



Meeting minutes
City of Liberty Hill, TX
Public Works Commission
Regular Called Meeting,
October 16, 2023
6 PM Council Chamber,
2801 CR 1869, Liberty Hill, TX 78642
5:30 PM

Public Works Commission Members present:

Kyle Smith, Chair
Jon Nolting, Vice Chair
Robert Watson

City Staff present:

Paul Brandenburg, City Manager
Charlie McGowen, Public Works Dept. Project Manager
Elaine Simpson, City Secretary
Curtis Steger, Steger & Bizzell
Mayor Liz Branigan

Call to Order / Introductions / Welcome

Kyle Smith called the meeting to order at 6 PM.

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) Discussion, consideration, and possible action regarding Meeting minutes from September 25, 2023, Public Works Commission Regular Called Meeting. (E. Simpson)

Motion by Robert Watson, seconded by Jon Nolting, to approve, as presented, the meeting minutes from the September 25, 2023, Regular meeting of the Public Works Commission. Vote on the motion: Motion carried unanimously by a 3-0 vote.

- b) Discussion, consideration and possible action regarding Downtown Infrastructure and downtown Truck Route/ traffic issues, as discussed at the September 25, 2023, Regular meeting. (J. Herrera)

In the absence of Mr. Herrera, Mr. McGowen explained that the Public Works Department plans to begin holding meetings with stakeholders/property owners on Carl Shipp regarding a suggested truck route that uses Carl Shipp Drive to route large truck traffic away from downtown.

City Manager Brandenburg noted that since the City Council has not discussed this item, this item will come back on a future agenda to discuss/update these planned 'Listening Meetings' for Carl Shipp residents.

No formal action was taken.

- c) Discussion and Update regarding Downtown Roundabout Project. (J.Herrera).

In the absence of Mr. Herrera, Mr. McGowen introduced the item and provided the staff report. This project is approximately 70% complete. City staff expect completion by March 2024. Currently there is one lane open, and traffic is being detoured.

The turn lane project for Main Street and Ranch Road 1869 intersection has been added as an additional task within the scope of this Roundabout project since it is the same contractor (Smith). This ties the turn lane project and the Roundabout together.

Tomorrow city staff will begin hosting a series of four informational meetings for downtown stakeholders to update them regarding the progress of these projects, as well as provide information about downtown parking.

Signage is also being discussed and will be ready before the upcoming Christmas Festival. For the upcoming events downtown, the city is making arrangements with the Liberty Hill Economic Development Corporation to use the car park at their VFW building.

The March completion date does not include the 'Roundabout Feature' for the center of the Roundabout. This feature is being discussed by the Council and the Downtown revitalization Committee currently. It is not yet decided what will be in the center but maybe a tree, a statue, or some public art installation. There is concern regarding the safety of the feature. Mr. McGowen explained that there is electricity and water to the Roundabout for the center. City Manager Brandenburg informed the Commissioners that the Council has decided against any water feature in the center of the Roundabout due to water conservation efforts. There are also concerns regarding 'light pollution' if the feature is not correctly lit according to the Dark Skies Ordinance that has been adopted by the city. This center feature will be a major project, as it will be the 'welcome' to downtown.

No formal action was taken.

- d) Discussion, consideration, and possible action regarding intersection Ranch Road 1869/Main Street (formerly 332) including issues related to turn lanes, and meetings with downtown businesses (communications). (J. Herrera, P. Brandenburg)

Public Works Department Project Manager James Herrera will host four information meetings for Downtown Residents and Businesses to discuss these turn lanes.

This item was discussed briefly during the previous agenda item. The lanes will be dedicated to left hand turn lanes. The information meetings will be held on Tuesday and Wednesday at City Hall in the downstairs conference room.

There was a brief discussion about the need to upgrade the corner at Parkers Grocery store. It will need to be brought into compliance with the Americans with Disabilities Act (ADA).

No formal action was taken.

- e) Discussion of proposal that the city assume ownership from Texas Department of Transportation (TXDOT) of specific sections of Ranch Road 1869, near future bypass for State Highway 29 and near current intersection with SH 29, as discussed by City Council on October 11, 2023. (P. Brandenburg)

At their October 11, 2023, meeting, the City Council discussed potential options for assuming ownership of specific sections of the Ranch Road. In the past, TXDOT has allowed the city to assume ownership of some roadways (Main Street - formerly known as Loop 332). The council discussed pros and cons of assuming some of Ranch Road 1869.

City Manager Paul Brandenburg explained that this item was presented to the City Council at their meeting of October 11, 2023, as a concept that they might consider. There were both pros and cons discussed at the Council meeting, and at this time the city staff is collecting additional information, including from Mr. Steger.

There are cons such as:

- No one on the city staff has the training to operate or maintain the streetlights that will be at this intersection.
- One developer on this intersection has already planned and established a Public Improvement District to finance the estimated 1 million dollars of improvements to Ranch Road 1869 that they will be responsible for. This may cause issues to change the plan for this developer, and confusion regarding the responsibilities of other landowners in the area.
- Turning a portion of Roadway from a rural roadway to an urban roadway can be expensive, complicated and take a great deal of time. Improvements would need to be made to upgrade the drainage and other facets of the roadway.

There are pros such as:

- The city would be able to control the truck traffic and the speed limits on the Roadway.

There was no formal action taken.

- f) Discussion, consideration, and possible action directing city staff to initiate the process for the study, creation, and implementation of a Transportation Impact Fee (Road Impact Fee). (P. Brandenburg)

At their October 11, 2023, Regular Meeting, the City Council directed city staff to begin the process of establishing a Transportation Impact Fee. The Public Works Commission will conduct research and will advise the City Council on this topic.

City Manager Paul Brandenburg explained that this concept was presented as a 'Heads Up' for the City Council at their meeting last week. The City Council has been briefed that this is a long and involved process that will require research, planning, public hearings, and design of how these 'Road Impact Fees' can be assessed. This process will require the city to have a Capital Improvements Plan (CIP) done, which will involve first sending out a 'Request for Qualifications' to firms capable of doing this work. Once the CIP is done, the needed money for the improvements to handle the new growth is determined.

City Engineer Steger explained that Road Impact Fees are usually more expensive than Water/Wastewater Impact Fees. The Water System is considered one system, and all fees are the same. The Road Impact Fees are based on estimated costs for improvements that will be needed in a specific area of the city so high growth areas will be different from low-growth areas. For purposes of a Road Impact fee, a city is often divided into four quadrants.

City Manager Brandenburg explained that this item (CIP/Impact Fees) will become a 'Standing Item' on the Public Works Commission agendas until the project is completed. There will be monthly updates.

The Commissioners expressed interest in this revenue generation idea. Having proceeds from impact fees to help defray the cost of the rapid growth is a great idea.

This will become a standing item on the Public Works Commission agendas for the foreseeable future.

No formal action was taken.

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

When Police Chief Royce Graeter can attend the PWC meeting, the Commission will bring back discussion items on speed limits as well as Hands Free Devices regulations for motorists.

Chair Smith asked about One-Way streets downtown and on the East side.

City Secretary Simpson reminded the Commission that in December, the city will hold the annual Board and Committee Appreciation Night event. At this event, all the city's Board and Committee member volunteers attend a casual reception. Each committee gives a report of their activities and accomplishments from the year, and their goals for next year. Simpson asked if the Commissioners wished to discuss their 'report' at the next meeting.

The next meeting of the Public Works Commission will be held November 27, 2023. They moved it from their customary Monday to better accommodate the Thanksgiving holidays.


5) Adjournment

At 6:29 PM Chair Smith adjourned the meeting.

Meeting minutes approved by a vote of 3 Ayes, to 0 Nays on

November 27, 2023.


Chair Kyle Smith


Attest: Elaine Simpson, City Secretary

