

**MINUTES OF REGULAR CALLED MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, August 26, 2024
5:30 pm Special Session
6:00 pm Regular Session**

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:

Charlie Pratus
Eric Hernandez
Davis Keele
Zachary Morris
Cathy Kuehne
Myles Haider

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Kristy Acevedo, IT Administrator
Becky Sims, City Secretary
Yvonne Moreno, Finance Director
Jody Cummings, Police Chief
Charlie Boswell Assistant Police Chief
Joe Adams, Fire Chief
Kayleigh Stanley, Executive Assistant
Chris Eicher, Parks Director
Vicki Tower, HR Administrator
Van Sims, WWW Operations Manager

Council Members Absent

N/A

**SPECIAL SESSION
5:30 p.m.**

- I. Call to order Special Session** – *Mayor Pearce called the meeting to order at 5:30 p.m.*

Adjourn into Executive Session

Council member Pratus moved to adjourn into Executive Session at 5:32 pm, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried

EXECUTIVE SESSION

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:

- II. 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 Special Session

Council adjourned Executive Session and reconvened Special Session at 6:00 pm.

SPECIAL SESSION

Action on Executive Session Items

- III. Discussion and possible action concerning items posted and discussed by Council in Executive Session**

No action was taken on items discussed during Executive Session.

Council member Pratus moved to adjourn the special session at 6:00 pm, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.

WORKSHOP SESSION

1. **Call to order Workshop Session-** Mayor Pearce called the workshop session to order at 6:01 pm.
2. **Discussion regarding FY 2024/2025 Budget**

Ryan Ward, ACM discussed the following:

a. Proposed Tax Rate

- The proposed tax rate of .37 cents was set by Council at the August 12, 2024 Council Meeting. (One previous increase in 15 years)
- Revenue from property taxes is generally used to fund Salaries, COLA, and Salary Adjustments. This revenue can also help offset certain Public Safety Projects.
- Difference from .35 cents to .37 cents above projected revenue is \$287,759.00 vs. \$420,167.00.

b. Water/Sewer Base Rates

- If either or both proposed base rate increase is not approved it will create a shortfall in the FY24 Budget as presented.
- Estimated water revenue based on \$5.00 base rate increase is \$219,660.00
- Estimated wastewater revenue based on \$5.00 base rate increase is \$174,780.00

c. COLA/Salary Adjustments

- Salary adjustments should be addressed annually
- Current proposed amount is \$75,000.00 to adjust salaries to competitive rates
 - If adjustments are desired for all staff, three-year plan could be considered.
- Discussions between Staff and Council to identify adjustments.
- Comparison Cities are paying anywhere from 7%-28% higher per position
 - Retention of staff is critical/level of service
 - Employees are willing to travel for better wages
 - Salary adjustments for higher tiers alleviate compression and allow for an increase in entry level rates.

Additional discussion included the following:

- Propose to hold off on salary adjustments and provide a 5% COLA
- Merit vs. Market
- Focus on retaining skilled workers

3. Discussion regarding Free Chlorine Conversion.

Van Sims, WWW Operations Manager presented the following:

- Chlorine conversion began today, August 26, 2024.
- Kempner Water Supply Corporation (KWSC), Central Texas Water Supply Corporation (CTWS), and WCID #1 plant are also participating
- Conversion is being overseen by the TCEQ Optimization Team at plants and distribution systems to verify it is working properly.
- KWSC has installed chlorine booster systems at Ivy Mountain and 195 Tanks
- Lampasas is looking for lower ammonia to start injecting free chlorine ahead of KWSC/CTWS free chlorine
- Briefly described ammonia formation and activity in Lake Stillhouse
- Briefly described chlorine demand in water along with manganese issues in lake
- Manganese is the reason for the red /discolored water.
 - Manganese will remain an issue until it has dissipated and settled in lake.
- Conversion is estimated to go through November.
- Briefly described the difference in Rural Water System and Municipal Water System and the difficulties of flushing various lines.
- Discolored water will remain a factor after conversion
- Described flushing protocol by City of Lampasas staff based on requirements, citizen concerns and various work orders.
 - Cost of flushing/possible credit for additional flushing due to the condition of water received.
- Described difference between potable and palatable Staff indicated water is potable and compliant, however; maybe slightly discolored..
- Touched on alternative water sources and raising rates and taxes.
 - Investing in system
 - Necessary for growth
- Discussed injection site project and efficiency issues of current set up

4. Discussion regarding Food Truck Ordinance.

Becky Sims, City Secretary provided the following:

- Food Truck Ordinance- Adopted 2015
 - Duration **No recommendations from Council**
 - 14 days= \$100.00
 - (Day rate or weekend rate?)
 - 180 days= \$300.00/ renewal \$150.00
 - Annual= \$500.00/ renewal \$250.00
 - Zoning
 - All Non-Residential Zoning Districts and/or City Parks
 - Must be a minimum of 50 feet from Residential Use
 - Thoughts about residential, i.e., parties?
 - **Consider as a Special Use Permit?**
 - Cannot be parked on vacant lot
 - Secondary to primary structure
 - Align with business hours

- *By consensus Council, agreed that food trucks can set-up on vacant lots.*
 - Distance from restaurants (brick & mortar)?
 - *No recommendations from Council*
- Hours of Operation – *No change recommendations for Council*
 - 7:00 a.m.- Midnight (parks close at 10 pm)
 - No seating, generator or music is allowed between 10:00 p.m. -midnight within 100 feet from residential uses.
- Must have Written Authorization from Property Owner
 - Use of property (same for vendor permits)
 - Use of restrooms
- Must be parked on improved surface (support structure, resist weather conditions)
 - *By consensus, Council recommends removal of this requirement and leave responsibility to food truck owner.*
- Commercially plumbed bathroom must be available within 300 feet for employees and patrons (sanitary restrooms/washing stations?) *Some Council members do not feel a restroom for employees and patrons should be required as long as the food truck is equipped with hand washing sink.*
- Seating for up to four people may be provided
- Mobile Food Vendor Unit (MFVU) must be self-contained, cannot hook up to City Utilities
- No alcoholic beverages (TABC permit) – *By consensus, Council agrees with following TABC guidelines.*
- Must have self-closing trash container
- No more than 3 MFVU at one location unless City sponsored event

By consensus, Council would like for the city to oversee vendor/food truck permits for organizations.

Other Requirements

- Valid Motor Vehicle Operator’s License
- Valid Vehicle Registration
- Proof of Vehicle Liability Insurance
- Valid DBA or LLC Certificate
- Texas Sales Tax Permit
- Valid and Current State Health Permit
- Current Food Handler’s Certificate

5. Discussion regarding Short Term Rental Draft Ordinance.

Becky Sims, City Secretary presented the draft ordinance for consideration, focused on the following:

- *Preserve residential quality of neighborhoods and support tourism in a balanced way*
- *STR owners to pay hotel/motel occupancy taxes (HOT)*
- *Protect quality of life*
- *House Bill 2551*
 - *Protect public health and safety*
- *Pertinent definitions*
- *Permitting*
- *Application details*
- *\$100 annual fee*

- *Emergency contact information/posting*
- *Complaints, enforcement, appeal*

Council member Hernandez is in opposition of STR Regulations/Ordinance. Mr. Hernandez felt regardless of local administration, property owners can still be required to pay Hotel Occupancy Taxes to the city.

6. Discussion regarding any item on the regular agenda. N/A

7. Adjourn Workshop Session- *Council member Haider moved to adjourn workshop at 7:26 p.m., the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.*

Without objection, Council took at 10-minute break.

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order- Mayor Pearce called the regular session to order at 7:38 pm.
- B. Invocation and Pledge of Allegiance- Mayor Pearce gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited
- C. Presentations and Proclamations-

Month of Prayer Proclamation

WHEREAS, the City of Lampasas recognizes the power of prayer to strengthen our spirits, draw us together and create hope for a better tomorrow; and

WHEREAS, Americans have turned to prayer for strength, inspiration, and solidarity; and

WHEREAS, let us be thankful for the liberty that allows people of all faiths to worship, thankfulness of many freedoms and blessings that we take for granted; and

WHEREAS, we can find hope and comfort in the grace and guidance of a loving God; and

WHEREAS, let us pray for the men and women of our Armed Forces, Police Officers, Firefighters, who put themselves in harm's way, Healthcare Professions, Teachers and all those who make daily sacrifices, including our family, friends and community; and

WHEREAS, the National Day of Prayer is recognized the first Thursday in May, the city would like to proclaim October as the MONTH OF PRAYER; and

WHEREAS, in the spirit of Love Thy Neighbor Day on October 5, pray for unity, encourage others, inspire and take care of one another; and

NOW, THEREFORE, I, Herb Pearce, Mayor of the City of Lampasas, along with City Council do hereby proclaim **October** as the **Month of Prayer**.

1.1	Citizen comments- Any citizen who desires to address the City Council on a matter that is not included on the Agenda may do so at this time.
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There were no citizens 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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Mr. Deorald Finney addressed Council relating to food trucks. He commented that every dollar made at a food truck is money taken away from brick and mortar. Restaurants in town are the most giving and support local organizations. He questioned food truck owners paying state, local and property taxes.

1.3	Public hearing to receive citizen comments regarding the proposed FY 24/25 Budget.
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There were no citizens comments

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular City Council Meeting held on August 12, 2024

Council member Pratus moved to approve the minutes of the Regular City Council Meeting held on August 12, 2024, the motion was seconded by Council member Hernandez, with Council member Keele abstaining, the motion carried.

2.2	Discussion and possible action concerning the approval of minutes of the Special Meeting held on August 19, 2024
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Council member Pratus moved to approve the minutes of the Special City Council Meeting held on August 19, 2024, the motion was seconded by Council member Hernandez, with Council member Kuehne abstaining, the motion carried.

3.0	CONSENT AGENDA
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There were no consent items.

4.0	BOARDS/DEPARTMENT REPORT
4.1	<p><i>Chief Adams presented the annual FD Report</i></p> <p><u>OVERVIEW</u></p> <p><i>The Lampasas Fire Department has had an active year and this annual report will provide a brief overview on how we provided superior emergency services to our residents and visitors. The men and women who are Lampasas Fire are dedicated to providing the highest-level service 24 hours a day and 365 days a year.</i></p> <p><i>This report covers the period of physical year 2023 and includes details on staffing, operational and administrative divisions, and departmental highlights. Furthermore, projections on increased call volume are included which are based upon current volume compared against past volume for a selected six-month time period.</i></p>

STAFFING AND ORGANIZATION

The Lampasas Fire Department operates with two divisions, the Operations Division and the Administrative Division. The Operations Division is under the direction of Assistant Chief Tim Davis and is staffed by 12 personnel. The personnel assigned to Operations are highly trained and are responsible for all emergency responses 24 hours a day, 365 days a year. These personnel are divided into three shifts that work a 48-hour shift followed by 96 hours off regardless of holidays and weekends. Each individual shift is a fully staffed Engine Company which consists of one Captain, one Driver/Engineer, and two firefighters.

The Administrative Division is comprised of the Fire Chief, the Assistant Fire Chief and the Fire Marshal who work Monday through Friday. As previously stated, the Asst. Chief has primary responsibility for the operations side of the department as well as training and apparatus and tool maintenance. The Fire Marshal duties include, but are not limited to, fire prevention and education, inspections, and code enforcement. These three positions are considered on-call for any emergency that exceeds an engine company response.

2023 HIGHLIGHTS

During the previous year, Lampasas Fire has restructured the department through the addition of three firefighters (1 per shift) to go from a 3-man engine company to a 4-man engine company. This substantial change has increased firefighter safety and morale and has enhanced our service delivery. We further restructured the department by consolidating 3 Deputy Chiefs positions into 1 Assistant Chief's position and moving the Fire Marshal out of the Operations Division to the Administrative Division. Lampasas Fire took delivery and placed into service a 2023 Spartan Engine. Lampasas Fire participated in several noteworthy events and operations to include Eclipse 2024, the 2024 Spring Ho Festival and the annual Christmas Parade and Toy Drive.

2024 PROJECTIONS

Lampasas Fire is currently seeing a substantial increase in call volume over the previous year. Based on a six-month time period comparison of January-July 2023 vs January-July 2024, call volume has increased 19 to 21 percent. Based on these numbers, the ending total call volume for physical year 2024 is projected to be 1,835 calls for service versus 1,499 for physical year 2023. Based upon increased call volume and anticipated population growth, Lampasas Fire is projecting a need for 3 additional personnel in the FY 2026 budget cycle and 3 more additional personnel in the FY 2028 budget cycle. Lampasas Fire has requested a rebuild of the ladder truck in the current budget proposal which will, upon approval and completion, meet the needs of the department for the next five to seven years. During this five-to-seven-year time frame, a new ladder truck replacement will be needed to meet the projected demand for service.

Chris Eicher, Parks Director presented the annual Parks Report

- *Departmental Staff Recognition*
- *Completed Projects*
 - *Gateway Sign 183 South*
 - *Concrete Walkway to Community Garden*
 - *Concrete Pad for Skatepark Pavilion*
 - *Replaced Playground Mulch @ 580 Complex and WM Brook Park*
 - *Completed Installation of Exercise Equipment @ 580 Complex*
- *Lampasas Municipal Airport Projects*

7.1	Discussion and possible action to approve the first reading of an Ordinance regulating Short Term Rentals.
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There was no action taken on this item.

7.2	Discussion and possible action to increase wastewater base rates for residential, commercial and industrial customers by \$5.00.
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Council member Keele moved to increase wastewater base rates for residential, commercial and industrial customers by \$5.00, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.3	Discussion and possible action to increase water base rates for residential, commercial and industrial customers by \$5.00.
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Council member Hernandez moved to increase water base rates for residential, commercial and industrial customers by \$5.00, the motion was seconded by Mayor Pro Tem Morris, with Council member Haider in opposition, the motion carried.

7.4	Discussion and possible action to set the FY 2024/2025 annual cost of living adjustment.
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Council member Keele moved to approve a 3% COLA for FY 2024/2025, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the acceptance of a bid from Texas Materials Group, Inc., for the Mill and Overlay of Naruna Road, in the amount of \$37,450.00.
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Council member Kuehne moved to approve the award of bid to Texas Materials Group, Inc., for the Mill and Overlay of Naruna Road, in the amount of \$37,450.00, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried.

Adjourn – *Council member Keele moved to adjourn at 8:25 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 _____, 2024.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary