



**REGULAR CITY COUNCIL MEETING**

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

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**MINUTES**

The City Council of the City of Stephenville, Texas, convened on Tuesday, July 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:** Council Member LeAnn Durfey  
Council Member Gerald Cook  
Council Member Dean Parr  
Council Member David Baskett  
Council Member Brandon Greenhaw  
Council Member Alan Nix

**COUNCIL ABSENT:** Mayor Doug Svien  
Council Member Lon Reisman  
Council Member Maddie Smith

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

**CALL TO ORDER**

Mayor Pro Tem David Baskett called the Regular City Council meeting to order at 5:30 PM.

**PLEDGES OF ALLEGIANCE**

Council Member Dean Parr led the pledges to the flags of the United States and the State of Texas.

**INVOCATION**

Curt Plaxco, Stephenville Minister's Alliance voiced the invocation.

**PRESENTATIONS**

**Upbeat Crusaders**

Presentation by Debby Watson, Rhea Marrs, Janice Wyatt, and Donna Wesson over their 501C3 organization the Upbeat Crusaders.

### **CITIZENS GENERAL DISCUSSION**

No one addressed the Council at this time.

### **REGULAR AGENDA**

**1. Consider Approval of Selection of Local Newspaper for Legal Publications Pursuant to Section 2051.049 of the Government Code**

City Manager Jason King presented this item.

Paul Gaudette from the Dublin Citizen addressed the Council regarding the paper and their projected involvement.

MOTION by Alan Nix, second by Brandon Greenhaw, to approve the selection of the Dublin Citizen as the Local Newspaper for Legal Publications pursuant to Section 2051.049 of the Government Code. MOTION CARRIED unanimously.

**2. Reallocation of Funds for Chamberlin Improvements Project**

City Manager Jason King presented this item.

MOTION by Alan Nix, second by LeAnn Durfey, to approve the reallocation of funds in the amount of \$300,000.00 for Chamberlin Improvements Project as presented. MOTION CARRIED unanimously.

**3. Consider Emergency Repairs to Cedar Street**

Public Works Director Nick Williams presented this item.

Heavy rains earlier this year on May 30th and 31st caused the asphalt pavement to be lifted and washed off of Cedar Street. The city Street Department crew responded and has made temporary repairs to keep Cedar Steet open and passable. Enclosed below are photographs of the damage sustained after the rain events.

The city has requested several quotes, but has received only two estimates with the lowest estimate from Cruz Hernandez Concrete Construction Company for \$42,688.00. The work would provide a concrete cap allowing the pavement to function as a low-water crossing, similar to the Long Street low water crossing, and would ensure the pavement will remain in place during and after high-flow events.

The FY 23-24 budget allocated \$50,000 in the Stormwater Maintenance account. Approximately \$49,200 remains this FY leaving \$6,512 for annual maintenance.

Staff recommends acceptance of the estimate from Cruz Hernandez Concrete Construction Company for emergency repairs to Cedar Street following the significant rain events on May 30th -31st .

MOTION by LeAnn Durfey, second by Gerald Cook, to approve the emergency repairs to Cedar Street to be completed by Cruz Hernandez Concrete Construction Company. MOTION CARRIED unanimously.

### **PLANNING AND ZONING COMMISSION**

Steve Killen, Director of Development Services

**4. Case No.: RZ2024-008**

**Applicant Tres Property Investments, LLC, is Requesting a Rezone of Property Located at 978 Old Hico Rd, being Parcel R17600, A0196 DUPUY JOHN B, HOUSE: STG & MH SITE, (JR MILLER) of the City of Stephenville, Erath County, Texas from Retail & Commercial (B-2) to Multi-family Residential (R-3)**

City Manager Jason King presented this item.

The property has current zoning of Retail and Commercial with Future Land Use being Retail and Commercial. The applicant is requesting the rezone to construct apartments. R-3 zoning includes single-family, one-two family or multifamily as permitted uses. There are numerous R-3 zoned parcels in the vicinity. Water and sewer are available in Old Hico Rd., and no additional Right-of-Way dedication will be required.

The Planning and Zoning Commission convened for a public hearing on June 19, 2024, and by unanimous vote (7-0) recommended the City Council approve the rezone request.

**5. PUBLIC HEARING**

**Case No.: RZ2024-008**

Mayor Pro Tem opened the Public Hearing at 5:56 PM.

No one spoke in favor or opposition of the rezone.

Mayor Pro Tem closed the Public Hearing at 5:57 PM.

**6. Consider Approval of an Ordinance Rezoning of Property Located at 978 Old Hico Rd, being Parcel R17600, A0196 DUPUY JOHN B, HOUSE: STG & MH SITE, (JR MILLER) of the City of Stephenville, Erath County, Texas from Retail & Commercial (B-2) to Multi-family Residential (R-3)**

MOTION by Brandon Greenhaw, second by Gerald Cook, to approve Ordinance No. 2024-O-16 rezoning the property location at 978 Old Hico Road, being Parcel R17600, A0196 DUPUY JOHN B, HOUSE: STG & MH SITE, (JR MILLER) of the City of Stephenville, Erath County, Texas from Retail & Commercial (B-2) to Multi-family Residential (R-3). MOTION CARRIED unanimously.

**PUBLIC WORKS COMMITTEE**

Alan Nix, Chair

**7. Public Works Committee Report from June 18, 2024**

Public Works Committee Chair Alan Nix gave the Committee Report from June 18, 2024.

*Basin 04-South Sanitary Sewer Basin Evaluation*

A proposal from professional services agreement with Pipeline Analysis, LLC. to perform an Evaluation of Sanitary Sewer Basin 4-South as allocated in the FY23-24 budget was discussed. It was noted that the Basin 4-South evaluation is the basin evaluation in the collection system and the proposed amount to evaluate Basin 4-South is just under the budgeted amount of \$61,000.

Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to recommend to the full council the approval of the professional services agreement to Pipeline Analysis as presented.

The committee voted unanimously to recommend approval of the proposed professional services agreement with Pipeline Analysis, LLC. to perform an Evaluation of Sanitary Sewer Basin 4-S as allocated in the FY23-24 budget

**8. Consider Approval of Basin 4-South Sanitary Sewer Evaluation**

MOTION by Alan Nix, second by Brandon Greenhaw, to approve the Basin 4-South Sanitary Sewer Evaluation with Pipeline Analysis in the amount of \$61,000. MOTION CARRIED unanimously.

## DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, Chair

### 9. Development Services Committee Report from June 18, 2024

Development Services Committee Chair Gerald Cook gave the Committee Report from June 18, 2024.

#### Discussion Of B-2 Zoning District Permitted and Conditional Uses

Jason King, City Manager, briefed the Committee on current uses of the Retail and Commercial District which preclude automobile paint and body repairs shops as permitted use with the Retail and Commercial District. The Committee considered the option of possibly allowing automobile paint and body repairs as a conditional use within the district. After discussion, the Committee unanimously opted to conduct further research with staff before bringing a recommendation to the City Council.

#### Consider Approval of Proposed Revisions To Section 155.6.20.H.1 Of The Subdivision Ordinance

Steve Killen, Director of Development Services, briefed the Committee stating the proposed revisions were to correct a discrepancy between the ordinance relating to park land dedication fees and the city's annually adopted fee schedule. The proposed revision removes the reference to fee amounts from the Subdivision Ordinance and establishes the adopted fee schedule for services as the source.

The Committee, by unanimous vote, opted to recommend the proposed revisions as presented in the staff report to the full City Council.

### 10. Consider Approval of Ordinance Revising Section 155.6.20.H.1 of the Subdivision Ordinance

MOTION y Gerald Cook, second by Alan Nix, to approve Ordinance No. 2024-O-17 Revising Section 155.6.20.H.1 of the Subdivision Ordinance. MOTION CARRIED unanimously.

## NOMINATIONS COMMITTEE

Maddie Smith, Chair

### 11. Nominations Committee Report

Mayor Pro Tem tabled this item until the August 6, 2024, meeting.

### 12. Consider Approval of Nominations to Citizen Boards and Commissions

Mayor Pro Tem tabled this item until the August 6, 2024, meeting.

## FINANCE COMMITTEE

David Baskett, Chair

### 13. Finance Committee Report from June 18, 2024

Finance Committee Chair David Baskett gave the Committee Report from June 18, 2024.

#### **CONSIDER APPROVAL TO PURCHASE CLEARGOV DIGITAL ACFR – CIVIC EDITION**

Staff requested approval of the purchase of the ClearGov Digital ACFR – Civic Edition. The City of Stephenville currently contracts with ClearGov for Transparency, Capital Budgeting, and Digital Budget Book. The Digital Annual Comprehensive Financial Report – Civic Edition will cost \$24,330 for January 1, 2025 to September 30, 2028.

The motion was made and seconded to positively recommend the purchase of the ClearGov Digital ACFR – Civic Edition. The motion passed unanimously.

