

**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 24, 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  
Zachary Morris

**Council Members Absent:**

N/A

**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  
Yvonne Moreno, Finance Director  
Steven Sheldon, Police Sergeant  
Chris Eicher, Parks Director

**WORKSHOP SESSION**

**1. Call to order Workshop Session**

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

**2. Discussion regarding Water and Electric Rates**

*Finley deGraffenried, City Manager presented the following:*

- Council was provided background during FY 23 Budget Process; during the FY 22 year-end finance report, February 13, 2023; and on the March 27, 2023 Workshop Agenda
- Briefing included discussion and explanation of wholesale increases in water and electric, rate comparisons with other retail providers and municipalities, impacts to various retail classes from hypothetical increases, and market impacts to wholesale electric rates and secondary settlements
- Staff also discussed impacts of weather, heating and cooling days, to help cushion margins
- El Nino may impact weather beginning this May (62% chance) resulting in wetter conditions in southern States
- Water increases related to Raw Water Contracts and Operating and Maintenance expense
- Electric increases related to market impacts of reliability, transmission and congestion
- Water wholesale increases +/- \$450,000
- Electric wholesale increases +/- \$0.009 / kWh

*At the request of Council, rates will be added to the next agenda for Council consideration.*

**3. Discussion regarding Hostess House Project Scope**

*Finley deGraffenried, City Manager presented the following:*

- Council most recent discussion and consideration, February 27, 2023 rejected bids due to cost; March 13, 2023 discussion regarding bid analysis; March 22, 2023 Special Called Meeting regarding Hostess House project Scope
- Intention to confirm Council direction for upgrades, and revised scope for the Hostess House

- Eliminate add alternates including Hancock Pool Changing Rooms, modified egress and stairs (if not required by code), canopy on west side of kitchen, CMU block infill for lattice, refinish upper wood floor, standing seam roof, new porch lighting.
- Structural Improvements, increasing live load for first floor, eliminate removal of first floor posts, eliminate structural improvements for canopy
- Generally, maintain all MEP improvements (mechanical, electric, and plumbing), rescope for sizing based on reduced floor area/need, reduction in restrooms.
- Generally, maintain building footprint with exception of elevator shaft (east-end)
- Review options for storage and increased restrooms without increasing building footprint
- Maintain fire suppression system
- Maintain kitchen improvements including vent hood
- Modify railing, code compliance
- Maintain grease interceptor

*At the direction of Council, Staff will work with Reliance Architectural to modify scope and bring actionable items back to Council for consideration.*

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

*There was no discussion.*

**Adjourn Workshop Session**

*Council member Keele moved to adjourn the workshop session at 5:55 p.m.; the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.*

*Without objection, Mayor Monroe moved into Regular Session.*

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

**A. Call to Order**

*Mayor Monroe called the Regular Session to order at 5:55 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**

*Mayor Monroe and Council recognized the following for their service to the City of Lampasas*

- Nick Geagley- 5 years
- Renae Gromatzky- 10 years

- Steven Sheldon- 20 years



*Mayor Monroe and Council recognized the following via Proclamation:*

- Lineman Appreciation Day April 18, 2023
- National Library Workers Day as April 25, 2023
- National Library Week April 23-April 29, 2023
- Professional Municipal Clerks Week April 30-May 6, 2023.



PUBLIC HEARINGS/CITIZEN COMMENT	
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*

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Special Meeting held on April 10, 2023

*Mayor Pro-Tem Williamson moved to approve the minutes as presented; the motion was seconded by Council member Kuehne, with Council member Morris abstaining the motion carried.*

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the second reading of an Ordinance to update the Employee Personnel Policy with the departmental certification pay as it relates to specific job responsibilities
3.2	Discussion and possible action regarding the second reading of an Ordinance to amend Chapter 82 Utilities, Article III Sanitary Sewer System, Division 5 Industrial Sewer Use.
3.3	Discussion and possible action regarding February 2023 Investment Report

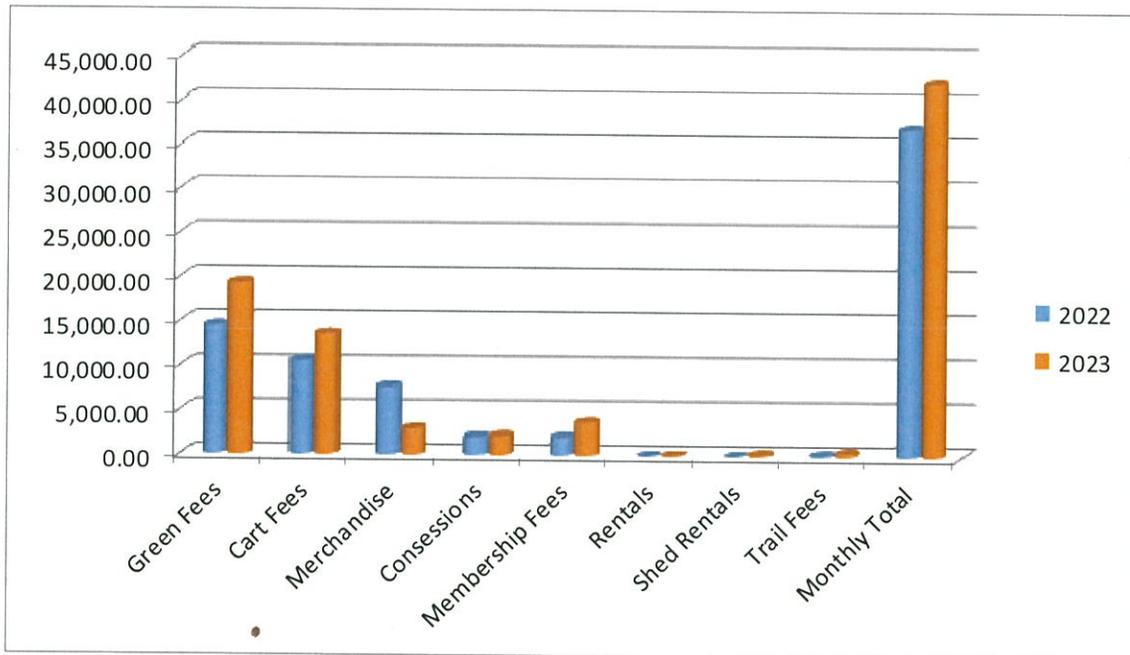
*Mayor Pro Tem Williamson moved to approve the consent agenda as presented; the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

4.0	BOARDS/DEPARTMENT REPORTS
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*Van Berry, Golf Course Manager*

- Weekly mowing and maintenance of the golf course.
- Applied 900 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Applies 400 lbs. of fertilizer on the greens.
- Applied 20,000 lbs. of pre-emergence and fertilizer to the fairways and rough.
- Applied 1,100 lbs. of Ronstar (Pre-emerge) on the tee boxes and green surrounds.
- Despite preparing for the cold temperatures we had in December, we had some costly repairs to the pump station. The repair costs were \$12,996.00.
- Researching a Pump Station Heater.
- While the pump station was down, we replaced the foot-valve.
- The Hancock Park Golf Association paid for improvements to Tee Box #1 in the amount of \$5,915.00.

- When Dan Waters retired at the end of the year, Garry Spore was promoted to Greens Keeper Supervisor. Garry has been employed at the golf course for 14 years and does a good job. Mike Oden was recently hired as a Greens Keeper.
- Memberships from January 1, 2023 through June 30, 2023
  - Single Memberships – 183(163 – 1/22 through 6/22)
  - Couples Memberships – 38 (35 – 1/22 through 6/22)
  - Family Memberships – 8 (9 – 1/22 through 6/22)
  - Member Trail Fees – 167(164 – 1/22 through 6/22)
  - Shed Rentals – 131 (131 – 1/22 through 6/22)
- Play at the golf course continues to be very good, so far, each month this year has been equal to or better than the prior year.



5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

CIP The Capital Improvement Program Committee (“CIP”) met on April 11<sup>th</sup> to review updates to the CIP project schedule and the public facilities schedule. The meeting was held at the City owned Senior Center on East Eighth Street; the building where structural damage was found this past month. Chris Eicher, Parks Director, provided some perspective regarding the lease arrangement with Hill Country Community Action Association (“HCCAA”) and the services their organization provides to the community. Of note, during the meeting, was discussion regarding facility security, updates on the Hostess House, and improvements to City Hall and the Calvert Building. Ryan Ward also

highlighted new projects included on the CIP schedule, including 2<sup>nd</sup> and 5<sup>th</sup> Street improvements, and upgrades to the Wastewater Treatment Facility. The next meeting has been scheduled for May 4, 2023 at the Calvert Building.

- Park Board  
The City of Lampasas Park Board was scheduled to meet on April 20, 2023 to discuss events at Campbell Park including a possible wine tasting at the Community Garden, a Wings of Eagles program at the Skate Park; a Go Texan Concert on the square and BBQ Cook-off at the 580 Sports Park, however; due to inclement weather the meeting was postponed. Agenda items also included use of the 580 Sports Park for a Disc Golf Course, and multi-use trail system. Council may be asked to consider conditional action based on staff and the Chair's prerogative.
- LEDC  
The Lampasas Economic Development Corporation ("LEDC") met on April 19, 2023 and continued the discussion of land use covenants and zoning after having just receiving legal comment. The Board also discussed development in general, and recent activity from business prospects. Additional agenda items included the upcoming solar eclipse, the Joint City/County Statement on the TxDOT feasibility study for a Relief Route, and signage for the Business Park.
- Health Insurance  
City staff received the mid-year review and plan performance from consultants and staff for the City's health insurance carrier, Baylor Scott & White. The baseline report includes the ratio of premiums paid v. claims. Unfortunately, for the first time in several years the claim to premium ratio exceeded 100%, at 102.96%. The City's three-year average claim to premium ratio is a respectable 84%. The report also details providers, cost of prescriptions, categories of care, and enrollment demographics. Although the City will not know its FY 2024 rate until after underwriting, it does appear rates will increase. Staff will also discuss ways and tools for minimizing costs including virtual appointments, and prescription options with employees.
- Eclipse  
As reported to Council, Ryan Ward coordinated a meeting with City of Austin Event Planning Staff and Transportation Staff. The meeting provided great insight in to coordinating major events including health and safety, traffic, congestion and cost recovery. Lampasas will provide greater education and communication to business and private parties than Austin requires, and will also need to clearly communicate areas available for public viewing while putting measures into place to protect assets. Despite what has been anecdotally reported, restrooms, water stations and dumpsters are available. Staff conducted a follow-up meeting after the Austin visit, and is preparing a preliminary event budget and deployment plan. These items are nothing new, just a continuation of the City's process as outlined through Chief Smith's team.
- Budget  
Staff has started preparation for the FY 2024 Budget process beginning with FY 2023 year-end projections. Council will start their process beginning in May. As in year's past, staff will review Fund accounting and balances, and provide an overview of items impacting revenues and expenses for Council consideration. The other important part of the process is review of the CIP report, which should be available by the end of May or beginning of June. Council certainly will have latitude to fund priorities based on the financial health of the City as reported in the FY 2022 Audit.
- Pools  
Staff is pleased to report that Sundae Hein has conditionally accepted the position of Pool Manager for the City of Lampasas Hanna Spring and Hancock Park pools. Sundae has previous aquatic and recreational experience with the Cities of Temple, Melbourne, and

Killeen. Vicki also reports that the City has received 29 applications for Lifeguard, 2 applications for Assistant Manager, 10 applications for cashier, and 2 applications for maintenance. Chris has initiated the mechanical start-up for Hanna Spring pool, and reports circulation, filtration and disinfection is operating normally. The schedule for training and orientation is slightly compressed, but we are in a better place than we were 30 days ago.

**Police Department** Chief Cummings reports that Sergeant Investigator Fidel Morua, and Sergeant Investigator Garrett Bradley will be attending a three-day Search Warrant Writing course. In the next few months officers will attend Active Shooter Instructor Course. The course will provide background and expertise to provide first responder training locally to City of Lampasas personnel and other regional agencies. In other PD news, Lieutenant Chuck Montgomery reports that Patrol will now carry, and administer, if necessary, Narcan. Although opioid issues are rarely encountered by Patrol, the PD now has an additional tool that could possibly save a life.

**Job Fair** Stacey has started the planning process with Workforce Solutions of Central Texas and the Lampasas County Chamber of Commerce for the annual Job Fair. Historically, the Fair has attracted approximately 40 local businesses, and up to 200 job seekers. The Job Fair has been held, in previous years, at the Old Middle School, however due to summer renovation, the Job Fair will be held at the Calvert Municipal Building. The Job Fair will take place in June; date to be determined; however the hours will be from 10:00 a.m. to 1:00 p.m.

**Technology** Just a couple of technology updates: Operations and IT staff are working on alternatives for surveillance of parks and other City assets. This became noticeably useful during the Christmas holidays when portable towers discouraged and prevented vandalism at WM Brook Park. Staff have also been working on the implementation of Executime, an HR program for timekeeping, time off requests and approval, and paid time off tracking. Executime will integrate with the City's payroll and general ledger software. Monica also reports that by the end of 2023 or first part of 2024, the City's primary operating and financial software will migrate from server to cloud base with an upgraded version. The software upgrades and security have all been identified and placed on the City's CIP schedule with Council providing implementation through the budget process.

**I-14 Reminder** Council is invited to attend the TxDOT sponsored I-14 listening session on April 26<sup>th</sup> at 9:30 a.m. Staff will link the virtual session in the City Hall conference room that morning, however; if you are unable to make the morning session, the same information will be presented at 1:30 p.m. Please let us know if you would like staff to re-send the link.

**Historic Asset Funding** Boyce Cabaniss recently discussed, with staff, possible historical asset funding that may be available through the State. As he described, projects that can be related in location, interest or period may be eligible for funding for renovation or to provide interpretation of assets. Mr. Cabaniss will research further, and without objection, may inquire and apply on behalf of some of our East Lampasas assets.

**Staff** Staff is pleased to recognize the following employees who began their City of Lampasas careers in April: Kyle Harrison, 4 years; Nick Geagley, 5 years; Steven Sheldon, 20 years; Brandon English, 1 year; John Grantland, 14 years; Michael White, 14 years; Renae Gromatzky, 10 years; and Amy Catron, 1 year.

5.2	MAYOR'S COMMENTS
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*Mayor commented on the wonderful opportunity to have been part of the Wings of Eagles Recognition by the Centex Sustainable Partnership Event held in Salado, Monday April 24, 2023, accompanied by City Secretary, Becky Sims.*

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 possible action regarding Community Garden Wine-Tasting Fundraising Event on May 11, 2023 from 5-8 pm.
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*Council member Morris moved to conditionally approve Community Garden Wine-Tasting Fundraising Event on May 11, 2023 from 5-8 pm, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.2	Discussion and possible action regarding "Born to Soar" Event at the Lampasas Skate Park, May 20, 2023 from 9:00 a.m.-2:30 p.m.
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*Council member Keele moved to approve the "Born to Soar" event at the Lampasas Skate Park, May 20, 2023 from 9:00 a.m.-2:30 p.m, the motion was seconded by council member Pearce and with a unanimous vote, the motion carried.*

*Adjourn into Executive Session- Mayor Pro Tem Williamson moved to adjourn into Executive Session at 6:40 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

<b>EXECUTIVE SESSION</b>
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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	
8.1	Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities
8.2	Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above
8.3	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

*Adjourn executive session and reconvene Regular Session- Council reconvened into regular session at 7:12 pm.*

<b>REGULAR SESSION</b>
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9.0	ACTION ON EXECUTIVE SESSION
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9.1 · Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no action taken

*Adjourn- Council member Keele moved to adjourn at 7:12 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.

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TJ Monroe, Mayor

ATTEST

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Becky Sims, City Secretary