



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, May 07, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, May 07, 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 Justin Haschke
Council Member Lon Reisman
Council Member Bob Newby
Council Member Maddie Smith
Council Member David Baskett
Council Member Brandon Greenhaw
Council Member Mark McClinton

COUNCIL ABSENT: Council Member LeAnn Durfey

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

CALL TO ORDER

Mayor Pro-Tem Mark McClinton called the Regular City Council Meeting to order at 5:30 PM.

PLEDGES OF ALLEGIANCE

Council Member Justin Haschke led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Worth Mays with Erath County Cowboy Church led the invocation.

CITIZENS GENERAL DISCUSSION

Bruce Delater, 1595 Glenwood Drive, addressed Council regarding Industrial Zoning.

REGULAR AGENDA

Consider Approval of Mural on City Owned Property

Amelia Finney, member of an 8th grade Girl Scout troop in Stephenville, presented a mural opportunity to be painted on the retaining wall on the Bosque River Trail.

MOTION by Justin Haschke, second by Mark McClinton, to approve the painting of the mural as presented. MOTION CARRIED unanimously.

Consider Approval of Resolution Renaming Harbin Drive

City Manager Jason King presented this item to City Council.

Tarleton State University President, Dr. James Hurley, submitted a request to rename Harbin Drive to University Drive.

MOTION by Justin Haschke, second by Mark McClinton, to approve Resolution 2024-R-07 renaming Harbin Drive to University Drive. MOTION CARRIED unanimously.

PUBLIC HEARING

The City Council of the City of Stephenville is Considering the Voluntary Annexation of a Property in Response to a Petition Requesting Annexation by Area Landowners for a Tract of Land, being 92.159 Acres in the Menefee Jarrett Survey, Abstract No. A0520 Located within the City's Extraterritorial Jurisdiction

Director of Development Services Steve Killen presented this item.

No one addressed the Council regarding this matter.

The Mayor opened a Public Hearing for the Voluntary Annexation at hand at 5:52 PM

No one addressed the Council regarding this matter.

The Public Hearing closed at 5:52 PM.

Consider Approval of Ordinance Annexing a 92.159 acre tract of land in the Jarrett Menefee Survey, Abstract No. A0520, located within the City's Extraterritorial Jurisdiction

MOTION by Mark McClinton, by Justin Haschke, to approve Ordinance No. 2024-O-11 as presented. MOTION CARRIED unanimously.

Consider Approval of Release of Pipeline Easement and 20 Foot Sanitary Sewer Easement in William Motley Survey, Abstract 515 of City of Stephenville, Erath County, Texas

MOTION by Mark McClinton, second by David Baskett, to approve the Release of the Pipeline Easement and 20 Foot Sanitary Sewer Easement in William Motley Survey, Abstract 515. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

1. CASE NO.: RZ2024-003

Applicant Chad Williams is Requesting a Rezone of Property Located at 1709 W. Groesbeck, Parcel R33605, being BLOCK 8, LOT 19 of the South Side Addition to the City of Stephenville, Erath County, Texas from Industrial (IND) to Single Family Residential District (R-1.5)

Director of Development Services Steve Killen presented this item.

The applicant is requesting a rezone to Single Family Residential (R-1.5) which will allow him to re-purpose the existing dwelling into a residential home. The property has current zoning of IND,

Industrial, with Future Land Use designated as Single family. The requested zoning to R-1.5 permits single-family homes to be built on lots with dimensions of 50x100. This parcel is roughly 55x150. Mr. Williams is proposing a 1,596-sf home.

The Planning and Zoning Commission convened on April 17, 2024, and by a unanimous vote, recommended the City Council approve the rezoning request.

2. PUBLIC HEARING

Case No.: RZ2024-003

The Mayor opened a Public Hearing for Case No. RZ2024-003 at 5:56 PM.

No one spoke in favor of the rezone.

Bruce Delater, 1595 Glenwood Drive, spoke regarding Industrial Zoning.

The Public Hearing closed at 5:57 PM.

3. Consider Approval of an Ordinance Rezoning the Property Located at 1709 W. Groesbeck, Parcel R33605, being BLOCK 8, LOT 19 of the SOUTH SIDE ADDITION to the City of Stephenville, Erath County, Texas from Industrial (IND) to Single Family Residential District (R-1.5)

MOTION by Justin Haschke, second by Bob Newby, to approve Ordinance No. 2024-O-12 Rezoning the Property Located at 1709 W. Groesbeck as presented.

TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair

4. Tourism and Visitors Bureau Committee Report from April 16, 2024

Tourism and Visitors Bureau Manager Michaela Bierman gave the Tourism & Visitors Bureau Committee Report from April 16, 2024.

HOT Funds Application – National Rambouillet Show & Sale

A representative of the National Rambouillet Show & Sale, Lee Munz, presented the HOT Funds Application to Council requesting \$5,000.

This event will take place June 17-22, 2024, at the Tarleton State University Animal Plant Science Center and APSC Arena. There is an expected attendance of 150 people from all over the country, all staying in local hotel establishments for 4-5 nights, and a room block of 30 rooms is reserved at the LaQuinta. If approved, the HOT Funds granted would be used to pay for the facility and advertising.

Councilwoman Durfey made the motion to forward the HOT Funds Application to full council with a positive recommendation. Passed unanimously.

HOT Funds Application – Stephenville Music Club

A representative of the Stephenville Music Club, Elaine Smith, presented the HOT Funds Application to Council requesting \$6,000.

This event will take place November 8-9, 2024, at the Stephenville Rec Hall and First Baptist Church. The expected attendance is 200, with about 10 people staying in local hotels. If approved, the HOT Funds granted would be used to fund musical talent, advertising, food for the event, etc.

Councilwoman Durfey made the motion to deny the HOT Funds request, Maddie Smith seconded. All in favor to move to Council with recommendation to deny request.

5. Consider Approval of National Rambouillet Show HOT Funds Application

MOTION by Mark McClinton, second by Brandon Greenhaw, to approve the HOT Funds Application in the amount of \$5000 as requested by the National Rambouillet Show & Sale. MOTION CARRIED unanimously.

6. Consider Approval of Stephenville Music Club's Joyful Noise Gospel Music Fest HOT Funds Application

MOTION by David Baskett, second by Bob Newby, to deny the HOT Funds Application submitted by the Stephenville Music Club's Joyful Noise Gospel Music Fest. MOTION CARRIED unanimously.

PARKS AND LEISURE SERVICES COMMITTEE

Lonn Reisman, Chair

7. Parks and Leisure Services Committee Report from April 16, 2024

Parks and Leisure Services Director Daron Trussell gave the Parks and Leisure Services Committee report from April 16, 2024.

The City Council Parks and Leisure Services Committee convened on April 16, 2024, and staff presented an agreement for architecture and design services from La Terra Studio for \$450,000.00 for the development of NYC Field 3.

MOTION by Lonn Reisman, second by David Baskett, to send a positive recommendation of the Landscape Architecture Agreement with La Terra Studio to full Council. MOTION CARRIED unanimously.

8. Consider Approval of Landscape Architecture Agreement with La Terra Studio

MOTION by Justin Haschke, second by Brandon Greenhaw, to approve the Landscape Architecture Agreement with La Terra Studio as presented. MOTION CARRIED unanimously.

PUBLIC WORKS COMMITTEE

Mark McClinton, Chair

9. Public Works Committee Report for April 16, 2024

Public Works Director Nick Williams gave the Public Works Committee Report for April 16, 2024.

Agenda Item 4: Review Professional Services Amendment for Landfill Limited Scope Permit Amendment

An amendment to the professional services agreement with Biggs and Mathews Environmental, Inc. was presented for the final portion of engineering services to amend the Stephenville Landfill's state permit and extend the life of the facility for over one million cubic feet of airspace. It was noted the professional services were anticipated, and the FY23-24 budget allocated \$50,000 specifically for this project.

Following discussion, a motion was made by Mr. Haschke, seconded by Mrs. Durfey, to forward a positive recommendation to the full council to approve the agreement amendment as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve the agreement amendment with Biggs and Mathews, Inc. as presented.

Agenda Item 5: Review Harbin Drive Proposed Change Order No. 8 for Medians

Options to place irrigated sod, plain concrete, or brick-stamped concrete in the medians of Harbin Drive, as a part of the Harbin Drive Improvements Project, were presented. Placing colored and brick-stamped concrete in all sections of medians was estimated at \$591,770. Using the colored and brick-stamped concrete in only larger sections of medians was estimated at \$457,870. It was also noted that sod with irrigation could be placed, with a cost of \$176,500, but would require perpetual maintenance.

Following discussion, a motion was made by Mr. Haschke, seconded by Mrs. Durfey, to forward a positive recommendation to the full council to approve option 1 to place colored and brick-stamped concrete in all median sections as presented.

The committee voted 3:1, with Mr. McClinton as the dissenting vote, in favor of forwarding a positive recommendation to the full council to approve a Change Order to place colored and brick stamped concrete in the Harbin Drive medians for \$591,770 as presented.

10. Consider Approval of Professional Services Amendment for Landfill Limited Scope Permit Amendment

MOTION by Mark McClinton, second by David Baskett, to approve the Professional Services Amendment for Landfill Limited Scope Permit Amendment as presented. MOTION CARRIED unanimously.

11. Consider Approval of Median Improvements Along Harbin Drive

MOTION by Mark McClinton, second by Lonni Reisman, to approve Change Order No. 8 for the median improvements along Harbin Drive as presented. MOTION CARRIED unanimously.

FINANCIAL REPORTS

Monica Harris, Director of Finance

12. Monthly Budget Report for the Period Ending March 31, 2024

City Manager Jason King presented the Monthly Budget Report for Monica Harris.

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

PROPERTY TAX COLLECTIONS: We received \$94K in property taxes in the month of March, resulting in a \$256K increase over the funds collected last fiscal year to date. The amount collected is 99% of the \$7.3 million budget, which is \$88K more than anticipated.

SALES AND USE TAX: We received \$767K in sales tax in March, resulting in \$153K or 3% more than the funds collected last fiscal year to date. The amount collected is 53% of the \$9.4 million budget, which is \$412K higher than anticipated.

REVENUE BY FUND: Of the \$28 million revenue received to date, 59% was received in the General Fund, 23% was received in the Water/Wastewater Fund, 9% was received in the Capital Projects Fund and 3% was received in the Landfill Fund.

REVENUE (BUDGET VS. ACTUAL): We received 63% of the total budgeted revenues through March, which is \$3.2 million more than anticipated due to taxes, building permits, intergovernmental, charges for services, and investment income.

REVENUE (PRIOR YEAR COMPARISON): We received \$3.4K more revenue through March than last fiscal year to taxes, intergovernmental, charges for services, and transfers which were posted earlier this year than last year.

EXPENDITURES BY FUND: Of the \$27.8 million spent to date, 47% was expended in the Water/Wastewater Fund, 40% was expended in the General Fund, 3% was expended in the Capital Projects Fund, 3% was expended in the Debt Service Fund, 3% was expended in the Storm Fund and 3% was expended in the Landfill Fund.

EXPENDITURES (BUDGET VS. ACTUAL): We have expended 35% of the total budgeted expenditures through March, which is \$12.2 million less than anticipated due to personnel, general services, machine & equipment maintenance, and capital outlay.

EXPENDITURES (PRIOR YEAR COMPARISON): We spent \$784K more in expenditures through March than last fiscal year to date due to personnel and transfers which were posted earlier this year than last year.

SEDA REVENUE COMPARISON: SEDA has received an overall 57% of budgeted revenue through March, which is \$20K more than last fiscal year to date and \$66K more than anticipated due to taxes and interest income.

SEDA EXPENDITURE COMPARISON: SEDA has spent an overall 18% of budgeted expenditures through March, which is \$66K less than last fiscal year to date due to grant disbursements and \$553K less than anticipated due to contractual, capital outlay, and grant disbursements.

13. Quarterly Investment Report for the Period Ending March 31, 2024

City Manager Jason King presented the Quarterly Investment Report for Monica Harris.

The City of Stephenville's total market value of cash and investments on March 31, 2024, was \$56,213,234. This is allocated 6% in demand accounts, 1% in cash/money market accounts, 3% in Certificates of Deposits, 43% in TexStar investment pool, and 47% in TexPool investment pool.

We earned \$724K in interest for the quarter. The average yield to maturity for all account types for the quarter was 5.04%. The average yield to maturity for investment accounts for the quarter was 5.29%. The average yield to maturity for a 3-month treasury bill for the quarter was 5.23%. The weighted average maturity in days of the portfolio was 5.29 days.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

SEDA Executive Director Jeff Sandford gave a brief recap on this day in history and current events. Mr. Sandford gave updates on several SEDA projects including the first class of the SEDA Career Club.

CONSENT AGENDA

14. Consider Approval of Regular City Council Minutes from April 2, 2024

15. Consider Approval of Public Safety Radio System Maintenance Service Agreement

16. Consider Approval of Consulting Agreement with HUB International

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

GENERAL ELECTION

17. Comments from Outgoing Council Members

This item was pulled from the agenda until the Erath County Clerk's Office and the Ballot Board can reconvene.

18. Canvass Results of the May 4, 2024 General Election

This item was pulled from the agenda until the Erath County Clerk's Office and the Ballot Board can reconvene.

19. Consider Approval of a Resolution Canvassing the Returns and Declaring the Results of the May 4, 2024 General Election

This item was pulled from the agenda until the Erath County Clerk's Office and the Ballot Board can reconvene.

20. Administer Oaths of Office to Newly Elected Council Members

This item was pulled from the agenda until the Erath County Clerk's Office and the Ballot Board can reconvene.

21. Comments from Newly Elected Council Members

This item was pulled from the agenda until the Erath County Clerk's Office and the Ballot Board can reconvene.

22. Election of Mayor Pro-Tem

This item was pulled from the agenda until the Erath County Clerk's Office and the Ballot Board can reconvene.

COMMENTS BY CITY MANAGER

City Manager Jason King announced there will be a Special City Council Meeting May 14 at 5:30 PM to Canvass the 2024 General Election, City offices will be closed May 27 in observance of Memorial Day, and Moo-La Festival is May 31-June 1.

COMMENTS BY COUNCIL MEMBERS

Justin Haschke – It has been a pleasure to serve on the Council. It has been an eye-opening experience. Best of luck to those new council members joining.

Lonn Reisman – Thank you for the proclamation for my retirement.

Bob Newby – expressed gratitude for all council members and city staff he has worked with during his time on City Council.

Maddie Smith – Join us for the Peace Officer Memorial at the Birdsong Amphitheatre May 15 at 7:00 PM. –

- Congratulations to all of the 2024 graduates and happy Mother's Day!
- Thank you to the outgoing Council Members.

David Baskett – thank you to the outgoing Council Members

- Congratulations to the incoming Council Members
- Congratulations to son Gavin for being elected on Student Council

Brandon Greenhaw – thank you to outgoing Council Members

Mark McClinton – Shout out to City Staff willing to go above and beyond.

- Thank you to the other Council Members

- Mostly, thank you to the citizens of Stephenville.

Doug Svien – thank you to the outgoing Council Members

- We have created a Mayor’s Youth Council. There is an application online with the program starting in the fall.
- We have nominated Kenny Weldon for the Brazos River Authority Executive Board.

Mayor Svien recessed the Regular City Council meeting at 6:40 PM and called the meeting into Executive Session at 6:45 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

23. Section 551.071 Consultation with Attorney - to Consult Over a Pending or Contemplated Litigation in Westgate Addition

24. Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **S2600 CITY ADDITION**

Mayor Svien adjourned the Executive Session at 7:11 PM and reconvened the Regular City Council Meeting at 7:12 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

No action was taken on items discussed in Executive Session.

ADJOURN

With no further action, the Mayor adjourned the meeting at 7:12 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