



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, December 03, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, December 03, 2024, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Regular City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT:

Mayor Doug Svien
Council Member LeAnn Durfey
Council Member Gerald Cook
Council Member Lon Reisman
Council Member Maddie Smith
Council Member Brandon Greenhaw
Council Member Alan Nix

COUNCIL ABSENT:

Council Member Dean Parr
Council Member David Baskett

OTHERS ATTENDING:

Jason King, City Manager
Randy Thomas, City Attorney
Sarah Lockenour, City Secretary

CALL TO ORDER

Mayor Svien called the Regular Meeting to order at 5:30 PM.

PLEDGES OF ALLEGIANCE

Council Member LeAnn Durfey led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Curt Plaxco with the Stephenville Ministerial Alliance voiced the invocation.

PRESENTATIONS AND RECOGNITIONS

Texas Health Harris Methodist Hospital Presentation

Claudia Eisenmann, President of the Stephenville Texas Health Harris Methodist Hospital, gave a presentation over the growth and changes at the local hospital.

Presentation of Downtown Sculpture Project

Rachel Brister, owner of Un1Ty presented the 'Boot with the Spur' Project. This project will help Stephenville celebrate its rich western heritage by displaying a boot statue downtown.

CITIZENS GENERAL DISCUSSION

No one addressed Council at this time.

REGULAR AGENDA

1. Consider Approval of Replacement Server for City Hall

IT Manager James Wiley presented this item to the Council.

The current City Hall server cluster is 6 years old and is no longer supported by Dell extended service. Additionally, the storage space has been expanded to maximum and will likely run out before the end of the current fiscal year. Purchase new Dell server equipment to replace the ageing server that is nearing the end of life. The replacement Dell server will cost \$71,092.78 and is slightly less than what was budgeted for this year.

MOTION by Maddie Smith, second by Lonny Reisman, to approve the replacement server for City Hall as presented. MOTION CARRIED unanimously.

2. **Recess to TIRZ Board Meeting**

This item was pulled by Mayor Svien.

3. **Reconvene to Regular City Council Meeting**

4. **PUBLIC HEARING**

PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS TO CONSIDER THE ADVISABILITY OF THE CREATION OF REINVESTMENT ZONE NUMBER THREE, CITY OF STEPHENVILLE, TEXAS FOR TAX INCREMENT FINANCING PURPOSES PURSUANT TO CHAPTER 311, TEXAS TAX CODE

David Pettit, with David Pettit Economic Development, presented the Tax Increment Financing Reinvestment Zone Number Three.

Mayor Svien opened the Public Hearing at 6:17:01 PM.

No one spoke in favor or opposing the item.

Mayor Svien closed the Public Hearing at 6:17:15 PM.

5. **Consider Approval of Ordinance Pursuant to Chapter 311 of the Texas Tax Code, Creating Tax Increment Financing Reinvestment Zone Number Three, City of Stephenville, Texas**

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Ordinance No. 2024-O-35 creating Tax Increment Financing Reinvestment Zone Number Three. MOTION CARRIED with 5 votes in favor and 1 vote against.

6. **Consider Award of the 2024-2025 On-Call Public Works Construction Items Contract**

Public Works Director Nick Williams presented this item to the Council.

The city has awarded similar on-call contracts since 2017. The initial term of the proposed contract expires on September 30, 2025, and provides for two successive one-year renewals, upon mutual agreement of both parties.

The city advertised on October 24th and October 31st and opened bids on November 12, 2024. Three vendors provided prices for the various line-item bids: Cruz Hernandez Concrete Construction, Westhill Construction, Inc., and Sullivan Contracting, Inc.

The proposed contract provides on-call construction services for pavement repair and maintenance projects in a time efficient manner by pre-bidding individual line items such as demolition, sidewalk, and curb ramps.

The on-call contract locks in pricing from bidders and works as a flexible tool for the city to construct projects that provide the best value for the city. All items on the bid schedule that received a bid are considered awarded to the respective bidders at the prices bid. The city assembles projects with the lowest overall cost and best value and then issues project-specific Work Directives to the individual contractors. Contractors retain the option to decline Work Directives if the requested work does not meet their schedule.

Public Works and Purchasing Department staff recommend the contract for the 2024-2025 On-Call Public Works Construction Items to be awarded to Cruz Hernandez, Westhill Construction, Inc., and Sullivan Contracting, Inc.

MOTION by Maddie Smith, second by Alan Nix, to award the 2024-2025 On-Call Public Works Construction Contract to Cruz Hernandez, Westhill Construction, Inc., and Sullivan Contracting, Inc. as presented. MOTION CARRIED unanimously.

7. Consider Award of Rec Hall Parking Lot Work Directive Through the On-Call Public Works Construction Items Contract

Public Works Director Nick Williams presented this item to the Council.

The city has been awarded similar work directives through on-call contracts since 2017. The 2024 On-Call Public Works Construction Items contract pricing from Cruz Hernandez Concrete Construction offers the lowest overall project cost and best value for the proposed improvements.

The proposed parking lot improvements include reinforced concrete pavement in front of the Rec Hall, with brick striping to delineate the parking stalls and crosswalk. The use of the historic Thurber brick will compliment the work on Long Street as well as save future maintenance of re-painting parking stripes.

Project funding for the \$38,950.00 cost is available in the adopted FY24-25 annual capital street maintenance budget.

Staff recommend award of the Rec Hall Parking Lot Improvements Work Directive to Cruz Hernandez Concrete Construction in the amount of \$38,950.00.

MOTION by Alan Nix, second by Lonni Reisman, to award the Rec Hall Parking Lot Improvements Work Directive to Cruz Hernandez Concrete Construction as presented. MOTION CARRIED unanimously.

8. Pastor Ed Dittfurth, Representing Cornerstone Church, is Requesting a Waiver of all Development Fees for the Expansion Project at 950 Glen Rose Road

Director of Development Services Steve Killen presented this item to the Council.

Cornerstone Church is requesting a full waiver in the amount of \$16,693.00 for the construction of a 7,000 square foot Activity Center and a 26,250 square foot Tabernacle with a dirt floor.

Any fee reduction will have a direct correlation on revenue collections for the General Fund/Development Services Department.

9. Consider Approval of Waiver of all Development Fees for the Expansion Project at 950 Glen Rose Road

MOTION by Lonn Reisman, second by LeAnn Durfey, to approve the fee waiver request for Cornerstone Church as presented. MOTION CARRIED unanimously.

DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, Chair

10. Development Services Committee Report from November 19, 2024

Committee Chair Gerald Cook presented the Development Services Committee Report from November 19, 2024.

As a continuation of discussion from June 18, 2024, Chairman Cook briefed the Committee on current permitted uses of the Retail and Commercial District which preclude automobile paint and body repairs shops as permitted use with the Retail and Commercial District. Staff presented the four options listed below and provided information found from other cities relating to the Conditional Use Permit process.

1. Consider categorizing all auto-related uses currently listed as “permitted uses” as “conditional uses.” With this approach, the Committee may review other, non-auto related “permitted uses” to soften uses within the B-2 district. Existing businesses would continue operation under the non-conforming use provision of the land-use regulations.
2. Make Auto Paint and Body Shop/Repair a conditional use within the B-2 district.
3. Take no immediate action with the understanding that these items may ultimately be addressed under the new Comprehensive Plan (if so adopted) and subsequently revised land-use regulations.
4. Take no action.

The Committee, by unanimous vote, directed staff to bring proposed revisions to Chapter 154 in relation to Conditional Use Permits in the B-2, Retail and Commercial District. This will be brought back to the Development Services Committee in January.

NOMINATIONS COMMITTEE

Maddie Smith, Chair

11. Consider Nominations for Citizen Boards and Commissions

Committee Chair Maddie Smith led the review of nominations for the Citizen Boards and Commissions as follows:

Airport Advisory Board

- Tracy Gifford, 1
- Shannon Truesdell, 3
- Colby Sims, 5
- Craig Parks, 7

Board of Adjustment

- JJ Conway, 1
- Mary Beach-McGuire, 5

Building Board

- Toby O’Neal, 1

- Danny Phillips, 3
- Brent Virgin, 5

Electrical Board

- Rod Rutledge, 1
- Scott Thompson, 3
- David Bragg, 5

Library Advisory Board

- Jennie Shafer, 1
- Katherine Quinnell, 5

Main Street Advisory Board

- Aimee Shouse, 3
- Jocelyn Perez, 5

Mechanical Board

- James Walker, 3

Planning and Zoning Commission

- Tyler Wright, 1
- Lisa LaTouche, 3
- Nick Robinson, 5

Plumbing Board

- Steven Forbus, 1
- Ed Weber, 3

Stephenville Type B Economic Development Authority

- Kelijon Nance, 3
- Metta Collier, 5
- Connie Wooley, new

Tourism and Visitors Bureau Advisory Board

- Belle Dowell, 3
- Terry Hardcastle, 5

Western Heritage Advisory Board

- Darla Doty, 1
- Kari Haile, 3
- Vanessa Halford, 5

Maddie Smith interviewed Connie Wooley for Place 2 of the Stephenville Type B Economic Authority.

MOTION by Maddie Smith, second by Alan Nix, to appoint Connie Wooley for Place 2 of the Stephenville Type B Economic Authority. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to reappoint all other positions for Citizen Boards and Commissions as presented. MOTION CARRIED unanimously.

PUBLIC HEALTH AND SAFETY COMMITTEE

Dean Parr, Chair

12. Public Health and Safety Committee Report from November 19, 2024

City Manager Jason King presented the Public Health and Safety Committee report from November 19, 2024.

Stephenville Police Department (SPD) Chief Dan M. Harris, Jr. presented the request to:

Change the current parking restrictions regarding West Long Street located in Code of Ordinances 75.02 – Schedule II to read:

Both sides from the intersection with Graham to its intersection with S. Lillian St.

Change the current parking restrictions regarding North Race Ave located in Code of Ordinances 75.02 – Schedule II to read:

West side, from its intersection with Tarleton to its intersection with Collins, all no parking.

East side, from its intersection with Tarleton to its intersection with Frey, all no parking.

A motion was made by Mr. David Baskett and seconded by Mrs. LeAnn Durfey to bring to the full council a positive recommendation for approval of these parking changes.

The committee voted unanimously to approve and submit the Code of Ordinance – Parking changes to the full council.

13. Consider Approval of Amending Sections 75.02 of the Code of Ordinances to Revise Schedule II. No Parking Zones

MOTION by Gerald Cook, second by Lonn Reisman, to approve Ordinance No. 2024-O-36 amending Sections 75.02 of the Code of Ordinances to Revise Schedule II. No Parking Zones as presented. MOTION CARRIED unanimously.

FINANCIAL REPORTS

Monica Harris, Director of Finance

14. Monthly Budget Report for the Period Ending October 31, 2024

Director of Finance Monica Harris presented the monthly budget report as follows:

In reviewing the financial statements ending October 31, 2024, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received \$437K in property taxes in the month of October, resulting in a \$104K increase over the funds collected last fiscal year to date. The amount collected is 6% of the \$7.3 million budget, which is \$62K less than anticipated.

Sales and Use Tax: We received \$834K in sales tax in October, resulting in \$71K or 8% less than the funds collected last fiscal year to date. The amount collected is 9% of the \$9.4 million budget, which is \$70K higher than anticipated.

Revenue (by fund): Of the \$3 million revenue received to date, 51% was received in the General Fund, 35% was received in the Water/Wastewater Fund, 6% was received in the Landfill Fund, 3% was received in the Storm Fund, and 2% in the Airport Fund.

Revenue (budget vs. actual): We received 8% of the total budgeted revenue through October, which is \$122K more than anticipated due to taxes, licenses and permits, fines and forfeitures, and other revenue.

Revenue (prior year comparison): We received \$140k more revenue through October than last fiscal year to date due to taxes, licenses and permits, and charges for services.

Expenditures (by fund): Of the \$3.5 million spent to date, 54% was expended in the General Fund, 40% was expended in the Water/Wastewater Fund, 2% was expended in the Landfill Fund, 2% was expended in the HOT Fund, 1% was expended in the Storm Fund, and 1% was expended in the Airport Fund.

Expenditures (budget vs. actual): We have expended 7% of the total budgeted expenditures through October, which is \$583k less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent \$2.6 million more on expenditure through October than last fiscal year to date due to capital outlay. Adjusting for the negative capital expenditure in October 2023, a result of year end accruals in September 2023, the actual variance is only \$1.4 million.

SEDA Revenue Comparison: SEDA has received an overall 9% of budgeted revenue through October, which is \$6K less than last fiscal year to date and \$3K more than anticipated due to taxes and Interest income.

SEDA Revenue Comparison: SEDA has spent an overall 7% of budgeted expenditures through October, which is \$56K more than last fiscal year to date due to grant disbursements and capital outlay and \$8K less than anticipated due to contractual and capital outlay.

CONSENT AGENDA

- 15. Consider Approval of Minutes from November 5, 2024**
- 16. Consider Approval of Minutes from November 19, 2024 - Special Meeting**
- 17. Consider Approval of Minutes from November 19, 2024 - Work Session**

MOTION by Brandon Greenhaw, second by Alan Nix, to approve the Consent Agenda items as presented. MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

Mayor Svien recessed the Regular City Council meeting at 6:58 PM and convened the Executive Session at 7:03 PM.

EXECUTIVE SESSION

In compliance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with

- 18. Section 551.074 *Personnel Matters* - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: City Secretary
- 19. Section 551.072 *Deliberation Regarding Real Property* - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in City Addition
- 20. Section 551.087. *Deliberation Regarding Economic Development Negotiations - Project Eagle*

Mayor Svien adjourned the Executive Session at 7:33 PM and reconvened the Regular City Council meeting at 7:35 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

Mayor Svien adjourned the meeting at 7:35 PM.

Note: The Stephenville City Council may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session allowed under Chapter 551, Texas Government Code.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary