



**REGULAR CITY COUNCIL MEETING**

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City Hall Council Chambers, 298 West Washington Street  
Tuesday, December 05, 2023 at 5:30 PM

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**MINUTES**

The City Council of the City of Stephenville, Texas, convened on Tuesday, December 05, 2023, 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 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 Justin Haschke

**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 Brandon Greenhaw led the pledges to the flags of the United States and the State of Texas.

**INVOCATION**

Invocation voiced by David Bearden from Graham Street Church of Christ.

**PRESENTATIONS AND RECOGNITIONS**

Presentation of Donation from Waste Connections for the Inclusive Playground

BT Rhodes presented a donation in the amount of \$38,368.00 from Waste Connections for the City of Stephenville Inclusive Playground.

## **CITIZENS GENERAL DISCUSSION**

**No one addressed the Council at this time.**

Mayor Svien recessed the Regular City Council Meeting at 5:34 PM and convened the Executive Session at 5:36 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

### **40. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Feather**

Mayor Svien adjourned the Executive Session at 6:42 PM and reconvened the Regular City Council Meeting at 6:44 PM.

## **REGULAR AGENDA**

### **1. Consider Approval of the Esquell Lease Agreement Renewal**

Public Works Director Nick Williams presented this item to Council.

The City of Stephenville currently utilizes a landfill lease agreement with Mr. Larry Esquell (adjacent property owner) which allows Mr. Esquell to utilize the closed, Type I, portion of the landfill for the purpose of cattle grazing. The current agreement with Mr. Esquell expired on October 31, 2023. Mr. Esquell wishes to continue leasing the property.

The renewal agreement proposes a term length of one year and a payment amount of \$350.00 per year. The agreement provides staff the autonomy to renew the agreement for up to three successive one-year increments. Likewise, the agreement also provides an option to terminate the agreement with ninety days of notice.

MOTION by Mark McClinton, second by LeAnn Durfey, to approve the Esquell Lease Agreement Renewal as presented. MOTION CARRIED unanimously.

### **2. Consider Approval of Amendment No. 15 with FNI for Development Reviews**

Public Works Director Nick Williams presented this item to Council.

The city entered into an agreement with Freese and Nichols (FNI) on August 5, 2014 to perform professional engineering reviews for plats, development plans, traffic studies, site plans, and other engineering plans for public infrastructure.

Amendment No. 15 proposes to extend the existing agreement for services by a not-to-exceed amount of \$30,000. The adopted FY23-24 budget allocated \$45,000 for review fee services, however, review fees are a pass-through cost and are directly reimbursed by developers. Staff is preparing documents to solicit firms to perform independent development reviews across multiple engineering disciplines. When a new firm is selected to perform development reviews, any funds remaining from the proposed amendment with FNI will be reallocated to the new firm.

Staff recommends the authorization of Amendment No. 15 to the existing agreement with Freese and Nichols, Inc. for professional services associated with general development plan/plat reviews.

MOTION by Lon Reisman, second by LeAnn Durfey, to approve Amendment No. 15 with FNI as presented. MOTION CARRIED unanimously.

**3. Consider Approval of Rebateable Item Close Outs with Jacobs**

Public Works Director Nick Williams presented this item to Council.

The base fee for operations and maintenance services includes amounts for sludge hauling (solids) and chemical usage. Both sludge hauling and chemical usage are rebateable items, where any dollar amount over the estimated cost set in the agreement is paid by the city and any amount under the agreement amount is rebated back to the city at the end of the operating year.

In February of 2022, staff received notice from Jacobs of outstanding balances for rebateable items for CY25 (FY20- 21) and CY26 (FY21-22). Research indicates chemical price trends do correlate and support the increases seen in rebateable chemical costs. Manifest tickets from sludge hauling support the increase in that line item as well. During the review of items, it was discovered Jacobs had incorrectly charged some equipment repair costs to the rebateable item’s accounts. Those charges have now been reviewed by staff and corrected by Jacobs. Procedures have been implemented to ensure proper accounts are used and Jacobs is now required to send reports for rebatable items each month prior to being paid. The FY20-21 closeout costs consist of \$7,753.47 and \$21,333.78 for solids/chemicals and repairs respectively for a total FY20-21 closeout cost of \$29,087.25. The FY21-22 closeout costs consist of \$44,820.48 and \$21,012.18 for solids/chemicals and repairs respectively for a total FY21-22 closeout cost of \$65,832.66. The total closeout costs for FY20-21 and 21-22 are \$94,919.91. Additionally, on November 10, 2023, staff received notice that the sludge hauling and chemicals rebateable items for FY22-23 would close out over budget by \$33,593.46. Consultation with the Finance Department indicates the prior year’s FY20-21 and FY21-22 closeout costs, and last year’s FY22-23 rebateable cost totaling \$128,513.37 could be covered by fund balance.

Staff recommends approval to close out Fiscal Years 20-21, 21-22, and 22-23 for operations at the wastewater plant.

MOTION by Mark McClinton, second by David Baskett, close out Fiscal Years 20-21, 21-22, and 22-23 for operations at the wastewater plant. MOTION CARRIED unanimously.

**4. Consider Approval of Annual Amendment to WWTP Operations Agreement**

Public Works Director Nick Williams presented this item to Council.

Provisions of the existing operations and maintenance agreement with CH2MHILL/OMI are reviewed annually. The city originally entered into an agreement with OMI in 1996 for the daily operations and maintenance of the wastewater treatment plant (WWTP). The city renewed the contract with CH2MHILL/OMI on October 7, 2014. The term of the agreement was extended to match the finance period for two backup electrical generators, which CH2MHILL/OMI agreed to finance at no cost to the city. The agreement was renewed in FY20-21 with a five-year renewal setting the existing agreement expiration at September 30, 2026. The base fee for last fiscal year (FY22-23) was \$934,635.52 and included \$98,000 and \$134,000 for the respective rebateable items of sludge hauling and chemical usage. The base fee also included \$9,318.00 for the continued management of the city’s state-mandated Fats, Oils, and Greases (FOG) program.

Provisions of the existing operations and maintenance agreement with CH2MHILL/OMI are reviewed annually. The city originally entered into an agreement with OMI in 1996 for the daily operations and maintenance of the wastewater treatment plant (WWTP). The city renewed the contract with CH2MHILL/OMI on October 7, 2014. The term of the agreement was extended to match the finance period for two backup electrical generators, which CH2MHILL/OMI agreed to finance at no cost to the city. The agreement was renewed in FY20-21 with a five-year renewal setting the existing agreement

expiration at September 30, 2026. The base fee for last fiscal year (FY22-23) was \$934,635.52 and included \$98,000 and \$134,000 for the respective rebateable items of sludge hauling and chemical usage. The base fee also included \$9,318.00 for the continued management of the city's state-mandated Fats, Oils, and Greases (FOG) program.

Staff recommends approval of the proposed contract amendment with a 3.50% base rate increase. The proposed increase of \$24,266.13 yields an annual wastewater treatment operational cost of \$986,902.13 in accordance with the existing agreement.

MOTION by Lon Reisman, second by Mark McClinton, to approve the annual amendment to the WWTP Operations Agreement as presented. MOTION CARRIED unanimously.

**5. Consider Approval of ITB 3328 – Three Police Patrol Vehicles**

City Manager Jason King presented this item.

Bids were solicited and opened on November 20, 2023, for three patrol SUVs. We received a response from only one vendor. The vendor responded as follows and amounts listed are for one vehicle only: Bruner Motors: SUV \$51,885.00.

The Purchasing Department and the Police Chief recommend the bid be awarded to Bruner Motors for the 2024 vehicles totaling \$155,655.00. This will be for three Chevrolet Tahoes at \$51,885.00 each.

MOTION by LeAnn Durfey, second by Lon Reisman, to award the bid for police patrol vehicles to Bruner Motors as presented.

**6. Consider Approval of Resolution Regarding a Financing Agreement for the Purpose of Procuring Police Vehicles**

City Manager Jason King presented this item.

During budget preparation, the Police Department requested to purchase three (3) police vehicles with an estimated cost of \$141,000 with an estimated equipment cost of \$124,500 for a total budget of \$265,500. The purchase of the vehicles would be funded through a financing agreement. Government Capital Corporation provided financing options for four years with the first payment due at signing or the first payment due 6 months after signing and annual payments thereafter.

