

**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, February 12, 2024  
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:**

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

**City Staff Present:**

Finley deGraffenried, City Manager  
Becky Sims, City Secretary  
Yvonne Moreno, Finance Director  
Monica Wright, IT Director  
Jody Cummings, Police Chief  
Ryan Ward, ACM  
Van Sims, WWW Operations Manager  
Stacey Ybarra, EDC Director  
Robert Gradel, Municipal Judge

**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 regarding Fiscal Year 2022-2023 Year-End Financial Report.**

*Finley deGraffenried, City Manager presented the year-end financial report; highlighting the following areas:*

- *The financial performance of the City can be characterized as sound with revenues exceeding expenses by \$310,755.87, or .9% of the Operating Budget. Several factors continue to impact the City's finances including electric market volatility, inflation, and increases in Operating and Maintenance (O&M) expense for water and wastewater operations.*
- *Transfer Revenue and Expense, Use of Fund Balance*
- *Interest income and Economic Indicators*
- *Environmental Influences*
  - *Hail Storms*
    - *Roofing Permits*
    - *Insurance Claims*
  - *Drought*
    - *Water Conservations Measures*
- *Electric Contracts*
- *Project Funding*
- *Utility Rates*
- *Report Content*
  - *Narrative*
  - *Performance by Major Accounts*

- *Balance Sheets*
- *Investment Report*
- *Supplemental*
- *Timing and Disclaimers*
  - *Statements used for completing report are prior to auditor adjustments, journal entries and budget amendments.*
- *Summary Performance*

*Council will be asked to consider acceptance of the report at the February 26, 2024 Council Meeting.*

**3. Discussion regarding Memorandum of Understanding for Hike & Bike Trails at the 580 Sports Complex.**

*Ryan Ward, Assistant City Manager presented the updated Memorandum of Understanding that has been agreed upon by all parties. Mr. Ward highlighted Item 3 on page 11 regarding City obligation and acknowledgement of the work and effort put in by the Lampasas Trails, the importance of protecting their investment, notification among parties regarding any safety issues and that the City will coordinate with Lampasas Trails regarding any improvements, activities or projects in the immediate area and seek input from members.*

*All parties agree on the importance of communication and collaboration between the City of Lampasas, Lampasas Trails and the Disc Golf members.*

*Staff is currently working on signage for the trails.*

*Staff will work with Lampasas Trails to create a defined method of reporting any safety concerns or issues regarding the trail for quick resolution.*

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

*There was no discussion*

**5 Adjourn Workshop Session**

*Council member Keele moved to adjourn workshop at 6:13 pm, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

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

**A. Call to Order**

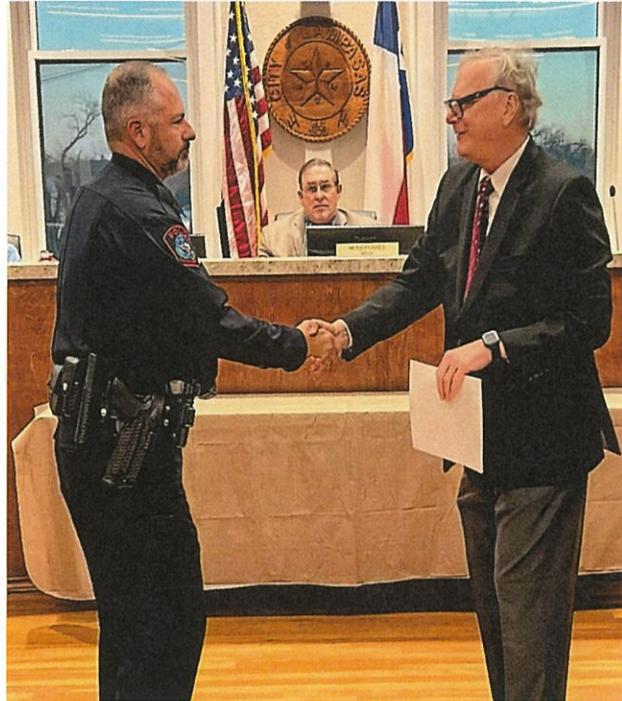
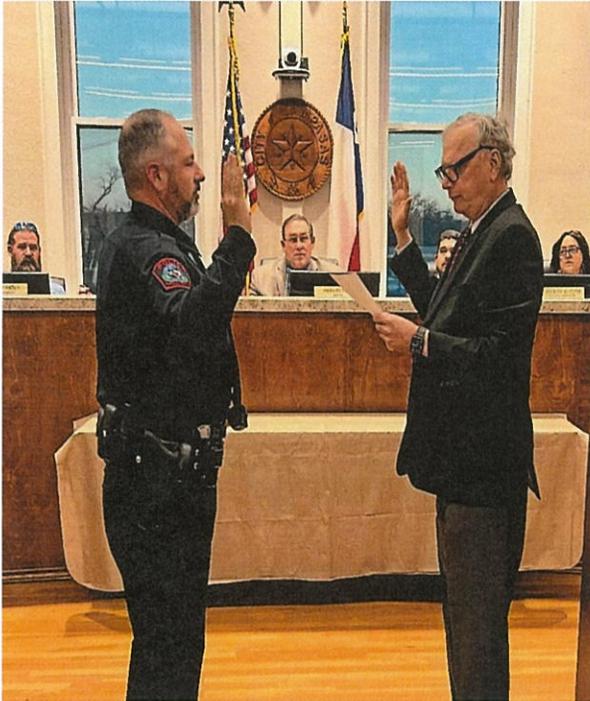
*Mayor Pearce called the Regular Session to order at 6:14 pm*

**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**

- Recognition of Sheryl Hausmann- 20 years- Library Board- *postponed*
- Swearing in Ceremony- Officer Jonathan Rinehart



	<b>PUBLIC HEARINGS/CITIZEN COMMENT</b>
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	<b>MINUTES</b>
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on January 22, 2024

*Council member Williamson moved to approve the minutes of the Regular Meeting held on January 22, 2024, the motion was seconded by Council member Keele, with Council member Pratus and Council member Kuehne abstaining the motion carried.*

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from January 1, 2024- January 31.2024
3.2	Discussion and possible action regarding the December 2023 Investment Report

*Council member 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.*

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:*

**Freeze** Sometimes I forget to report positive news. During the mid-January cold snap, where temperatures dropped below freezing for an extended period, staff reports that improvements made to suspect facilities have resulted in no appreciable damage. Upgrades to park restrooms, pump houses, and irrigation controls since Winter Storm Uri, including insulation, electric upgrades, and heating units, has mitigated damage to plumbing and fixtures. Council may recall extended repair times after Uri due to supply chain issues and the extensive damage in Texas. Limited damage to a few outdoor spigots was repaired within the week of the freezing temperatures.

**Water** Staff has discussed progress of repairs to the raw water pumps, wiring, and piping at the Lakecliffe Plant with the staff of Central Texas Water Supply Corporation (“CTWSC”). Lee Kelley, General Manager, indicated last week that divers were on stand-by to install pumps 6 and 7, the lower intake pumps, after repair by Smith Pump Company. The installation of the pumps, with the floating intake, will restore the plant to a capacity of approximately 10,000,000-gallons per day. Staff will report any updates at the February 12<sup>th</sup> Council meeting. During the period of repair, staff has extended the Emergency Water Contract with Kempner Water Supply Corporation, however; the amount needed to fulfill City needs has decreased. Lake levels remain below 605 feet elevation.

Staff has also consulted with KWSC and CTWSC, who are both reverting to Stage 2, Water Conservation levels. Providing there is no objection from Council, and with the Lakecliffe Plant soon to be at capacity, Staff will implement Stage 2 of the City’s Water Conservation plan.

**Water Study** Staff recently met with Jason Jones, Jones-Heroy Engineers, to discuss progress on the alternate and supplemental drinking water investigation. Mr. Jones provided the recently received Groundwater analysis from his subcontractor, currently under staff and consultant review, which identified possible aquifers of adequate capacity and quality. Additionally, Jason has initiated testing of samples on Sulphur Creek and also has calculated flow prior to recent rains. In his research, he has also found and provided a copy of a 1963 Base Flow

Study of Quality and Quantity of the Lampasas River. This is great reading. Typical of the time, the report is concise, informative and direct. Jason indicated that sampling information would be coordinated with treatment specialist to assess viability of the source. Sometime in the March or April timeframe, staff will invite Mr. Jones to a meeting for an update.

Meeting Dates

Earlier this month staff provided Council with possible dates to coordinate meetings with KWSC and the Lampasas Economic Development Corporation (“LEDC”). Suggested dates included February 19, 22, March 4, 6 or 7, or April 1. Staff would still need to coordinate with the other entities, so direction on more than one date would be helpful. The KWSC meeting would represent the first joint meeting in nearly 9 years, with discussion topics to include the Georgetown Tank and a possible Contract amendment to allow for the purchase of a defined limit of water from KWSC. The LEDC meeting discussion would include planning updates and priorities.

Staff also seeks Council input on a possible small group developers’ lunch. Staff understands the format would be less formal, but would illicit open communication and any steps that could be implemented to improve efficiency.

Audit

Yvonne reports that representatives from Singleton, Clark & Company, will be available March 15<sup>th</sup> to review the City’s FY 2023 Audit. In recent years the City has met with the Auditor, in Committee, to review the findings, and then placed acceptance of the Audit on a future Council agenda. The Committee has traditionally been made up of staff, the Mayor and Pro-Tem, and one additional Council member.

Fire Department

Members of the Lampasas Fire Department will be traveling to Houston on February 12<sup>th</sup> to review preparations for the new Engine, and provide some tools and equipment for the “make ready” phase. It is staff’s understanding the Engine should be ready for delivery mid to late March. Staff also reports that Joe Adams has been named interim Chief for the Department, and Bart Baker has been named interim Fire Marshall. The interim positions, which I’ve employed frequently in the past, will provide the time and opportunity to work with leadership and rank and file of the Department to strategize, assess and implement updated organizational structure and delivery of service. Staff wants to make sure there is opportunity for input, and buy-in, from members of the Department.

Eclipse

Staff continues to meet in preparation for the April 8<sup>th</sup> Solar Eclipse with partners from the Chamber of Commerce and Hamilton EMS. Planning is currently centered on final, and specific deployment of staff and resources. In the next several weeks staff will assemble resource documentation for use by field staff and dispatch. Final on-site visits have been, or will be, conducted with vendors including restrooms, dumpsters and barricades. Road closure plans are being coordinated with TxDOT; and Stacey and Melissa have continued round table meetings with businesses. Public communication efforts are being planned for post cards, window bills, with possibly the opportunity for commemorative posters.

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 selection of website photo contest winner.
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*Council member Hernandez moved to approve entry #1, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.2	Discussion and possible action regarding the first reading of an Ordinance calling the May 4, 2024 General Election for the City of Lampasas to elect the expired terms of the Council Member Places Three, Four and Five; providing for early voting, polling times and places and bilingual election materials.
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*Council member Keele moved to approve the first reading of an Ordinance calling the May 4, 2024 General Election for the City of Lampasas to elect the expired terms of the Council Member Places Three, Four and Five; providing for early voting, polling times and places and bilingual election materials, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

7.3	Discussion and possible action to issue Order of Election for Municipalities for the May 4, 2024 General Election
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*Council member Hernandez moved to approve the Order of Election for Municipalities for the May 4, 2024 General Election, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

7.4	Discussion and possible action regarding the approval of cart trail paving by Hinds Paving at Hancock Park Golf Course in the amount of \$ 33,787.24.
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*Mayor Pro Tem Morris moved to approve cart trail paving by Hinds Paving at Hancock Park Golf Course in the amount of \$ 33,787.24, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.5	Discussion and possible action regarding the purchase of bunker gear and helmets in the amount of \$28,118.50 to complete six full sets for the Lampasas Fire Department.
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*Council member Pratus moved to approve the purchase of bunker gear and helmets in the amount of \$28,118.50, the motion was seconded by Council member Kuehne, Mayor Pearce opened the floor for questions.*

*Mayor Pro-Tem Morris asked for clarification on city cost, Ms. Moreno advised that the Fire Department was awarded a grant in October 2023 to be used for bunker gear, helmets and wildfire gear. The city will supplement the additional cost of \$8,118.50 from FD Bunker Gear and Uniform line items.*

*Mayor Pro-Tem Morris requested to amend the motion, to approve the purchase of bunker gear and helmets in the amount of \$8,118.50 from specified line items and \$20,000.00 from awarded grant funds*

*for a total of \$28,118.50 to complete six full sets for the Lampasas Fire Department, the amended motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.6	Discussion and possible action regarding the purchase of a 2024 Chevrolet Silverado Truck-1500 Crew Cab for the Parks Department in the amount of \$45,807.55.
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*Mayor Pro Tem Morris moved to approve the purchase of a 2024 Chevrolet Silverado Truck-1500 Crew Cab for the Parks Department in the amount of \$45,807.55, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

7.7	Discussion and possible action regarding the replacement of the Airport Fuel System at the Lampasas Municipal Airport.
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*Mayor Pro Tem Morris moved to direct Staff to solicit quotations, as provided for in City policy and State Statute, for the turn-key and installation of a double wall, 12,000-gallon Avgas fuel tanks and appurtenances, and to finalize and execute necessary documents to commence purchase and installation of the same in an amount not to exceed \$97,000.00, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

7.8	Discussion and possible action regarding approval of a budget amendment for the purchase of four (4) vehicles for the Police Department that were approved in prior fiscal year 2022-2023 in an amount not to exceed \$280,000.00.
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*Council member Keele moved to approve a budget amendment for the purchase of four (4) vehicles for the Police Department that were approved in prior fiscal year 2022-2023 in an amount not to exceed \$280,000.00, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.9	Discussion and possible action regarding a Memorandum of Understanding between the Texas A&M Engineering Extension Service, the Texas A&M Public Response Team, and the City of Lampasas.
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*Mayor Pro Tem Morris moved to approved the Memorandum of Understanding between the Texas A&M Engineering Extension Service, the Texas A&M Public Response Team, and the City of Lampasas, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.*

7.10	Discussion and possible action to deem a Cemetery Department 2000 Ford Pickup Truck as surplus and dispose of as State Law allows
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*Council member Williamson moved to deem a Cemetery Department 2000 Ford Pickup Truck as surplus and dispose of as State Law allows, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.*

7.11	Discussion and possible action to deem a Parks Department 1999 Ford F250 Pickup Truck as surplus and dispose of as State Law allows
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*Council member Williamson moved to deem a Parks Department 1999 Ford F250 Pickup Truck as surplus and dispose of as State Law allows, the motion was seconded by Mayor Pro-Tem Morris and with a unanimous vote, the motion carried.*

7.12	Discussion and possible action regarding the acknowledgment of Concert on the Courtyard Square Bandstand on April 7, 2024 from 7:00 p.m.-Midnight.
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*Council member Pratus moved to acknowledge the concert on the Courtyard Square Bandstand managed by LAFTA and provide latitude for Staff and the Police Department to close streets should the need arises due to increase in attendance to ensure safety, the motion was seconded by Mayor Pro Tem Morris, with Council member Kuehne abstaining the motion carried.*

7.13	Discussion and possible action regarding Request for Proposals for Solid Waste Providers.
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*Mayor Pro-Tem Morris moved to direct staff to seek qualified firms for Solid Waste Providers with the current contract expiring in May 2025, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

Adjourn into Executive Session

*Mayor Pro-Tem Morris moved to adjourn into executive session at 7:00 pm and that he would recuse himself on one of the items discussed due to a conflict of interest, the motion was seconded by Council member Hernandez 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 551.087 (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.
8.2	Section 551.072 (deliberations about real property) - Deliberation concerning the potential purchase, exchange, lease, acquisition, sale and/or value of real property.
8.3	Adjourn executive session and reconvene Regular Session

*Mayor Pro Tem Morris left Executive Session at 7:46 pm.*

*Council adjourned Executive Session at 8:08 pm returned to the dais and reconvened Regular Session*

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

*There was no action taken on items discussed during Executive Session.*

*Adjourn- Council member Pratus moved to adjourn the meeting at 8:08 pm, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Herb Pearce, Mayor

ATTEST

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Becky Sims, City Secretary