

**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, July 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 Pearce presiding.

Council Members Present:

Zachary Morris
Chuck Williamson
Davis Keele
Cathy Kuehne
Charlie Pratus
Eric Hernandez

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Monica Wright, IT Director
Ryan Ward, ACM
Jeff Smith, Fire Chief
Yvonne Moreno, Finance Director
Stacey Ybarra, EDC Director
Chris Eicher, Parks Director

Council Members Absent:

N/A

Beginning July 24, 2023, Workshop will be held at the mezzanine level at the Calvert Municipal Building

**WORKSHOP SESSION
Mezzanine Level**

1. Call to order Workshop Session

Mayor Pearce opened the workshop session at 5:30 p.m.

2. Discussion and recap from the June 17, 2023 Council Work Session

Council discussed the following regarding the Historic Colored School and New Hope Baptist Church

- *Both are historic landmarks within the city and hold an abundance of character and history*
- *The Historic Colored School would take minimal improvements to open to the community with the exception of a restroom.*
 - *Wall/Ceiling Finishes*
 - *Insulation*
 - *Window care for energy efficiency*
 - *New doors*
 - *Restroom*
- *The New Hope Baptist Church could potentially require substantial rehabilitation.*
 - *Structural Assessment*
 - *MEP Assessment*
 - *Rehabilitated Restrooms*
 - *New Doors*
- *At this time Council would like Staff to identify the following:*
 - *Vision for Buildings*
 - *Long Term Goals*
 - *Community Partnership*
 - *Contract Services*
 - *Long-Term Lease*
 - *Non-Profit Organizations*
 - *Deed Options*
 - *Benefits of or alternatives to structural assessment at a more reasonable rate*

Council discussed the following regarding the Hostess House

- 2021- 78 Reservations
- 2022-87 Reservations
- 21- cancelled due to COVID
- Community and destination location for birthdays, bridal showers, baby showers, weddings, class reunions, family reunions.
- Draw back or less than favorable feedback from guest is the non-usable kitchen area for warming food.
- Council would like Staff to review current rental rates. Conduct a comparison analysis across other municipalities. Continue to offer resident vs. non-resident rates. Be competitive with market and other towns; while being sensitive to the needs of the Lampasas Community.

Calvert Municipal Building continues to be used by organizations for business meetings. It is going well and Staff is able to accommodate.

Discussion and direction regarding meeting format, Governance Policy, and Short-Term Objectives.

- Council has no recommended changes or concerns regarding the Governance Policy. They understand and appreciate Council/Manager and Council/Staff relationships.
- Council reminded Staff to display stop-watch for Public Comments. They should be limited to 3:00 minutes, at Council discretion.
- Council is good with meeting preparation/format and how business is conducted at meetings.
- Council prefers round table, work session format. Beginning July 24th, Council Workshop Session will be held at the mezzanine level of the Calvert Building and will reconvene at the Council Chambers once the Workshop Business has concluded.

Discussion and update regarding City of Lampasas FY2024 Budget and Department Goals.

- Initial Modifications have been made by Staff
- Projected Year End Projections and Initial FY 2024 amendments have been made accordingly.
- Initial budget rollout does not account for health insurance rates or compensation.
- Staff will seek council direction for capital priorities
- Staff will prepare for detailed roll-out July 24, 2023

Update on projects related to ARPA, 2021 CO Funding and Fund 40.

Ryan Ward, ACM reviewed the Capital Improvement Program (CIP) Project Schedule. He highlighted those projects that have been funded (including ARPA), awaiting funding, in design phase, currently under construction and those currently under review.

Due to time constraints Substandard Structures and Wayfinding Project updates will be presented at the July 24th City Council Meeting.

3. Discussion regarding FY 2023/2024 Budget

Finley deGraffenried, City Manager presented the following:

- Budget Status

- *Projected Year End and Initial FY 23/24 Budget is balanced with slight surplus*
- *Not in all cases; however, some Departmental capital expenses reduced based on historical budget amounts*
- *City will maintain aggressive Capital Program with use of Operating, ARPA and Certificate of Obligation Funds.*
- *Personnel Costs are budgeted flat*
- *Previous levels of Organizational funding has been included*
- *Budget Organization and Modification*
 - *General VS. Proprietary/Enterprise Fund*
- *Fund Balances*
- *Budget Notes*
 - *Revenue from Property & Sales Tax is approx. 12.1% of City's Revenue Budget*
 - *Utility fees account for approx. 53.7% of the City's Revenue Budget*
 - *Debt Service- Generally paid through Transfer to Fund 11 (Debt Service) and through the Interest & Sinking ("I&S") portion of property taxes*
 - *Salaries and Benefits are approx.30.6% of the City's Expense Budget*
- *How we got there*
 - *Conservative Revenue*
 - *Capital Projects funded from Non-Operating Funds*
 - *Street Paving consistent with 2020 & before, levels*
 - *Paving Alternatives*
 - *Invest in large street projects (similar to 2nd Street) and limit the number of projects or invest in several smaller street projects.*
 - *Trimmed Department increases in meter replacements, SCAD and lift station improvements.*
 - *Increased tree trimming, PD Software and ammunition, Business Park Electric.*
- *Capital Projects and Funding Sources*
 - *American Rescue Plan Act ("ARPA")*
 - *Upper Pressure Plane, Business Park \$971,196.00 (completed)*
 - *Water Looping Projects (Samac, 2nd, 5th & 7th Streets) \$300,000.00*
 - *Water Relocation Project- Highway 281 South \$100,000.00 (completed)*
 - *Emergency Generation \$450,000.00*
 - *Fire Department Apparatus \$146,177.00 (completed)*
 - *Fund 62, 2022 CO Issue*
 - *Wastewater Plant, Pretreatment and Belt Press, \$3,000,000.00*
 - *Hostess House Rehabilitation \$800,000.00*
 - *Upper Pressure Plan Improvements \$1,000,000.00*
 - *WWW Shop/Lab Exterior Improvements \$250,000.00*
 - *Water Looping Live Oak \$250,000.00*
 - *Sewer Line Replacement Pecan Street \$250,000.00*
 - *Calvert Improvements, basement, exterior \$250,000.00*
- *Rural Transportation and Organization Funding*
 - *Funding Included- Historical Levels*
 - *Lampasas County WCID- \$10,000.00*

- *Heart of Texas Defense Alliance- \$5,800.00*
 - *Hill Country 100 Club - \$3,000.00.*
 - *Hill Country Children's Advocacy Center- \$3000.00*
 - *Lampasas County Higher Education Center \$8,500.00*
 - *Organizations not currently funded:*
 - *Cooper Spring Nature Park*
 - *Council would like specific needs identified*
 - *Lampasas County Museum*
 - *Council would like specific needs identified*
 - *Hill Country Transit Rural Transportation*
 - *Possible cost share with County*
- *Workforce Retention, Compensation, Health Insurance and Human Resources to meet Council Priorities*
 - *Compensation increases and targeted adjustments*
 - *Council would like to see what 4% and 5% COLA might look like.*
 - *Health Insurance*
 - *Budget assumes 12% increase*
 - *Increased cost to the City FY 2023 compared to FY 2024 \$13,097.73/month, \$157,172.76/year*
 - *Slightly tighter network, able to maintain local providers*
 - *Employee Health Insurance INCREASE*
 - *CC30 Employee Only, No increase*
 - *HMO- Employee Only \$11.51/month increase*
 - *CC30 Employee & Spouse \$30.48/month increase*
 - *HMO Employee & Spouse \$39.38/month increase*
 - *CC30 Employee & Family \$43.39/month increase*
 - *HMO Employee & Family \$56.09/month increase*
 - *Consideration of additional FTE's to support Council priorities, efficiency and level of service to residents and businesses.*
- *Upcoming Dates*
 - *August 7th Special Called Meeting, pending Council approval*
 - *Selected Departmental Presentations*
 - *Renewal of S&W Health Plan*
 - *Proposed Tax Rate*
 - *Budget Modifications*
 - *August 14th- Regular Meeting*
 - *Budget Workshop- status & modifications*
 - *August 28th- Regular Meeting*
 - *Discussion and finalize FY23/24 Budget*
- *Council member Kuehne would like Staff to re-visit Short Term Rental Regulations*

4. Discussion regarding Solar Eclipse Event

Finley deGraffenried, City Manager presented the following:

- *Previous Actions*
 - *Identified Viewing Sites*
 - *Staff & Public Safety Deployment*
 - *Protection of Assets*
 - *park bathrooms, irrigated areas of the park, wastewater treatment plant, public health & sanitation, and traffic management*
- *Site Management (580 Sports Park)*
 - *Largest Viewing Site (proposed over 2,000 parking spaces)*
 - *Option to limit access to 1000 vehicles or less*
 - *Cut Costs*
 - *Limit liability, congestion*
 - *Limit # of sanitary restrooms*
 - *Fundraising Opportunity- Local Organizations to manage site (may require Staff to define expectations, responsibilities, liability, emergency response etc.)*
 - *Parking*
 - *Vendors*
 - *Oversight*
 - *Reduced Security*
 - *Maintain track for contracted parking and security management*
 - *Combination of supplemental security with limited attendance and local organization oversight.*
 - *Portable Sanitary Restrooms*
 - *Methodology*
 - *Various ratios and projected attendance (not precise)*
 - *Only anecdotal research by Staff from other communities regarding attendance and impact.*
 - *Overprepared v underprepared/perception*
 - *Exposures and risks*
 - *Over expenditure*
 - *Loading impact to Wastewater Treatment Facility*
 - *Environmental impacts*
 - *Lack of other public restrooms*
 - *Airport Fly-in requested by Airport Advisory Board*

Council would like Staff to reach out to organizations about site management, limit parking spaces to 1000, obtain a new quote for portable restrooms and to close Airport by NOTAM, too much liability and not enough room to house planes.

5. Discussion regarding Chamber of Commerce Visitor Center FY 2023/2024 Budget

Melissa Unger, Chamber Executive Director presented the Chamber of Commerce Visitor Center FY 2023/2024 Budget:

- *Administrative Fees: Increase from \$38,000.00 to \$43,000.00 for salaries*
- *Building Cost- Maintenance/insurance: Increased to \$2,500.00*

- *Copier/Copies- Increased to \$1,900.00*
- *Postage: Increased to \$620.00*
- *General Supplies: Increased to \$500.00*
- *Phones & IT Budget- Decreased to \$1,300.00*
- *Annual Visitor Center Dues: No Change*
- *Hill Country Trail Region- Cancelled Services*
- *Lampasas Promotions/Visitor Center Brochures- \$3,750.00*
- *Visitor Center Seasonal Staff- Decreased to \$1,500.00*
- *Website Management: Increased to \$1,820.00*
- *Utilities: Increased \$1,400.00*
- *Tourism Conferences- Will submit when available*

Event Funding

- *Riata Roundup Rodeo & BBQ- \$7,250.00*
- *Lampasas County Wine Tour- \$2,000.00*
- *Hunter's Welcome \$1,750.00*

Council had no questions pertaining to the FY 23/24 Council Chamber Visitor Center Budget.

6. Discussion and updates related to Substandard Structures

Becky Sims, City Secretary reported the following:

During the November 2022 Council Planning Session, Staff presented objectives and progress related to the Comprehensive Plan.

Council identified Code Enforcement as a priority. One of the action steps is to strengthen enforcement and incentives throughout the city to maintain the quality of neighborhood character and renovate older structures in disrepair. Council asked that Staff prepare a list of substandard properties and present to Council in January 2023.

At the January 9, 2023 Council meeting, Staff presented an inventory of approximately 40 homes, structures and/or lots that were in disrepair from fire, lack of maintenance or simply abandoned. Staff focused on those lots that had been affected by fire either partial or total loss.

Notices were sent in March 2023 to approximately 10 addresses that were identified as those affected by fire. All property owners have made contact with the City.

Improvements have been made to several homes and two have been demolished. One property owner has asked the City for assistance in demolishing their home, two homes from the substandard inventory list have been purchased and in the process of being rehabilitated and brought up to code.

In May- 10 Commercial properties were identified by Staff as substandard. No new update to report.

- *Staff will compile letters, inspection reports and pictures to provide notice to these property owners by the August 1st.*

Nineteen (19) letters were sent to the remaining residential property owners on July 24, 2023 along with inspection reports and pictures advising of the substandard conditions and seeking timeline for rehabilitation or demolition.

- *Staff will provide Council an update on these 19 at the August 28th City Council Meeting.*

Staff will also research contracts and or agreements to establish payment plans for those property owners whom cannot afford to rehabilitate or demolish the unsafe structures and seek assistance from the City. These good faith payments will assist in recouping costs until the land is sold and lien is satisfied.

7. Discussion and updates related to Wayfinding Project

Becky Sims, City Secretary reported the following:

October 2022- Council approved contract with Studio 16:19

November 15, 2022- Wayfinding Kick-Off Meeting

December-January – Data Collection

February 2023- Began bi-monthly meetings

February- Due Diligence

- *Reviewed Code of Ordinances, Sign Regulations, Comprehensive Plan*
- *Discussed Sign Inventory and Possible Sign Placement Opportunities*
- *Site Visit*

March

- *Reviewed modifications to the locations of the proposed signs based on the Highway 281 Project*
- *Reviewed downtown area for destination monumentation locations and all destinations to be specified.*
- *Coordinated with TxDOT district on the sign program and developing a dialogue around their specific requirements.*
- *Beginning schematic design for initial concepts for proposed sign types.*
- *Received first rendering for Gateway and Wayfinding signs.*

April- Staff walked Key Avenue and downtown with consults to discuss sign placement and quick wins.

May- Received Updated Schematic Design Package

- *Overall Base Map*
- *Historic Downtown Wayfinding Signage Locations*
- *Downtown Signage Locations Photo Array*
- *Preliminary Signage Concepts & Imagery*

July 2023- Received updated Schematic Design Package based on feedback from Staff.

Currently pending Staff review and feedback to consultants.

8. Discussion regarding any item on the regular agenda

There was no discussion.

9. Adjourn Workshop Session

Mayor Pro-Tem Morrison moved to adjourn workshop at 7:28 p.m., the motion was seconded by Council member Keele and with unanimous vote, the motion carried.

Without objection Council took at 10-minute break

**REGULAR SESSION
Council Chambers**

ANNOUNCEMENTS

A. Call to Order

Mayor Pearce called the Regular Session to order at 7:38 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

Swearing In Ceremony by Judge Gradel for new City of Lampasas Police Officers

Christopher Isaac Alford



Delana Fritz



Service Recognition- Justin McDonald- 10 years

	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.
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There were no citizen comments

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

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

2.2	Discussion and possible action concerning the approval of minutes of the Council Work Session held on July 17, 2023
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Mayor Pro-Tem Morrison moved to approve the minutes as presented; the motion was seconded by Council member Keele, with Council member Kuehne abstaining, the motion carried.

3.0	CONSENT AGENDA
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4.0	BOARDS/DEPARTMENT REPORTS
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Chris Eicher, Parks Director presented his annual report,

Departmental Staff

- Parks Director – Chris Eicher
- Parks Secretary – Vicki Tower
- Parks Superintendent – Jessie Acosta
- Park Technicians – Dave Paddie, John Grantland, Abel Palacio and Rodney Kepler
- Cemetery Crew Leader- Duane Griffith
- Cemetery Care Takers- Jacob Rivera and Josh Palacio
- Sports Facilities Crew Leader- Steven Knowlton
- Sports Facility Technicians- Marcial Chapa and Nick Geagley
- 27 Seasonal Pool Staff- 1 Pool Manager, 2 Assistant Pool Managers, 2 Grounds Maintenance Personnel, 22 lifeguards/cashiers

Overview of Areas Maintained: 600 Acres +/-

- 580 Sports Complex
- Ave A Park
- Campbell Park and Hanna Pool
- City Hall Complex

- College St Park, Colored School and New Hope Church
- Cook Cemetery
- Cooper Springs Nature Park
- Gavin Garrett Soccer Complex
- Goodrich Tennis Courts
- Hancock Park, Pool and Pavilion
- Head Start and Senior Center
- Hostess House
- Library
- Municipal Airport
- Oak Hill Cemetery
- Sueann Park
- Turner Complex
- WM Brook Park

Completed Projects: Skatepark and Cemetery Pole Barn

2022-2023 Projects in Progress

- Hike and Bike Trails @ 580 Sports Complex
- 18 Hole Disc Golf Course @ 580 Sports Complex
- Outdoor Fitness Equipment @ 580 Sports Complex
- 10X20 Pavilion @ Campbell Park Skatepark
- Improved Parking Along Hackberry St for Cooper Spring Nature Park and Campbell Park
- Split Rail Cedar Fencing @ Hancock Spring Bathhouse
- Planning For 2024 Eclipse

2023 Pool Events

- Dive In Movie @ Hanna Pool on June 16th
- Moonlight Swim Event @ Hancock Pool on June 23rd
- Dive In Movie @ Hanna Pool on July 14th
- Moonlight Swim @ Hanna Pool on July 21st
- Numerous Pool Parties and Youth/ Church Gatherings & Baptisms

Lampasas Municipal Airport Projects

- Working With TxDOT on Airport Layout Plan (It is our understanding that TxDOT has executed a contract with Parkhill Smith and Cooper to begin design phase)
- Replacement of AWOS System (Staff was contacted by our TxDOT planner to inform us that our current system is outdated and due for replacement. The new system is estimated to cost \$150,000. This would be a 90/10 grant through TxDOT, only costing the city an estimated \$15,000)

2023 Calendar of Events for All Park Areas

- October - LAFTA Boots and Blazers Event, Squared Silly, Go Texan BBQ Cook Off, Fall Fest
- November - Hunters Welcome, City Wide Garage Sale
- December – Carol of Lights, Christmas on The Creek
- January – Bark for Life, Removal of All Christmas Decorations
- April – LAFTA Kids Event, Easter Egg Hunts, Riata Roundup & LTX BBQ Cook Off
- May – Both Pools Open for The Season, Promenade
- June – ATLAS 4000, Kidfish and Camping Event, Sulphur Creek Car Cruise, Moonlight Swim, Dive In Movie
- July – Spring Ho, Moonlight Swim, Dive In Movie
- September – Begin Prep Work on Christmas Displays
- Numerous Weddings, Family Reunions, Birthday Parties, Sporting Events and Tournaments

5.1	City Manager's Operational Report
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City Manager deGraffenried reviewed his report:

Conservation Staff met with the General Managers from Kempner Water Supply Corporation (“KWSC”) and Central Texas Water Supply Corporation (“CTWSC”) on July 20th to review the status of water supply, raw water pumping, and conservation measures. As lake levels fall, and pumping becomes marginal, options are being considered to modify pumping and implement interconnections. Staff can report, our partners to the east are looking at every option possible to maintain current levels of water delivery. The City in implementing Stage 2 Water Conservation measures (“Plan”) has flagged high water consumers and reached out by phone to encourage compliance. Robyn also reports that door hangers will also be placed on homes where watering times or days are not in compliance with the Plan. Based on lake levels and lack of forecast rain in the near future, the Conservation Plan calls for implementation of Stage 3 measures which will include additional reductions in outdoor watering.

LEDC The Lampasas Economic Development Corporation met on July 19th with a full agenda including Business Park activity, land use and zoning, and utility updates. A majority of the agenda time was spent reviewing and suggesting modifications to the Business Park 1, 2, and 3 zoning districts. As with all land regulations, the enforceability of the ordinance can lie in the definitions of allowed uses, which can be tedious. The Board reviewed, and recommended submission to Council, of their FY 2023-2024 Budget of \$460,000.00, which will be placed on a future agenda. The Board also reviewed electric distribution design, and staff reported that materials had been ordered for overhead deployment on the exterior property lines.

TPPA Next week staff will attend the Texas Public Power Association (“TPPA”) annual meeting in San Antonio. TPPA represents the interests, and provides advocacy and education to the 72 Municipal owned utilities (“MOU”) in Texas, including several electric cooperatives. Agenda highlights include updates from the Public Utility Commission of Texas (“PUC”) and the Electric Reliability Council of Texas (“ERCOT”), and legislative reports from the recent session. Staff will report as appropriate.

Staff Staff is pleased to recognize the following employees who began their City of Lampasas careers in July: Robert Gradel, 28 years; Justin McDonald, 10 years; Wayne Sanders, 31 years; Jeff Smith, 4 years; Stephen Sewel, 11 years; and Jacob Rivera, 8 years.

5.2	MAYOR'S COMMENTS
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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 to approve a street dance hosted by the Lampasas County Museum as a fundraiser along with a street closure on Western between 2 nd and 3 rd Street from 2:00 pm to 10:00 pm. On September 16, 2023.
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Mayor Pro Tem Morrison moved to approve a street dance hosted by the Lampasas County Museum as a fundraiser along with a street closure on Western between 2nd and 3rd Street from 2:00 pm to 10:00 pm on September 16, 2023, the motion was seconded by Council member Keele, with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding approval of the Chamber of Commerce Visitor Center FY 2023/2024 Budget.
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Council member Kuehne moved to approve the Chamber of Commerce Visitor Center FY 2023/2024 Budget, the motion was seconded by Mayor Pro Tem Morrison, and with a unanimous vote the motion carried,

7.3	Discussion and possible action regarding the approval of additional services agreement with Reliance Architecture for the revised construction documents and full construction phase services in the amount of \$38,000.00.
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There was no action taken

7.4	Discussion and possible action regarding the approval of the 580 Sports Complex Multi-Purpose Trail System Design.
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Council member Keele moved to approve, deny or approve with modifications the trail design that has been submitted for Council consideration by the multi-trail system volunteer group, the motion was seconded by Council member Williamson

Mayor Pearce opened the floor for discussion.

Council member Kuehne inquired about the blue push pins on the layout if they were disc golf; Staff advised they were coordinates.

Mayor Pro Tem Morrison moved to approve the trail design that has been submitted for Council consideration by the multi-trail system volunteer group, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

Adjourn- *Mayor Pro Tem Morrison moved to adjourn at 8:20 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

PASSED AND APPROVED this _____ day of _____, 2023.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary