



CITY COUNCIL REGULAR MEETING  
MONDAY – FEBRUARY 8, 2021 – 6:30 PM  
MINUTES

Liz Branigan	Kathy Canady
Liz Rundzieher	Gram Lankford
Steve McIntosh	Tony DeYoung

**CALL TO ORDER**

Mayor Liz Branigan called the meeting to order at 6:30 PM. Quorum was established with all Councilmembers present. Invocation was given followed by the Pledge of Allegiance and Texas Pledge.

**NOTICE OF PUBLIC HEARING**

Mayor Liz Branigan opened the Public Hearing at 6:31 PM stating:

Notice is hereby given that the City of Liberty Hill has been asked to review and approve the following application(s), to wit:

A request for a Zone Map amendment from the Agriculture (AG) zoning classification to the Light Industrial (I1) zoning classification on the following property:

Lots 10 and 11, Barmoor Inc Section 2 Addition; specifically located at 137 and 141 Jonathan Drive, generally located at the north terminus of Jonathan Drive, north of West State Highway 29, identified as Assessor’s Parcels Number R-484160 and R-484161 and consisting of 2.00 acres.

In accordance with Section 211.006, Texas Local Government Code, a public hearing on this application will be conducted by the Planning and “Zoning Commission (Commission) on Tuesday, February 2, 2021 at 6:30 PM. The Commission will forward its recommendation to the City Council, who will conduct its own public hearing on the matter on Monday, February 8, 2020 at 6:30 PM and take final action. Both public hearings will take place at the Municipal Court Building, Council Chambers, 2801 RM 1869 in Liberty Hill, Texas.

David Stallworth, Senior Director of Planning presented to Council stating this is taking care of some “housekeeping” from a few years ago when the AG zoning was still in place. With this correction, the address will be able to operate as flex space. He stated Planning is working to remove nonconforming uses.

As there were no public comments on this matter, Mayor Branigan closed the Public Hearing at 6:35 PM.

#### PUBLIC COMMENTS

There were none.

#### PRESENTATION

Jeff Spicer, Vice President and Project Partner of Dominion addressed Council and provided an overview of the apartments Dominion wishes to build at 2334 US Hwy 183 with multifamily and senior care options. The affordable housing development gages their prices on salaries of firefighters, secretaries, etc. estimating an approximate \$40,000 annual income for these positions. The company is a 501C3 and provides free Wi-Fi. Their intent it to be long-term owners of the apartments, rather than selling them off. Councilmembers asked Mr. Spicer if he would also factor in the annual salaries of the many food service workers in Liberty Hill; he responded that they could do that.

#### CONSENT AGENDA

Kathy Canady asked if certain Regular Agenda items might be moved to Consent Agenda.

Following discussion, Kathy Canady motioned to move Regular Agenda items C, D, E, F, J, K and N to Consent Agenda. Motion was seconded by Tony DeYoung.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

On motion by Gram Lankford and second by Tony DeYoung, Council approved moving Consent Agenda item G to Regular Agenda.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

- Discussion and final action regarding the 119 Holmes Road Site Development / Stormwater Plan, on the following property: a +/-1.274-acre property being Lot 4, Cimarron Business Park, Liberty Hill, Williamson County, Texas that is specifically located at 119 Holmes Road, generally located along the west side of Holmes Road, north of State Highway 29 inside the city's limits, and identified as Assessor's Parcel Number R-472193.
- Discussion and final action regarding The Grove Church Site Development / Stormwater Plan, on the following property: a +/-8.763-acre property being Lot 3, Block A, Santa Rita Northwest Ph-1 Addition, Williamson County, Texas that is specifically located at 23911 Ronald W. Reagan Boulevard, generally located along the west side of Ronald W. Reagan Boulevard, south of County Road 258 within the city's extra-territorial jurisdiction (ETJ) and identified as Assessor's Parcel Number R-583462.
- Discussion and final action regarding the O'Reilly Auto Parts Site Development / Stormwater Plan, on the following property: a +/-2.124-acre property being Lots 1 and 2, Highway 29 Business Plaza Addition; specifically located at 80 Independence Drive, generally located at the northeast corner of Independence Drive and West State Highway 29 inside the City's limits and identified as Assessor's Parcels Number R-481300 and R-481299.
- Discuss and consider action to approve Council Workshop minutes of January 25, 2021.

- Discuss and consider action to approve minutes of regular Council meeting of January 25, 2021.
- Discuss and consider authorizing the City Administrator to negotiate and execute an annual uniform rental and service agreement with Unifirst, Inc. to provide uniforms and janitorial supplies and services to the Public Works Department.
- Review and record Summary of Investment Portfolio for the City of Liberty Hill for the time period beginning July 2, 2020 and ending September 30, 2020.
- Review and record Summary of Investment Portfolio for the City of Liberty Hill for the time period beginning October 1, 2020 and ending December 31, 2020.
- Consideration and possible action to authorize the City Administrator to negotiate and execute an amendment to the Solid Waste Disposal Agreement with Al Clawson Disposal, Inc.
- Discuss and consider authorizing the City Administrator to execute a GovQA Master Services Agreement in an amount not to exceed \$4,000.
- Discuss and consider action to approve an ordinance making a Zone Map Amendment from the Agriculture (AG) zoning classification to the Light Industrial (I-1) zoning classification on the following property: Lots 10 and 11, Barmor Inc Section 2 Addition; specifically located at 137 and 141 Jonathan Drive, generally located at the north terminus of Jonathan Drive, north of West State Highway 29, identified as Assessor's Parcels Number R-484160 and R- 484161 and consisting of 2.00 acres. Presented by David Stallworth, Senior Director of Planning.
- Discussion and final action regarding the 137 and 141 Jonathan Drive Site Development / Stormwater Plan, on the following property: a +/-2.00-acre property being Lots 10 and 11, Barmor Inc Section 2 Addition; specifically located at 137 and 141 Jonathan Drive, generally located at the north terminus of Jonathan Drive, north of West State Highway 29 inside the City's limits and identified as Assessor's Parcels Number R-484160 and R-484161.
- Discussion, consideration, and possible action to award the bid for Graphic Design Services.
- Discuss and consider action to approve a sponsorship of Annual Williamson County Cowboy Rodeo by the City of Liberty Hill in an amount not to exceed \$20,000.
- Discuss and consider authorizing the City Administrator to execute grant proposal to obtain rifle plates for ballistics vests for the Liberty Hill Police Department.
- Consideration and possible action to approve a Resolution authorizing the City Administrator to execute the grant application with the Office of the Governor, Criminal Justice Program for a canine police cruiser, and the purchase of a police dog.
- Discuss and consider a Resolution authorizing a grant to the Williamson County Children's Advocacy Center in the amount of \$5,000.00.

Kathy Canady made a motion, seconded by Tony DeYoung, to approve the Consent Agenda. Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Kathy Canady then made a motion, seconded by Liz Rundzieher, to recess into Executive Session. Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

## EXECUTIVE SESSION

Mayor Liz Branigan convened Council into Executive Session at 6:45 PM for discussion of the following items pursuant to Texas Government Code Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations about Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), and Section 551.087 (Development).

### Section 551.071 Consultation with Attorney

Consultation with Attorney to seek legal advice regarding pending or contemplated litigation, a settlement offer, or a matter on which the City Attorney has a duty to advise the City Council, including posted agenda items.

- Threatened Clean Water Act lawsuit
- Special prosecutor
- Butler Farms PID and Development Agreement update

### Section 551.074 Personnel Matters

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Attorney.

Council recessed at 8:33 PM and reconvened to Executive Session at 8:41 PM.

## RECONVENE TO REGULAR SESSION

Council reconvened to Regular Session at 9:50 PM for deliberation of the following items pursuant to Texas Government Code Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations about Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberation about Security Devices), and Section 551.087 (Development).

### Section 551.071 Consultation with Attorney

Consultation with Attorney to seek legal advice regarding pending or contemplated litigation, a settlement offer, or a matter on which the City Attorney has a duty to advise the City Council, including posted agenda items.

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### Section 551.074 Personnel Matters

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Attorney.

No action was taken.

## REGULAR AGENDA

**Discuss and consider authorizing the City Administrator to negotiate and execute an agreement with Fleet Maintenance of Texas to provide service and maintenance for the City's lift station and other generators in an annual amount not to exceed \$49,999.**

Lacie Hale, City Administrator addressed Council stating this request is for generators at the lift stations for service including three quarterly inspections with one complete overall. The funds will come from the wastewater budget. Gram Lankford, Councilmember asked if the City will eventually have the manpower to do this themselves; Ms. Hale responded that that could happen, but the generators will still require periodic inspections and maintenance.

On motion by Tony DeYoung and second by Kathy Canady, Council authorized the City Administrator to negotiate and execute an agreement with Fleet Maintenance of Texas to provide service and maintenance for the City's lift station and other generators in an annual amount not to exceed \$49,999.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discuss and consider action to approve Change Order No. 1 from Steger Bizzell, Engineer, for Peabody General Contractors related to the Butler Pump Station in an amount not to exceed \$11,350.00.**

Curtis Steger, Steger Bizzell addressed Council stating this item is a compilation of proposed changes including paint and tie deletion and addition with an increase to the contract of \$11,350. On motion by Tony DeYoung and second by Kathy Canady, Council approved Change Order No. 1 from Steger Bizzell, Engineer, for Peabody General Contractors related to the Butler Pump Station in an amount not to exceed \$11,350.00.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discuss and consider action related to upsizing of the water main along Highway 29 from 16" to 24".**

On motion by Kathy Canady and second by Tony DeYoung, Council postponed this item.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Update with discussion and possible action on Sculpture Festival.**

Katie Amsler, Communications Manager addressed Council stating she and Lacie Hale discussed the Sculpture Festival with the Foundation Board. The Board has decided that it is best not to have the festival this year with the hope to tie its festival onto future City events.

Discuss and consider directing the Communications Manager to keep, modify, or cancel Whimsy & Wonder set for May 15, 2021 due to COVID concerns.

Katie Amsler requested Council's guidance on the festival.

Following discussion, Tony DeYoung made a motion, seconded by Gram Lankford, authorizing the Communications Manager to move forward with a modified version of Whimsy and Wonder.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Update and discussion of Fiscal Year 2021-2022 festival schedule for City of Liberty Hill.**

Ms. Amsler included in Council's packet the following recommendation:

- Christmas Festival – December 11, 2021

- Liberty Hill Festival – March 5, 2022
- Whimsy & Wonder – May 14, 2022
- Independence Day Spectacular – July 3, 2022

She stated that she wanted to add back a Liberty Hill Festival that she hopes to draw in more community involvement with. She would like it to be at Foundation Park.

**Discuss and consider action regarding setting policy on the Impact Fee Account.**

Becky Wilkins, City Treasurer stated she is working to complete the Impact Fee Investment Policy using the wastewater fee study. It will need to mesh with the CIP plan. There is no historical data on how this has been handled in the past. She will need to calculate and plan for the future.

On motion by Tony DeYoung and second by Kathy Canady, Council postponed this item until the March 8, 2021 Council meeting when Ms. Wilkins should have a breakdown ready to present to Council.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

At 10:28 PM, Gram Lankford left the meeting and returned at 10:30 PM.

**Discuss and consider a Resolution amending authorized representatives for the TexPool Account.**

Becky Wilkins, City Treasurer addressed Council stating this will include the wastewater expansion. She will know soon what that bottom line number is.

On motion by Tony DeYoung and second by Liz Rundzieher, Council approved adding City Administrator Lacie Hale to the TexPool account.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discuss and consider action regarding trimming of trees in right-of-way.**

Lacie Hale, City Administrator brought forth to Council pricing she has researched. Outsourcing would involve a little over \$500 per tree. The City currently consults with an arborist who could be involved in this process as well.

Ms. Hale will do further research and come back to Council.

**No action was taken.**

**Consideration and possible action to approve a Resolution adopting an organization chart for the City of Liberty Hill.**

Lacie Hale, City Administrator addressed Council stating she looked at other cities for guidance for the chart. Kathy Canady stated she loves the chart, but the City Secretary position needs to be under the supervision of the Mayor and Council. Tony DeYoung agreed. Ms. Hale asked them about supervision from an operational standpoint and the response was that the City Secretary still needed to be placed under Mayor and Council.

Kathy Canady made a motion to approve the Resolution adopting the City of Liberty Hill Organizational Chart with amendment to move the City Secretary to the top tier and removing the Street Foreman position from the Public Works chart. Liz Rundzieher seconded the motion.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discuss and consider a City Council retreat.**

Lacie Hale, City Administrator addressed Council suggesting it might be time to start planning the retreat. She proposed an eight-hour Saturday retreat with professional facilitation for long range planning and dreams, vision, and mission policy.

Tony DeYoung and Gram Lankford suggested June following the election. It was requested that the first hour of the retreat concentrate on the Public Information Act and Open Meetings Act and meeting decorum. Gram Lankford stated he wants a platform conducive to open discussion.

At 10:54 PM Tony DeYoung left the meeting and returned at 10:57 PM.

**Consideration and possible action to authorize the City Administrator to negotiate and execute an agreement with Mundo & Associates for planning services.**

Lacie Hale, City Administrator presented stating this would be to provide additional support for Planning, assisting staff, and focusing on the comprehensive plan. Ms. Hale stated she feels very comfortable with this recommendation and the budget will be taken from the open Planner position. The cost is \$135/hour for three people.

Kathy Canady made a motion to approve with second by Liz Rundzieher. Tony DeYoung asked if this company also works on transportation plans. Ms. Hale stated that they do, but the City would need to send out a Request for Proposal to do this.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Consideration and possible action to approve an Ordinance of the City Council of Liberty Hill, Texas amending Chapter 1, Article 1.03, Division 2 of the Code of Ordinances related to Citizen Comments at public meetings.**

Kathy Canady stated she feels like comments need to pertain to the agenda. Tony DeYoung stated he feels like this is the citizens' time to talk to Council and Council is there to listen.

Gram Lankford stated he has a hard time wrapping his head around allowing citizens to say whatever they want to say without parameters. Some comments may be slanderous against staff, Mayor, and Council. He stated he does not want to make it a stage for someone to come and slander or attack someone's character. There was discussion of how to effectively allow comments and grievances.

On motion by Tony DeYoung and second by Liz Rundzieher, Council postponed this item for two weeks.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discuss and consider a proclamation designating a Coach Jeff Walker Day in honor and memory of the Liberty Hill ISD Coach and his contributions to the school district and city.**

Kathy Canady stated she believes it is important to recognize Coach Walker's contributions to the City. Gram Lankford stated he absolutely thinks this needs to happen. Council asked that Mr. Lankford and Ms. Canady work with the City Secretary and Communications Manager to produce a proclamation.

**Discuss and consider action regarding a “Your City” newsletter to Liberty Hill residents.**

Kathy Canady stated she would like to put a City newsletter into the water bills keeping the citizens aware of what the City is doing, maybe an occasional recipe, continued education on what Council is doing. Becky Wilkins, City Treasurer stated the bills are already going out and would just need the additional cost to produce a possible two-page insert. Around 1500 people would receive it. Would also be able to email the newsletter to those they have on file. Gram Lankford and Lacie Hale recommended a quarterly distribution. Ms. Hale stated they could also use the newsletter as an avenue to direct citizens to the social media platform.

**Discuss and consider 2020 Property Tax Revenue and Sales Tax Collections.**

Kathy Canady stated she had asked Becky Wilkins, City Treasurer to develop a report on this. Ms. Wilkins stated the sales tax is amazing, \$40-60,000 a month over last year. Ms. Wilkins stated she could look at cities the approximate size of Liberty Hill and see what their balances are and could possibly add this to the retreat agenda with a five-year plan on where Council wants to see the property tax go.

**Discuss and consider possible action regarding criteria to abstain from vote for Council, Mayor, and Boards and Commission members.**

Kathy Canady addressed the City Attorney asking if he has had a chance to come up with any information on this subject. Tad Cleaves, City Attorney stated that Council had wanted to know if there are requirements to force Councilmembers to vote. He stated there are none currently, but Council could adopt rules on this. Georgetown, for example, has a rule that you have to vote – as an ordinance. Liz Rundzieher stated she felt Council members should vote ‘no’ or ‘yes’ unless there is a conflict of interest.

Kathy Canady made a motion to direct the City Attorney to come up with rules on how Council handles abstaining and present back to Council the 2<sup>nd</sup> meeting in March. Tony DeYoung stated he thinks there should be rules but does not see councilmembers shirking their duty to vote, either.

On motion by Gram Lankford, Council directed the City Attorney to review other cities’ rules regarding abstaining and come back to Council with recommendations for them to review. Liz Rundzieher seconded the motion.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Update and discussion of open and closed Ordinance and Code Violations for the previous sixty (60) days.**

Lacie Hale reported that there are two code violations currently, one in municipal court and one with the Building Development Department. Those addresses are:

- 405 Loop 332: Livestock
- 3501 RR 1869: Livestock

**Discuss and consider eliminating the current transportation plan while directing the City Administrator to contact and negotiate with CAMPO to create a new transportation plan.**



Steve McIntosh, Councilmember stated about a year ago, the transportation plan was posted on the City website and showed an artery road through a neighborhood. Mr. McIntosh stated he was not recommending anyone; rather he wanted the transportation plan re-addressed. Lacie Hale stated that in a part of the RFQ, there is a transportation component in which CAMPO could be brought into it. Gram Lankford and Tony DeYoung agreed that the Senior Director of Planning needs to focus on the Comp Plan with Transportation Plan. No action was taken.

**Discussion of Fiscal year 2020-2021 budget line item: "City Events-Restricted".**

Tony DeYoung had asked this item to be on the agenda; however, after discussing with Finance, he no longer felt the need to discuss and withdrew the item.

**ITEMS FROM MAYOR AND COUNCIL**

- Liz Rundzieher stated she would like an update on Bailey Lane and CR 279 and the Loop
- Gram Lankford stated he would like an update on the Kronos system policy


**ADJOURNMENT**

On motion by Liz Rundzieher and second by Gram Lankford, Council was adjourned at 11:56 PM.



[seal]

  
Liz Branigan  
Mayor

  
Nancy Sawyer  
City Secretary