

**REGULAR MEETING  
LOCKHART CITY COUNCIL**

**JANUARY 19, 2021**

**6:30 P.M.**

**CLARK LIBRARY ANNEX-COUNCIL CHAMBERS, 217 SOUTH MAIN STREET, 3<sup>rd</sup> FLOOR,  
LOCKHART, TEXAS**

**Council present:**

Councilmember Derrick David Bryant  
Councilmember Kara McGregor  
Councilmember Brad Westmoreland

Mayor Lew White  
Councilmember Juan Mendoza  
Councilmember Jeffry Michelson

**Council absent:**

Mayor Pro-Tem Angie Gonzales-Sanchez

**Staff present:**

Steven Lewis, City Manager  
Monte Akers, City Attorney  
Pam Larison, Finance Director  
Mike Kamerlander, Economic Dev. Director (virtually)

Connie Constancio, City Secretary  
Sean Kelley, Public Works Director

**Citizens/Visitors Addressing the Council:** Hoppy Haden, Caldwell County Judge; Hector Rangel, Caldwell County Emergency Management Coordinator; Kim Clifton, BJ Westmoreland and Linda Haden of the Lockhart Chamber of Commerce; Jeff Dahm of TRC Engineers; and, James Tiemann, Citizen.

**Work Session 6:30 p.m.**

Mayor White opened the work session and advised the Council, staff and the audience that staff would provide information and explanations about the following items. He announced that Mayor Pro-Tem Angie Gonzales-Sanchez will not be present due to an illness.

**DISCUSSION ONLY**

Mayor White requested Hector Rangel and Judge Hoppy Haden to give the Council an update regarding COVID cases and the availability of the vaccine. The Representatives of Caldwell County gave an update.

**A. DISCUSS PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LOCKHART CITY, TEXAS AND GRANT DEVELOPMENT SERVICE, INC. FOR THE 2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM GRANT APPLICATION PREPARATION AND PROJECT IMPLEMENTATION, IF AWARDED, TO SUPPORT PUBLIC INFRASTRUCTURE (WATER & WASTEWATER) IMPROVEMENT ACTIVITIES AND APPOINTING THE MAYOR TO SIGN THE CONTRACTUAL AGREEMENT FOR PROFESSIONAL SERVICES, IF APPROVED.**

Mr. Kelley stated that three pre-approved grant administration firms were selected from the Texas Department of Agriculture's website to solicit proposals for administrative and planning services for the TxCDBG Grant. The Grant Administrator Evaluation Team (Sean Kelley-Public Works Director, Joe Chavira-Water/Wastewater Supervisor, and Councilmember Jeffry Michelson) reviewed and scored two project specific proposals from grant administration firms using qualification criteria. The firm selected by the Evaluation Team as most qualified was Grant Development Services, Inc. The evaluation of proposals is provided for Council's review.

This TxCDBG grant will be used to replace residential water meters to improve water loss caused by aging meters and to improve overall meter accuracy. The Texas Department of Agriculture will fund up to \$350,000 for eligible projects. The required match for this grant is 20% of the award. The grant match would be funded from Fiscal Year 2021-2022 Water Distribution Budget. Mr. Kelley recommended approval. There was discussion.

**B. DISCUSS ORDINANCE 2021-01 FOR BUDGET AMENDMENT #51 TO THE SOLID WASTE FUND FOR FISCAL YEAR 2020-2021.**

Ms. Larison stated that the line item Contracts and Services in the Solid Waste budget contains the expenditures for the City's recycle center and the city-wide household hazardous waste event. During the preparation of the Fiscal Year 2020-2021 budget, the allotment for the line item of Contracts and Services was mistakenly entered as \$2,900. Historically, this line item has been expensed at \$25,000 to \$29,000 annually. This budget amendment will reduce the surplus revenue over expenditures from the budget by \$26,100. The Solid Waste Fund budget will then have revenues totaling \$1,868,300 and expenditures totaling \$1,828,609 with a continued surplus of \$39,691 revenues over expenditures for the remaining fiscal year. Ms. Larison recommended approval. There was discussion.

**C. DISCUSS REQUEST BY THE LOCKHART CHAMBER OF COMMERCE PERTAINING TO FUNDING FOR THE 2021 CHISHOLM TRAIL ROUNDUP.**

Kim Clifton, President of the Lockhart Chamber of Commerce, 702 S. Commerce, requested distribution of funds to the Lockhart Chamber that were formerly allocated to the previously planned Go Kart Races and to the Lockhart Chamber of Commerce for partial funding of the 2021 Chisholm Trail Roundup Rodeo & Musical Festival (CTR). The 2020 Chisholm Trail Roundup was canceled due to the reduced number of sponsors as a result of COVID-19. Sponsorship funds received in 2019 would assist with funding the 2021 CTR. Due to the amount of time that is involved in planning the CTR, the Lockhart Chamber Board recently voted to proceed with the 2021 CTR. The Lockhart Chamber estimates that sponsorship commitments will again be reduced in 2021 due to COVID-19 and additional funds from the City of Lockhart would assist in proceeding with the event. There was discussion.

BJ Westmoreland, Chair of the Lockhart Chamber of Commerce, stated that they would like to begin planning CTR. Dependent upon the sponsorship funding for 2021 CTR, the Lockhart Chamber will make a final decision in April 2021 as to whether to proceed with the event. The Lockhart Chamber requests a commitment from the City to the Chisholm Trail Roundup event in 2021.

Linda Haden, Past Chair of the Lockhart Chamber of Commerce, provided details about the process to seek sponsors.

**D. DISCUSS THE HOTEL/MOTEL FUNDING CYCLE FOR THE 2021 EVENT CALENDAR.**

Ms. Larison stated that on December 3, 2019, the Council created and appointed members to the Hotel Occupancy Tax (HOT) Advisory Board. In January 2020, letters were mailed to prior HOT fund recipients explaining the formation of the HOT Advisory Board and the deadline for applications. The new process was also explained on the City's website and application forms and instructions were available for print.

On March 5, 2020, the HOT Advisory Board reviewed applications for hotel occupancy funding for Fiscal Year 2019-2020. The Board received seven applications: Lockhart Chamber of Commerce Visitors Center, Lockhart Chamber of Commerce for Chisholm Trail Roundup, Greater Caldwell County Hispanic Chamber of Commerce for Cinco de Mayo and Diez y Seis, the Gaslight-Baker Theatre, Lockhart Downtown Business Association for the Texas Swing Festival, Caldwell County Historic Jail Museum, and the Southwest Museum of Clocks & Watches. The Board recommended funding all seven applicants up to the budgeted amount of \$83,000. Due to the COVID-19 pandemic, several of the events were cancelled and a few of the applicant's office had close temporarily. When Governor Abbott reopened the State for business, staff determined that the only qualifying applicant during the time was the Lockhart Chamber of Commerce. The application from the Lockhart Chamber of Commerce for administrative funding to act in the capacity as a visitors information center falls into the specified category for HOT funding of Convention Center or Visitors Information Center, operations and maintenance of a visitors information center. These funds allowed the Lockhart Chamber to provide information about tourism, events, and places to stay in Lockhart as the City of Lockhart gradually reopened to the public. At the beginning of the Fiscal Year 2020-2021, HOT fund recipients reached out to staff to inquire if the City will be accepting applications for the 2021 event year. Consequently, staff seeks direction from Council regarding the funding cycle for the event year of 2021. Ms. Larison stated that staff seeks direction from Council as to whether to accept applications for the 2021 year. If Council chooses to move forward to accept event applications, staff will coordinate a meeting with the HOT Advisory Board to review applications.

**E. DISCUSS THE DOWNTOWN IMPROVEMENT PROJECT.**

Jeff Dahm, of TRC Engineers, provided information regarding the Downtown Improvement Project that included the following topics:

- Project overview that would include Texas Department of Transportation (TxDOT) Safe Routes to School (SRTS) Grant. Project would include SH 142 at the Courthouse for pedestrian and vehicular mobility improvements.
- Work completed to date would include:
  - 2015 Certificates of Obligation
    - Planning meetings.
    - Topographical survey.
    - Updated preliminary layouts.
    - Updated opinions of probable cost.
    - Completed preliminary drainage design and report (January 2020)
- TxDOT SRTS Grant
  - Planning meetings with city and landscape architects.
  - Updated opinion of probable cost.
  - City submitted final application in August 2019.
  - City was not awarded the grant (February 2020).
- Development of final design scope and review of estimated costs for proposed water, sewer, storm sewer, and street improvements.
- Additional scope of items to consider:
  - Lighting or other electrical design.
  - SRTS/Sustainable Places Projects Improvements.
    - Plaza on San Antonio Street
    - Improved vehicular and pedestrian mobility.
  - Use of pavers for crosswalks or traditional striping.
  - Landscape design and improvements.

- Sidewalk improvements for all or a portion of the sidewalks within project limits.
- Project representative during design for public relations.
- Construction phasing.
- Pedestrian supportive design.
  - Striped crosswalks.
  - Pedestrian refuse/raised median.
  - Curb extension/bulb outs.
- Construction Concerns
  - Goal: Minimize disruptions to local businesses.
  - Project Phasing
    - 1 block at a time: 1-2 months per block
  - Contractor incentives
    - Liquidated damages.
    - Bonus for early finish.
  - Public relations/stakeholder engagement.
    - Project listening sessions.
    - Seek comments from downtown businesses and residents.
- Opinion of Probable Cost
  - 2015 Bond Program
    - Est. Total Project cost = \$4.9 million
    - Only covers water, sewer, storm, road infrastructure improvements.
  - TxDOT SRTS Grant
    - Estimated total project cost = \$1.6 million
    - Only applied to San Antonio Street improvements
    - Would have removed \$560,000 from certificates of obligation
  - Additional improvements
    - Not covered in certificates of obligation
    - Sidewalk, lighting, landscaping, public relations, construction phasing, inspections
    - Estimated costs = \$1 - \$3 million
- Work to Do/Schedule
  - Finalize scop of improvements.
  - Final design: 9-12 month\*
  - Bidding-construction: 18-24 months\*
    - \*Start date and length of time pending inclusion of additional scope items.

There was discussion regarding the downtown improvement and scheduling a workshop in the future for additional discussion.

RECESS: Mayor White announced that the Council would recess for a break at 7:35 p.m.

## **REGULAR MEETING**

### **ITEM 1. CALL TO ORDER.**

Mayor Lew White called the meeting to order at 7:50 p.m.

**ITEM 2. INVOCATION, PLEDGE OF ALLEGIANCE.**

Councilmember McGregor gave the Invocation and led the Pledge of Allegiance to the United States and Texas flags.

**ITEM 3. PUBLIC COMMENT.**

James Tieman, 406-E Concho Street, expressed concern about the Lockhart Animal Shelter being closed to the public during the pandemic. He stated that the animals are being neglected as a result of the closure.

**ITEM 4. CONSENT AGENDA.**

Councilmember Michelson made a motion to approve consent agenda items 4A and 4B. Councilmember McGregor seconded. The motion passed by a vote of 6-0.

The following are the consent agenda items that were approved:

- 4A: Approve Professional Services Agreement between the City of Lockhart City, Texas and Grant Development Service, Inc. for the 2021-2022 Community Development Block Grant Program grant application preparation and project implementation, if awarded, to support public infrastructure (Water & Wastewater) improvement activities and appointing the Mayor to sign the contractual agreement for professional services, if approved.
- 4B: Approve Ordinance 2021-01 for Budget Amendment #51 to the Solid Waste Fund for Fiscal Year 2020-2021.

**ITEM 5-A. DISCUSSION AND/OR ACTION TO CONSIDER REQUEST BY THE LOCKHART CHAMBER OF COMMERCE PERTAINING TO FUNDING FOR THE 2021 CHISHOLM TRAIL ROUNDUP.**

Mayor White stated that the Lockhart Chamber of Commerce made their presentation during the work session of their request for funding in the amount of \$26,500 for the 2021 Chisholm Trail Roundup with a final date of April 1, 2021 in determining if the CTR event will be held in 2021.

There was discussion.

Councilmember McGregor made a motion to allocate funds, as requested, to the Lockhart Chamber of Commerce for the 2021 Chisholm Trail Roundup. Councilmember Bryant seconded. The motion passed by a vote of 6-0.

**ITEM 5-B. DISCUSSION AND/OR ACTION CONCERNING THE HOTEL/MOTEL FUNDING CYCLE FOR THE 2021 EVENT CALENDAR.**

There was discussion regarding whether to accept application in 2021.

Councilmember Westmoreland made a motion to direct staff to proceed with the 2021 hotel/motel funding applications. Councilmember Mendoza seconded. The motion passed by a vote of 6-0,

**ITEM 5-C. DISCUSSION AND/OR ACTION TO CONSIDER DOWNTOWN IMPROVEMENT PROJECT.**

Mayor White stated that the presentation was made during the work session. There was discussion.

Work session with estimated cost and consideration of further public input.

Councilmember Westmoreland made a motion to direct TRC Engineers to proceed, schedule a workshop with Council within 45 days to discuss the project and with downtown merchants to get an idea of conceptual ideas, and with details about how the city will pay for additional costs. Councilmember Michelson seconded. The motion passed by a vote of 6-0.

**ITEM 5-D. DISCUSSION AND/OR ACTION TO CONSIDER THE MAYOR'S DECLARATION OF LOCAL DISASTER REGARDING REQUIRING FACE COVERINGS, CONSIDERATION OF THE LOCKHART COVID-19 RECOVERY LOAN PROGRAM, AND ADDRESSING OTHER MATTERS RELATED TO COVID-19, IF NECESSARY.**

Mayor White stated that effective January 13, 2021, the provisions of Governor Greg Abbott's Executive Order GA-32 that suspend elective surgeries, close bars and reduce business capacity to 50 percent went into effect in Lockhart and Caldwell County.

Mayor White requested discussion regarding the Lockhart COVID-19 Recovery Loan Program.

Ms. Larison and Mr. Kamerlander provided information regarding the status of the COVID-19 Recovery Loan Program. The COVID-19 Economic Relief Fund has \$116,931.21 available. In 2020, the City issued 16 grants of \$2,500 each totaling \$40,000 and 18 loans totaling \$110,000. Staff seeks direction from the Council about whether to reauthorize the program in 2021, and also whether to forgive the existing loans that were issued in 2020. There was discussion.

Councilmember McGregor made a motion to approve offering a six-month forbearance to businesses that received a COVID-19 Recovery Loan in 2020 and to re-open the COVID Relief Grants to small businesses that qualify for \$5,000 per business. Restaurants and bars that are affected by the Governor's order will earn higher points on the application process. Councilmember Michelson seconded. The motion passed by a vote of 6-0.

**ITEM 5-E. DISCUSSION AND/OR ACTION REGARDING APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS OR COMMITTEES.**

Mayor White requested appointments to boards and commissions.

Councilmember McGregor made a motion to re-appoint the following members. Councilmember Mendoza seconded. The motion passed by a vote of 6-0.

Construction Board - Jerry West  
 Lockhart Historical Preservation Commission - Ronda Regan  
 Parks Board - Warren Burnett  
 Library Board - Jeanne Fox  
 Planning & Zoning Commission - Phil McBride  
 Electric Board - Jon Voigt

Mayor White made a motion to re-appoint the following members and to appointment a new member to the Planning & Zoning Commission, as listed below. Councilmember Michelson seconded. The motion passed by a vote of 6-0.

Airport Board – John Hinnenkamp  
 Board of Adjustment – Michael Annas  
 Construction Board – Raymond Deleon

Lockhart Economic Development Corporation – Alan Fielder  
Lockhart Historical Preservation Commission - John Larisen  
Electric Board – Joe Colley  
Library Board – Stephanie Riggins  
Impact Fee Advisory Committee – Larry Mextler  
Planning & Zoning Commission – Ron Peterson (new appointment)

Mayor White stated that Albert Villalpando informed him that he would be resigning soon.

**ITEM 6. CITY MANAGER'S REPORT, PRESENTATION AND POSSIBLE DISCUSSION.**

- Update regarding South Colorado Street Sidewalk Extension.
- Fire Captain promotional exam will be held January 27, 2021.
- The Fire Department recently completed the hiring of 5 new fire fighters. The Department currently has only 1 vacancy left to fill. An entrance exam will be held in the spring to possibly bring the Fire Department up to full staff.

**ITEM 7. COUNCIL AND STAFF COMMENTS – ITEMS OF COMMUNITY INTEREST.**

Councilmember Westmoreland wished the Lockhart Chamber the best with the 2021 Chisholm Trail Roundup.

Councilmember Mendoza encouraged Council to sign up for a new year resolution. He thanked the Lockhart Fire Department (LFD) for successfully fighting a fire in Lockhart this week.

Councilmember McGregor requested an update regarding the Lockhart Animal Shelter.

Councilmember Bryant congratulated District 1 Pride for the MLK Drive Car Parade.

Councilmember Michelson thanked LFD for fighting the recent fire that was in District 4.

Mayor White also thanked the LFD for fighting a recent fire. He requested an item on a future agenda to discuss costs of developing a sitting area on a vacant lot on the downtown square. Goals workshop will be from 8am-12noon on Saturday, January 23. Lockhart Chamber of Commerce banquet is also January 23.

**ITEM 8. ADJOURNMENT.**

Councilmember McGregor made a motion to adjourn the meeting. Councilmember Mendoza seconded. The motion passed by a vote of 6-0. The meeting was adjourned at 9:00 p.m.

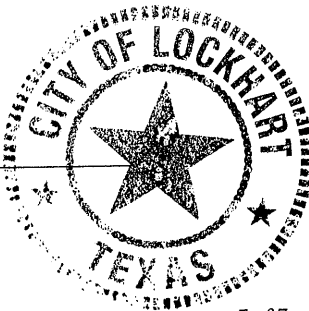
PASSED and APPROVED this the 2<sup>nd</sup> day of February 2021.

**CITY OF LOCKHART**

ATTEST:

*Connie Constancio*

Connie Constancio, TRMC  
City Secretary



*Lew White*  
Lew White, Mayor