

**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, October 23, 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:

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

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Jeff Smith, Fire Chief
Monica Wright, IT Director
Ryan Ward, ACM
Jody Cummings, Police Chief

Council Members Absent:

N/A

WORKSHOP SESSION

5:30 p.m.

1. Call to order Workshop Session

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

2. Discussion and presentation of the Lampasas County Chamber of Commerce Third and Fourth Quarter Reports.

Melissa Unger, Chamber Executive Director presented the Lampasas County Chamber of Commerce Bi-Annual Report. Council had no questions regarding items presented.

3. Discussion and recap from the Development Meeting.

Becky Sims, City Secretary/Zoning Administrator presented the following recap from the Development Meeting held on October 11, 2023.

Approximately 20 attendees that included council members, contractors, surveyor, chamber representative, realtors, City advisory board members, and developers.

Ryan Ward, ACM

Welcome everyone –

- Setting expectations for this meeting
- Planning for Future Growth

Staff Introductions

Stormwater Pollution Prevention – Residential

- Texas Commission on Environmental Quality (TCEQ) requirements
- City expectation is to manage even small sites (infill)
 - Stock Piles- Fencing
- Possible future plan

ROW Permit Process

- Reason for the permit is Traffic Safety required by the Texas Manual of Uniform Traffic Control Device (TMUTCD)
- Protect the City's assets and infrastructure
- Cost \$150 per street with minimum \$250 fine daily
- <https://www.lampasas.org/FormCenter/Public-Works-27/Row-Use-Application-96>

Streamlining our processes

- Utilizing My Government Online Portal
- Development Checklist

Becky Sims, City Secretary/Zoning Administrator

- Planning for continued growth
 - Avg 800 permits per year
 - Nov/Dec 2022- over 300 roof permits were issued
 - Since January 2020- issued 162 new res/comm bldg. permits
- Streamline/Improve Processes
- Encourage Pre-Development Meeting
- Development Checklist (In design phase)
 - Complete Plan Set
 - Site Plan with set-backs
 - Form Survey
 - Parking (commercial)
 - Landscape (commercial)
 - Irrigation Plan
 - Drainage Plan/Calcs (Infill)
 - Impact to neighbors
- Architectural Plan Set when required
- Engineered Plan Set when required
- Architectural Barrier- Texas Department of Licensing AND Regulation (TDLR) Registration # when required
- Meter Boxes/Water Meter (protecting/replacing)
- My Gov Portal
 - Convenience
 - Future work area at City Hall
 - Complete Documents/Plan Sets
 - Issuance of Permit
 - Payment of Permits
 - Inspection/Communication/Notes
 - 12–24-hour turnaround
- Pre-Construction Meeting

Frank Ellett, Building Official

- Code Cycles- ISO Rating
- Plan Review
 - 3rd Party- Commercial
 - 2–4-week turnaround time depending on project scope
- Inspection Process
 - 3rd party inspections (reciprocate)
- Redlined /Approved Plan Set Onsite

- Any changes must be approved
- Reiterate Importance of Pre-Development Meetings
- Reiterate Importance of Pre-Construction Meetings

JP Harris- Fire Marshal

- Fire Code Requirements
- Life Safety
- 24 hours advance notice- No inspections on Friday

Meeting Takeaways

- Positive Community Engagement
- Schedule Quarterly Meetings
- Strengthen Partnerships
- Continued Education on FEMA Guidelines, FFE Certificate (baseline & overall flood plain management)
- Continued Education on Historic Building Codes

Mr. Ward discussed FEMA base flood elevation maps. There is updated information provided on the FEMA website produced by the Estimated Base Flood Elevation Viewer, which includes estimated Base Flood Elevation (BFE) and approximate flood depth. Estimated base flood maps do not replace the FEMA maps but could with some study.

4. Discussion and recap from training session with Jo-Christy Brown, City Attorney.

Mrs. Sims, City Secretary provided a recap from the training session held on October 16, 2023 with Jo-Christy Brown, City Attorney.

Mrs. Brown took this opportunity to review Parliamentary Procedures as defined in Roberts Rules of Order, City Governance Policy as approved and adopted by City Council, City of Lampasas Home Rule Charter as adopted by the voters in 1986 and amended by the voters in 2016, which outlines Council responsibilities.

Mrs. Brown highlighted the following areas:

- *Basic Principles of Parliamentary Procedures*
- *Informal vs Formal Meetings*
- *Attendance of Council Members*
- *Meeting Preparation*
- *Mayor Role*
- *Agenda Management*
- *Meeting Management*
- *Council Decorum*
- *Main Motions, Secondary Motions, Subsidiary Motions & Privileged Motions*
- *Debate Protocol*
- *Public Comments*

At this time, Mayor and Council made no recommendations to change meeting processes, procedures or the Governance Policy.

5. Discussion regarding Request for Qualifications for Calvert Municipal Building for Landscape Design, Irrigation and Landscape Installation.

Finley deGraffenried, City Manager advised that since the completion of the interior rehabilitation of the Calvert Municipal Building, staff has been researching exterior improvement options along with the appropriate timing in moving this project forward. The attached Request for Qualifications is to seek contractor to design and install landscaping and irrigation to the grounds surrounding the Calvert Municipal Building, including Municipal Court based on the contractor's qualifications. This is a budgeted item and there is a corresponding action item on the regular agenda.

Council member Hernandez asked if the \$250,000.00 budgeted was for landscaping and design only. Mr. deGraffenried advised the budgeted amount includes internal basement finishes and external improvements.

6. Discussion and updates related to Water Supply Emergency Agreements, possible request for Wholesale Water Contract Amendments and possible conveyance of Water Infrastructure/Ground Storage Tank.

Mr. deGraffenried reviewed the following:

- *Water Study*
 - *Engineer Proposal by November 13th Council Meeting*
- *Emergency Agreement*
 - *Draft attached for Council review and comment*
 - *Highlighted areas of Agreement*
 - *Article II, General Conditions for Provision of Emergency Water Service*
 - *Provision of Service During an Emergency*
 - *2005 KWSC Contract*
 - *Duration of Service*
 - *Conservation Restrictions*
 - *Water Quality*
 - *Article IV, Rates and Payments*
 - *Rates*
 - *Article VI. Miscellaneous*
 - *Term*
- *Contract Amendment*
- *Conservation*
 - *Flushing Requirements*
 - *Water Looping Projects*
 - *Irrigation Schedule*
- *Georgetown Tank*
 - *Covered by Contract*
 - *Shared Expenses*
 - *Consideration of taking over tank from Kempner*
 - *Possible liability*
 - *Engineer report*
- *Future Meeting*
 - *January /February 2024*

7. Discussion regarding any item on the regular agenda

There was no discussion

8. Adjourn Workshop Session

Workshop adjourned at 6:08 p.m. and moved directly into Regular Session.

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

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

City Council recognized the following employees for their years of service.

- *William McYoung- 5 years*
- *Dustin Roscoe- 5 years*
- *Tyler Gillis- 10 years*
- *JP Harris- 25 years*

City Council recognized Municipal Courts Week as November 6-10th by Resolution.



City Council recognized Ashleigh Elizabeth as Community Champion

Through doLampasas, Ashleigh has connected businesses and the community. She recently proposed the Love Thy Neighbor Day, which brought our small town even closer. People were excited to be a part of this movement that encouraged them to simply love their neighbor. She allows God to work through her business and her personal life to shine the light on others. Ashleigh is an active member of the Lampasas community and business scene as well. She is regularly helping businesses find services and connecting other members to each other. She has really become a bridge for the City of Lampasas and to the small businesses that keep our beautiful town unique.



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

1.3	Public hearing to receive citizen comments to consider a request to rezone .038 acres of land out of the Hillcrest Addition, Lot 1, Block 5 Lampasas, Texas Lampasas County from Two-Family Residential District (Duplex) “SF-2” to Commercial “C”.
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Mayor Pearce opened the public hearing.

Becky Sims, City Secretary/Zoning Administrator presented the following:

- *The property owner is asking for consideration in rezoning property from Two-Family Residential District (Duplex) "SF-2" to Commercial "C".*
- *The area is characterized as mixed use. The property is surrounded by Retail "R", Single Family Residential-6 "SF-6", and Single Family Residential-10 "SF-10."*
- *All notifications and publications, as required by Ordinance and Statute, have been made. Staff mailed twenty-five (25) notices to property owners within 200 feet of the applicant's property; to date no letters in favor or in protest have been received.*
- *The area is identified as Traditional Residential (Neighborhood Retail) & Corridor Commercial (Office, Professional, Retail and Service Type Use) in the Comprehensive Plan*
- *This request was brought before the Planning Commission at the October 12, 2023 meeting and they did recommend approval.*

With no citizen comments, Mayor Pearce closed the public hearing.

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on October 9, 2023.

Council member Keele moved to approve the minutes as presented; the motion was seconded by Council member Hernandez; with a unanimous vote, the motion carried.

2.2	Discussion and possible action concerning the approval of minutes of the Special Meeting held on October 16, 2023.
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Council member Keele moved to approve the minute as presented; the motion was seconded by Council member Kuehne; with a unanimous vote, the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the second reading of an Ordinance to repeal Ordinance 1696 of the City of Lampasas Code of Ordinances, Chapter 50, Article II "Curfew for Minors", repealing any inconsistent provisions; and providing an effective date per H.B 1819, Sec. 370.007. Juvenile Curfews Prohibited.

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

4.0	BOARDS/DEPARTMENT REPORTS
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Becky Sims, City Secretary and Frank Ellett, Building Official presented the Building and Planning Annual Report.

Day in Review
Educate
 Platting

Zoning
Land Use

- Building Codes
 - Minimum baseline standards
 - Homestead Exemption

Preliminary Plan Review

- Professional Design Specialist

Utility availability

- Minimal concept plans

Code Enforcement

Meetings

- Onsite meetings to discuss project prior to permitting
- Pre-Construction Meetings with Staff, GC, Developers, and Trades
- Site visit with trades prior to construction start date
- Quarterly Development Meetings

Inspections

Timely- (Same day)
Several Re-inspection's

Total Paper Permits by Type (517)

Total MYGOV Portal Permits by Type (493)

Inspections by Month

October	65
November	98
December	59
January	46
February	58
March	78
April	54
May	77
June	55
July	46
August	58
September	69

Additional Project Data

- Remodel permits consist of remodel/additions, flatwork, roofs, carports, patios, curb cuts, and storage buildings
- Approximately 20 Solar Panel Permits were issued this year under the Electrical Category.
- Roof permits equaled to almost 1/2 of the remodel permits issued due to the November Hail Storm.
- New Homes, New Construction and Remodel include trade segments.

New Businesses/ Business Relocations
 Planning & Zoning Meetings
 Zoning Board of Adjustment Meetings
 Adopted Ordinances
 Zoning Regulations vs. Building Codes
 Comprehensive Plan Short Term Goals
 Wayfinding Sign Program
 Challenges

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- LEDC The Lampasas Economic Development Corporation (“LEDC”) met on October 18th with an agenda that included Business Park signage, the Economic Development Strategic plan, and Incentive Guidelines and Principles. Stacey Ybarra, EDC Director, reviewed previous Strategic Plans, commissioned by previous Boards in 2001 and 2007, and opportunities the Board might take to review and update any plans or action steps. The LEDC Incentive Guidelines and Principals, last updated in May 2018, were reviewed with draft quantifiable prospect ratings. Generally, the Board was asked to provide input on the weight of various economic indicators when grading prospects for possible incentives, distilled to *what is important*. The Board also received reports on Alamo Coffee, various Business meetings and surveys, and the Courtyard Square Association.
- EMD Training Chief Cummings reports that one half of Police and Emergency Medical dispatchers have completed their Emergency Medical Dispatch certification. The designation will provide a higher level of service and care for individuals requiring emergency medical care by providing over the phone instructions prior to the arrival of first responders. Due to the time and commitment required to complete the certification, the Police Department opted to train Dispatchers one half at a time.
- Fire Prevention Chief Smith reports a busy Fire Prevention Month with City personnel visiting not only elementary schools, but also various day care, and child care facilities. Chief was particularly pleased with the cooperation and enthusiasm for the event at Taylor Creek Elementary where personnel and apparatus from Copperas Cove and Kempner also attended.
- Brush Chipping The City’s Brush collection and chipping program will commence October 30th and conclude December 1st. As in year’s past, brush, in lengths 4 foot or under, will be collected on curbside of residences during the month based on geographic area. Additionally, there will be no charge for brush drop-off at the Citizens’ Collection Station during November.
- LCRA Grants The City was notified this week that two Lampasas organizations would be receiving funding for their projects. On November 8th the Lions Club and Community Garden will receive recognition and ceremonial checks for their community enhancement projects. LCRA staff, organization representatives, and invited elected officials and staff will meet at the Community Gardens at 1:15 p.m., and reconvene at 2:00 p.m. at the 580 Sports Complex to recognize the projects and document the award. The Community Gardens will use the funds to improve accessibility; and the Lions Club will install body weight exercise equipment at the 580 Complex.
- Eclipse Council may have noticed additional information being pushed out to the website regarding the Eclipse including viewing and camping information. Notifications and links have been established and staff reports, even prior to the push, registrations have been received for the City’s viewing sites. Staff is also planning to conduct a table top exercise, primarily for public safety and public works staff, on November 15th, and a Town Hall meeting has been tentatively set for December 13th.
- AFNA Staff continues to meet with representatives from Ajinomoto Foods North America (“AFNA”) regarding on-site improvements to their grease interceptors. Sampling and

monitoring continues to assess the effectiveness of improvements. Staff is hopeful AFNA consultants can formulate recommendations for a long-term solution to their processing waste stream within the next 30 to 60 days.

