

**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, April 10, 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:

Cathy Kuehne
Chuck Williamson
Herb Pearce
Davis Keele

Council Members Absent:

Zachary Morris

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
Yvonne Moreno, Finance Director
Jeff Smith, Fire Chief
Judge Robert Gradel

WORKSHOP SESSION

1. Call to order Workshop Session

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

2. Discussion and recap from the Solar Eclipse Town Hall Meeting

Becky Sims, City Secretary presented the following:

On Wednesday, April 5, 2023 the City of Lampasas, Chamber of Commerce, Emergency Management Personnel and County Officials hosted a Solar Eclipse Town Hall Meeting to provide citizens with information regarding Community Planning and to provide opportunity for citizens to provide insight, suggestions and comments.

The meeting was advertised to the community via the City website, City social media outlets, Lampasas Radio and the Chamber of Commerce website.

Participation/Representation

- a. City Council
- b. City of Lampasas Staff
- c. Lampasas Chamber of Commerce
- d. Lampasas County
- e. Hamilton EMS

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- f. Lampasas ISD
 - g. Media Coverage- Lampasas Dispatch Record)
 - h. Citizens (approximately 80)

Discussion Points

- Solar Eclipse Information
 - Safety
- Expected Visitor Attendance
- Collaboration/Coordination with Entities
 - EMS
 - County/City
 - Chamber
 - TXDOT
- Planning Tools/Resources
- Logistics
- Training/Preparedness
- Life Safety
- Communication
- Maximum Staffing
 - County divided into quadrants for Emergency Services.
- Possible Closures
 - Facilities
 - Schools
 - Businesses
- Restroom Availability
- Congestion
 - Traffic
 - Internet
 - Cellular
- Supply Readiness
 - Gas
 - Water
 - Food
 - Medicines
 - Minimize travel
- Solar Eclipse Website
 - Event Form
 - List of Events/Happenings
 - FAQ
- Lease of homes/land/areas for visitors
 - AIRBNB/VRBO/HIPCAMP
- Permitting Requirements/Zoning Regulations

- Businesses
 - Adjust Hours/Staffing
 - Extra Supplies
 - Possibly additional storage areas
 - Transactions- Cash vs. Credit Cards (internet)
 - Food Prep/Limited Menu
 - Preorder eclipse merchandise to sell.

Walkaways

- Helicopters availability for emergencies
- Allow camping at Airport for plane owners
- Event Planning
 - Friday at 5:00 pm thru Tuesday at noon
- Positive experience for visitors
 - Open parks
 - Necessities
 - Restrooms
- Designated places for people to park/watch/sleep
 - Possible charter bus availability
- Radio Frequency/Radio Station Involvement
- Roll-Offs
- Port-o-Potties/ Cleaning Service
- Burn Ban/Illegal Dumping

Chamber along with Stacey Ybarra, EDC Director is hosted a business roundtable Monday, April 10, 2023, approximately 20 business owners were in attendance.

Wednesday April 12, 2023- Staff meeting scheduled to discuss recap from Town Hall, identify next steps.

Targeted meetings will be scheduled with businesses; such as Walmart and HEB

Quarterly meetings will be scheduled with all business to discuss marketing opportunities and preparedness.

3. Discussion regarding Department Certification Pay.

Becky Sims, City Secretary presented the following updates to the personnel policy. These incentives were formally adopted through the budgetary cycle and are currently being recognized as the employee achieves each goal. No changes are being requested as this time.

5.00 Employee Compensation and Advancement

5.12 Certification/Incentive Pay

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| FIRE-FIREFIGHTING |
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| Basic (one-year certificate required) | \$300 per year |
| Intermediate | \$600 per year |
| Advanced | \$1,200 per year |
| Master's | \$1,800 per year |

| FIRE-MEDICAL | |
|--------------------|-----------------------------|
| ECA | No additional pay |
| EMT – Basic | \$300 per year |
| EMT – Intermediate | \$600 per year |
| EMT – P | \$1,200 per year |
| Paramedic | \$1,800 per year |

| POLICE OFFICER | |
|---------------------------------------|---------------------------|
| Basic | No additional pay |
| Certified Dispatcher | \$300 per year |
| Intermediate/Associate's Degree | \$600 per year |
| Advanced/Bachelor's Degree | \$1,200 per year |
| Master Police Officer/Master's Degree | \$1,800 per year |

| POLICE DISPATCHER | |
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| Basic | no additional pay |
| Intermediate | \$300 per year |
| Advanced | \$450 per year |
| Masters | \$600 per year |
| OTHER | |
| Assistant Fire Marshal (Must be Police Officer) | \$600 per year |
| DARE | \$50 per year |
| Bilingual (Spanish Translation) | \$300 per year |
| Pesticide Applicators State License (Requires Basic & One Alternate) Basic (General Law & Regulations) <ul style="list-style-type: none"> • Alternates <ul style="list-style-type: none"> ○ Plant Pest & Weed Control ○ Right-of-Way Pest Control ○ Aquatic Plant & Animal Pest Control | \$100 per year \$100 per year \$100 per year |
| Commercial Pool Operator Certification | \$300 per year |

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| Plumber's State License | \$600 per year |
| Code Enforcement State License | \$300 per year |
| Texas Registered Municipal Clerk Certification | \$600 per year |

No Change: If a certificate or license is not required in the employee's job description, but the city manager determines that it will benefit the city for the employee either to obtain or to maintain the additional certificate or license, the employee will be compensated at the rate of \$100 per year per certificate or license for the specified certificates or licenses. The city manager will provide written authorization for the additional certification pay, and a copy of the authorization will be placed in the employee's personnel file.

4. Discussion regarding any item on the regular agenda

There was no discussion.

Adjourn Workshop Session

Mayor Pro Tem moved to adjourn the workshop session at 5:38 p.m.; the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)

Without objection, Mayor Monroe moved into Regular Session.

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

Mayor Monroe called the Regular Session to order at 5:38 p.m.

B. 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.

C. Presentations and Proclamations

Judge Gradel officiated the swearing in ceremony of Officer Jason Leamons



City Council recognized April 9th-15th as National Telecommunicators Week



City Council recognized April 9th-15th as National Animal Control Officer Appreciation Week



PUBLIC HEARINGS/CITIZEN COMMENT

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| 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. |
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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 that is included on the Agenda may do so at this time. |
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There were no citizen comments

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| 1.3 | Public hearing to receive citizen comments regarding an amendment to Chapter 82 Utilities, Article III Sanitary Sewer System, Division 5 Industrial Sewer Use. |
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Mayor Monroe opened the Public Hearing for citizen comment.

Finley deGraffenried, City Manager advised of the following proposed amendments as recommended by Jason Jones, Jones-Heroy & Associates.

- Remove reference in 82-542, Item 12, to oil and grease limit (duplicated and conflicting with prior section)
- Replace surcharge formula in 82-247(b) with the City of Brownwood formula, as edited in blue and attached (existing formula and definitions are not clear). Note the recommendation to have the surcharge rates set by the City Council.
- Remove 82-26(a-c) associated with discharge limits and surcharge formula (duplicated and conflicting with prior sections)

DIVISION 5. INDUSTRIAL SEWER USE

*Subdivision I. In General- **No Change***

Subdivision II. Administration and Enforcement- **No Change**

Subdivision III. Pretreatment and Discharge Regulations

- Sec. 82-241. Prohibited discharge standards. **No Change**
- Sec. 82-242. Specific prohibitions.
 - (1)- (11) **No Change**
 - (12) Any of the following pollutants, in solution or suspension, at a concentration measured at the user's end of pipe greater than as shown below:
 - a. ~~Oil and grease: 80 mg/l.~~
 - b. Total phenols: 15 mg/l.
 - c. TDS: Pending testing mg/l.
 - (13)-(18)- **No Change**
- Sec. 82-243. Federal categorical pretreatment standards. **No Change**
- Sec. 82-244. Right of revision. **No Change**
- Sec. 82-245. Dilution prohibited. **No Change**

- Sec. 82-246. Information statement as to industrial waste discharge; order as to minimum restrictions. **No Change**
- Sec. 82-247. Surcharge for certain wastes, other charges and fees.
 - (a) **No Change**
 - (b) *Computation of surcharge basis.* The basis for the surcharge is to be computed as follows:

REMOVE

$$I.S.S. = V \{0.21 (BOD - 200) + 0.14 (TSS - 200)\}$$

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| I.S.S. | = | Industrial waste surcharge |
| V | = | Volume sewage in million gallons |
| BOD | = | Five-day BOD at 20 degrees Celsius in ppm |
| TSS | = | Total suspended solids in ppm |

ADD

$$S = V(8.34)[A(BOD - 200) + B(TSS - 200)]$$

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| S | = | Surcharge in dollars that will appear on the customer's monthly bill |
| V | = | Volume of wastewater discharge from user, in millions of gallons |
| 8.34 | = | Pounds per gallon of water |
| A | = | Unit Charge in dollars per pound of BOD |
| BOD | = | Biochemical oxygen demand strength, in mg/l |
| 200 | = | BOD concentration, in mg/l |
| B | = | Unit charge in dollars per pound for TSS |
| TSS | = | Total suspended solids strength, in mg/l |
| 200 | = | TSS concentration, in mg/l |

(c)-(e) **No Change**

- Sec. 82-248. Industrial permits. **No Change**
- Sec. 82-249. Permit conditions. - **No Change**
- Sec. 82-250. Compliance date report. **No Change**
- Sec. 82-251. Periodic compliance reports. **No Change**
- Sec. 82-252. Monitoring facilities. **No Change**
- Sec. 82-253. Inspection and sampling. **No Change**
- Sec. 82-254. Accidental discharges. **No Change**
- Sec. 82-255. Upset provisions. **No Change**
- Sec. 82-256. Bypass of pretreatment facilities. **No Change**
- Sec. 82-257. Pretreatment requirements. **No Change**
- Sec. 82-258. Confidential information. **No Change**
- Sec. 82-259. Interceptors required; type; location; specifications. **No Change**
- Sec. 82-260. Interceptor maintenance. **No Change**
- Sec. 82-261. Review and approval; preliminary treatment; required facilities.

REMOVE

- (a) ~~The admission into the public sewers of any waters or wastes having the following shall be subject to the review and approval of the city manager:~~

- (1) ~~A five-day biochemical oxygen demand greater than 300 parts per million by weight;~~
- (2) ~~Containing more than 300 parts per million by weight of suspended solids;~~
- (3) ~~Containing any quantity of substances having the characteristics described in section 82-41; or~~
- (4) ~~Having an average daily flow greater than five percent of the average daily sewage flow of the city.~~

(b) ~~Where the city manager has approved the admission of subsection (a) of this section into the public sewer, that discharge may be subject to a surcharge as determined by the superintendent. Where necessary in the opinion of the superintendent, the owner shall provide at his expense such preliminary treatment as may be necessary to:~~

- (1) ~~Reduce the biochemical oxygen demand and/or TSS to 300 parts per million by weight; or~~
- (2) ~~Reduce objectionable characteristics to constituents to within the maximum limits provided for in section 82-242.~~

(c) ~~A surcharge for excess strength industrial wastewater shall be charged, in addition to monthly service charges, by the city to industries designated by the city manager as industries that are permitted to discharge excess industrial strength into the city's sewer system. The measurement of excess strength is industrial wastewater that exceeds BOD₅ of 300 mg/l and/or total suspended solids in excess of 300 mg/l. The surcharge in dollars per month will be calculated with the cost being amended from time to time and set by the city council, using the following formula:~~

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| Surcharge in \$ per month | = | $\frac{[V \text{ (gallons per month)}] [COT \text{ } (\$0.00/\text{lb.})] [BOD_5 \text{ (ppm)} - 300 \text{ ppm}]}{[8.34 \text{ lbs./1,000,000 gallons}] (1,000,000)}$ |
| | + | $\frac{[V \text{ (gallons per month)}] [COT \text{ } (\$0.00/\text{lb.})] - [TSS \text{ (ppm)} - 300 \text{ ppm}]}{[8.34 \text{ lbs./1,000,000 gallons}] (1,000,000)}$ |

(d) (a) Plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the superintendent, and no construction of such facilities shall be commenced until such approvals are obtained in writing.

- Sec. 82-262. Preliminary treatment; maintenance of facilities. **No Change**
- Sec. 82-263. Control manhole. **No Change**
- Sec. 82-264. Measurements; tests; analyses. **No Change**
 - Sec. 82-265. Damaging sewage works. **No Change**
 - Sec. 82-266. Show cause hearing. **No Change**
 - Sec. 82-267. Modification of federal categorical standards. **No Change**
 - Secs. 82-268—82-270. Reserved. **No Change**

With no public comments the public hearing was closed.

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| 1.4 | Public hearing to receive citizen comments relating to amendment to the Employee Personnel Policy with the departmental certification pay as it relates to specific job responsibilities. |
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Mayor Monroe opened the public hearing.

Becky Sims, City Secretary advised that this item was discussed during workshop and will be happy to answer any questions.

With no public comment the public hearing was closed.

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| 2.0 | MINUTES |
| 2.1 | Discussion and possible action concerning approval of minutes of the Special Meeting held on March 22, 2023 |

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

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

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| 3.0 | CONSENT AGENDA |
| 3.1 | Discussion and possible action regarding purchases and charges in excess of \$4,000 from March 1, 2023-March 31, 2023 |
| 3.2 | Discussion and possible action regarding the second reading of an Ordinance amending Chapter 54, Parks and Recreation, Article III, Division 2. Sulphur Creek and Division 3 Parks of the Lampasas Code of Ordinances |
| 3.3 | Discussion and possible action regarding the second reading of an Ordinance to re-adopt Chapter 50 Offenses, Article II. Curfew for Minors as required by State Law every three (3) years. |

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)

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| 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:

Pool Season

Vicki Tower and Chris Eicher are pleased to report, that as a result of recent advertising and compensation adjustments, applications are rolling in for Summer pool employment. To date the City has received 2 applications for Pool Manager, 2 applications for Assistant Pool Manager, 13 applications for Lifeguard, and 6 applications for Cashier. A far cry from the 2 applications that were reported last Council meeting. If all applications result in a hire, the City is still short of a needed Pool workforce of approximately 28. Staff will continue to report as progress is made.

- Cooper Spring Council should have received an invitation to the Founders’ Recognition Ceremony at Cooper Spring Park. The Park was a partnership with the City, that included significant contributions of land and financial resources from private parties, including, most notably, Rex and Linda Johnson. The recognition will be held on April 22, 2023 at 10:00 a.m. at the Park entrance on Hackberry.

- TxDOT TA Ryan reports that the City’s Transportation Alternative (“TA”) project submission to TxDOT has been selected to receive 2nd round consideration. The Call for Projects identifies funding for projects for bicycle and pedestrian infrastructure and planning. In the 2nd Round, the City will be asked to provide a Detailed Application providing a more comprehensive overview of the proposed project. The City’s submission included bike lanes and pedestrian infrastructure in the vicinity of Western to North Street. The Detailed Application is due June 5, 2023 with funding action expected in Fall 2023.

- Utility Rates As a follow-up to Council discussion on March 27, 2023, staff reports on this item to seek Council input on future agenda setting, or discussion, related to external impacts to wholesale costs of water and electricity. If additional information is helpful, please let staff know.

- Skate Park Staff reports that additional grooming and final grading has been completed for the Skate Park. As referenced at the last Council meeting, backfill and shaping was necessary following the contractor’s work and removal of their equipment ahead of the April 15th ribbon cutting. The City will also seed areas in hopes of vegetative cover taking hold over the next several months.

- 580 Sports Park Ryan reports he will be meeting with representatives planning for improved bike trails and for a disc golf course this week. As previously reported, both groups intend on coordinating layouts to avoid conflicts prior to re-submission to the Parks Board and eventually City Council. As in both cases, strong stakeholder support for both projects will minimize, and perhaps eliminate, any costs to the City. The attached map, showing proposed and existing layouts, does look busy, but should be clarified after the on-site meeting.

- Senior Center Under the direction from LOC Structural Engineering, the City is currently seeking bids for the repair of the west facing wall at the Senior Center. In the near future, Council will be asked to consider approval of the repair and cost depending on the amount of the contract. As mentioned to Council, the building apparently received damage as a result of an equipment or vehicle impact resulting in the shearing and displacement of wall studs. The building, with the exception of the area to be repaired, is available for use by programs offered through the Hill Country Community Action Association.

- EMS Report Attached is the monthly report of call activity for March from Hamilton EMS. Of note, Hamilton responded to 156 calls in the City of Lampasas out of 243 total calls in the County, or 65% of all calls. The average response time in the City is reported at 4 minutes and 56 seconds. Also included is a letter commending local first responders, including City of Lampasas responders, for actions taken during a cave collapse on the Lampasas River. City Fire Department responders included Frank Potter, Morris Wilkins, and Captain Colton Baker.

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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 | Presentation and acceptance of the Emergency Management Report. |
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Mayor Pro-Tem Williamson moved to accept the Emergency Management Report as presented, the motion was seconded by Council member Keele and with unanimous vote, the motion carried. (Morris absent)

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| 7.2 | Discussion and possible action regarding the ratification of purchase for a 2023 Chevrolet 1500 Crew Cab for the Cemetery in the amount of \$38,179.86 |
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Council member Keele moved to approve the ratification of purchase for a 2023 Chevrolet 1500 Crew Cab for the Cemetery in the amount of \$38,179.86, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

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| 7.3 | Discussion and possible action regarding amendment to Chapter 82 Utilities, Article III Sanitary Sewer System, Division 5 Industrial Sewer Use |
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Council member Keele moved to approve the first reading of an Ordinance to amend Chapter 82 Utilities, Article III Sanitary Sewer System, Division 5 Industrial Sewer Use, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris absent)

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| 7.4 | Discussion and possible action regarding Electric Design Specifications Proposal from M&S for Lampasas Business Park |
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Council member Kuehne moved to approve a professional services agreement with M&S Engineering, LLC for an Electrical Engineering and Design Proposal for Phase I of the Business Park Electrical Systems, the motion was seconded by Council member Keele and with unanimous vote, the motion carried. (Morris absent)

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| 7.5 | Discussion and possible action regarding the first reading of an Ordinance to update the Employee Personnel Policy with the departmental certification pay as it relates to specific job responsibilities. |
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Council member Keele moved to approve the first reading of an Ordinance to update the City of Lampasas Employee Personnel Policy with the departmental certification pay as it relates to specific job responsibilities, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris absent)

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| 7.6 | Discussion and possible action regarding the award of a quote to Trac-N-Trol for installation of SCADA programming equipment at the Hidden Oaks lift station in the amount of \$31,875.00. |
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Council member Keele moved to approve the award of a quote to Trac-N-Trol for installation of SCADA programming equipment at the Hidden Oaks lift station in the amount of \$31,875.00, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris absent)

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| 7.7 | Discussion and Possible Action regarding acceptance of the Fiscal Year 2021-2022 Audit Report. |
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Council member Kuehne moved to accept the Fiscal Year 2021-2022 Audit Report, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)

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| 7.8 | Discuss and consider the selection of winner of website photo contest entry |
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Council member Keele moved to select entry one as this month's winner, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

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| 7.9 | Discussion and possible action regarding joint statement issued by the City of Lampasas and Lampasas County regarding the US 281 Relief Route |
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Council member Keele moved to approve the joint statement issued by the City of Lampasas and Lampasas County regarding the US 281 Relief Route. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

Adjourn- Council member Kuehne moved to adjourn at 6:38 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)

PASSED AND APPROVED this _____ day of _____, 2023.

TJ Monroe, Mayor

ATTEST

Becky Sims, City Secretary