**14. Consider Approval to Purchase ClearGov Digital ACFR – Civic Edition**

MOTION by David Baskett, second by Gerald Cook, to approve the purchase of ClearGov Digital ACFR – Civic Edition as presented. MOTION CARRIED unanimously.

**FINANCIAL REPORTS**

Monica Harris, Director of Finance

**15. Monthly Budget Report for the Period Ending May 31, 2024**

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

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

*Property Tax Collections:* We received \$44K in property taxes in the month of May, resulting in a \$269K increase over the funds collected last fiscal year to date. The amount collected is 100% of the \$7.3 million budget, which is \$73K more than anticipated.

*Sales and Use Tax:* We received \$835K in sales tax in May, resulting in \$154K or 2% more than the funds collected last fiscal year to date. The amount collected is 70% of the \$9.4 million budget, which is \$458K higher than anticipated.

*Revenue (by fund):* Of the \$33.8 million revenue received to date, 58% was received in the General Fund, 24% was received in the Water/Wastewater Fund, 8% was received in the Capital Projects Fund and 3% was received in the Landfill Fund.

*Revenue (budget vs. actual):* We received 77% of the total budgeted revenues through May, which is \$2.8 million more than anticipated due to taxes, building permits, intergovernmental, charges for services, and interest income.

*Revenue (prior year comparison):* We received \$1.4 million less revenue through May than last fiscal year to date due to debt proceeds received in the prior year.

*Expenditures (by fund):* Of the \$37.4 million spent to date, 48% was expended in the Water/Wastewater Fund, 38% was expended in the General Fund, 4% was expended in the Capital Projects Fund, 3% was expended in the Debt Service Fund, 2% was expended in the Storm Fund and 2% was expended in the Landfill Fund.

*Expenditures (budget vs. actual):* We have expended 47% of the total budgeted expenditures through May, which is \$15.2 million less than anticipated due to personnel, contractual, maintenance, capital outlay, and transfers.

*Expenditures (prior year comparison):* We spent \$1.6 million less in expenditures through May than last fiscal year to date due to capital outlay, grant disbursements, and transfers.

*SEDA Revenue Comparison:* SEDA has received an overall 74% of budgeted revenue through May, which is \$20K more than last fiscal year to date and \$77K more than anticipated due to taxes and interest income.

*SEDA Expenditure Comparison:* SEDA has spent an overall 23% of budgeted expenditures through May, which is \$78K less than last fiscal year to date due to grant disbursements and \$750K less than anticipated due to contractual, capital outlay, and grant disbursements.

## **STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT**

**Jeff Sandford, Executive Director**

SEDA Executive Director Jeff Sandford presented an update to the Council on SEDA travel and recruitment efforts. Mr. Sandford gave a recap of the first year of the Career Club/Academy. Mayor Pro Tem David Baskett presented SEDA with the 2024 Workforce Excellence Award.

## **CONSENT AGENDA**

- 16. Consider Approval of Minutes - June 4, 2024**
- 17. Consider Approval of Minutes - June 19, 2024**
- 18. Consider Approval of Minutes - June 27, 2024**
- 19. Consider Acceptance of the Lockhart Road Improvements Project**
- 20. Consider Approval of SimpleFiber Contract Addendum**

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

## **COMMENTS BY CITY MANAGER**

- The City will be having a Pre-4<sup>th</sup> of July cookout for all staff July 3<sup>rd</sup> from 11:00-2:00 PM.
- July 4<sup>th</sup> festivities begin downtown at 9:00 am.
- July 8 at 10:30 am is the ground breaking for the Senior Citizen Center at the City Park
- July 18 at 5 PM the City is hosting the Chamber Mixer

## **COMMENTS BY COUNCIL MEMBERS**

## **EXECUTIVE SESSION**

Mayor Pro Tem David Baskett recessed the Regular City Council meeting at 6:27 PM and entered into Executive Session at 6:30 PM.

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

- 21. Section 551.074 Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Executive Assistant to the City Manager**

Mayor Pro Tem David Baskett adjourned Executive Session at 6:44 PM and reconvened the Regular city Council meeting at 6:46 PM.

## **ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY**

MOTION by Alan Nix, second by Dean Parr, to approve the proposed salary for the Executive Assistant to the City Manager as discussed in Executive Session. MOTION CARRIED unanimously.

## **ADJOURN**

Mayor Pro Tem David Baskett adjourned the Regular City Council meeting at 6:46 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.*

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Doug Svien, Mayor

ATTEST:

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Sarah Lockenour, City Secretary