

**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, December 12, 2022  
5:30 p.m. Workshop Session  
6:00 p.m. Regular Session**

*(regular session will begin immediately following workshop and may be called to order prior to 6:00 pm)*

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:**

Randy Clark  
Chuck Williamson  
Herb Pearce  
Cathy Kuehne  
Davis Keele  
Chuck Williamson

**City Staff Present:**

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

**Council Members Absent:**

Zachary Morris

**WORKSHOP SESSION**

**1. Call to order Workshop Session**

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

**2. Discussion and explanation of solar interconnection to the City of Lampasas Electric System.**

*Ryan Ward, ACM presented the following:*

The infographic consists of four blue boxes arranged in a 2x2 grid, a large blue triangle on the right, and a white box with a blue border at the bottom right.

- Top Left Box:** 31 Households in Lampasas have a PV System
- Top Right Box:** 2022 Range of Customer Buy Back monthly \$0 - \$106, AVG \$20
- Bottom Left Box:** City Permit to install Solar System cost is \$397.00
- Bottom Right Box:** An Approved Interconnect Agreement is Required
- Large Triangle:** What causes my bill to vary?
  - Several factors can impact Solar Energy Production, such as:
    - ❖ Time of year
    - ❖ Household electrical usage
    - ❖ Weather conditions
    - ❖ Proper PV System maintenance

**Factors that affect solar production.**

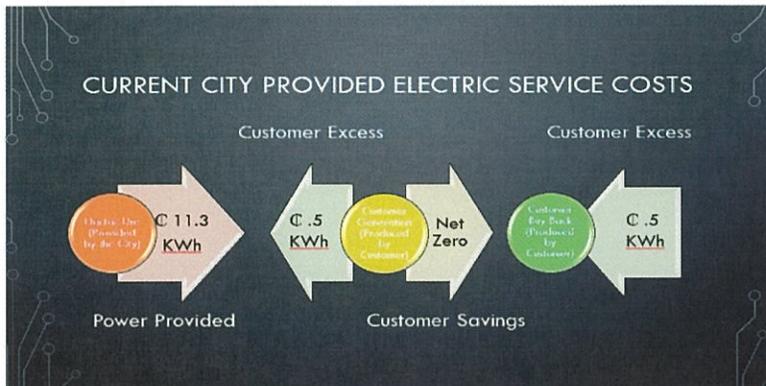
This section includes three visual elements:

- Diagram 1:** A hemispherical diagram of the sky dome showing a sun at an angle from the horizon. Labels include 'Sky dome', 'North', 'South', 'Horizon', and 'Solar azimuth angle'. A caption below reads: "The solar azimuth angle is the angular distance between the north and the sun on the horizon."
- Diagram 2:** A line graph titled "Monthly Variation in Solar Azimuth Angle (@12:00 noon)". The y-axis is "Angle in degrees" (0 to 175) and the x-axis is "Days" (Jan to Dec). Four lines represent: Denver, US (green); Sydney, Australia (red); Macapa, Brazil (purple); and Austin, US (blue). The Austin line shows a peak in winter and a trough in summer.
- Text Box:** A blue rounded rectangle containing the text: "Peak Azimuth Angle in Lampasas, Texas varies from 160° to 130°"

The City of Lampasas **does not** Net Meter.

**What is Net Metering?**

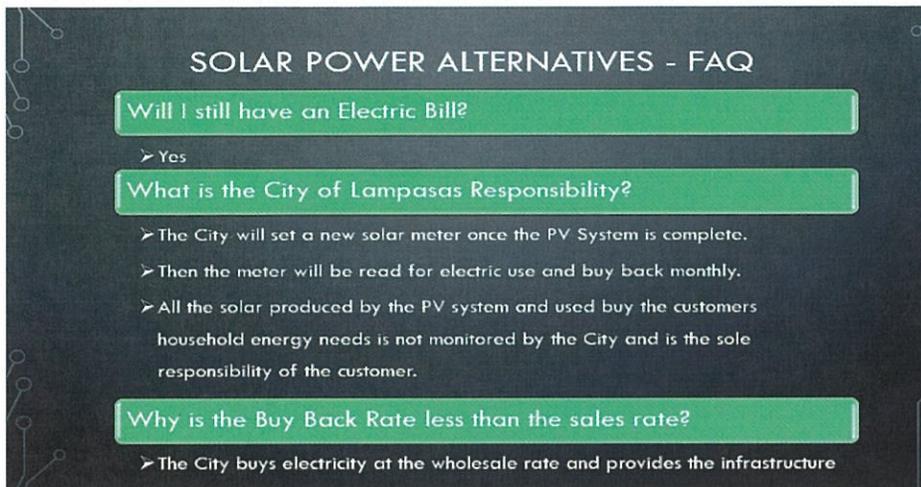
- **Net metering is a billing mechanism that credits solar energy system owners for the electricity they add to the grid. For example, if a residential customer has a PV system on their roof, it may generate more electricity than the home uses during daylight hours. If the home is net-metered, the electricity meter will run backwards to provide a credit against what electricity is consumed at night or other periods when the home's electricity use exceeds the system's output. Customers are only billed for their "net" energy use.**



**City of Lampasas Electric Rates**

(Effective November 1, 2021)

- **Residential**
- Customer Charge
- Urban \$8.00
- Rural \$15.00
- Per kWh .113080
- Purchase Power Cost Adjustment-Varies monthly
- **Small General Service**
- Customer Charge
- Urban \$14.50
- Rural \$21.50
- Per kWh .114580
- School Discount \$-0.0025 per kWh
- Purchase Power Cost Adjustment-Varies monthly
- **Large General Service**
- Customer Charge
- Urban \$19.00
- Rural \$26.00
- Demand Charge \$6.36 per kWh
- Per kWh .093160
- School Discount \$-0.0025 per kWh
- Purchase Power Cost Adjustment-Varies monthly
- **Sales Tax**
- Residential 1.50%



**3. Discussion and updates regarding City Projects.**

*Ryan Ward, ACM presented the following:*

- Skatepark Harrison Construction has completed the base pad. The concrete has been tested by Langerman Foster Engineering and has passed each density test. SPA Skateparks is expected to be onsite within the next three weeks to start the concrete portion of construction and completion.
- Business Park The project is estimated to be at 99% completion at this time. Some of the remaining items include the hydrant plugs that have been ordered for each hydrant. Once these parts are received, Gage and Cade anticipates installation to be completed in one day. There are approximately five storm drains remaining that need to be grouted, as well as coating and sealing of manholes.
- Citrix Remote Desktop The City has completed the initial setup and configuration for this software that allows for employees to be able to access the Incode Central application from their wireless devices. Once Citrix has been added to all wireless devices, the employees will have access to Incode and work orders while out in the field, as well as other required network connectivity.
- Executime Software Executime has scheduled an audit of our System Infrastructure for the week of 12/19/2022 by their Deployment team. They will review the System Infrastructure Audit documents and either approve it or provide details of items that need to be addressed. We are in the process of submitting the initial Project Documentation. The project should be complete and live within the next six months.
- Hostess House Remodel Currently, the 95% complete design plans have been submitted to the City for review, with the 100% complete design plan set scheduled for submittal by December 14, 2022. The timeline for project bid proposals and letting is still tentative, with the Architect finalizing that schedule now. Tentatively, the pre-proposal and invitation would be ready for advertisement in late January 2023.

The bid window for this project will be approximately 30 days, once open for bidding. This bid opening should close in late February or early March.

- US-281 Water Line Relocation Advertising for Invitation to Bid commenced on Friday, December 9, 2022. The bid opening is scheduled for January 10<sup>th</sup> at 2 PM. The intent of this project, would be to complete all work before the US-281 widening project by TXDOT begins. The Work consists of the installation of approximately 306 linear feet (LF) of 8” waterline (146 LF by open cut and 160 LF by bore inside a 30” steel encasement pipe) along Naruna Road and then crossing US-281 for connection to an existing main.
- 2<sup>nd</sup> St Santa Fe Depot The City has installed all requested utilities for the Santa Fe Depot Project. Construction inside the site is still ongoing, however the curb and gutter and sidewalk within the City ROW have been completed.
- Industrial Park Demo On November 8, 2022 the City issued a Notice to Proceed (NTP) to WT Construction, with a start date 10 days after, beginning on November 18, 2022. WT Construction began demo work at the Industrial Park the week of November 28<sup>th</sup>. The project contract has a total 30 days for substantial completion, weather permitting.

Mayor Monroe inquired about the Live Oak /Second Street Project. Mr. Ward advised that the Engineered Plans for Street/Drainage Rebuild are still in process.

#### 4. Discussion regarding Solar Eclipse Event 2024.

*Jeff Smith, Fire Chief provided the following update:*

- Planning since Summer of 2021
- Partners with CTCOG, Emergency Management Agency, Public Safety, Homeland Security
- City Subcommittee:
  - Library Director
  - Police Chief
  - Fire Chief
  - Chamber of Commerce
  - City Manager
  - Assistant City Manager
  - IT Director
- Planning Objective Focus
  - Public Safety
  - Community Awareness/Preparedness/Approval
- January 2023 Employee Preparedness
  - Department Directors- January 16-19, 2023 ICS 300/400 classes (Emergency Planning)
- April 2023- Town Hall Meeting
  - Community Education
- October 2023- Prepare Essential Contact List
  - Develop Response Plan for incidents.
- November 2023-Tabletop Exercise
- January 2024-Drill- Test Response

- February 2024-Full Scale Drill
  - Drill Review
- March 2024- Final Town Hall
  - Community Communication/Outreach

**5. Discussion regarding any item on the regular agenda**

There was no discussion.

**Adjourn Workshop Session**

*Mayor Pro-Tem Williamson moved to adjourn the workshop session at 6:11 p.m., the motion was seconded by Council member Davis and with a unanimous vote, the motion carried. (Morris absent)*

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

- **Call to Order**

*Mayor Monroe called the Regular Session to order at 6:11 p.m.*

- **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.*

- **Presentations and Proclamations**

- *Misti Talbert Community Champion Recognition*

*The Lampasas Police Department was recognized for their daily protection and community service.*



*Zach Carnley, Sneed Funeral Home was recognized for his community service projects; such as annual school supply drives, coat drives and for providing gifts to senior citizens in local nursing homes.*



*Becky Sims, City Secretary presented City Council with their annual token of appreciation as a thank you for what they have done for Staff, Citizens and the Community.*



	<b>PUBLIC HEARINGS/CITIZEN COMMENT</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*

1.3	Public hearing to receive citizen comments to consider granting a request to rezone property from Commercial “C” to Single Family Residential-6 “SF-6” described as being the west one-half (W 1/2) of Lot One (1), Block Two (2), East Lampasas, Lampasas County, commonly known as 1001 Bridge Street
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*Mayor Monroe opened the public hearing.*

*Becky Sims, Zoning Administrator advised of the following:*

- *Jack Harrell, Owner, is asking that the City’s Planning Commission to consider a rezone from Commercial “C” to Single Family Residential-6 “SF-6”*
- *The property is currently zoned Commercial. The area surrounding the property is Commercial and Single Family Residential.*
- *The City sent a total of seventeen (17) notices to property owners within 200 feet of the applicant’s property. To date, the city has not received any notices in favor or in opposition of the request.*

- *Staff recommends approval of the rezone as the use fits within the existing character of the neighborhood and rooftops are essential to the community as outlined in the Comprehensive Plan.*

*With no additional comments the public hearing was closed.*

1.4	Public hearing to receive citizen comments to consider a Final Plat with variances of Resubdivision of the West ½ of Lot 1, Block 2, East Lampasas, .25 acres, an addition to the City and County of Lampasas, Texas, commonly known as 1001 Bridge Street
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*Mayor Monroe opened the public hearing.*

*Becky Sims, Zoning Administrator advised of the following:*

- *Jack Harrell, Owner, is asking that the City's Planning Commission to consider the Final Plat with variances of Resubdivision of the West ½ of Lot 1, Block 2 East Lampasas .25 acres an addition to the City and County of Lampasas.*
- *The property is currently zoned Commercial The area surrounding the property is Commercial and Single Family Residential.*
- *The Zoning Board of Adjustment and Appeal approved a variance to the lot depth from 110' to 104' at the November 15, 2022 meeting. The width conforms to the zoning regulation of 50' and the setbacks will meet the 25 ft front yard requirement with 6 ft on the sides and rear of property for both homes.*
- *The City sent a total of seventeen (17) notices to property owners within 200 feet of the applicant's property. To date, the city has not received any notices in favor or in opposition of the request.*

*With no additional comments the public hearing was closed*

1.5	Public hearing to receive citizen comments regarding the submission of an application(s) to the Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant. The purpose of this meeting is to allow citizens an opportunity to discuss the citizen participation plan, the development of local housing and community development needs, the amount of TxCDBG funding available, all eligible TxCDBG activities, and the use of past TxCDBG funds.
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*Mayor Monroe opened the public hearing.*

*Becky Sims, City Secretary advised of the following:*

*The City of Lampasas is interested in making an application to the Texas Department of Agriculture for a Community Development Block Grant for Storm Drainage Improvements and this Public Hearing provides citizens the opportunity to provide comments and ask questions.*

*There were no citizen comments*

*Mayor Monroe closed the public hearing.*

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on held on November 28, 2022

*Mayor Pro-Tem Williamson moved to approve the minutes as presented; the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)*

3.0	CONSENT AGENDA
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3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from November 1, 2022 through November 30, 2022
3.2	Discussion and possible action regarding the September 2022 Investment Report
3.3	Discussion and possible action regarding the October 2022 Investment Report

*Mayor Pro-Tem Williamson moved to approve the consent agenda as presented, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)*

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

*City Manager deGraffenried reviewed his report:*

*Airport Planning*      *Staff attended, virtually, a TxDOT meeting to update consultants and the City on the progress and scope of the Airport Planning project, funded 90% through non-primary entitlement funds (federal). Staff will be asking Council to consider, at a future meeting, the appointment of a Project Steering Committee which may include Airport Advisory Board members, Pilot Association members, representatives from the Lampasas Economic Development Corporation (“LEDC”), and possibly a Chamber representative. The scope of the project will include a layout plan update, inventory of assets, aviation forecast and identification of short and long-term needs. Contracting, by TxDOT, should be completed this winter with final draft of the Plan complete on or before one year from kick-off.*

*Railroad Grade*      *Council may, or may not, be aware that a portion of the Georgetown Railroad right of way (“ROW”) continues from the east side of south Highway 281, across E.E. Ohnmeiss and through Brook Park to Key Avenue at O’Reilly’s. The Mayor Pro-Tem has inquired regarding the property, and in the past, individuals have expressed concern when bill-boards were located on the ROW at Key, which have since been removed due to wind damage. Several years ago, at the request of Council, staff contacted the owners and inquired regarding the conveyance of the property to the City. The Railroad was open to a sale, at generally market rate. Staff noted that the grade was mowed by the City, and the Railroad reminded staff that a road also encroaches on their property. At the time, and now, staff recommends no action, keeping the property on the tax rolls, and maintaining the property in deference of the roadway encroachment. Staff will inquire again, if Council wishes to pursue the purchase of the property.*

*Annual Contracts*      *Ryan reports that Council should expect a request to consider annual contracts for paving, emulsion, and curb and gutter work for 2023. Staff would like to secure contractors and per unit costs this Winter to provide more efficient project initiation during pavement season this Spring and Summer. Pricing future work can provide the City surety of future costs, however; Council should be aware that contractors may also need to hedge against possible future increases in material and labor costs.*

*Roofs and Cars*      *Chief Cummings reports that after inspection, the roofs at the Calvert Building, Police Department and City Hall appear to have no appreciable damage. Most other roofs*

*in the City's inventory are metal, but the rest will be checked as well. Auto's are being checked department by department, and staff anticipates repairs on a case by case basis depending on deductibles, age of unit, and use.*

*EMS Monthly Report Attached is the Hamilton Hospital District, Emergency Medical Services' monthly report for the City of Lampasas and Lampasas County. The total calls within the City of Lampasas were 151, while calls outside Lampasas, in the County, numbered 101. Average response time in the City was 5 minutes and 24 seconds. The report also notes continued, cooperative training with the Lampasas Fire Department.*

*First Street Some questions may have been raised, or brought to Council's attention, regarding right of way ("ROW") work at the Starbucks site on Key Ave at First Street. The contractor has generally been challenged in their attempts to follow civil plans which has resulted in elevation gaps and increased cuts in First Street. Ryan and Frank report that the City has required the contractor to repave First Street, with HMAC (Hotmix) to the extent of damage, generally from crown to gutter line, and for a smaller portion, from gutter to gutter. The contractor has suggested the pavement would be installed this month. As with any pavement project on City ROW, staff will be on-site to monitor and quality control from start to finish*

5.2	MAYOR'S COMMENTS
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*Mayor Monroe recognized both the Christmas on the Creek and Carol of Lights committee members for their hard work and dedication to the community. Both events went great and were well received by the community. Thank you to City Staff, CPAAA, and volunteers for making these events such a huge success.*

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 Clark moved to approve entry #1 "Veterans Day 2021," the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.*

7.2	Discussion and possible action to consider approval, denial or approval with modifications the request to rezone property from Commercial "C" to Single Family Residential-6 "SF-6" described as being the west one-half (W 1/2) of Lot One (1), Block Two (2), East Lampasas, Lampasas County, commonly known as 1001 Bridge Street.
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*Council member Keele moved to approve the request to rezone property from Commercial "C" to Single Family Residential-6 "SF-6" described as being the west one-half (W 1/2) of Lot One (1), Block Two (2), East Lampasas, Lampasas County, commonly known as 1001 Bridge Street, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Morris absent)*

7.3	Discussion and possible action to consider Final Plat with variances of Resubdivision of the West ½ of Lot 1, Block 2, East Lampasas, .25 acres, an addition to the City and County of Lampasas, Texas, commonly known as 1001 Bridge Street.
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*Mayor Pro-Tem Williamson moved to approve the Final Plat with variances of Resubdivision of the West ½ of Lot 1, Block 2, East Lampasas, .25 acres, an addition to the City and County of Lampasas, Texas, commonly known as 1001 Bridge Street, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Morris absent)*

7.4	Discussion and possible action to consider vacate, abandon and convey 0.24 acres (60-foot-wide) of un-opened Deb Lynn Street- East of South Howe Street between outlot 18 and outlot 25 of the L.H.W Johnson Survey; part of 1003 S. Howe Street.
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*Mayor Pro Tem Williamson moved to vacate, abandon and convey 0.24 acres (60-foot-wide) of un-opened Deb Lynn Street- East of South Howe Street between outlot 18 and outlot 25 of the L.H.W Johnson Survey; part of 1003 S. Howe Street, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)*

7.5	Discussion and possible action to approve by Resolution the Request for Waiver of Local Match Fund Participation Requirement on Federal Off-System Bridge Program Project
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*Mayor Pro Tem Williamson moved to approve by Resolution the Request for Waiver of Local Match Fund Participation Requirement on Federal Off-System Bridge Program Project, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

*Adjourn- Council member Keele moved to adjourn the meeting at 6:43 pm, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote the motion carried.*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

ATTEST:

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