



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, April 02, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, April 02, 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 Justin Haschke
Council Member Lonn Reisman
Council Member Bob Newby
Council Member Maddie Smith
Council Member David Baskettt
Council Member Brandon Greenhaw
Council Member Mark McClinton

COUNCIL ABSENT:

OTHERS ATTENDING:

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

CALL TO ORDER

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

PLEDGES OF ALLEGIANCE

Council Member Mark McClinton led the pledges to the flags of the United States and the State of Texas.

INVOCATION

John Barnes with Timber Ridge Church led the invocation.

CITIZENS GENERAL DISCUSSION

No discussion at this meeting.

PRESENTATIONS AND RECOGNITIONS

Proclamation Recognizing Zeta Phi Beta Sorority, Inc.

The Mayor read the following proclamation recognizing Zeta Phi Beta Sorority, Inc.

WHEREAS, *On February 25, 1994, Zeta Phi Beta Sorority, Inc. Sigma Omicron chapter became the first African American sorority to be chartered at Tarleton State University; and*

WHEREAS, *on February 25, 2024, Zeta Phi Beta Sorority, Inc. Sigma Omicron celebrated 30 years of Service, Scholarship, Sisterhood and Finer Womanhood of being on Tarleton's campus with uninterrupted service to the campus and Stephenville community. Over 70 members, who have become educators, social workers, professors, entrepreneurs and more, have been inducted since the chartering; and*

WHEREAS, *Over three decades of service, the Sigma Omicron chapter has donated to the Cross Timbers Family Crisis center, the March of Dimes, and recently gave a scholarship back to the students at Tarleton State. The chapter hosted the Southern Region of Zeta Phi Beta Sorority, Inc. Undergrad Leadership Retreat in the spring of 2012 which saw members of the sorority from both Texas and Louisiana together and contribute to the business revenue and donated again to the community. The chapter also hosted the annual Soul Night program which highlights black history and excellence including that of the university.*

WHEREAS, *Since that day in 1994, when five undergraduates decided to charter, Zeta Phi Beta Sorority, Inc. Sigma Omicron chapter continues to trailblaze paths on the campus of Tarleton State University.*

NOW THEREFORE, *I, Doug Svien, Mayor of the City of Stephenville, commemorate the 30th anniversary of Zeta Phi Beta Sorority, Inc. Sigma Omicron chapter at Tarleton State University and extend sincere best wishes to all those associated with this noteworthy organization for continued success in their good works.*

The proclamation was received by Zeta Phi Beta Sorority members and Tarleton State University staff: Nichole Jones, Co'Vasieya Jenkins, D'Asjia Johnson, Dr. Nathalie Jones, Talitha Davis, Ashli McDonald, Dr. Shenita Alsbrooks, Dr. Dana Fitzpatrick, and Michaela Dennis.

Proclamation for Stop the Silence

The Mayor read the following proclamation for Stop the Silence.

Whereas, *National Crime Victims' Rights Week was established in 1981 by President Ronald Reagan as part of an effort to bring attention and support to victims of crime and is being observed the week of April 21-27, 2024 with the theme of "How would you help? Options, services, and hope for crime survivors" to recognize victims of crime in the United States. National Crime Victims' Rights Week provides an opportunity to recommit to ensuring that accessible, appropriate, and trauma-informed services are offered to all victims of crime; and*

Whereas, *in 1983, April was designated National Child Abuse Prevention Month, and our community acknowledges that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment; and*

Whereas, *National Sexual Assault Awareness month was first nationally recognized in April 2001 as an effort to bring awareness about sexual assault and educate communities and individuals on prevention of sexual violence; and*

Whereas, our community has dedicated individuals and organizations who work daily to counter the problems and provide resources to victims of violent crimes, child abuse and neglect, and sexual assault; and

Whereas, since the passage of the Victims of Crime Act in 1984, and through the dedicated work of advocates, lawmakers, and victims service providers, there is a growing array of services and resources available to victims and their loved ones; and

Whereas, Stop the Silence has been created to combine awareness of these causes in Erath County.

NOW, THEREFORE, reaffirming this, the City of Stephenville, City of Dublin, Erath County and Tarleton State University commit to creating a victim service and criminal justice response that assists all victims of crimes throughout the year; and do hereby proclaim the week of April 21-27, 2024 as Crime Victims' Rights Week.

The proclamation was received by Laura Gambino with Cross Timbers Family Services.

REGULAR AGENDA

Consider Approval of Fee Waiver for Mural at 270 N. Belknap

Director of Development Services Steve Killen presented this item.

Ms. Beach is performing the work on the N. side of the building currently being operated at Luna Salon in collaboration with Keep Stephenville Beautiful and Tarleton State University. Keep Stephenville Beautiful is requesting a partial to full waiver of sign fee for the project totaling \$100.00.

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

Dr. Jill Burke addressed the Council on behalf of Keep Stephenville Beautiful regarding the fee waiver for this project.

MOTION by David Baskett, second by LeAnn Durfey, to approve the fee waiver for mural at 270 N. Belknap as presented. MOTION CARRIED unanimously.

RECESS TO TOURISM AND VISITORS BUREAU COMMITTEE MEETING

Mayor Svien recessed the Regular City Council meeting at 5:43 PM.

RECONVENE REGULAR CITY COUNCIL MEETING

Mayor Svien reconvened the Regular City Council meeting at 5:47 PM.

TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair

1. Stephenville's Lodging Performance Annual Report – 2023

Administrative Services Director, Darrell Brown, presented Stephenville's Lodging Performance Report for 2023 to Council. This report is composed of data information provided by Texas Hotel & Lodging Association's Source Strategies.

2. HOT Funds Application – Larry Joe Taylor's Texas Music Festival – Shuttles

Tourism and Visitors Bureau Committee Chair LeAnn Durfey presented this item.

Larry Joe Taylor's Texas Music Festival is requesting \$21,500 to help fund shuttles for tourists during the event taking place April 22-27, 2024. Tourism has \$15,000 budgeted as a line item for the festival.

The shuttle report from 2023 LJT Festival states that there was a total of 122 responses, with 85 guests needing transport to/from the festival with party sizes varying from 2-10 people. Passengers on the shuttles included ticketholders, sponsors and their clients, VIP guests, vendors, artists, and band bus drivers all staying in local hotels. Knowledge of the shuttle system was conveyed through newsletters, email, website listings, social media, etc. Shuttles will run Wednesday – Saturday from 12:30pm – 12:00am.

The estimated costs for 2023:

1. Viking Drivers: \$6,879 (added additional driver for Wednesday)
2. Van rental, Insurance and Tax: \$7,000
3. Hotels for drivers: \$1,200
4. Meals for drivers: \$400
5. Fuel for all 4 vans: \$3,000
6. Dispatch/Coordinator: \$500
7. Advertising Hotel Shuttle: \$2,500

An increase in shuttle transports is expected as more guests are aware of its purpose and availability during the event timeframe. LJT brings in over 45,000 visitors to Stephenville every year and is one of the leading economic and tourism events in the community.

The Tourism Advisory Board has a positive recommendation to Council for LJT's HOT Funds Application.

3. Consider Approval of LJT Shuttle HOT Funds Application

MOTION by Bob Newby, second by Maddie Smith, to approve the HOT Funds application of \$21,500.00 for Larry Joe Taylor's Texas Music Festival- Shuttles as presented. MOTION CARRIED unanimously with David Baskett abstaining.

FINANCE COMMITTEE

Justin Haschke, Chair

4. Finance Committee Report from March 19, 2024

Finance Committee Chair Justin Haschke presented the Finance Committee Report from March 19, 2024.

Budget Amendments totaling \$3,032,146 were presented and discussed.

The General Fund budget was increased by \$2,160,820, of which \$729,677 is related to the carryover of unspent prior year encumbrances and capital expenditures. In addition, \$1 million was added for the Combined Dispatch, which was previously included as a commitment to fund balance. The remaining \$431,143 is related to the following new expenditures:

- Public Safety Incentive Pay Increases - \$100,710

- Public Safety Salary Increases - \$225,863
- General Fund Non-Public Safety Salary Increases - \$67,115
- Purchase of eleven (11) defibrillators - \$24,965
- Unanticipated Building repairs - \$12,490

The Water and Wastewater Fund budget was decreased by \$338,084. The carryover of unspent prior year encumbrances and the adjustment to capital project expenditures netted a decrease of -\$432,864. New expenditures totaled \$94,780 as follows:

- Utility salary increases - \$42,514
- Wastewater Treatment Plant contractual services - \$52,266

The Landfill Fund budget was increased by \$70,155, of which \$59,649 is related to the carryover of unspent prior year encumbrances and capital expenditures. New expenditures totaled \$10,506 for salary increases.

The Airport Fund budget was increased \$7,370 for adjustment of the carryover of capital projects.

The Storm Water Drainage Fund budget was increased \$53,258 for unspent prior year encumbrances.

The HOT Fund budget was increased by \$1,889 for salary increases.

The Capital Projects Fund budget was increased by \$1,076,738 for the carryover of capital projects.

The motion was made and seconded to forward the budget amendments to the full Council with a positive recommendation for approval. The motion passed unanimously.

5. Consider Approval of Budget Amendments for Fiscal Year Ending September 30, 2024

MOTION by Justin Haschke, second by Mark McClinton, to approve Ordinance No. 2024-O-10 regarding budget amendments for fiscal year ending September 30, 2024, as presented. MOTION CARRIED unanimously.

FINANCIAL REPORTS

Monica Harris, Director of Finance

6. Monthly Budget Report for the Period Ending February 29, 2024

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

In reviewing the financial statements ending February 29, 2024, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received \$152K in property taxes in the month of February, resulting in a \$280K increase over the funds collected last fiscal year to date. The amount collected is 98% of the \$7.3 million budget, which is \$96K more than anticipated.

Sales and Use Tax: We received \$906K in sales tax in February, resulting in \$107K or 3% more than the funds collected last fiscal year to date. The amount collected is 45% of the \$9.4 million budget, which is \$360K higher than anticipated.

Revenue (by fund): Of the \$21.8 million revenue received to date, 61% was received in the General Fund, 24% was received in the Water/Wastewater Fund and 3% was received in the Landfill Fund.

Revenue (budget vs. actual): We received 56% of the total budgeted revenues through February, which is \$3.3 million more than anticipated due to taxes, building permits, intergovernmental, charges for services, and investment income.

Revenue (prior year comparison): We received \$740K more revenue through February than last fiscal year to date due to intergovernmental revenue related to capital projects.

Expenditures (by fund): Of the \$20.8 million spent to date, 38% was expended in the General Fund, 47% was expended in the Water/Wastewater Fund, 6% was expended in the Capital Projects Fund, and 2% was expended in the Landfill Fund.

Expenditures (budget vs. actual): We have expended 30% of the total budgeted expenditures through February, which is \$9.2 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent \$105K more in expenditures through February than last fiscal year to date due to personnel.

SEDA Revenue Comparison: SEDA has received an overall 48% of budgeted revenue through February, which is \$13K more than last fiscal year to date and \$55K more than anticipated due to taxes and interest income.

SEDA Expenditure Comparison: SEDA has spent an overall 13% of budgeted expenditures through February, which is \$112K less than last fiscal year to date due to contractual and grant disbursements and \$459K less than anticipated due to contractual, capital outlay and grant disbursements.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

SEDA Vice President, Ashleigh Feuerbacher presented updates on SEDA projects including Project Congo, Project Reload, Project Champ and Project Azure.

CONSENT AGENDA

- 7. Consider Approval of Minutes - City Council Work Session - March 5, 2024**
- 8. Consider Approval of Minutes - Regular City Council Meeting - March 5, 2024**
- 9. Consider Approval of Minutes - Special City Council Meeting - March 19, 2024**
- 10. Consider Approval of Expenditure for Motorola/Spillman CAD/RMS Annual Maintenance Cost**
- 11. Approve an Expenditure for 2023/2024 Patrol Unit Build Outs**

MOTION by Mark McClinton, second by David Baskett, to approve Consent Agenda items as listed.
MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

City Manager Jason King reminded everyone about the Eclipse occurring Monday, April 8, 2024.

COMMENTS BY COUNCIL MEMBERS

LeAnn Durfey – April 19 is the Tarleton State University Ring Ceremony

- Thank you to all who helped on the downtown/Main Street clean up event last weekend.
- Thank you to Keep Stephenville Beautiful for the new mural!

Lonn Reisman – Thank you to all who came out to support my retirement and the words of encouragement.

David Baskett – Congratulations to Zeta Phi Beta for their service.

- Thank you and congratulations to Captain Jeremy Lanier for his recent promotion to Captain.

Mark McClinton – Echo David’s congratulations to Captain Jeremy Lanier. Thank you for your service.

Mayor Svien recessed the Regular City Council Meeting at 6:06 PM and convened the Executive Session at 6:09 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

12. Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: **Local Health Authority**

13. Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit:

1. City Manager
2. City Attorney

Mayor Svien adjourned the Executive Session at 6:52 PM and reconvened the Regular City Council Meeting at 6:53 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

12. Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: **Local Health Authority**

MOTION by Mark McClinton, second by Justin Haschke, to reappoint Dr. Kelley Doggett to the position of Local Health Authority.

13. Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit:

1. City Manager
2. City Attorney

MOTION by Mark McClinton, second by Leann Durfey, to approve the City Attorney pay to \$130 per hour as discussed in Executive Session. MOTION CARRIED unanimously.

MOTION by Mark McClinton, second by Maddie Smith, to approve the City Manager position to \$160,500.00 and with the terms discussed in Executive Session. MOTION CARRIED unanimously.

ADJOURN

The Mayor adjourned the Regular City Council meeting at 6:54 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