park Project*
 - *SPA advised they would be able to mobilize within 90 days dependent upon award of bid from another entity.*
- *SPA notified Staff that they need additional topographical information to finalize pad specifications*
 - *Staff contacted Surveyor and although they are a few weeks out, it should be a relatively quick turnaround time.*
- *Once additional survey data has been completed and specifications provide; Staff will proceed with getting quotes from local contractors*
- *Staff is hopeful that the pad work will begin within the 90-day window*

By consensus, Council is content with moving forward with the project bearing there is no additional costs outside of the approved amount.

3. Discussion regarding Lampasas County Chamber of Commerce & Visitor Center FY 2022/2023 Budget.

Melissa Unger, Chamber Director provided an overview of the Lampasas County Chamber of Commerce & Visitor Center FY 2022/2023 Budget.

- *Administrative Fee-Budget Request \$38,0000*
 - *Increase of \$ 3,760.00*
 - *.50 hour for administrative assistant*
 - *Partial salary for part-time event position*
- *Visitor Center Seasonal Staff (March-December)*
 - *\$1,800.00 (no change from 2021-2022)*
- *Lampasas Promotions/Visitor Center Brochures*
 - *\$3,750.00 (no change from 2021-2022)*
- *Copier/Copies*
 - *\$1,802.00 (increased by \$102.00 from 2021-2022)*
- *Postage*
 - *\$593.60 (increased by \$33.60 from 2021-2022)*
- *General Supplies*
 - *\$424.00 (increased by \$24.00 from 2021-2022)*
- *Website*
 - *\$1700.00 (increased by \$200.00 from 2021-2022)*
- *Phones & IT*
 - *\$1505.00 (increased by \$85.20 from 2021-2022)*
- *Utilities*
 - *\$1293.20 (increased by \$73.20 from 2021-2022)*
- *Building*
 - *\$2332.00 (increased by \$132.00 from 2021-2022)*
- *Annual Visitor Center Dues*
 - *\$400.00 (no change from 2021-2022)*
- *Hill Country Trail Region*
 - *\$400.00 (no change from 2021-2022)*
- *Tourism Conferences*
 - *\$0*
- *Event Funding-*
 - *Funding is requested per event*

4. Discussion regarding City of Lampasas FY 2022/2023 Budget.

Re-Cap

- *Current Budget Surplus*
- *Impacts of increased supplies, water reservation and debt costs for Water/Wastewater Fund*
- *Impacts of market increases in fuel, reliability, and ancillary costs for Electric Fund*
- *Review and input regarding inclusion of PD patrol unit routers, replacement Electric Department pick-up, compensation and EMS dispatching*

- Do not want to assume or presume Council’s funding priorities-this is a start

Meeting Targets

- Provide Council options for funding priorities
- Provide targets and options for incremental increases in Utility rates to address increased cost of service
- Provide funding recommendations and options for additional priorities including additional Street paving and Hanna Spring Wall rehabilitation
- Review Capital Projects scheduled for FY 2023
- Determine date and time for Departmental Presentations

Discussion on Priorities and Inclusions

- Electric Department Pick-up
- Patrol Unit upgraded routers
- Compensation
- Hanna Spring Wall rehabilitation
- EMS dispatching – 2/3 FTE plus training and EMD compensation based on increased duties-Shared cost
- Increase to Street Paving budget

Funding Options and Rate Considerations

- Utilization of Fund Balance for FY 2022 budgeted capital, not expensed til FY 2023, \$150,000
- Incremental increase in Water and Wastewater FY 2023, approximately \$2.25/month/connection, \$180,000. Assess future needs for FY 2024
- Assess Year End Electric financial performance, Fall 2022
- Utilize available Fund 62, 68, 40 balance for Hanna Spring Wall rehabilitation
- Utilize budgeted FY 2023 surplus to:
 - Increase paving \$200,000
 - Address compensation \$230,000
 - Purchase Patrol Unit Routers \$25,000
 - Purchase Electric Dept Pick-up \$45,000
- Utilize remaining surplus to account for increased dispatch costs (undetermined but shared)

Budget Considerations and Input

City of Lampasas		
FY 2023 Budget Considerations		
Item	Amount	Budget Balance
July 11 Balance	\$251,000.00	\$251,000.00
Fund 10 Undesignated Earnings	\$150,000.00	\$401,000.00
W/WW Fund increase	\$180,000.00	\$581,000.00
Elect. Dept. Pick-up	(\$45,000.00)	\$536,000.00
Patrol Routers	(\$25,000.00)	\$511,000.00
Increase in Paving	(\$200,000.00)	\$311,000.00
Employee Compensation	(\$230,000.00)	\$81,000.00
Available for Increased Dispatch		\$81,000.00
Hanna Spring Wall Rehabilitation funding from 62, 68 or 40		

Operating and Selected Non-Operating Fund Balances-30 June 2022

62-Key Ave Fund		10-General Fund	
3010 Committed Fund Balance	\$107,214.46	3010 Unassigned Fund Balance	\$2,023,087.64
68-2016 CO Capital Fund		3031 Assigned Park Improvements	\$1,750.22
1033 COI Designated Capital	\$102,100.64	3032 Assigned Turner/580	\$35,053.00
remaining encumbered Turner Fld	(\$29,913.99)	3033 Assigned Garret/580	\$28,496.20
Fund Balance		3034 Assigned Comp Plan	\$9,083.74
	\$72,186.65	3060 Assigned M&O	\$1,783,405.00
81-Electric Fund		Fund Balance Assigned/Unassigned	\$3,880,875.80
3010 Unrestricted Net Assets	\$4,175,951.30	40-Hotel-Motel Tax Fund	
3060 Restricted M&O	\$1,987,203.00	3010 Committed Fund Balance	590,612.68
Fund Balance Restricted/Unrestricted		3030 Committed Civic Center	968,181.65
	\$6,163,154.30	increase/(decrease) in Fund Balance	(174,788.88)
82-Water/Wastewater Fund		Fund Balance Committed/ Unrestricted	1,384,005.45
3010 Cash portion Assign/Unass. Net Assets	\$1,425,306.79	35-CARES Act-2021	
3060 Restricted M&O	\$739,198.00	3010 Fund Balance	\$493,219.17
Fund Balance Restricted/Unrestricted			
	\$2,164,504.79		
2022 CO Fund			
Fund Balance Restricted	\$6,508,711.59		

Capital Projects allocated from other Funds

American Rescue Plan Act (“ARPA”)

- *Upper Pressure Plane, Business Park, \$971,196*
- *Looping Projects, Samac, 2nd, 5th, 7th \$300,000*
- *Water relocation Highway 281 South, \$100,000*
- *Emergency Generation, \$450,000*
- *Fire Department Apparatus, \$146,177*

Fund 65, 2022 CO Issue

- *Wastewater Plant, Pretreatment and Belt Press, \$3,000,000*
- *Hostess House Rehabilitation, \$800,000*
- *Upper Pressure Plane improvements, \$1,000,000*
- *W/WW Shop/Lab exterior improvements, \$250,000*
- *Water Looping, Live Oak, \$250,000*
- *Sewer Line replacement, Pecan, \$250,000*
- *Calvert Improvements, basement, exterior, \$250,000*

Next Steps

- *Council input and direction to validate, modify and formalize budget document*
- *Prepare departmental reports and budgets by Major Account*
- *Confirm date and time for departmental presentations*

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 6:15 p.m.; Council member Clark 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 6:15 p.m.

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

Council recognized the following employees for their service anniversaries:

- *Stephen Sewell- 10 years*
- *Wayne Sanders- 30 years*

Patrol Lt. Montgomery introduced and welcomed each of the three (3) new officers. Judge Gradel was present to conduct the ceremonial swearing in of the new officers.

- *John Reza*
- *Brandon English*
- *Jameson Varnado*

	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 on July 25, 2022

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding June 2022 Investment Report

Mayor Pro-Tem Williamson moved to approve the consent agenda as presented, Council member Keele seconded the motion and with a unanimous vote, the motion carried.

4.0	BOARDS/DEPARTMENT REPORTS
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Chris Eicher, Parks Director presented his annual report

Project Overview

- *Replacement of Irrigation Controls @ 580 Sports Complex- **Completed***
- *Campbell Park Pavilion-**Complete***
- *Campbell Park Skatepark- **In Progress***
- *Hanna Springs Fencing and Rock Wall- **In Progress***
- *Installation of Story Walk Pedestals in Brook Park- **Completed***
- *Aquatic Vegetation Control in Brook Park / Electrofishing Survey By TPWD- **Ongoing***
- *Hostess House Rehab- **Planning & Design Phase***
- *Cemetery Pole Barn- **In Progress***

Modest list of Annual Events supported by the Parks & Recreation Department:

- *Spring Fest*
- *Easter Egg Hunts*
- *Kid Fish/Campout*
- *Sulphur Creek Car Cruise*
- *2 Dive -in Movies at Hanna Springs Pool*
- *2 Moonlight Swim Events @ Hancock Spring Pool*
- *June Music on the Square*
- *Spring Ho*
- *Cardboard Regatta-Hanna Springs Pool*
- *Junior Rodeo @ 580 Sports Complex*
- *Riata Roundup @ 580 Sports Complex*
- *Campbell Park LAFTA Events (2)*
- *Go Texan BBQ Cookoff and Concert*
- *Squared Silly*
- *Hunters Welcome*
- *Carol of Lights*
- *Christmas on the Creek Event*
- *Multiple Softball Tournaments at 580 Sports Complex*

2022 Pool Season

- *Hancock Pool Average Daily Patrons: 297*
- *2 Moon Light Swim Events*
- *Hanna Pool Average Daily Patrons: 182*
- *Water Aerobics Attendees: 40*
- *2 Dive-in Movies*
- *Cardboard Regatta*

	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- CTWSC The City received a phone call from Lee Kelley, General Manager, Central Texas Water Supply Corporation (“CTWSC”) this week for an update on recent pump intake issues. Lee stated CTWSC had to call in divers to pull and/or make repairs to pumps and gaskets on their deep-water intake structures. He stated no use restrictions were necessary at this time, however; he felt all deeper intakes would need to be fully operational going into August when lake levels are expected to drop more significantly. At this time, impacts to the City invoice have not been assessed nor calculated.

- Pavilion The Park Board met on June 16th and, among other items, discussed the booking, reservation, cost and procedures for public utilization of the Campbell Park Pavilion. Although no specific recommendations were developed, the Board did discuss the need for public communication, signage, and reservation procedures. Staff have discussed posting reservation requirements, as well as, a slide in reservation notice at the pavilion, however; also seeks input regarding enforcement, fees, and use policies. Staff will also review other municipalities for best practices and use policies. Council is invited to provide input prior to a specific recommendation from the Park Board.

- Paving Ryan reports that the City’s paving contractor has commenced work for the 2022 program. Crews began work in the Sue Ann subdivision, with additional paving planned for Walnut and Sunset the week of July 24. In addition to contracted work, in house crews will be conducting a seal coat program based on remaining available funds and needs.

- Business Park Attached is the Certificate for Pay Application No. 3 from the Contractor to the Lampasas Economic Development Corporation (“LEDC”). As previously communicated, the total Contract amount was \$2,747,544.25, of which the Contractor has earned \$1,130,835.66 or 41% of the total project. City allocation of American Rescue Plan Act (“ARPA”) was approved at \$971,176.00 for water and wastewater infrastructure, and to date, of those allocated funds, the Contractor has earned \$645,619.54, with \$64,561.94 being held in retainage, or 66.5% of water and wastewater infrastructure according to Pay Applications. It is staff’s understanding the LEDC’s consulting engineer estimates now that water and wastewater infrastructure is approximately 75% complete. Ryan and Mandy will provide additional information and drone footage for Council on Monday evening.

- Hostess House Since the last report on the Hostess House June 26th, the City has received the 50% Design Development plan set for staff and Council review. As mentioned on the 26th, the plan set includes a number of additional considerations and possible add alternates including changing area for Hancock Park Free Flow pool, updated wall finishes, deck upgrades, and allowances for technology needs. As an addendum to the 50% Design Development set, Mr. Naylor also provided some additional options for the relocation of HVAC units, without relocating the upstairs stage, for more efficiency of service. Staff will have several copies of the plan set available at the meeting, and will provide individual sets to Council if requested.

Georgetown Tank Staff has received notification that rehabilitation of the Georgetown Tank has been completed. As a reminder, by contract, the City contributes to joint use tanks, as defined, on the Kempner Water Supply Corporation system. Tank maintenance is defined primarily as tank coating systems including preparation of surfaces and painting. Over the next few weeks the City will set up a true-up meeting to match eligible actual costs with City contributions to date. It does appear the project was completed under original estimates which should result in savings from budget.

Appraisal Roll This week the City received its 2022 Certified Appraisal Roll from the Lampasas County Appraisal District. As noted in the comparison from 2021 the Total Taxable Value Not In Protest increased from \$495,344,200.00 in 2021 to \$577,411,485.00 in 2022, a 16.6% increase. Yvonne reports that she will be preparing additional information for the Appraisal District to set No New and Roll Back rates.

Police Department With the appointment of Jody Cummings to Chief of Police, the Chief is pleased to announce that Charlie Boswell has been promoted to Assistant Chief, and Patrol Sargent Fidel Morua has been promoted to Sargent Investigator filling the position left vacant from the recent resignation of Nick Roberts. Current vacancies the Department will be filling include a Sargent Investigator, Patrol Sargent and Patrol Officer.

Staff Staff is pleased to recognize the following employees that began their City of Lampasas careers in July: Robert Gradel, 27 years; Justin McDonald, 9 years; Wayne Sanders, 30 years; Jeff Smith, 3 years; Stephen Sewell, 10 years; Jacob Rivera, 7 years.

5.2	MAYOR’S COMMENTS
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Mayor Monroe recognized and congratulated Assistant Chief of Police Charlie Boswell on his promotion.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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Without objection Mayor Monroe moved to item 7.9

7.9	Discuss and consider possible action regarding Letter of Understanding with Lampasas County referencing Emergency Medical Dispatch Services provided by the City.
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Council member Morris moved to approve Letter of Understanding with Lampasas County referencing Emergency Medical Dispatch Services provided by the City and to allow Mayor Monroe to make execute and make minor edits; the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.1	Discussion and acceptance of the Lampasas County Chamber of Commerce & Visitor Center FY 22/23 Budget
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Council member Kuehne moved to approve the Lampasas County Chamber of Commerce & Visitor Center FY 22/23 Budget, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding the approval of HOT funds in the amount of \$1,188.56 for the Lampasas County Chamber of Commerce 11 th Annual Lampasas County Wine Tour.
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Council member Morris moved to approve HOT funds in the amount of \$1,188.56 for the Lampasas County Chamber of Commerce 11th Annual Lampasas County Wine Tour, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding approval of the LEDC FY 2022/2023 Budget
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Council member Clark moved to approve the LEDC FY 2022/2023 Budget, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding professional civil engineering services agreement with Eckermann Engineering, Inc. for the 2 nd Street Roadway Reconstruction Project in the amount of \$60,000.00
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Council member Pearce moved to approve the professional civil engineering services agreement with Eckermann Engineering, Inc. for the 2nd Street Roadway Reconstruction Project in the amount of \$60,000.00, the motion was seconded by Mayor Pro Tem Williamson, with Council member Morris in opposition, the motion carried.

7.4	Discussion and possible action regarding professional civil engineering services agreement with Eckermann Engineering, Inc. for the Live Oak Water Line Extension and Pecan Street WW Replacement Projects in the amount of \$29,000.00
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Council member Clark moved to approve the professional civil engineering services agreement with Eckermann Engineering, Inc. for the Live Oak Water Line Extension and Pecan Street WW Replacement Projects in the amount of \$29,000.00, the motion was seconded by Mayor Pro Tem Williamson, with Council member Morris in opposition, the motion carried.

7.5	Discussion and possible action regarding the acceptance of bid for emulsion from Wright Asphalt, a sole source provider in an amount not to exceed \$49,000.00
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Council member Morris moved to approve the acceptance of bid for emulsion from Wright Asphalt, a sole source provider in an amount not to exceed \$49,000.00, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding the first reading of an Ordinance of the City of Lampasas, Texas amending Chapter 78 (School Safety Zones) of the Code of Ordinances by adding School Zones for Providence Christian Academy that will be located inside the First Methodist Church at 2 Alexander Street beginning Fall 2022
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Council member Morris moved to approve the first reading of an Ordinance of the City of Lampasas, Texas amending Chapter 78 (School Safety Zones) of the Code of Ordinances by adding School Zones for Providence Christian Academy that will be located inside the First Methodist Church at 2 Alexander Street beginning Fall 2022, the motion was seconded by Councilmember Clark and with a unanimous vote, the motion carried.

7.7	Discussion and possible action regarding purchase of a new air conditioning unit for the Lampasas Public Library in an amount not to exceed \$5,800.00.
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Council member Kuehne moved to approve the purchase of a new air conditioning unit for the Lampasas Public Library in an amount not to exceed \$5,800.00, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding approval of renewal and rates through Principal for Dental and Vision Insurance.
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Council member Keele moved to approve the renewal and rates through Principal for Dental and Vision Insurance, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Adjourn into Executive Session

Mayor Pro-Tem Williamson moved to adjourn into executive session at 7:26 pm, the motion was seconded by Council member Morris 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

No action taken

Adjourn

Council member Pearce moved to adjourn the meeting at 7:53 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary