



The City of Liberty Hill

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CITY COUNCIL REGULAR MEETING MINUTES

TUESDAY – MAY 29, 2018 – 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 Tuesday – May 29, 2018 at 6:30 PM in Council Chambers located at 2801 Ranch Road 1869 in Liberty Hill, Texas. Invocation was given by Council member Wendell McLeod, followed by reciting the Pledge of Allegiance and Texas Pledge. Council Members Present: Mayor Rick Hall; Liz Rundzieher; Wendell McLeod; and Liz Branigan. Staff & Guests Present: Greg Boatright; Sally McFeron; Michel Sorrell; Pix Howell; Cim Howell; and Barbara Zwernemann.

DEPARTMENTAL REPORTS

Finance Department

Michel Sorrell – Finance Director presented the City’s monthly financials for the period ending April 30, 2018, including Year-to-Date Balance Sheet; Budget & Revenue Report (Budget vs Actual); and the Monthly Financial Analysis. As of April 2018 the City’s FY 2018 budget is 58.33% complete. Sales tax revenue is up 4% over this time last year. Property tax revenue is up over 22% over this time last year. Building permits are up 14% over the same period last year. Franchise fee revenue and UDC permits are down 25% and 62% respectively over the same period last year. Franchise fees will show an increase in June and October; these are reported quarterly. Three new accounts have been set up to track development. These include preliminary and final plats, site development and construction plan review, and inspections. Municipal Court is up 29% due to warrants. Parkland Fee and Tree Mitigation Fes are both down and tied to development. Streets and EDC are up 7% and 5% respectively, due to positive sales tax receipts. Wastewater is up 53%. Sewer and Water are down 30% and 3%, respectively. Sewer is down due to lower collection of connection fees. Cash & Investments as of April 30, 2018 are \$14,423,079. Total outstanding debt is \$23,407,000. Average cost of bonded debt is 3.18%. The Cash Investment Report was formerly presented quarterly but will be presented monthly.

Project Status Update

Pix Howell – Diverse Planning & Development delivered an update on various City projects.

- City Park. Diversified Planning & Development has been in discussion with the County regarding the City Park and County Road 200. DPD is working with the County to address drainage and parking and collaborating with them to achieve adequate improvements. In late August, the City should be able to advertise for City Park bids. DPD is awaiting a possible \$500,000 grant to help fund these improvements which, if awarded, should occur in June - July 2018 timeframe.
- Phase 2 Drainage Plan. Funding options, as well as funding for ongoing maintenance, will be presented to Council for discussion and approval.
- Transportation Plan. Final documents should be complete this week. Current status is consideration of implementation aspect and adherence to the plan. Mr. Powell advised

Council / City Hall should be considering long-term transportation strategies as the City continues to grow.

- Trails Master Plan. A formal presentation will be made to the Parks & Recreation Board on June 19th and City Council on June 25th. The trails plan needs to work alongside the corridor of roads as presented in the Transportation Plan. Trails will need to be worked behind / around commercial properties.
- Wetzel Park. DPD will have bid documents ready sometime before the end of next week.
- Municipal Building, Forrest Street, Fowler Building. DPD is looking at bids currently. They may use the Comptroller's site to get optimal bids in from contractors in the region. DPD is also looking at a possible grant award for this project.
- Police Parking. Documents should be available by June 25th to go out for bid.
- SUP Grant - \$1.2m. Procurement process is beginning. This project is in the initial design phase; specific locations of trails are still under consideration. The Liberty Hill trails will eventually tie into the CTRMA trail, effectively merging trails between Liberty Hill to Austin.
- TPWD Trails Grant. City should hear in June 2018 about a possible \$200,000 grant for downtown and City Park.
- Stubblefield Lane Project This will be brought back to City Council when negotiations and Scope of Services are finalized.
- Roundabout. This project is in the preliminary design phase with Steger Bizzell. In discussion, Mayor Hall suggested laying this out for people to show how it will work.
- 1869/29 Turn Lanes. Design has finished and DPD anticipates a 2019 project completion date.

Administrator's Report

Greg Boatright – City Administrator offered an update on current projects and events.

- In response to Mayor Hall's inquiry into expenditures for the Independence Day Celebration, Mr. Boatright stated the bulk of the expense is for the fireworks and band along with the peripheral equipment and transportation which will total around \$40,000. Of that, \$5,000 of that is covered by Parks and Recreation Board and an additional \$5,000 will be covered by the Economic Development Corporation. The City's administrative budget includes \$50,000 for various events. The City contracts as needed because of lack of City resources and for cost savings of full-time employees. These are free community events, which include the Movies in the Park; Parks and Recreation has been wanting to implement these movies for four years. These events are important to providing a sense of community. The Christmas Lighting event and Independence Day Celebration are where the bulk of the City's designated funds go. Sponsorships are available to help buy down the cost by the City.
- Downtown sidewalks almost complete.
- City has acquired the property which is the former site of a washateria which will be used to add to downtown parking.
- Butler Development Agreement amendments are being presented to Council tonight; this agreement will grow Liberty Hill to the north / west and assist in additional ETJ.
- Meeting with a developer this week regarding property on County Road 260 near Margarita's Restaurant. This could have a major impact on the wastewater system to the north; this would take some of the load off of the south plant which is close to capacity. This possible

development would provide an additional plant north and to the west. The City is also looking at development down Bagdad Road.

- Day of Giving. The City Administrator deferred to Barbara Zwernemann – City Secretary who explained that in the past proceeds from the Independence Day celebration went to one (1) selected non-profit organization. This year, nine (9) non-profit organizations were chosen that the community to be recipients of these proceeds.

CONSENT AGENDA

Recommendation: On motion by Wendell McLeod and second by Liz Rundzieher, the following item was enacted. **Motion passed on vote of 3 AYES; 0 NAYS; and 0 ABSTENTIONS.**

- Approval of minutes of Regular City Council meeting held April 23, 2018.

On motion by Wendell McLeod and second by Liz Branigan, the following items were enacted by one motion. **Motion passed on vote of 3 AYES; 0 NAYS; and 0 ABSTENTIONS.**

- Approval of Site Development / Stormwater Permit Plan for West Highway 29 Storage – Phase 2 located at 7650 West State Highway 29 – Georgetown, Texas; and
- Approval of Site Development / Stormwater Development Plan for Holmes 29 located at 10806 West Highway 29 in Liberty Hill, Texas.

REGULAR AGENDA

Discuss and Consider Possible Action related to Change Order #2 for the South Fork WWTP Lab/Office Building Finish Out project with Jimmy Jacobs Construction. Outcome: Aaron Laughlin, PE – Steger Bizzell presented Change Order #2 to Council. A deduction was made from project costs due to a deficiency in the installation of the sealed concrete flooring of \$3,100.00. Additionally, the vent hood in the laboratory room needed to be up-sized which was an expenditure of \$540.00. This produced a contract price total deduction of \$2,560.00. On motion by Wendell McLeod and second by Liz Branigan, Change Order #2 was approved. **Motion passed on vote of 3 AYES; 0 NAYS; 0 ABSTENTIONS**

Discuss and Consider sketches of proposed military statue for Liberty Hill Veteran's Memorial Park submitted by Bob Ragan – Sculptor at Texas Carved Stone commissioned by the City of Liberty Hill to hand-craft the statue. Outcome: Greg Boatright - City Administrator presented sketches showing different views of the proposed sculpture. On motion by Wendell McLeod and second by Liz Rundzieher, the City of Liberty Hill City Council approved the design for the proposed military statue for Liberty Hill Veteran's Memorial Park. **Motion passed on vote of 3 AYES; 0 NAYS, 0 ABSTENTIONS**

Discuss and Consider change and amendment of Employment Contract for Chief Maverick Campbell; providing for Chief Campbell to report directly to City Administrator – Greg Boatright effective immediately. Outcome: At the request of the Mayor, this item was set aside for Executive Session.

Discuss and Consider approval of Job Description and hiring of Code Enforcement Officer for the City of Liberty Hill. Outcome: Mayor Hall stated that Elias Carrasco was initially hired to provide code enforcement but was transferred to Building Inspector. Mayor Hall stated it is his recommendation to City Council to approve hiring a Code Enforcement Officer that will also work

with building inspections. On motion by Wendell McLeod and second by Liz Rundzieher, City Council approved hiring a Code Enforcement Officer. **Motion passed on vote of 3 AYES; 0 NAYS; 0 ABSTENTIONS**

Discuss and Consider implementation of Social Media program on behalf of the City of Liberty Hill. **Outcome:** Mayor Hall discussed implementation of social media for the City of Liberty Hill including, but not limited to, Facebook and Twitter. A designated person, or persons, within City Hall would facilitate that. On discussion, there were questions about what would be posted and who and how it would be moderated. Barbara Zwernemann stated that she had discussed this with Melissa Day, local business owner, who has offered to set the City up on various social media. Wendell McLeod, City Councilmember, stated he was against implementing a social media program. Mayor Hall stated it would be City-driven and not for gossip. It would also act as a provider of public service announcements for boil water notices, etc. Liz Rundzieher made a motion to implement a social media program on behalf of the City of Liberty Hill. Liz Branigan stated she wanted more details before making a decision. The agenda item was tabled pending presentation of additional details.

Discuss and Consider Authorizing the City Administrator to send a notice of termination pursuant to Section IV, TERMINATION, of the Financial Advisory Agreement between Hilltop Securities and the City of Liberty Hill, Texas dated June 2016. **Outcome:** On motion by Liz Branigan and second by Liz Rundzieher, City Council authorized the City Administrator to send a notice of termination pursuant to Section IV, TERMINATION, of the Financial Advisory Agreement between Hilltop Securities and the City of Liberty Hill, Texas dated June 2016. **Motion passed on vote of 3 AYES, 0 NAYS, 0 ABSTENTIONS**

Discuss and Take Action on a Financial Services Advisory Agreement between Specialized Public Finance Inc. and the City of Liberty Hill for services as Financial Advisor for the City. **Outcome:** Michel Sorrell – Finance Director introduced Dan Wegmiller, Managing Director of the Austin division of Specialized Public Finance Inc, and stated that he / the company are very familiar with PIDs, TIRZs, and other municipal funding tools and sources. On motion by Wendell McLeod and second by Liz Rundzieher, Council approved the engagement of Specialized Public Finance Inc. to perform financial advisory services for the City. **Motion passed on vote of 3 AYES, 0 NAYS, 0 ABSTENTIONS**

- **Discussed and Considered color selection by City Council for determining paint color on the elevated storage tank at Well Site #1.** **Outcome:** Wayne Bonnet – Director of Public Works presented to Council the color selection sheets for their approval. He explained that purple denotes re-used water, and a lighter color tends to not fade as quickly as darker colors. Discussion included suggestions of silver, Dune Tan, White Lotus, and Bamboo. **Outcome:** On motion by Wendell McLeod and second by Liz Branigan, Council selected Confederate Gray as the paint color on the elevated storage tank at Well Site #1. **Motion passed on vote of 3 AYES, 0 NAYS, AND 0 ABSTENTIONS**

Discuss and Consider approval of the Butler Farms Annexation and Development Agreement by and between the City of Liberty Hill, Texas, a Texas Type A – General Law City, and Butler Family Partnership, Ltd. **Outcome:** Laura Mueller – Bojorquez Law Firm presented to Council the options to either postpone or approve with any changes the proposal. Greg Boatright –

City of Liberty Hill City Administrator provided an overview of the Agreement, reminding Council that they previously approved a draft of the Butler Farms Annexation and Development Agreement with the contingency that it would be brought back to Council when finalized. Mr. Boatright explained that there were five (5) items that the City and the Developer were negotiating on, four (4) of which have been agreed upon. The fifth involves the type of offering this would be: public offer, private placement, or limited offer. After discussion, motion by Wendell McLeod and second by Liz Branigan was made to approve the Butler Farms Annexation and Development Agreement by and between the City of Liberty Hill, Texas, a Type A – General Law City, and the Butler Family Partnership, Ltd. pending Bond Council’s recommendation on public offering with or without traveling letter. **Motion passed on a vote of 3 AYES, 0 NAYS, AND 0 ABSTENTIONS**

Discuss and Consider approval of the Estates of Liberty Hill Manufactured Housing Community Annexation & Development Agreement by and between the City of Liberty Hill, Texas, a Texas Type A General Law City and the Estates of Liberty Hill Manufactured Housing Community located on Highway 183. Outcome: Greg Boatright - City Administrator presented to Council, explaining that this mobile home park situated on the corner of Hwy. 29 and Hwy 183 contains around 90 units currently on private sewage facility. An investor purchased the property and has negotiated with the City to provide sewage services. This would enable the developer to double the number of current units. The developer will bear \$358,000 of the improvements costs and receive credit for existing LUEs. With Phase 2 of this project, the developer will pay LUEs. Properties to the north of the mobile home park want to tie into the new line and will pay reservation fees to do so. This will help expand services to the north. These property owners will be annexed to Liberty Hill with this agreement. Mr. Boatright explained that this is a rental community. Customers rent the space and bring in their own mobile home. On motion from Liz Branigan and second by Liz Rundzieher, Council approved the Estates of Liberty Hill Manufactured Housing Community Annexation and Development Agreement by and between the City of Liberty Hill, Texas, a Texas Type A General Law City and the Estates of Liberty Hill Manufactured Housing Community located on Highway 183. **Motion passed on a vote of 3 AYES, 0 NAYS, AND 0 ABSTENTIONS**

Discussed and Considered Action regarding the adoption of a formal purchasing policy for the City of Liberty Hill. Outcome: Michel Sorrell – Finance Director provided an overview of the policy, stating that this is one of several policies she will be bringing to Council, part of the process of working with state and federal agencies, as well as with auditors. Ms. Sorrell said that the City will follow specific steps for procurement and that this is a “living breathing document”. On motion by Wendell McLeod and second by Liz Branigan, Council approved the formal purchasing policy for the City of Liberty Hill. **Motion passed on a vote of 3 AYES, 0 NAYS, AND 0 ABSTENTIONS**

Discuss Coalition Against Bigger Trucks, a National non-profit organization opposed to increases in commercial truck weight, since there is an active movement to increase weight / length of large trucks; providing for a statement from City Council in support of Coalition Against Bigger Trucks with statement to Texas Municipal League and National League of Cities. Outcome: Rick Hall – Mayor and Maverick Campbell – Police Chief presented explaining that in partnership with TML and the League of Cities, the City would sign online in opposition to increases in commercial truck weight. On motion by Liz Branigan and second by Liz Rundzieher,

Council supports provision of a statement from City Council in support of Coalition Against Bigger Trucks with statement to Texas Municipal League and National League of Cities. **Motion passed on vote of 3 AYES, 0 NAYS, AND 0 ABSTENTIONS**

CONVENE - EXECUTIVE SESSION

The City Council of Liberty Hill convened to Executive Session at 8:09 PM for Consultation with Legal Counsel pursuant to Texas Government Codes as follows: Code §551.071 – Consultation with Attorney and Code §551.072 – Deliberations about Real Property; and Section 551.074 - Personnel Matters. Council will entertain discussion and receive legal advice related to the matter referenced below. No action will be taken in Executive Session.

- Deliberation about real property (possible acquisition and improvements) located in the Downtown Area of Liberty Hill (Texas Government Code §551.072 – Deliberations about Real Property).
- This item was moved to Executive Session. Discussed and Considered change and amendment of Employment Contract for Chief Maverick Campbell; providing for Chief Campbell to report directly to City Administrator – Greg Boatright effective immediately (Texas Government Code §551.074 - Personnel Matters).

RECONVENE - REGULAR SESSION

The City Council of Liberty Hill reconvened at 8:45 PM to Regular Session following Consultation with Legal Counsel to consider the following:

- Considered real property (possible acquisition and improvements) located in the Downtown Area of Liberty Hill (Texas Government Code §551.072 – Deliberations about Real Property). Outcome: No Action.
- Discussed and Considered change and amendment of Employment Contract for Chief Maverick Campbell; providing for Chief Campbell to report directly to City Administrator – Greg Boatright effective immediately (Texas Government Code §551.074 - Personnel Matters). Outcome: On motion by Wendell McLeod and second by Liz Rundzieher Council postponed this item until the next City Council meeting, set for June 11, 2018. **Motion passed on vote of 3 AYES, 0 NAYS, AND 0 ABSTENTIONS**

ADJOURNMENT

On motion by Liz Rundzieher and second by Liz Branigan the meeting was adjourned at 8:48 PM. Outcome: **Motion passed on vote of 3 AYES; 0 NAYS; 0 ABSTENTIONS**

PASSED & APPROVED on the 11th day of JUNE, 2018 by the City Council of Liberty Hill on vote of 5 AYES; 0 NAYS; 0 ABSTENTIONS.

/s/ Rick Hall
MAYOR

/s/ Barbara Zwernemann
CITY SECRETARY

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