



LIBERTY HILL

FREEDOM TO GROW

CITY COUNCIL VIRTUAL MEETING MINUTES

MONDAY – MAY 11, 2020 – 6:30 PM

2801 Ranch Road 1869 (Council Chambers)

May 11, 2020, City Council convened with Council members in Council Chambers at 2801 Ranch Road 1869. The meeting was video streamed.

CALL TO ORDER

Liberty Hill City Council was called to order at 6:30 PM by Rick Hall – Mayor on Monday May 11, 2020 at Council Chambers located at 2801 Ranch Road 1869. Mayor Hall stated the City is continuing to follow County guidelines. Following a call with the Governor today, Mayor Hall stated there were no new orders. He invited the public to continue to follow the City on its Facebook and web page. Invocation was given by Judge Kevin Madison. Council Members present were Mayor Rick Hall, Mayor Pro Tem Liz Rundzieher, Kathy Canady, Tony DeYoung, Gram Lankford, and Steve McIntosh. Others present were Tad Cleaves – City Attorney, Lacie Hale – Chief Operating Officer, Wayne Bonnet – Public Works Director, Tracy Ventura – Court Administrator, David Stallworth – Director of Planning, Barbara Zwernemann – City Secretary, and Nancy Sawyer – Deputy City Clerk.

No more than eighteen (18) people were present at 2801 Ranch Road 1869 in compliance with current social distancing orders. The meeting was open to the public via conference call and GoToMeeting free of charge. Access instructions for the meeting were posted on the City Bulletin Board at Municipal Court and www.LibertyHillTX.gov. Instructions on submitting public comments were also posted with the Agenda as referenced above.

PUBLIC COMMENTS

Judge Kevin Madison provided an update to Council.

- Court has been shut down for in-person proceedings.
- Court staff is working to set up virtual court proceedings with Tyler Technology; will use phone if glitch in the technology.
- The next tentative court date will be in June.
- Court, understanding that many have lost jobs / income, are working with people on payment plans, if needed.
- A COVID operating plan pamphlet was provided to Council.

CONVENE TO EXECUTIVE SESSION

Kathy Canady – Council member addressed Council asking that item 7.e be moved to Executive Session.

City Council was convened to Executive Session at 6:33 PM by Mayor Hall for both locations for Consultation with Legal Counsel pursuant to Texas Government Code §551.072 – Real Property and §551.071 – Consultation with Legal Counsel and as referenced below. No action was taken in Executive Session.

- Consultation with Legal Counsel on the design for expansion of the City of Liberty Hill South Fork Wastewater Treatment Plant (WWTP). (Consultation with Legal Counsel-Texas Government Code §551.071).
- Consultation with Legal Counsel on transferring a portion of the Western District Water System in Georgetown. (Consultation with Legal Counsel -Texas Government Code §551.071).
- Consultation with Legal Counsel to negotiate a potential Agreement regarding MUD 13 facilities (Consultation with Legal Counsel pursuant to Texas Gov't Code §551.071).
- Personnel Matters: Pursuant to Texas Government Code Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the Municipal Judge and Chief of Police.

RECONVENE TO REGULAR SESSION

At 8:04 PM City Council reconvened to Regular Session for discussion of the following:

- Consultation with Legal Counsel on the design for expansion of the City of Liberty Hill South Fork Wastewater Treatment Plant (WWTP). (Consultation with Legal Counsel-Texas Government Code §551.071). OUTCOME: No action was taken.
- Consultation with Legal Counsel on transferring a portion of the Western District Water System in Georgetown. (Consultation with Legal Counsel -Texas Government Code §551.071). OUTCOME: No action was taken.
- Consultation with Legal Counsel to negotiate a potential Agreement regarding MUD 13 facilities (Consultation with Legal Counsel pursuant to Texas Gov't Code §551.071). OUTCOME: No action was taken.
- Personnel Matters: Pursuant to Texas Government Code Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the Municipal Judge and Chief of Police. OUTCOME: On motion by Kathy Canady and second by Liz Rundzieher, Council authorized Mayor Hall to negotiate a contract with Judge Madison. Motion passed on vote of 5 AYES, 0 NAYS, 0 ABSTENTIONS.
On motion by Kathy Canady and second by Steve McIntosh, Council approved hiring Royce Graeter as Chief of Police at \$115,000 per year. Motion passed on vote of 5 AYES, 0 NAYS, AND 0 ABSTENTIONS.

CONSENT AGENDA ITEMS

Discuss and take action to approve minutes of the Regular City Council meeting held Monday – April 27, 2020. OUTCOME: Kathy Canady asked that this item be moved to Regular Agenda for consideration and discussion.

REGULAR AGENDA

Discuss and take action to approve minutes of the Regular City Council meeting held Monday – April 27, 2020. OUTCOME: Following discussion of corrections needed on the minutes, Kathy Canady made a motion, seconded by Liz Rundzieher, to postpone approval of the minutes until the next meeting of Council scheduled for Tuesday, May 26, 2020 to allow time for corrections to be discussed with and amended by the City Secretary. Motion passed on vote of 5 AYES, 0 NAYS, AND 0 ABSTENTIONS.

Discussion and possible action to authorize negotiation of a professional services agreement with HNTB Corporation to provide final design, environmental clearance, TxDOT coordination, construction oversight, and other professional services for the implementation of a traffic signal and intersection improvements along SH 29 at the proposed Butler Farms Development Entrance. (Resolution 20-R-28). OUTCOME: Mayor Hall stated that the builder has asked that the process be expedited. On motion by Liz Rundzieher and second by Kathy Canady, Council authorized Mayor Hall to create a contract for the work to be completed on behalf of the City. The contract will state that the PID will pay for the work with fees not to exceed \$233,724. Motion passed on vote of 5 AYES, 0 NAYS, AND 0 ABSTENTIONS.

Discussion and possible action to approve the Liberty Hill Economic Corporation's ("LHEDC") COVID-19 Relief Grant programs for local businesses, providing for up to twenty (20) grants of \$5,000 each based on approved eligibility criteria, application and execution of a performance agreement. (Resolution 20-R-27) OUTCOME: Mayor Hall stated this is an application the City attorney helped the EDC create. Kathy Canady excused herself for possible conflict of interest as she might be completing an application for this assistance. Ms. Canady will complete an Affidavit of Possible Conflict of Interest with the Deputy City Clerk. Liz Rundzieher stated this assistance is available to businesses within City limits. There will be twenty (20) individual grants of \$5,000 each, totaling \$100,000. Applications will be made available at City Hall, on the City website, and on social media for employers with twenty-five (25) or fewer employees. Mayor Hall stated he would urge the EDC to provide more grants if they receive over twenty (20) applications. Steve McIntosh made a motion, seconded by Tony DeYoung, to approve Resolution 20-R-27 regarding the Liberty Hill Economic Development Corporation's COVID-19 Relief Grant program for local businesses, providing for up to twenty (20) grants of \$5,000 each based on approved eligibility criteria, application, and execution of a performance agreement. Motion passed on vote of 4 AYES, 0 NAYS, AND 1 ABSTENTION. Kathy Canady abstained.

Discussion and possible action to approve a Legal Services Contract between the City of Liberty Hill and the LHEDC allowing the City Attorney to advise the LHEDC and providing for reimbursement of City costs. (Resolution #20-R-29) OUTCOME: Mayor Hall reminded Council the Bojorquez Law Firm is no longer being used by the City. The EDC would do a pass-

through cost with the City at Mr. Cleaves' hourly rate at the time of services. On motion by Steve McIntosh and second by Gram Lankford, Council approved Resolution 20-R-29 providing for a Legal Services Contract between the City and LHEDC allowing the City Attorney to advise the LHEDC and providing for reimbursement of City costs. Motion passed on vote of 5 AYES, 0 NAYS, AND 0 ABSTENTIONS.

Discussion and possible action to approve an Administrative Services Contract between the City of Liberty Hill and the Liberty Hill Economic Development Corporation approving City Staff to assist the LHEDC with administrative tasks and providing for reimbursement of City costs. (Resolution #20-R-30) OUTCOME: Mayor Hall stated that in the past, the City had an agreement with the EDC that the EDC would contribute part of the annual salary of the City Administrator. This change would nullify that contribution and allow for an annual contribution of \$5,000 per year for the handling of payroll, etc. beginning May 12, 2020 and auto-renewing October 1st of each year. On motion by Gram Lankford and second by Tony DeYoung, Council approved Resolution 20-R-30 approving an Administrative Services Contract between the City of Liberty Hill and the Liberty Hill Economic Development Corporation providing for an annual contribution of \$5,000 to the City for administrative tasks on behalf of the EDC; beginning May 12, 2020 and auto-renewing October 1st of each year. Motion passed on vote of 5 AYES, 0 NAYS, AND 0 ABSTENTIONS.

Discussion and possible action to approve the City of Liberty Hill Public Information Policy outlining rules of procedure under which public information may be provided pursuant to Government Code Section 552.230(a). (Resolution #20-R-31) OUTCOME: Lacie Hale – Chief Operating Officer addressed Council stating that the policy designates the Chief Operating Officer as Public Information Officer. This policy also states that costs in producing information of less than \$10 are waived. Information that is less than ten (10) pages is also waived. City staff recommends the policy. Kathy Canady asked about Ms. Hale's qualifications; Ms. Hale stated she is a certified Texas Municipal Clerk and has her international designation as well. Council members spoke their appreciation for the work put into the policy. On motion by Kathy Canady and second by Gram Lankford, Council approved Resolution 20-R-31 with attached Public Information Policy and appointed Lacie Hale, Chief Operating Officer, as the Public Information Officer. Motion passed on vote of 5 AYES, 0 NAYS, AND 0 ABSTENTIONS.

Discussion and possible action to approve the City of Liberty Hill Purchasing Policy with amendments outlining guidelines for procurement of material, services, equipment, and ensuring regulatory compliance. (Resolution 20-R-32) OUTCOME: Becky Wilkins – Finance Director addressed Council stating she added a few items and tried to simplify from the previous policy. Page 3 outlines the steps of the process. Page 11 requires bidders to supply three (3) references for staff to verify. Page 10 allows for acceptance of the lowest, most responsible bidder. Following discussion of a point system or checklist, the City Attorney – Tad Cleaves responded that in the bid process City staff may lay out a list to be completed. For projects \$50,000 or higher, pre-bid meetings are held. Ms. Wilkins suggested considering case by case whether to include a point system. Kathy Canady cautioned it is not always best to choose the lowest bid. Mayor Hall stated the City may choose the most qualified bidder to the specific project. Ms. Wilkins stated

that as the City moves forward with this policy, perhaps a committee could create a point criteria form and see how that works. On motion by Liz Rundzieher and second by Tony DeYoung, Council approved Resolution 20-R-32 approving the City of Liberty Hill Purchasing Policy with amendments outlining guidelines for procurement of material, services, equipment, and ensuring regulatory compliance. Motion passed on vote of 5 AYES, 0 NAYS, AND 0 ABSTENTIONS.

Update from Liberty Hill Chamber of Commerce on the status of businesses in town after reopening in order to establish a baseline to measure COVID-19 impact in Liberty Hill going forward. OUTCOME: Mayor Hall stated Council members were provided a packet from the Chamber that will help the Chamber know how local businesses are doing. Tony DeYoung stated the completed forms will help gauge where the City is now and a month from now, whether more grants are needed, and whether continued updates are needed. Mr. DeYoung stated he hopes this lets Liberty Hill business owners know that the City is doing what it can to help them.

Update to City Council regarding water pressure at River Ranch County Park of Williamson County in Liberty Hill. OUTCOME: Wayne Bonnet – Director of Public Works addressed Council stating the County approached the City about 6 months ago about water pressure being low at this site. The Public Works Department has had to decrease pressure there in order to keep the City’s system lasting longer, while updating / upgrading equipment. The Public Works Department is adding a Pressure Reducing Valve (PRV) to the equipment to raise the pressure at the park. The City is splitting the cost with the County. Mr. Bonnet stated he expects this project to be completed within a month. Following discussion of the specialized part required, Tad Cleaves – City Attorney stated he will be writing up a Memorandum of Understanding for this joint effort and should have to Council at the next meeting.

FUTURE MEETING ITEMS

Mr. Bonnet provided an update on the Canady Memorial and City Limits signs. The lettering at Court is complete.

ADJOURNMENT

On motion by Liz Rundzieher and second by Steve McIntosh, the May 11, 2020 meeting of City Council was adjourned at 8:45 PM. **Motion passed on vote of 5 AYES, 0 NAYS, and 0 ABSTENTIONS.**

PASSED and APPROVED by the CITY COUNCIL of the CITY OF LIBERTY HILL, TEXAS on TUESDAY – MAY 26, 2020 on vote of 5 AYES, 0 NAYS, and 0 ABSTENTIONS.



Rick D. Hall – Mayor


Nancy Sawyer – City Secretary