

**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, February 27, 2023
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:

Zach Morris
Chuck Williamson
Herb Pearce
Cathy Kuehne

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Jeff Smith, Fire Chief
Ryan Ward, ACM
Jody Cummings, Police Chief
Stacey Ybarra, EDC Director
Kristy Acevedo, System Administrator
Vicki Tower, Parks Secretary

Council Members Absent:

Davis Keele

WORKSHOP SESSION

1. Call to order Workshop Session

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

2. Discussion regarding Hostess House Rehabilitation Project

Finley deGraffenried, City Manager presented the initial bid analysis. He briefly reviewed the bid tabs by division and overall. There is still work to be done in analyzing the project costs and identifying next steps. Council has options moving forward and there were several alternates that do not have to be done during this initial phase. At this time Council will be asked to consider rejecting the bids received during the regular session. Reliance Architecture continues to analyze data and speak with those that bid and those that did not, Staff will have additional data to present to Council at a later meeting that will assist in identifying next steps.

3. Discussion regarding Street Improvement Forecast- Three (3) Year Projection.

Ryan Ward, Assistant City Manager provided an overview of the proposed street maintenance schedule through FY 2025. Mr. Ward reviewed the schedule detail by street condition as defined by the PASER rating for type of proposed work i.e., rebuild, overlay, sealcoat, mill & inlay etc. to be completed.

Mr. Ward also provided the following detail:

- The failing roadway/drainage area on East 2nd Street from Main to Pecan is currently in design phase*
- The reconstruction of the roadway near the Lampasas Middle School from Ridge to Key and from 5th Street to 9th Street will be done in phases, with an anticipated start date of FY 2024.*

At the request of Council, Mr. Ward explained the differences between the different types of road improvements.

4. 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 5:55 p.m. the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Keele Absent)

Without objection, Council took a 10-min break.

REGULAR SESSION

ANNOUNCEMENTS

- Call to Order

Mayor Monroe called the Regular Session to order at 6:08 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

There were no presentations or proclamations.

	PUBLIC HEARINGS/CITIZEN COMMENT
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.
-----	---

Clydell Wallace addressed council on the importance of preserving the historical designation for the Hostess House. The use of the building has been a center for the community to use for weddings, reunions, birthdays etc. The building holds lots of memories and while the City owns the building the renovations must adhere to the State of Texas Historical Designation requirements to retain the marker.

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on held on February 13, 2023.

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the second reading of an Ordinance calling the May 6, 2023

General Election for the City of Lampasas to elect the expired terms of the Mayor, Council Members Places One, Two and Six; providing for early voting, polling times and places and bilingual election materials.
--

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

4.0	BOARDS/DEPARTMENT REPORTS
-----	---------------------------

Becky Sims presented the following:

Utility Billing/Finance Annual Report

Staff:

- Bessie White, Finance 8 years
- Felecia Vallejo, Utilities 11 years
- Heather McDonald, Utilities 2 years
- Amy Catron, Utilities, 10 months
- Sarah Sutton, Utilities 4 months
- Courtney Owens-Ramp, Utilities 2 months
- Tom Zimpel, Meter Technician 12 years
- Jr. Spivey, Meter Technician 11 years (May)

Utility Billing, Deposits processed twice daily.

- *Cash / Check payments*
- *Credit Card payments*
- *Bank drafts*
- *Web Payments*
 - *Library collects, staff counts, inputs, and processes deposit.*
 - *Golf Course collects, staff counts, inputs, and processes deposit.*
 - *Hanna Pool collects, staff counts, inputs, and processes deposit.*
 - *Hancock Pool collects, staff counts, inputs, and processes deposit.*
 - *Citizen Collection Station collects, staff processes payments and deposit.*
 - *Animal Shelter collects, staff processes payments and deposit.*
 - *Airport Fuel, paid by credit card, staff processes payments.*
 - *Parks/Parks Facilities Department, fees paid at City Hall.*
 - *Online Building Permits, staff processes payment.*
 - *Cemetery payments made at City Hall.*
 - *Fire Dept. payments processed at City Hall.*
 - *Court collects, staff processes deposit*

Processed 56,396 Receipts

Utility Billing

Three Cycles

- Due on the 5th, 15th & 25th
- Two (2) Residential Cycles, 1 Commercial Cycle
- Print and mail Late notices – due 10 days past due date
- Door tags, then disconnection
- Figure sewer rates on annual basis using Winter Averaging (December, January, and February)

Day to Day Operations:

- Process NSF Checks
- Process Refund Checks

- Process Solar Read Credits
- Work with Hill Country Community Action regarding pledges
- Set up all utility accounts and process work orders
- Set up bank drafts on accounts
- Daily deposits
- Prepare Adjustments to accounts as needed
- Customer Service in person and over the phone

Number of Customers:

- Water-3,620
- Electric-4,680 (Includes security lights)
 - Demand customers: 432
- Wastewater 2,891
- Residential Garbage 2,760

Work Orders

- Turn on service 413
- Disconnect service 368
- Read In/Read Out 436
- Service Change 85

Finance

- Annual Budget – Property Tax Calculations, Notifications
- Annual TML Workers Comp Audit
- 941 Employers Tax – Quarterly
- Record Fixed Assets – Annual Depreciation Schedules
- Accounts Receivable
- Prepare Journal Entries
- Accounts Payable – Processed 4,365 checks
- Payroll – Bi-Weekly
- Process Insurance Payments (Health, Vision/Dental, TMRS, Life) Monthly
- Process Longevity Checks Monthly
- Bank Reconciliations Monthly
 - Large Cash/Concentration done daily
- Airport Fuel Reconcile Monthly
- Purchase Orders, review and send to departments
- Investments
- Record Sales Tax Receipts
- Report/Pay monthly sales tax owed to the State
- Close out books and install new budgets

Future Goals

- Update Utility Policy
- Update Cash Policy
- Continue in compliance with Card Readers
- Cross train all utility positions
- Utilize training opportunities
- Continue meter change out program for both electric and water
- Continue to provide excellent customer service to all of our citizens

City Secretary Annual Report

Staff:

Becky Sims City Secretary/Zoning Administrator

Lupe Charping- Administrative Secretary/Permit Technician

Department Duties

- *Open Records Request (50+)*
- *Records Retention/Management*
- *Code of Ordinances/Codification*
- *Resolutions*
- *Annexations*
- *Petitions*
- *Building Permits/Project Facilitation*
- *Waste Connections*
- *Planning & Zoning Inquiries/Land Use*
- *Zoning Map*
- *Zoning Board of Adjustments*
- *Capital Improvement Program (CIP) Packets*
- *Wayfinding Program*
- *Gov Deals-Surplus*
- *ROW Conveyance/ Quit Claim Deeds*
- *Elections*
- *Texas Municipal League(TML) City Insurance /Inventory*
- *TML Risk Pool- Claims*
- *Contracts/Agreements*
- *Council Packets*
- *LEDC Packets*
- *Budget Books*
- *Cemetery Deeds*
- *Maintain Vehicle Registrations (Titles)*
- *My Government Online*
- *Xerox*

Administrative Support

For 2022, we attended, created packets and/or took minutes for 68 meetings.

Planning & Zoning

P & Z Meetings

- *6 Meetings*
- *5 Public Hearings*
- *112 Certified Letters*
- *4 Rezone Requests*
- *5 Plat Approvals*
- *4 Specific Use Permits*

ZBA Meetings

- *5 Meetings*
- *6 Public Hearings*
- *91 Certified Letters*
- *2- Parking Variances*
- *3 Lot/Depth Variances*
- *1 Setback Variance*

Support Building Department

- *700+ building permits issued.*

- Educate home owners and contractors on licensing requirements, building plans, setbacks, inspection process etc.
- Identify utility availability through PW Department
- Verify Zoning to ensure Land Use is utilized as intended.
- Facilitated 17+pre-con/pre-development meetings

Training

- Code Enforcement from A-Z Webinar
- Land Use
- Abatement: Sanitation, Structures, & Vehicles Webinar
- TMCA Records Management Seminar
- Code Enforcement and Customer Service Webinar
- TML Annual Conference
- TMCA OMA/PIA Seminar
- Election Law Seminar

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

CIP The Capital Improvements Program Committee (“CIP”) met on February 23rd to initiate the FY 2024-2028 Report. The meeting included a review of projects in progress and completed over the past year, as well as obstacles the City has encountered in initiating new projects. The Report will include identified projects that *could* be initiated in the next five years, subject to Council approval and funding. Over the last several years the Report has been expanded beyond Ordinance requirements to include Major Maintenance, Fleet, Planning, and Technology. The Committee also welcomed new member Craig Hammett.

LEDC The Lampasas Economic Development Corporation (“LEDC”) met on February 15th to discuss status of the Business Park, including Pay Applications No. 7 and 8, exterior finishes, covenants, and zoning district boundaries. Due to recently passed legislation, the LEDC will need to regulate exterior finishes by deed restriction (covenants), rather than through the City’s zoning ordinance. The Board reviewed proposed boundary lines for zoning districts which generally provides for less intensive land uses on more visible parcels, with more intense land uses being located to the south and west of the property. The Board also reviewed finances and discussed planning of the potential TxDOT relief route.

Parks Board The Park Board met on February 16th to discuss assistance to Cooper Spring Nature Park, the location and additional funding of exercise equipment at the 580 Sports Park, and lighting at the Goodrich Tennis Courts. Harrell Clary attended representing Cooper Spring, and discussed possible use and parking regulations as well as funding for specific projects. Generally, the Board felt Mr. Clary should also present the Nature Park’s request directly to Council, but the Board was not in favor of creating a No Parking zone on Hackberry. The Board also discussed the placement of exercise equipment, donated by the Lions Club, and the Club’s desire to solicit a Lower Colorado River Authority Grant for concrete pads and possible lighting.

TxDOT TA Grant As previously reported, Ryan Ward has submitted a Preliminary Application on behalf of the City to TxDOT for Transportation Alternative funding. Eligible projects generally relate to non-vehicular traffic including trails, bike lanes and sidewalks. Ryan reports this week that the Preliminary Application has been selected for further consideration and staff have been

invited to review the project and process at the District office in Brownwood on March 2nd. The maximum award is \$300,000.00.

Downtown Grant Stacey Ybarra, Economic Development Director, reports that procurement has been initiated for engineering and grant administration for a Downtown revitalization grant through the Texas Department of Agriculture, Community Development Block Grant (“CDBG”) program. Eligible projects include drainage, accessibility and street improvements in Downtown areas in an amount up to \$500,000.00. Staff has initially identified continued improvements to East Third Street from Western to Live Oak as a possible qualifying project. Advertisement for engineering services and grant administration represents the first step for the process, with formal grant applications due to the State in May.

Rollins Brook Staff wanted to pass on good news related to our local AdventHealth Rollins Brook Hospital. Periodically, staff has provided information regarding the services provided, and patient feedback on the Hospital, which has always been positive. The quality of services from the Hospital has been reinforced recently through recognition as a Leapfrog Top Rural Hospital. Hospitals earning that designation have better systems and safety measures in place to prevent medication errors, achieve higher quality metrics and have lower infection rates. Thirteen Hospitals received this award nationally and Rollins Brook was one of three hospitals recognized in Texas.

Staff Staff is pleased to recognize the following employees who began their City of Lampasas careers in February: Felecia Vallejo, 11 years; Cory Greiner, 9 years; Bessie White, 8 years; Chuck Montgomery, 21 years; Carlos Garcia, 19 years.

5.2	MAYOR’S COMMENTS
-----	------------------

6.0	UNFINISHED BUSINESS
-----	---------------------

There was no unfinished business.

7.0	NEW BUSINESS
-----	--------------

7.1	Discussion and acceptance of the Fiscal Year 2021-2022 Year-End Financial Report.
-----	---

Mayor Pro-Tem Williamson move to accept the FY 2021-2022 Year-End, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Keele absent)

7.2	Discussion and possible action regarding selection of firm for Hostess House Rehabilitation Project
-----	---

Council member Morris moved to reject all bids received for the Hostess House Rehabilitation Project, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Keele absent)

7.3	Discussion and request for approval for the 2023 Annual Community Events
-----	--

Council member Morris moved to approve the 2023 Annual Community Events, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Keele Absent)

7.4	Discussion and possible action regarding the appointment of a new Library Board member.
-----	---

Mayor Pro-Tem Williamson moved to appoint Libby Lange Lansford to the Library Board, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Keele absent)

7.5	Discussion and possible action regarding update of the Library's Art Exhibit Policy
-----	---

Council member Morris moved to approve the Library Art Exhibit Policy, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Keele absent)

7.6	Discussion and possible action regarding the first reading of an Ordinance to add Swimming Pool Adult Lap Fees to City of Lampasas Code of Ordinances Fee Schedule (Appendix A)
-----	---

Council member Morris moved to approve the first reading of an Ordinance to add Swimming Pool Adult Lap Fees to City of Lampasas Code of Ordinances Fee Schedule (Appendix A), the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Keele absent)

7.7	Discussion and possible action regarding appointment of board member to the Zoning Board of Adjustment advisory board.
-----	--

Council member Kuehne moved to consider the appointment Tim Hefley to the Zoning Board of Adjustment advisory board, the motion was seconded by Mayor Pro-Tem Williamson. Council member Morris moved to amend the motion to appoint Tim Hefley to the Zoning Board of Adjustment advisory board, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Keele absent)

7.8	Discussion and possible action regarding approval of award of quote to RCN Technologies for (18) CradlePoint mobile routers, installation, and services related for wireless connectivity in police patrol vehicles.
-----	--

Council member Morris moved to award quote to RCN Technologies for (18) CradlePoint mobile routers, installation, and services related for wireless connectivity in police patrol vehicles in the amount of \$35,964.07, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Keele absent)

Adjourn into Executive Session

Mayor Pro-Tem Williamson moved to adjourn into Executive Session at 6:45 p.m., the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Keele absent)

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:

8.0	EXECUTIVE SESSION ITEMS
8.1	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551
8.2	Adjourn executive session and reconvene Regular Session

Council reconvened into regular session at 7:15 p.m.

REGULAR SESSION

9.0	ACTION ON EXECUTIVE SESSION
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no action taken

Adjourn- *Mayor Pro-Tem Williamson moved to adjourn the meeting at 7:16 p.m., the motion was seconded by Council member Morris and with a unanimous vote the motion carried.*

PASSED AND APPROVED this _____ day of _____, 2023.

TJ Monroe, Mayor

ATTEST

Becky Sims, City Secretary