



## SPECIAL CITY COUNCIL MEETING

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City Hall Council Chambers, 298 West Washington Street  
Tuesday, November 15, 2022 at 5:30 PM

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### MINUTES

The City Council of the City of Stephenville, Texas, convened on November 15, 2022, in the City Hall Council Chambers, for the purpose of a Special 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  
Mayor Pro Tem Ricky Thurman  
Council Member LeAnn Durfey  
Council Member Justin Haschke  
Council Member Lon Reisman  
Council Member Bob Newby  
Council Member David Baskett  
Council Member Gerald Cook  
Council Member Mark McClinton

**COUNCIL ABSENT:**

**OTHERS ATTENDING:**

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

### CALL TO ORDER

The Mayor called the Special Council Meeting at 6:32 PM.

**6. Consider Approval of Appointment of David Tomlinson to the Erath County Appraisal District Board of Directors**

Committee Chair, Lon Reisman presented this item at tonight's Council Committee meeting. MOTION by David Baskett, second by LeAnn Durfey, to send a positive recommendation from Committee to Council. MOTION CARRIED unanimously.

MOTION by David Baskett, second by Gerald Cook, to appoint David Tomlinson to the Erath County Appraisal District Board of Directors. MOTION CARRIED unanimously.

The Mayor recessed the Special Council Meeting to the Council Committee Meeting at 6:33 PM.

## 8. TAX INCREMENT REINVESTMENT ZONE BOARD MEETING

**Members Present:** Doug Svien, LeAnn Durfey, Justin Haschke, LeAnn Durfey, Lonnn Reisman, Bob Newby, Ricky Thurman, David Baskett, Gerald Cook, Mark McClinton, Marion Cole, Chris Gifford

**Members Absent:** None

### CALL TO ORDER

The Tax Increment Reinvestment Zone Board meeting was called to order at 6:47 PM by the Mayor.

#### 1. Consider and Recommend Approval of Amendment to TIRZ No. 1, Expanding the Boundary

Natalie Moore presented the Amendment to TIRZ No. 1 to the Tax Increment Reinvestment Zone Board.

MOTION by Chris Gifford, second by Mark McClinton recommend approval of amendment to TIRZ No. 1 to City Council. MOTION CARRIED unanimously.

### ADJOURN

The Tax Increment Reinvestment Zone Board meeting was adjourned at 7:00 PM.

The Mayor reconvened the Special Council Meeting at 7:00 PM.

## 10. PUBLIC HEARING

**Public Hearing for an Ordinance of the City Council of the City of Stephenville, Texas, Amending Ordinance No. 2019-O-20 Concerning Tax Increment Reinvestment Zone Number One, City of Stephenville, Texas, established pursuant to Chapter 311 of the Texas Tax Code, by expanding the boundary of Tax Increment Financial Reinvestment Zone Number One, City of Stephenville, Texas**

The Mayor opened the Public Hearing at 7:00 PM.

No one addressed the Council regarding this case and the Mayor closed the Public Hearing at 7:00 PM.

#### 11. Consider Approval of Ordinance Amending Ordinance No. 2019-O-20 Concerning Tax Increment Reinvestment Zone Number One, City of Stephenville, Texas, Established Pursuant to Chapter 311 of the Texas Tax Code, by Expanding the Boundary of Tax Increment Financing Reinvestment Zone Number One, City of Stephenville, Texas

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Ordinance No. 2022-O-39 amending Ordinance No. 2019-O-20 Concerning Tax Increment Reinvestment Zone Number One, City of Stephenville, Texas, Established Pursuant to Chapter 311 of the Texas Tax Code, by Expanding the Boundary of Tax Increment Financing Reinvestment Zone Number One, City of Stephenville, Texas. MOTION CARRIED unanimously.

#### 12. Consider Approval of Ordinance Pursuant to Chapter 311 of the Texas Tax Code, Creating Tax Increment Financing Reinvestment Zone Number Two, City of Stephenville, Texas

Natalie Moore from David Pettit Economic Development presented Tax Increment Financing Reinvestment Zone Number Two to the Council.

MOTION by Gerald Cook, second by Ricky Thurman, to approve Ordinance 2022-O-40 Creating Tax Increment Financing Reinvestment Zone Number Two, City of Stephenville, Texas. MOTION CARRIED unanimously.

The Mayor recessed the Special Council Meeting to the Council Committee Meeting at 7:07 PM.

The Mayor reconvened the Special Council Meeting at 7:31 PM.

## PRESENTATIONS AND RECOGNITIONS

### 1. Proclamation for TUBACHRISTMAS Concert

Mayor Svien read the following proclamation:

*WHEREAS, TUBACHRISTMAS concerts as conceived in 1974 by renowned tubist HARVEY G. PHILLIPS have become an annual holiday tradition in cities throughout the world; and*

*WHEREAS, TUBACHRISTMAS brings together tuba and euphonium players of all ages to present public concerts of traditional Christmas carols; and*

*WHEREAS, TUBACHRISTMAS concerts are presented free for the enjoyment of the public audience; and*

*WHEREAS, TUBACHRISTMAS Coordinator James Woodward has brought this unique holiday event conducted by Ms. Lauren Huff to our fair city.*

*NOW, THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, do hereby proclaim Saturday, November 26, 2022, as TUBACHRISTMAS DAY throughout the City of Stephenville and encourage all our citizens to attend and enjoy this annual TUBACHRISTMAS concert being presented at the Downtown Plaza, 200 W. Washington St., at 4:30 PM on Saturday, November 26, 2022, as part of Stephenville's ChristmasVille celebration.*

## REGULAR AGENDA

### 2. Consider Approval of a Professional Services Agreement with Jacob & Martin for Brick Street Design on College from Columbia to Barton

Public Works Director Nick Williams presented this item at tonight's Council Committee meeting. In 2021, the 100 block of Graham Avenue on the east side of the courthouse was repaved with historic Thurber brick. Implementation of a brick street project was recently discussed again by council for the downtown area. The original Thurber brick paving on College Street from Belknap Avenue to Barton Avenue was overlaid with asphalt in the past. Preliminary design of brick pavement improvements on College Street and Belknap Avenue, on the south and west sides respectively adjacent to the courthouse, including roadway and ADA sidewalk improvements, as well as the replacement of existing cast iron water lines and clay sewer lines, has been completed by Jacob and Martin. Final design is anticipated to be completed in December 2022. Construction of one or both blocks, if authorized by City Council, is expected to be completed in 2023.

The proposed scope of work in the professional services agreement provides detailed plans and specifications for the design of brick pavement improvements on College Street from Belknap Avenue to Barton Avenue, including roadway and ADA sidewalk improvements, as well as the replacement of

existing cast iron water lines and clay sewer lines. Additionally, the agreement provides for materials testing (density and concrete) during the construction phase of the project. The agreement provides for the design work to be completed within a five (5) month timeframe and provides a liquidated damages clause should the design not be completed on schedule.

The agreement proposes to prepare contract documents including construction drawings, specifications, design layout, surveying, geotechnical work, as well as materials testing for a not-to-exceed sum of \$96,000. Funds for the design cost would be allocated from the FY22-23 annual Pavement Maintenance Budget.

The Committee voted unanimously to move the proposal forward to City Council.

MOTION by Mark McClinton, second by Leann Durfey and David Baskett, to approve and enter into the Professional Services Agreement with Jacob & Martin for Brick Street Design on College from Columbia to Barton. MOTION CARRIED unanimously.

**3. Consider Approval to Initiate Phase 3 of the 536 Wellfield Development Agreement for Construction and Supplemental Services**

Public Works Director Nick Williams presented this item at tonight's Council Committee meeting. On April 6, 2021, council approved Phases 1 and 2 of the 536 Well Field Development agreement for design and bidding services for \$450,000. The well drilling project was awarded on August 16, 2022, to Hydro-Resources, Inc. for \$2,732,209. The well driller is scheduled to mobilize on November 21, 2022. The work is expected to be complete by or before September of 2023.

At this time, Phase 3 of the project is ready to begin. Staff recommends authorizing Provenance Engineering to initiate Phase 3 of the 536 Well Field development agreement to activate the budgeted Construction and Supplemental Services for \$243,000.

Funding has been appropriated in the 2022 Certificates of Obligation in the amount of \$20,000,000 and specifically includes the Construction Phase and Supplemental Services for the 536 Well Field.

The phase one basic design services, including the preparation of construction drawings and detailed specifications was awarded for \$450,000. The Construction Phase and Supplemental Services are \$88,000 and \$155,000 respectively for a total of \$243,000.

The Committee voted unanimously to move the proposal forward to City Council.

MOTION by Mark McClinton, second by Bob Newby, to approve and initiate Phase 3 of the 536 Wellfield Development Agreement for Construction and Supplemental Services. MOTION CARRIED unanimously.

**4. Consider Approval of Municipal Court Bailiff Contract**

Director of Finance Monica Harris presented this item at tonight's Council meeting. The County Constable Precinct 1 as bailiff for Municipal Court of the City of Stephenville. The City will pay Erath County \$1,000.00 a month as a salary supplement for Erath County Constable Precinct 1 starting October 15, 2022 and an additional \$100.00 per month to reimburse the County for related expenses. The contract is October 1, 2022 through September 30, 2023.

MOTION by Mark McClinton, second by LeAnn Durfey, to accept Municipal Court Bailiff Contract as presented. MOTION CARRIED unanimously.

**5. Consider Approval of Personnel Committee's Recommendation Regarding Step Increases and Evaluations for Executive Staff**

Personnel Committee Chair Ricky Thurman presented this item at tonight's Council meeting. The Committee unanimously voted to recommend the step increases and evaluations for executive staff as presented by Jason King and adopted in April 2022.

MOTION by Ricky Thurman, second by Bob Newby, to approve the step increases and evaluations for executive staff as adopted by the City Council in April 2022. MOTION CARRIED unanimously.

**7. Consider Approval of Mayor's Appointments to the TIRZ Board of Directors**

Mayor Svien tabled this item.

Mayor Svien recessed the open Special City Council Meeting at 7:37 PM and entered into Executive Session at 7:41 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

- 13. Section 551.072 Deliberation Regarding real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in Groesbeck & McClelland Addition**
- 14. 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**
- 15. Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in Miller Addition**

The Mayor adjourned the Executive Session at 8:17 PM and reconvened the Regular meeting at 8:18 PM.

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

- 13. Section 551.072 Deliberation Regarding real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in Groesbeck & McClelland Addition**

MOTION by Mark McClinton, second by LeAnn Durfey, to execute a contract on real property located in Groesbeck and McClelland Addition as discussed in executive session. MOTION CARRIED unanimously.

**ADJOURN**

With no further business at hand, the Mayor adjourned the meeting at 8:19 PM.

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Doug Svien, Mayor

ATTEST:

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Sarah Lockenour, City Secretary