



Meeting minutes

City of Liberty Hill, TX
Public Works Commission
First Meeting
Regular Called Meeting, April 17, 2023
6 PM Council Chamber,
2801 CR 1869, Liberty Hill, TX 78642
5:30 PM

Public Works Commission Members present:

Robert Watson
Kyle Smith
Jon Nolting

City Staff present:

David Thomison
Paul Brandenburg
Curtis Steger, PE
Elaine Simpson, City Secretary
James Herrera, Public Works Project Manager
Liz Branigan, Mayor

1. Call to Order / Introductions / Welcome
 - a) Administration of the Oath of Office to members of the Liberty Hill Public Works Commission. (City Secretary Elaine Simpson)

The Oath of Office was administered to all three of the Commissioners appointed to this new Commission.

2) Public Comments

Regarding items not on this agenda/Public Comments: Those desiring to speak on a topic not listed on the agenda, please complete a speaker form, and present it to the City Secretary before the meeting. Speakers will have three minutes each to speak, this time cannot be transferred or shared. Commissioners may not take action during this item and any responses will be limited to factual statements, recitation of existing policy, or request for the topic to be placed on a future agenda.

Regarding topics listed as an agenda item/During specific agenda item: Commissioners request that speakers complete a speaker form, indicate which agenda item they are interested in speaking about, and submit form to the City Secretary before the agenda item is addressed. Speaker forms may be emailed to the City Secretary before the meeting at esimpson@libertyhilltx.gov.

There were no citizen comments.

3) Regular Agenda Items - The Commissioners may take action on all items listed on this agenda.

- a) Update from City Secretary regarding Liberty Hill Public Works Commission, in general, and plans for upcoming Board and Commission Member Training and Orientation Night. (E. Simpson)

City Administrator Brandenburg introduced the item and provided the city staff report. He explained that the 'Charge' given to the Commission was to vet items that involve public works, in a public meeting, but also in depth and detail enough to make a thorough finding and forward recommendations to the City Council regarding Public Works topics, including Stormwater / Drainage.

He noted that there is also a Liberty Hill Water Task Force (LH20) that has been established as a more temporary committee to focus on developing and securing drinking water.

City Secretary Simpson noted that the Commissioners will be invited to a Board and Committee Member Training night, hopefully within the next few weeks. The Commissioners were provided with their new Handbooks for Board and Committee Members (Res. 2023-R-010) to review.

- b) Discussion, consideration, and possible action regarding the appointment of a member to serve as Chair and Vice-Chair of the Commission. (P. Brandenburg, E. Simpson)

Mr. Jon Nolting volunteered to serve as Vice Chair.

Mr. Smith volunteered to serve as Chair.

Mr. Watson moved, and Mr. Smith seconded, to elect Mr. Jon Nolting as Vice Chair and Mr. Smith as Chair. Motion carried unanimously by a vote of 3-0.

There was not an election for Secretary. City Secretary Simpson explained that she would serve as recording Secretary for a while, and that the Secretary position (presumably to Mr. Watson) could be addressed at a future meeting.

- c) Discussion, consideration and possible action regarding city Stop Sign Policy and Procedures. (P. Brandenburg)

City Administrator Brandenburg explained that the Commissioners had been provided with a draft of the proposed Stop Sign policy in the agenda packets tonight. He noted that up until now the City has not had a policy of this type. He explained that the number of requests for stop signs (especially in residential areas) continues to grow.

In order that these not be set arbitrarily, this draft policy was formulated.

City Engineer Steger explained that the Engineers had done the analysis for some of the signs that have been requested recently.

This draft has been a joint project from Police and the Municipal Court and the City Legal Counsel.

The consensus of the Commission was that Police, Court and City Legal Counsel department members will continue to work on this draft policy. When it is ready, it will come to the Public Works Commission in final form, and they will consider forwarding a recommendation on it to the City Council. There was no formal motion.

- d) Discussion, consideration, and possible action regarding Road Project(s) Update. (P. Brandenburg)

City Administrator Brandenburg discussed current Road Projects including Bailey Lane, the Reconfiguration of 332 and CR 1869 at the new TXDOT four-way traffic light downtown, the Stonewall extension and the proposed Roundabout on 332 at Wetzel Park. These projects were described in more depth in the agenda packet.

There was no formal motion:

- e) Discussion, consideration, and possible action related to Future Road Projects – County Road Bond. (P. Brandenburg)

City Administrator Brandenburg introduced this item and presented the staff report. Williamson County is moving forward with holding a Road Bond Election in November 2023. They requested that the City of Liberty Hill forward the top three priority Road Projects to them for consideration of inclusion into this Bond Package. The City Council vote to send:

- The Southwest Bypass, all phases.
- Sidewalks/Shared Use Paths, approximately a mile to connect with Liberty Hill.
- Long Run Road.

There was no formal action taken on this item.

- f) Discussion, consideration, and possible action related to city Street Maintenance Project. (P. Brandenburg)

City Administrator Brandenburg explained that the revenue for Street Maintenance comes from a special Sales Tax for Street Maintenance that was approved by the voters.

Most often, the city contracts out for this type of work. Public Works Project Manager James Herrera has been doing research related to when it might make financial sense to do this work ‘in house.’

Mr. Herrera summarized that at this point, the Public Works Department is doing an assessment of all the city streets. Some are about to fall apart, and if the city does an overlay on them now, they may last a few more years, also that the city desires to eventually be able to put ribbon curb on all streets.

Mr. Brandenburg noted that the city staff wants to be initiative-taking, instead of reactive, which the city has been in the past. We need to get a map of the streets, and the ratings of their condition, and make plans for the needed repairs.

When the city last went out for bids for this work, there were 6 bids received. Information from the successful bid (from Bennett) was included in the agenda packet for tonight’s meeting for background information.

There was no formal motion taken on this agenda item.

- g) Discussion, consideration and possible action regarding the policies and procedures for the City of Liberty Hill Storm Water Drainage Plan, drainage issues, and the role of the Public Works Commission. (P. Brandenburg)

6:22 PM.

City Administrator Brandenburg introduced this item and provided the city staff report. There is no Drainage Plan at this time. City staff believes it is vital that the stormwater plans be made in coordination with the street plans. We do not want to dig up new streets.

He explained further that if the Commission desires that the city solicit bids for this stormwater plan, there is still time to work it into the proposed 2024 budget.

Interim Public Works Director Thomison explained that in the past this was, like the street maintenance, done in a re-active way. It was complaint driven.

This Commission will be relied upon to work on this, possibly with an outside firm. Since the city is experiencing and expecting rapid growth, this is a priority issue.

Mr. Herrera noted that drainage issues is a major cause of street failures, and once the roadway is compromised, the road is incredibly costly to reconstruct.

- h) Discussion, consideration, and possible action regarding establishing a meeting schedule for future meeting dates of the Commission. (P. Brandenburg, E. Simpson)

Commissioners determined that they would like to schedule their future meetings in the evenings, and Monday night or Tuesday night would be preferable, and that they would like to keep the proposed 5:30 PM start time for their meetings.

The next meeting will be held Monday, May 15, 2023, at 5:30 PM at the Council Chamber.

4) Executive Session

No Executive Session was held. In the future, the Commission will rarely hold an Executive Session unless bids are being considered.

5) City Staff Summary Remarks / Announcements /Identify Future Agenda Items


City Administrator Brandenburg explained that the Commissioners are welcome to submit ideas they have for 'Future Agenda Items.'


So far at the May 15th meeting it appears there will be bid updates, project updates, street updates and an update on the County Bond Election for November. Whenever the County holds a Bond Election like this, they appoint a local person from Liberty Hill to the Bond Committee. Whenever we find out who this person is, we will let the Commissioners know and invite them to a future meeting.

6) Adjournment

At 6:35 PM, Mr. Watson moved, and Mr. Smith seconded, to adjourn the meeting.

Meeting minutes approved by a vote of 3 Ayes, to 0 Nays on May 15, 2023.


Chair Kyle Smith


Attest: Elaine Simpson, City Secretary



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