



CITY COUNCIL REGULAR MEETING MINUTES  
Wednesday, September 1, 2021 – 6:30 PM  
2801 Ranch Road 1869, Liberty Hill, Texas

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Liz Branigan, Mayor	Chris Pezold, Place 1
Kathy Canady, Place 2	Crystal Mancilla, Place 3
Tony DeYoung, Place 4 / Mayor Pro Tem	Angela Jones, Place 5

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#### CALL TO ORDER

The meeting was called to order by Mayor Liz Branigan at 6:30 PM. In attendance were Liz Branigan, Mayor; Chris Pezold; Kathy Canady; Crystal Mancilla; Tony DeYoung; and Angela Jones. Quorum was established. Reverend Kevin Alexander offered the invocation. Pledges were recited.

#### EXECUTIVE SESSION

City Council was convened to Executive Session at 6:32 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 (Economic 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.

- Update to Council on Bojorquez Law Firm as related to legal services for the City of Liberty Hill. Requested by Angela Jones.

##### Section 551.076 Deliberations about Security Devices

##### Section 551.074 Personnel

- Discussion and possible action related to IT Department.

##### Section 551.072 Deliberation about Real Property

- Discuss Resolution 21-R-09.01-01 determining a public need and necessity for the acquisition of certain property and authorizing the City's attorney to file proceedings in

eminent domain to acquire said property interests.

**No action was taken during Executive Session.**

#### RECONVENE TO REGULAR SESSION

City Council was reconvened to Regular Session at 7:09 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 (Deliberations about Security Devices), and Section 551.087 (Economic Development).

#### Section 551.071 Consultation with Attorney

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#### Section 551.076 Deliberations about Security Devices

#### Section 551.074 Personnel

- Discussion and possible action related to IT Department.

#### Section 551.072 Deliberation about Real Property

- Discuss Resolution 21-R-09.01-01 determining a public need and necessity for the acquisition of certain property and authorizing the City's attorney to file proceedings in eminent domain to acquire said property interests.

**No action was taken upon return to Regular Session.**

#### CONSENT AGENDA

On motion by Kathy Canady and second by Angela Jones, Council approved Consent Agenda items:

- Acceptance of July 2021 Departmental Reports submitted to Council on August 25, 2021.

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

#### CITY ADMINISTRATOR'S REPORT ON OPERATIONS AND UPCOMING EVENTS

Lacie Hale, City Administrator provided the following updates:

- Joe with The Management Connection did not charge anything for the Council retreat on July 28.
- Cost for Community Center will be \$7500 to pay what is owed and postpone any further construction.
- The City is looking at possibly outsourcing mowing. An RFP will be brought to Council.
- The Suez WWTP expansion will begin on September 8 and is expected to take 45-60 days.

- Water restrictions are still at Phase 2. Staff is working to find additional partnerships including well sites, increasing capacity for current infrastructure.
- Ms. Hale met with the Planning and Zoning subcommittee of Jon Mathiasen and Diane Williams to review possible updates to the Comprehensive Plan.
- Joey Wray, Code Enforcement and Katie Amsler, Communications Manager are working on additional compliance and are cultivating a group of volunteers to assist with those who are unable to work on compliance themselves.

## REGULAR AGENDA

UPDATE, CONSIDERATION, AND ACTION ON PROJECT PLANS FOR THE ROUNDABOUT.

Mike O'Neal, Steger Bizzell stated they have established an estimated summary of costs. Previous constructions costs are not included. He discussed the options.

DISCUSSION AND POSSIBLE ACTION OF CURRENT MAINTENANCE OF RIGHT-OF-WAY AND PROCEDURES, AND WAYS TO COMMUNICATE THAT TO CITIZENS.

There was discussion of mowing rights of way, discussion of water restrictions as related to rights of way and easements, and the newly formed Grass & Roots volunteer group that could help out with the elderly or infirm.

CONSIDERATION AND POSSIBLE ACTION TO SET THE DATE, TIME, AND PLACE FOR A PUBLIC HEARING AND ADOPTION OF THE TAX RATE.

Misti Hancock, Interim Finance Director started that the date needs to be adjusted. The hearing needs to be within seven (7) days of the tax vote.

On motion by Tony DeYoung and second by Kathy Canady, Council set 5:30 PM on September 22, 2021 at the Municipal Court Building for the Public Hearing and adoption of the tax rate.

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

CONSIDERATION AND POSSIBLE ACTION TO SET THE DATE, TIME, AND PLACE FOR A PUBLIC HEARING ON THE CITY OF LIBERTY HILL'S FISCAL YEAR 2021-2022 BUDGET.

On motion by Kathy Canady and second by Tony DeYoung, Council set 5:30 PM on September 22, 2021 at the Municipal Court Building for a Public Hearing on the City of Liberty Hill's Fiscal Year 2021-2022 Budget.

Following the motion, Council discussed an upcoming full budget workshop and the ability to provide an amended budget in FY 2021-2022 following completion of the 2020 audit.

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

PRESENTATION AND CONSIDERATION OF THE SALARY SURVEY AUTHORIZED BY CITY COUNCIL IN 2021.

Lacie Hale, City Administrator presented stating the intent was to bring all employees to within 90% of market rate as shown in the salary survey. The cost estimate to do this would be around \$40,000. Kathy Canady asked if this could be passed after the audit is complete and after the end of this fiscal year. Ms. Hale affirmed it could be.

Angela Jones stated she would like it to be put in the new budget for hiring of a human resources director. She stated she would like to address the police department immediately but put a freeze on those who are over 100%.

CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION ADOPTING A RATE REVIEW MECHANISM TARIFF WITH ATMOS ENERGY.

Lacie Hale, City Administrator addressed Council stating this has been before Council several times in the last few months. Legal stated the steering committee is negotiable and the hope is to resolve the rate tariff soon. Council does not have to take action; rates will go into effect based on operation of law. The City is limited in its options. Legal's opinion is that Council could vote to approve, or not. If you do approve, it provides the possibility to be on the committee.

On motion by Kathy Canady and second by Tony DeYoung, Council approved Resolution 21-R-9.01-02 adopting a Rate Review Mechanisms tariff with Atmos Energy.

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

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE CITY OF LIBERTY HILL TO ISSUE A REQUEST FOR PROPOSALS FOR WATER AND WASTEWATER TREATMENT CHEMICALS.

Lacie Hale introduced David Thomason, Wastewater Superintendent. He explained the lab is required to meet compliance for the permit issued by TCEQ. An RFP is a standard practice to review bids and choose the best value for the City. Council discussed and asked that the request for proposals be published in not just the local newspaper but in surrounding towns as well.

On motion by Chris Pezold and second by Tony DeYoung, Council approve issuance of an RFP for water and wastewater treatment chemicals.

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

DISCUSS AND CONSIDER AN ORDINANCE OF THE CITY COUNCIL OF LIBERTY HILL, TEXAS AFFIRMING THE PRIOR PASSAGE OF UNSIGNED ORDINANCES FROM THE CALENDAR YEAR 2016.

Nancy Sawyer, City Secretary addressed Council explaining the process that has been utilized to locate ordinances toward the goal of codification.

On motion by Kathy Canady and second by Tony DeYoung, Council approved Ordinance 21-O-09.01-03 affirming the prior passage of unsigned ordinances from the calendar year 2015.

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

CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CREATION OF AN ORDINANCE OF THE CITY COUNCIL OF LIBERTY HILL, TEXAS, AMENDING CHAPTER 1, ARTICLE 1.03, OF THE CODE OF ORDINANCES TO UPDATE AGENDA PROCEDURES TO ALLOW FOR AGENDA ITEM SUBMITTAL UNTIL NOON ON THE THURSDAY PRIOR TO EACH MEETING.

Nancy Sawyer, City Secretary addressed Council stating with Council's decision to move Council meetings to Wednesdays, she felt the deadline for submittal of items should be moved to Thursday at noon the week prior to meetings.

Angela Jones stated she felt the procedural expectation would also be to have supporting documentation in the packets that are delivered on Fridays.

On motion by Kathy Canady and second by Crystal Mancilla, Council approved creation of an Ordinance of the City Council of Liberty Hill, Texas, amending Chapter 1, Article 1.03, of the Code of Ordinances to update agenda procedures to allow for agenda item submittal until noon on the Thursday prior to each meeting.

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

CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CREATION OF AN ORDINANCE OF THE CITY COUNCIL OF LIBERTY HILL, TEXAS, AMENDING CHAPTER 1, ARTICLE 1.03, DIVISION 2 OF THE CODE OF ORDINANCES TO UPDATE TO ALLOW FOR ACTION TO BE TAKEN AT WORKSHOPS AND SPECIAL MEETINGS.

Nancy Sawyer, City Secretary addressed Council stating there are times that action might need to be taken at workshops and, currently, the Code of Ordinances does not allow for that.

On motion by Crystal Mancilla and second by Kathy Canady, Council authorized creation of an Ordinance of the City Council of Liberty Hill, Texas, amending Chapter 1, Article 1.03, Division 2 of the Code of Ordinances to update to allow for action to be taken at workshops and special meetings.

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

UPDATE ON LIBERTY HILL'S VOLUNTEER COALITION, GRASS & ROOTS, THAT WILL CONNECT LOCAL VOLUNTEERS WITH RESIDENTS IN NEED OF HELP TO REMEDY CODE VIOLATIONS.

Katie Amsler, Communications Manager addressed Council stating Joey Wray, Code Enforcement had requested her help to form this volunteer initiative. Ms. Amsler stated she reached out the Community Resource Center and 28 community members. Fourteen (14) showed up to the brainstorming session. On one of the fall cleanup days, the group wants to assist with a couple of residences in need of compliancy efforts whose owners are unable to do this on their own.

## EXECUTIVE SESSION

City Council was convened to Executive Session at 9:30 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 (Economic Development).

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**No action was taken during Executive Session.**

**RECONVENE TO REGULAR SESSION**

City Council was reconvened to Regular Session at 9:48 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 (Deliberations about Security Devices), and Section 551.087 (Economic Development).

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- Discuss Resolution 21-R-09.01-01 determining a public need and necessity for the acquisition of certain property and authorizing the City's attorney to file proceedings in eminent domain to acquire said property interests.

On motion by Tony DeYoung and second by Kathy Canady, Council authorized the use of the power of eminent domain to acquire a permanent waterline easement interest across 0.104 acre, and temporary construction easement interest across 0.208 acre, out of property owned by Junction Storage, LLC located at 400 US Hwy 183, and required for the construction of proposed wastewater system facility improvements.

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

**ADJOURNMENT**

On motion by Kathy Canady and second by Crysttaal Mancilla, Council was adjourned at 9:49 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 Monday, October 4, 2021 on vote of 5 ayes, 0 nays, and 0 abstentions.



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Liz Branigan  
Liz Branigan, Mayor

Nancy Sawyer  
Nancy Sawyer, City Secretary