



## CITY COUNCIL REGULAR MEETING MINUTES

MONDAY – MARCH 25, 2019 – 6:30 PM  
2801 Ranch Road 1869 - Liberty Hill, Texas

### CALL TO ORDER

The Regular Meeting of the City Council of Liberty Hill was called to order by Mayor Rick Hall on Monday – March 25, 2019 at 6:30 PM in Council Chambers located at 2801 Ranch Road 1869 in Liberty Hill, Texas. Invocation was given by John Jernigan – Williamson County Cowboy Church. Pledge of Allegiance and Texas Pledge were recited. **Council Members Present:** Rick Hall; Liz Rundzieher; Liz Branigan; Troy Whitehead; and Ron Rhea. **Staff & Guests Present:** Dottie Palumbo; Greg Boatright; Sally McFeron; Becky Wilkins; Tracy Ventura; Wayne Bonnet; Zach Gil; Barbara Zwernemann; and Nancy Sawyer.

### PUBLIC HEARING

Mayor Hall opened the Public Hearing at 6:32 PM, stating *Notice is hereby given to all interested persons that the City Council of Liberty Hill will conduct a Public Hearing on possible temporary amendment to the City's One-Way Street Plan on MONDAY – MARCH 25, 2019 – 6:30 PM at 2801 RANCH ROAD 1869 in LIBERTY, TEXAS regarding the downtown traffic flow improvements through implementation of a one-way street plan for narrow streets adopted by City Council in 2018 with specific discussion on possible temporary amendment to traffic flow on portions of Barton Street and Myrtle Street, generally bounded by Ranch Road 1869 to the north and Loop 332 to the east.*

*Any and all interested parties can participate in the Public Hearing at 2801 RANCH ROAD 1869. Anyone having questions or requesting information pertaining to this subject may contact Barbara Zwernemann – City Secretary at 512-778-5449 – Extension 112 or email [BZwernemann@LibertyHillTX.gov](mailto:BZwernemann@LibertyHillTX.gov).*

Speakers during the Public Hearing were: Gary Spivey; Chris Pezold; Cathy Cantrell; Jennifer Pollastro; Judy Hale; LaQuan Rogers; Mrs. Brown; Kim Bartlett; Chris Ponchesky and Barbara Smith (refer to the attached comment sheets for details). Mayor Hall closed the Public Hearing at 6:54 PM.

### PRESENTATIONS AND PROCLAMATIONS

Angela Palmer – Director of the Liberty Hill Public Library spoke on behalf of the Liberty Hill Public Library, asking for Council's sponsorship of the Summer Reading Program. In Summer 2018, 1,149 Children, 189 teenagers, and 494 adults participated in the program. The children read for 980,000 minutes; 54.5% of children (626) read at least 400 minutes. The Summer Reading program offers students the opportunity to keep up on their reading skills for school. The program is offered as a free public service. This year's program is called "Read and the Force Will Be With You". Discussion was held. This request will be returned to Council on April 8<sup>th</sup> with formal request for \$2,500.

**Proclamation #1** - Mayor Rick Hall decreed March as the month for "Community Awareness of Bleeding Disorders". Mayor Hall introduced Shelly Clawson who brought her children and another family with her who are affected by hemophiliac disease. Mayor Hall then proclaimed March 2019 as Bleeding Disorders Month and read the proclamation.

**Proclamation #2** - Mayor Hall decreed April 7<sup>th</sup> – 13<sup>th</sup> as “Volunteer Appreciation Week” in the City of Liberty Hill, stating Volunteer Week encompasses all City volunteers, Boards, and Committees. Liberty Hill’s volunteers logged 21,067 volunteer hours for the City at \$24/hour this provided \$505,608 in service, at no cost to the City. Volunteer Appreciation Day will be held Tuesday – April 9<sup>th</sup> from 11:00 AM to 2 PM at City Hall – 926 Loop 332.

**PUBLIC COMMENTS**

Bill Brannan, local resident, stated he is running for City Council Place 5. He believes changing back to two-way streets is wrong for the City and Council’s first obligation is to the citizens of Liberty Hill. He believes changing back to two-way streets would be a waste of money because a lot of money was spent studying the traffic flow originally. He supports an option for the Police Department to direct traffic at such times as needed.

**REPORTS TO CITY COUNCIL**

**Finance Department Report**

Becky Wilkins – Finance Director presented the Monthly Cash and Investment Report for February 2019 to City Council (refer to attached financials). The Finance Director presented the new monthly Utility statement which includes an area for important messages and space on accompanying envelopes for announcements. Water customers now have their twelve-month historical usage printed on the statement. The Utilities Department has received complaints in the past about the terminology of “Final Notice”. The new statements now state “Late Notice”. The City will have the option to advertise events at a minimum cost on the front of the envelopes.

**ADMINISTRATOR’S REPORT** - Greg Boatright – City Administrator presented.

- Wetzel Park is well under way.
- Strategic Planning meeting is April 1-2
- Van Alley parking is moving forward
- City Administrator attended Central Texas Regional Mobility Authority presentation on the extension of Toll Road 183A. CTRMA is in the process of finalizing plans. CTRMA assured the City that the toll road will go under Highway 29 which will be much more aesthetically pleasing. When the City learns of the specific timeline, they will put the information on the City’s website. As of now, construction is scheduled to start in the fall of 2020. Mr. Boatright expressed his excitement for the public to have access to Hwy 29 via the toll road and extension of frontage roads at CR 258. The trail component of this project will tie into the City’s trail system and extend into Cedar Park and beyond. CTRMA recognizes the uniqueness of the dinosaur tracks and will provide parking and murals regarding dinosaurs at the location.

**CONSENT AGENDA**

On motion by Ron Rhea and second by Liz Rundzieher, minutes from March 11, 2019 were approved as presented and Resolution 19-R-19 was approved as corrected by the City’s Attorney. **Motion passed on vote of 4 AYES, 0 NAYS, and 0 ABSTENTIONS.**

**REGULAR AGENDA**

**Special presentation by Steger & Bizzell Engineering on final Traffic Flow Plan related to the City of Liberty Hill Roundabout at the intersection of County Road 279 and Loop 332. Outcome:** Patrick Hubbard – Steger & Bizzell stated the Roundabout project is being bid currently. Steger & Bizzell spent time considering how to minimize the impact on the city. Thus, the project will be implemented in phases.

- Phase 1 – No traffic patterns will be affected.

- Phase 2 – the portion shown on the attached diagram will be constructed. This will involve closing down Loop 332. Main Street and 279 will remain open. A detour plan will be implemented. All through traffic will be rerouted to RR 1869. Local traffic will still be able to get through.
- Phase 3 – No through-traffic affected. Will move traffic to side of roundabout.
- Phase 4 – At this point they will have already completed the majority of the pavement and will move traffic to the outer portions of lanes. Because incoming 279 traffic will be affective, will reroute traffic to Churchhill Lane. This will take around 1-2 weeks.
- The final configuration will have one more layer of asphalt to be added at night.
- Contract can then begin construction of the parking lot and pedestrian paths.

Greg Boatright – City Administrator asked if some of the work can be done in conjunction with other phases to which Mr. Hubbard replied that most will be independent work phases.

**Discuss and Consider a recommendation to City Council by Steger & Bizzell Engineering to award Job No. 22513 for Holmes Road Wastewater Improvements – Phase One to Austin Engineering for \$289,853.50. Outcome:** Perry Steger – Steger & Bizzell referred Council to a copy of the letter in their packet from James Cummins, P.E. – Steger & Bizzell which included a bid chart ranging from \$289,853.50 to \$473,202.00. The engineer’s estimate was \$366,202.00. They were very pleased with the low bid which is 20% below their estimate. Austin Engineering was the low bidder. This company was previously awarded the re-use pump station and Steger & Bizzell have done a lot of projects with them. Steger & Bizzell recommends awarding the project to Austin Engineering at \$289,853.50. On motion by Liz Rundzieher and second by Troy Whitehead, Council approved Steger & Bizzell Engineering’s recommendation to award Job No. 22513 to Austin Engineering for \$289,853.50. **Motion passed on vote of 4 AYES, 0 NAYS, and 0 ABSTENTIONS.**

**Discuss and Consider amendment to the One-Way Street Project; specifically temporarily amending traffic on portions of Barton and Myrtle Streets from one-way traffic to two-way traffic. Outcome:** Liz Rundzieher – Council member made a motion to change one block of Barton Street and one block of Myrtle Street back to two-way traffic. Motion died for lack of second.

**Discuss and Consider recommendation from the Planning & Zoning Commission to City Council on the removal of protected trees from Liberty Parke Subdivision, located at 205 Independence Avenue (Lot 4, Block B) as per Section 6.07 Tree Inventory and Protection of the Unified Development Code. Outcome:** Sally McFeron – Director of Planning provided an update on the progress, stating there might be a work-around. On motion by Liz Branigan and second by Ron Rhea, the item was tabled. **Motion passed on vote of 4 AYES, 0 NAYS, and 0 ABSTENTIONS.**

**Discuss and Consider approval of Lease Agreement by and between the City of Liberty Hill and Heritage Broadband, LLC to lease City property for Tower Antenna Space, Ground Space for an enclosure and Space required for cable runs to connect Facility equipment together with a non-exclusive easement for reasonable access to the site; providing for lease fee in the amount of \$200.00 per month. Outcome:** Sally McFeron – stated Heritage Broadband withdrew their request and the agreement. **Motion passed on vote of 4 AYES, 0 NAYS, and 0 ABSTENTIONS.**

**Discuss and Consider a 1% maximum of the City’s development fees be appropriated to fund City festivals and events; providing for development of a list of festivals and events approved for funding for final approval by City Council. Outcome:** Rick Hall – Mayor stated he, Greg Boatright – City Administrator, and Sally McFeron – Director of Planning have discussed at great length options to fund the various events that occur within the City. Ms. McFeron stated the City could use the UDC development fees for this, explaining but dedicated fees would not be used. This would produce between \$10,000 -

\$15,000 annually but that number would grow with the growth of the City. Greg Boatright stated they don't want to take away too much as these fees help fund the City's General Operating Budget. By adding seed money into the fund and with the annual growth, the City should be able to address these types of needs. There will be a specific pool of money designated in which to draw. Troy Whitehead – Council member asked if in doing this, would the City be handcuffed to that amount available? Dottie Palumbo – City attorney stated that the Council could still use discretionary funds and that the remaining funds in that line item would roll over. On motion by Ron Rhea and second by Liz Rundzieher, Council approved a 1% maximum of the City's development fees be appropriated to fund City festivals and events; providing for creation of a list of festivals and events for final approval by City Council. **Motion passed on vote of 4 AYES, 0 NAYS, and 0 ABSTENTIONS.**

**Discuss and Consider approval of Change Order #1 – Task #6 to the Bowman Professional Services Agreement dated 11/1/2017; scope of services to include two meetings per month for five months to coordinate construction from March 2019 to July 2019 for an amount not to exceed \$5,040.00. Outcome:** Sally McFeron – Director of Planning stated Council had already approved the original agreement; however, the agreement did not include a meeting schedule. This Change Order sets up that meeting schedule. On motion by Liz Branigan and second by Troy Whitehead, Council approved Change Order #1 – Task #6 to the Bowman Professional Services Agreement for five months to coordinate construction from March 2019 to July 2019 for an amount not to exceed \$5,040. **Motion passed on vote of 4 AYES, 0 NAYS, and 0 ABSTENTIONS.**

**Discussion and Consider a Resolution regarding a Financing Agreement between the City of Liberty Hill and Government Capital for the purpose of procuring vehicles and equipment. Outcome:** Greg Boatright – City Administrator presented to Council stating he met with Becky Wilkins – Finance Director regarding the need for a vehicle for the project manager position, one for Code Enforcement, and a small Ford Escape for employees for events and work-related travel. The City is looking for approval from Council to authorize the City Administrator to purchase these vehicles, not to exceed \$75,000. Becky Wilkins – Finance Director stated the first payment would be due in 12 months, but the City would have five years' financing, budgeted on a monthly basis. Ron Rhea made a motion to accept Resolution 19-R-20 for a Financing Agreement between the City of Liberty Hill and Government Capital for the purpose of procuring vehicles and equipment. Liz Rundzieher asked to table this until post Executive Session.

#### **CONVENE - EXECUTIVE SESSION**

City Council convened to Executive Session at 7:49 PM for Consultation with Legal Counsel pursuant to Texas Government Code §551.071 – Consultation with Legal Counsel. City Council will entertain discussion related to the matter shown below. No action will be taken in Executive Session.

- Consultation and follow-up with Legal Counsel concerning the Burkett Claim submitted on February 8, 2019. (*Consultation with City Attorney Pursuant to Texas Gov't Code §551.071*).
- Consultation and follow-up with Legal Counsel concerning Municipal Utility District No. 13 notice concerning the City's utility rate study and utility rates. (*Consultation with City Attorney Pursuant to Texas Gov't Code §551.074*).
- Consultation with Legal Counsel to receive legal advice related to approval for creation of position, approval of job description and appropriation of funds of Project Development Inspector in the City of Liberty Hill. (*Consultation with City Attorney Pursuant to Texas Gov't Code §551.071 and Personnel Matters Pursuant to Texas Gov't. Code §551.074*).
- Consultation with Legal Counsel regarding duties and performance of Municipal Court Administrator for the City of Liberty Hill. (*Consultation with City Attorney Pursuant to Texas Gov't Code §551.071 and Personnel Matters Pursuant to Texas Gov't. Code §551.074*).

**RECONVENE - REGULAR SESSION**

City Council reconvened at 8:21 PM to Regular Session following Consultation with Legal Counsel pursuant to Texas Government Code §551.071 – Consultation with Legal Counsel. City Council will entertain discussion related to the matter shown below. No action will be taken in Executive Session.

- Consultation and follow-up with Legal Counsel concerning the Burkett Claim submitted on February 8, 2019. (*Consultation with City Attorney Pursuant to Texas Gov't Code §551.071*). **Outcome:** Rick Hall – Mayor stated no action was taken.
- Consultation and follow-up with Legal Counsel concerning Municipal Utility District No. 13 notice concerning the City's utility rate study and utility rates. (*Consultation with City Attorney Pursuant to Texas Gov't Code §551.074*). **Outcome:** Rick Hall – Mayor stated no action was taken.
- Consultation with Legal Counsel to receive legal advice related to approval for creation of position, approval of job description and appropriation of funds of Project Development Inspector in the City of Liberty Hill. (*Consultation with City Attorney Pursuant to Texas Gov't Code §551.071 and Personnel Matters Pursuant to Texas Gov't. Code §551.074*). **Outcome:** Dottie Palumbo – City Attorney stated Council would need to make a motion to have the City Administrator create this position and allow the City Administrator to move forward. On motion by Liz Branigan and second by Liz Rundzieher, Council approved the creation of the position of Project Development Inspector and approval for Greg Boatright – City Administrator to move forward with job description and appropriation of funds. **Motion passed on vote of 4 AYES, 0 AYES, and 0 ABSTENTIONS.**
- Consultation with Legal Counsel regarding duties and performance of Municipal Court Administrator for the City of Liberty Hill. (*Consultation with City Attorney Pursuant to Texas Gov't Code §551.071 and Personnel Matters Pursuant to Texas Gov't. Code §551.074*). **Outcome:** Rick Hall – Mayor stated no action was taken.
- **Outcome:** On motion by Ron Rhea and second by Troy Whitehead, Council approved Resolution 19-R-20 for a Financing Agreement between the City of Liberty Hill and Government Capital for the purpose of procuring vehicles and equipment, not to exceed \$75,000. **Motion passed on vote of 4 AYES, 0 NAYS, and 0 ABSTENTIONS.**

**AGENDA ITEMS FROM MAYOR AND COUNCIL**

- Transportation / Community Update – March 28<sup>th</sup> – 6:00 PM – Liberty Hill Learning & Event Center
- City of Liberty Hill 2019 Strategic Planning – April 1<sup>st</sup> – 2<sup>nd</sup>

**ADJOURNMENT**

On motion by Liz Rundzieher and second by Ron Rhea, the meeting was adjourned at 8:23 PM. **Outcome:** Motion passed on vote of 4 AYES; 0 NAYS; and 0 ABSTENTIONS.

PASSED & APPROVED on the 8<sup>th</sup> day of APRIL 2019 by the City Council of Liberty Hill on vote of 4 AYES; 0 NAYS; 0 ABSTENTIONS.

Barbara Zwernemann  
CITY SECRETARY





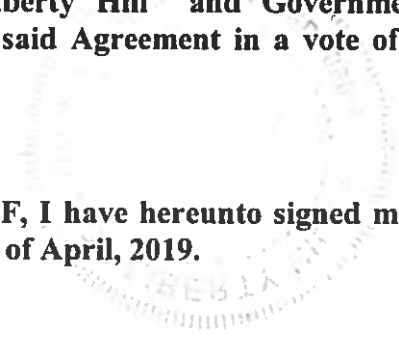
**CERTIFICATE OF CITY SECRETARY**

**THE STATE OF TEXAS                   §  
COUNTY OF WILLIAMSON           §  
CITY OF LIBERTY HILL             §**

**I, the undersigned, City Secretary of the City of Liberty Hill, Texas (the “City”), DO HEREBY CERTIFY that attached hereto is a true and correct copy of the following original document in the records of the City:**

**Certified minutes of the City Council of the City meeting held on March 25, 2018, during which the City Council considered a Financing Agreement between the City of Liberty Hill and Government Capital including authorizing execution of said Agreement in a vote of 4 AYES; 0 NAYS; 0 ABSTENTIONS.**

**IN WITNESS WHEREOF, I have hereunto signed my name officially and affixed the seal of the City, this 17<sup>th</sup> day of April, 2019.**

  
*Barbara Zwernemann*  
**Barbara Zwernemann  
City Secretary  
City of Liberty Hill, Texas**