TxDOT The City has received notification from TxDOT regarding a public meeting on improvements to US 281 north, from Lampasas to Evant. The closest meeting will be in Lampasas on November 14th from 5:30 to 7:30 p.m. at the New Covenant Church, however; meeting materials will be available on line by November 6th. The project proposes to widen 281 with two lanes in both directions, separated by a grass median. Additional Right of Way (“ROW”) acquisition has not been determined pending final design.

Staff Staff recognizes the following employees who began their City of Lampasas careers in October: Brandon Kepler, 13 years; Mike Blair, 13 years; Tom Zimpel, 13 years; Tyler Gillis, 10 years; Sawyer Smith, 7 years; Jessie Acosta, 17 years; Larry Wilson, 11 years; Jared Payne, 7 years; Van Sims, 13 years; William McYoung, 5 years; Becky Sims, 13 years; JP Harris, 25 years; Bryan Hall, 11 years; Dustin Roscoe, 5 years.

5.2	MAYOR’S COMMENTS
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The Mayor had no comments at this evening’s meeting.

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 the award of contract for utility line tree trimming to LCRA and McCoy Tree Surgery in an amount not to exceed \$186,000.00
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Council member Keele moved to approve the award of contract for utility line tree trimming to LCRA and McCoy Tree Surgery in an amount not to exceed \$186,000.00, the motion was seconded by Council member Williamson, with a unanimous vote, the motion carried.

7.2	Discuss and consider the selection of winner of website photo contest.
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Council member Williamson moved to approve the winner of the website photo contest, the motion was seconded by Mayor Pro-Tem Morris, and with a unanimous vote, the motion carried.

7.3	Discussion and acceptance of the third and fourth quarter Lampasas County Chamber of Commerce and Visitor Center Reports
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Mayor Pro Tem Morris moved to accept the third and fourth quarter Lampasas County Chamber of Commerce and Visitor Center Reports; the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding Request for Qualifications for Calvert Municipal Building for Landscape Design, Irrigation and Landscape Installation.
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Mayor Pro Tem Morris moved to direct Staff to advertise Request for Qualifications for Calvert Municipal Building for Landscape Design, Irrigation and Landscape Installation; the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.5	Discussion and possible action related to the approval of the Resolution to direct Staff to negotiate and finalize terms of the Water Supply Emergency Agreement.
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Council member Pratus moved to approve the Resolution to direct Staff to negotiate and finalize terms of the Water Supply Emergency Agreement and bring back to Council for final approval, the motion was seconded by Mayor Pro Tem Morris and with unanimous vote, the motion carried.

7.6	Discussion and possible action to consider approval, denial or approval with modifications to consider a request to rezone .038 acres of land out of the Hillcrest Addition, Lot 1, Block 5 Lampasas, Texas Lampasas County from Two-Family Residential District (Duplex) "SF-2" to Commercial "C".
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Council member Hernandez moved to approve the request to rezone .038 acres of land out of the Hillcrest Addition, Lot 1, Block 5 Lampasas, Texas Lampasas County from Two-Family Residential District (Duplex) "SF-2" to Commercial "C", the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.7	Discussion and possible action to reappoint Roland Schaub, Ryan Shahan, Steve Hudson and Sid Ball to the Lampasas Economic Development Corporation
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Council member Kuehne moved to reappoint Roland Schaub, Ryan Shahan, Steve Hudson and Sid Ball to the Lampasas Economic Development Corporation, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.

7.8	Discussion and acknowledgment of the utilization of seized and awarded funds to purchase Police Department Equipment
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Council member Hernandez moved to approve the utilization of seized and awarded funds to purchase Police Department Equipment, the motion was seconded by Council member Keele, with Mayor Pro Tem Morris abstaining, the motion carried.

Adjourn- Council member Pratus moved to adjourn the meeting at 7:00 p.m., the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2023.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary