

**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, March 13, 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  
Davis Keele

**Council Members Absent**

Cathy Kuehne

**City Staff Present:**

Finley deGraffenried, City Manager  
Becky Sims, City Secretary  
Monica Wright, IT Director  
Ryan Ward, ACM  
Jody Cummings, Police Chief  
Stacey Ybarra, EDC Director  
Vicki Tower, Parks Secretary  
Yvonne Moreno, Finance Director

**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 Bid Analysis.**

*Finley deGraffenried, City Manager advised this is a follow-up to the February 27, 2023 Council Meeting, where Council rejected the contractor bids for the Hostess House rehabilitation project. Staff and consultant reviewed base bids with alternates and facilitated meetings with contractors to determine next steps. As the project continues to move forward, the project scope should focus primarily on accessibility, code compliance, patron needs. By consensus, Council agreed to a special called meeting on Wednesday, March 22, 2023 to review the project scope and alternates with Reliance Architects.*

**3. Discussion regarding Comprehensive Plan Implementation.**

➤ **Action 1.3.4 Code Enforcement**

- *Strengthen enforcement and incentives throughout the City to maintain the quality of neighborhood character and renovate older structures in disrepair*
  - *Council feels this is a priority.*
  - *Staff will prepare a list of substandard properties, identifying efforts made and present to Council at January 2023 meeting.*
  - *Staff provided Council a residential inventory list in January 2023 of approximately 40 homes that appeared to be unsafe due to substandard conditions or hazardous due to fire.*
  - *In February 2023, Staff sent certified letters to property owners of those structures affected by fires to obtain a timeline for demolition due to unsafe conditions.*
  - *Since that time, Staff has made contact with the seven (7) property owners.*

➤ **Action 4.4.3 Investment in Existing Properties**

- *Expand options for event space by investing in renovation of existing properties such as the Hostess House as well as the long-range demand for a new conference center*
  - *3 of the 5 action steps have been completed*
  - *Award of construction bid for Hostess House will be considered later this year*
    - *February 2023 bids were rejected due to the estimated costs coming in higher than projected. Staff is currently working with Reliance Architect to analyze bid submittals to determine next steps.*
    - *Assessment of future needs is identified as a mid-term action step. (next 3-10 years)*
    - *Council would like Staff to continue efforts in investing in existing properties*
  
- **Action 5.3.2 Trails and Greenbelt**
  - *Connect the City's network of natural springs through a citywide greenbelt*
    - *Conceptual mapping investigated for walking trail*
    - *Stakeholders walked the potential route*
    - *Wayfinding initiated*
      - *Staff has met with Studio 16:19 three times since engaging their services in December 2022.*
      - *Contractor has provided proposed locations for signage, and will work with TxDOT to permit placements.*
        - *Staff provided firm the TxDOT link for 281 Improvements to assist with sign placement.*
      - *Standing bi-monthly meetings are scheduled*
  - *Council supports Staff in moving forward with project.*
    - *Explore all avenues for pedestrian travel*
      - *Creek bed clean-up*
      - *Verify property owners*
      - *Grant opportunities*
  - *February 2023-Applied for TxDOT accessibility project grant to add more connectivity and mobility in the community to assist with pedestrian and bicycle facilities.*
  
- **Action 1.1.4 Retail and Hospitality**
  - *Encourage the development of new retail and entertainment uses that provide residents the services they need without having to leave the City limits.*
    - *Council feels this is a priority, keep momentum going and to increase efforts once LEDC Staff is onboard.*
    - *Began her role as the New EDC Director in January 2023*
      - *Ongoing meet & greet with business owners*
      - *Attending the Chamber Networking Meetings every Wednesday*
      - *Gathering and updating the list of available business sites.*
      - *Providing information about the Life Safety Grant to businesses that qualify*
      - *Exploring additional grant program opportunities that may benefit existing businesses*
      - *Meeting and working with Workforce Solutions, CTE, and LCHEC*
      - *Attended the High School Job fair and organizing the community job fair in June*

- *Reviewing funding opportunities with Staff and Langford Community Management, the City's grant writer*
    - *Applying for the CDBG Downtown Revitalization Grant for street, drainage, and accessibility repairs on Third Street.*
- **Action 4.2.2 Business Expansion, High Paying Jobs**
  - *Encourage the expansion of existing businesses offering higher paying, high skill jobs.*
    - *Opportunities within Phase 1, Business Park Improvements*
    - *LEDC will play primary role in meeting objective*
    - *Continue to recruit vital, sustainable businesses that will employ people at competitive wages.*
      - *Updating data on the LEDC website*
      - *Updating the business park maps to reflect the anticipated zoning and revised parcels*
      - *Creating a new interactive EDC map with 3cGeo that is more user friendly and better highlights the available sites in town*
      - *Creating a Business Park Flyer to send out to commercial real estate agents, the Texas Economic Development Office, and regional EDC corporations*
      - *Connecting with the Texas Economic Development Corporation, Killeen Economic Development Corporation, and Williamson County Economic Development Corporation to strengthen relationships and identify future leads*
- **Action 6.2.2 Continue to Support LCHEC**
  - *Continue to support and expand the mission of LCHEC in order to provide additional academic, vocational and certificate training to increase the range of skills Lampasas residents can offer potential employers.*
  - *City provides and will continue to provide annual support and partner with LCHEC for annual Job Fair and other initiatives.*
    - *Job Fair is scheduled for June 2023*
- **Action 2.3.1 Pressure Plane**
  - *Improve service and prepare for growth by investing in improvements to the City's water pressure planes.*
  - *Study has been completed*
    - *Evolved into long range master plan*
    - *Study includes inventory of land in City's CCN for future growth*
  - *Staff has requested engineering proposal for Phase 1 improvements for Spring Street Pump station*
    - *Received and approved by Staff*
  - *Council would like Staff to stay on current path, continue improvement efforts.*
- **Action 2.3.2 WWW Master Plans**
  - *Develop a comprehensive water/wastewater master plan to help identify long-term water and wastewater infrastructure needs.*
  - *Water Master Plan is achieved by analysis and action steps related to the Upper Pressure Plane Study*

- *Progress identified in 2.3.1*
  - *Wastewater Master Plan will need supplementation from Pre-Treatment Study; however, improvements for long term capacity are also included.*
    - *Council would like validation of next steps for the Interceptor Study*
      - *Possible Data Collection and Validation from Third Party*
      - *More education on Interceptor model provided by Consulting Engineers.*
- **Action 6.1.5 Parks Master Plan**
  - *Update the Lampasas Parks, Recreation and Open Space Master Plan by 2022*
    - *Staff has been looking at other municipalities Park Master Plans to research best practices and available resources.*
    - *Procurement of Park Planning Professionals for facilitation and publication of plan.*
    - *Council priority to identify needs*
      - *Operational Plan*
      - *Additional Park Needs*
        - *City maintained*
        - *Additional staff*
        - *Additional resources*
  - *More Recreational Opportunities*
    - *Pickle Ball*
    - *Disc Golf*
      - *Site has been identified at 580 Sports Complex*
    - *Exercise Equipment*
      - *Equipment has been received, still working on exact site at 580 Sports Complex to include lighting needs*
  - *Hike/Bike Trail- Currently working with local mountain bike association to consider improvements to trails at 580 Sports Complex*
- **Action 1.1.6 Project Cohesion and Implementation On-Going**
  - *Provide for orderly growth by Integrating the City's CIP and Utility Master Plans.*
    - *Council feels this is a priority. Several steps toward the goal have been accomplished this past year, as these two items become more integral.*
    - *Street Projects that have been identified using the new PASER Rating system are continually vetted with our Water/Wastewater Department to ensure underground upgrades are completed or improved before project construction begins.*
    - *The Upper Pressure Plane Study lends itself to this process, as we align all CIP projects with future needs for expansion of water service.*
    - *Focus has also been placed on electrical infrastructure to ensure future supply and demand can be capitalized through redundancy in the system, using planning methodology for looping feeder projects, with the Business Park being one.*
- **Action 2.2.1 Improve the Condition of Local Streets On-Going**
  - *Continue to develop a phased program of street repairs and improvements that incorporates public input and aligns with the CIP.*

- *The PASER Rating System was re-established in 2022 and was revisited in January of 2023 for updates and reevaluation.*
  - *The Council session on February 27, 2023, the preliminary Street Improvement Forecast for the next 3 years was presented and will continually be reevaluated, yearly going forward.*
- **Action 2.2.2 Improve the Condition of Sidewalks Mid-Term (3-10 years)**
- *Assess the location of City sidewalks and determine where opportunities exist to expand the pedestrian network.*
    - *Staff collected pedestrian network GPS data in the Spring of 2022, to enhance future grant opportunities for pedestrian improvements.*
    - *Currently the City is working through the Transportation Accessibility (TA) Grant with TXDOT, to improve pedestrian mobility and connectivity on Western Street and North Street, by proposing sidewalks and bike lanes.*
- **Action 2.3.4 Evaluate Impact Fees -On-Going**
- Periodically evaluate and modify necessary utility rates and impact fees to ensure economically sustainable continuation of operations.
    - **The Electric Department evaluated security lighting rates for installation and maintenance, allowing Council approval to increase the rate in 2022, incorporating materials, labor and incidentals needed.**
- **Action 2.3.5 Evaluate Public Works Staffing Needs Mid-Term (3-10 years)**
- Evaluate the need to increase the number of staff in the Public Works Department.
    - **The Water/Wastewater Department has evaluated staffing needs and identified possible positions required to improve the level of service.**
      - **1 - Lab Tech**
      - **1 - Plant Operator**
      - **3 - Construction Tech**
- **Action 2.4.3 Develop Drainage Master Plan Mid-Term (3-10 years)**
- Develop a comprehensive Drainage Master Plan for Lampasas.
    - **The first step has been made in this effort. While there is not an all-inclusive plan identified, the Fairview Drainage Study contracted to Jones-Heroy Engineers is underway.**
    - **Council has also approved a first phase inflow and infiltration study as it relates to monitoring storm drainage impacts to the City sewer interceptors. This project can potentially identify storm drain infrastructure needs as well as sewer impacts.**
    - **Cemetery Creek Drainage area has been identified as a need for future study and 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 5:58 p.m, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Kuehne Absent)*

**REGULAR SESSION**

**ANNOUNCEMENTS**

- **Call to Order**

*Mayor Monroe called the Regular Session to order at 6:00 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**

*Mayor Monroe designated April as Fair Housing Month by Proclamation*

**PUBLIC HEARINGS/CITIZEN COMMENT**

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| 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. |
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*There were no citizen comments*

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| 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*

**2.0 MINUTES**

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| 2.1 | Discussion and possible action concerning the approval of minutes of the Regular Meeting held on held on February 27, 2023. |
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*Mayor Pro-Tem Williamson moved to approve the minutes as presented; the motion was seconded by Council member Morris, with Council member Keele abstaining, the motion carried. (Kuehne absent)*

**3.0 CONSENT AGENDA**

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| 3.1 | Discussion and possible action regarding the second reading of an Ordinance to add Swimming Pool Adult Lap Fees to City of Lampasas Code of Ordinances Fee Schedule (Appendix A) |
| 3.2 | Discussion and possible action regarding purchases and charges in excess of \$4,000 from February 1, 2023-February 28, 2023  |
| 3.3 | Discussion and possible action regarding January 2023 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. (Kuehne 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:*

- Disc Golf                      Staff and volunteers have been working on coordination and layout of a Disc Golf Course proposed at the 580 Sports Complex. The project will be reviewed by the Parks Board on March 16<sup>th</sup> and then be referred to City Council for consideration. It is staff's understanding all equipment and installation will be done by volunteer stakeholders, and that maintenance should be minimal. Ryan will also coordinate installation of the course with hike and bike path stakeholders to avoid conflicts.
- Pool Season                    Vicki Tower and Chris Eicher report poor interest in part time Pool positions this Summer. To date the City has received one application for cashier. Vicki did report some interest at the recent High School Job Fair, however; it has not resulted in any new applicants. The City will continue to advertise for employees and reach out to former lifeguards for interest.
- Eclipse                         Although Chief Smith provides Council regular, detailed briefings, staff takes the opportunity to report on the recent staff and stakeholder meeting of March 9. The meeting included updates and responses of other Central Texas communities. Discussion also included possible closures of certain City facilities based on the ability to control, maintain and staff identified areas. Public Safety and Utility response continues to be the primary concern of the City, however; Chief Smith reports that parallel meetings will begin to focus on business communication and outreach. Melissa Unger, Chamber Executive, and Stacey Ybarra will lead this effort. A Town Hall meeting has been scheduled for April 5, 2023 at 5:30 p.m. at the Old Middle School to present details of the event and the City's response. Monica and Stacey will be working to include FAQ's and other related information on the event website, [www.lampasaseclipse2024.com](http://www.lampasaseclipse2024.com)
- Skate Park                     As reported, construction is now complete for the Skate Park. The City is still withholding retainage pending removal of the construction connex and results of the final concrete strength test. Ryan and Chris report that staff will coordinate a ribbon cutting in the next few weeks with Wings of Eagles and other stakeholders. Staff anticipates the park will be open prior to the ribbon cutting after materials and the fence is removed.
- Sewer Averaging             Felicia reports that utility billing in March will include updated sewer rates for the next year. As a reminder to Council, sewer rates are based on the 3 month averaging of water use during the Winter, over December, January and February. Felicia also reports that due to cold snaps in December and February, the City did make some adjustments to compensate averaging in the event of water pipe ruptures.
- Microphones                 Monica reports that Azbell Electronics will install ceiling microphones on March 16<sup>th</sup> in Council Chambers. The installation has been discussed, and budgeted, to allow for more complete meeting recordings of public comments, and to provide clearer sound to Council members. Staff will also post signage to inform meeting attendees that their comments may be recorded, even if unintended.
- CPF                              Stacey reports that staff continue to identify and refine potential projects for federal funding through the Community Project Funding ("CPF") program. Applications are initially vetted by District 11 Congressional Staff in Representative Pfluger's D.C. Office.

Congressional Staff emphasized that projects must have a federal nexus, and encouraged submissions related to roads, law enforcement, and wastewater treatment.

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| 5.2 | MAYOR'S COMMENTS |
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| 6.0 | UNFINISHED BUSINESS |
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*There was no unfinished business.*

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| 7.0 | NEW BUSINESS |
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| 7.1 | Discussion and possible action to consider a request for a Specific Use Permit in an area zoned Retail "R" to allow for a Tire Shop at property described as Lot 7-8, Block 51, AH Barnes Addition; commonly known as 101 S. Key Avenue Lampasas, Texas, Lampasas County. |
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*Council member Keele moved to approve the first reading of an Ordinance for a Specific Use Permit in an area zoned Retail "R" to allow for a Tire Shop at property described as Lot 7-8, Block 51, AH Barnes Addition; commonly known as 101 S. Key Avenue Lampasas, Texas, Lampasas County, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Kuehne absent)*

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| 7.2 | Discussion and possible action regarding the approval of TxDOT Resolution covering blanket coverage of various projects, including covering the installation, construction, existence, use, operation and maintenance of certain highway lighting in the City of Lampasas. |
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*Council member Morris moved to approve the TxDOT Resolution covering blanket coverage of various projects, including covering the installation, construction, existence, use, operation and maintenance of certain highway lighting in the City of Lampasas, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried. (Kuehne absent)*

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| 7.3 | Discussion and possible action regarding an Agreement for Construction, Maintenance, and Operation of Continuous Highway Lighting System between the State of Texas through TxDOT and the City of Lampasas. |
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*Council member Keele moved to approve the Agreement for Construction, Maintenance, and Operation of Continuous Highway Lighting System between the State of Texas through TxDOT and the City of Lampasas, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried. (Kuehne absent)*

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| 7.4 | Discussion and possible action to consider award of administrative services contract for the preparation of the City's 2023-2024 Texas Community Block Grant (TxCDBG) CD application and subsequent administrative services contract, if funded to Langford Community Management Services. |
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*Council member Keele moved to award administrative services contract for the preparation of the City's 2023-2024 Texas Community Block Grant (TxCDBG) CD application and subsequent administrative services contract, if funded to Langford Community Management Services, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Kuehne absent)*

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| 7.5 | Discussion and possible action to consider award of engineering services for the City's 2023-2024 Texas Community Block Grant (TxCDBG) CD application to Eckermann Engineering. |
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*Council member Keele moved to award of engineering services for the City's 2023-2024 Texas Community Block Grant (TxCDBG) CD application to Eckermann Engineering, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Kuehne absent)*

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| 7.6 | Discussion and possible action to consider award of administrative services contract for the preparation of the City's 2023-2024 Downtown Revitalization Program Grant application and subsequent administrative services contract, if funded to Langford Community Management Services. |
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*Council member Keele moved to award of administrative services contract for the preparation of the City's 2023-2024 Downtown Revitalization Program Grant application and subsequent administrative services contract, if funded to Langford Community Management Services, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Kuehne absent)*

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| 7.7 | Discussion and possible action to consider award of engineering services for the City's 2023-2024 Downtown Revitalization Program Grant application to Eckermann Engineering |
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*Council member Keele moved to award of engineering services for the City's 2023-2024 Downtown Revitalization Program Grant application to Eckermann Engineering, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Kuehne absent)*

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| 7.8 | Discussion and possible action to approve an amended TxDOT Resolution for the replacement or rehabilitation of the structurally deficient Third Street Bridge as part of the Highway Bridge Replacement and Rehabilitation Programs (HBRRP) that has been approved for 100% federal and state funding through the Infrastructure Investment and Jobs ACT, whereas the local match fun participation has been waived. |
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*Council member Morris moved to approve an amended TxDOT Resolution for the replacement or rehabilitation of the structurally deficient Third Street Bridge as part of the Highway Bridge Replacement and Rehabilitation Programs (HBRRP) that has been approved for 100% federal and state funding through the Infrastructure Investment and Jobs ACT, whereas the local match fun participation has been waived, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried (Kuehne absent)*

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| 7.9 | Discussion and selection of website photo contest winner. |
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*Mayor Pro Tem Williamson moved to approve photo #1, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Kuehne absent)*

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| 7.10 | Discussion and possible action regarding 2023 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-of-Way access line rates. |
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*Council member Keele moved to not raise Right-of-Way access line rates, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Kuehne absent)*

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*Adjourn into Executive Session*

*Council member Morris moved to adjourn into Executive Session at 6:30 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Kuehne 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:

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| 8.0 | EXECUTIVE SESSION ITEMS  |
| 8.1 | Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities |
| 8.2 | Adjourn executive session and reconvene Regular Session  |

*Council reconvened into regular session at 7:18 p.m.*

**REGULAR SESSION**

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| 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-** *Council member Morris moved to adjourn the meeting at 7:19 p.m., the motion was seconded by Council member Keele and with a unanimous vote the motion carried. (Kuehne absent)*

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

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

ATTEST

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