Approving this financing agreement will obligate the City to \$42,225.02 in debt service payments this year and for the next three years. The amount budgeted for debt service for this purchase was \$40,500, leaving a deficit of \$1,725.02 which will be taken from the amount budgeted to equip these vehicles.

Staff are requesting the Council to approve a financing agreement with Government Capital Corporation for equipment cost of \$155,655 at 5.732% with 4 annual payments of \$42,225.02.

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Resolution No. 2023-R-24 regarding the financing agreement with Government Capital Corporation for police vehicles as presented.

**PLANNING AND ZONING COMMISSION**

Steve Killen, Director of Development Services

**7. Overview of Enforcement Program for Delinquent Backflow Protection Devices**

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

TCEQ requires annual testing of backflow protection devices. These devices, when functioning as designed, protect the City's public water supply from potential contamination by a non-potable water source. Currently, there are roughly 1,400 devices across the city. In recent years, the City secured a contract for professional services to address non-compliant devices representing roughly 41% of the total number of units. Through this effort, the city realized a significant reduction in non-compliant devices with our lowest noncompliant rating at 28%. During the FY2023-24 Budget review, staff presented a program that would be administered by Development Services staff. The program was modeled to obtain the same goal as the professional services contract – to reduce the number of non-compliant devices. City Council approved the program. In October, staff began developing and testing the program. Our target implementation date is set for January 2024. Heather Misemer will oversee the program.

Based on the program model, anticipated compliance rate and fee schedule, staff anticipates a first-year, net revenue of approximately \$40K. Additionally, a cost savings through the reduction of contracted services is anticipated at \$50K.

No action required at this time.

**8. Case No.: PD2022-001 – UPDATE**

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

Applicant 2828 Real Estate LLC, Pursuant to the Requirements Set Forth by Section 154.08 of the City of Stephenville Zoning Ordinance, is Presenting an Update and Requesting an Extension of the Development Schedule for the Planned Development Located at 1300 Pecan Hill Drive, Parcel R50244, Being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas

The Planning and Zoning Commission convened on May 18, 2022, and by a unanimous vote, recommended the City Council approve the rezoning request. Subsequently, on June 7, 2022, the City Council approved Ordinance No. 2022-O-16, rezoning the property from Single Family Residential District (R-1) to Planned Development District (PD). City ordinance requires annual updates to the Commission.

The Planning and Zoning Commission convened on November 15, 2023, and by a unanimous vote of 7-0, recommended the City Council approve the revised development schedule.

**8. Consider Approval of Ordinance Extending the Modified Development Schedule for Planned Development District (PD) Located at 1300 Pecan Hill Drive, Parcel R50244, Being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas**

MOTION by Bob Newby, second by LeAnn Durfey, to approve Ordinance No. 2023-O-34 extending the Modified Development Schedule for the Planned Development District located at 1300 Pecan Hill Drive as presented. MOTION CARRIED unanimously.

**10. Case No.: PP2023-003**

**Applicant Reece Flanagan of Flanagan Land Solutions, Representing Troy Kunkel with Cowtown Properties and 598 Westwood LLC, is Requesting to Amend the Planned Development/Preliminary Plat of Properties Located at 817 W. Washington, Being Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, Being Parcel R29581 of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5), 873 W. Washington, Being Parcel R29580 of CITY ADDITION, BLOCK 62; LOT 3, And 897 W Washington, Being Parcel R29579 of CITY ADDITION, BLOCK 62; LOT 2 of The City of Stephenville, Erath County, Texas**

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

On August 15, 2021, the applicant presented the Conceptual Plan to the Planning and Zoning Commission for an intended townhome development. Planning and Zoning recommended City Council approve the PD which occurred December 2021. In March 2023, the City Council approved a modified development schedule. Staff have been working with the Developer and Project Engineer with plan submittals. Additional Right-of-Way dedication is necessary. Consequently, the Developer is requesting to amend his Planned Development by adding parcel R29579 (897 W. Washington). This amendment will allow ROW dedication with additional phases of the PD to be constructed at 897 W. Washington. Overall, no additional units will be constructed and TxDOT access will not be impacted as the entrances/exit remain unchanged.

The Planning and Zoning Commission convened on November 15, 2023, and by a unanimous vote of 7-0, recommended the City Council approve the amended Planned Development/Preliminary Plat.

#### **11. PUBLIC HEARING**

##### **Case No.: PP2023-003**

The Mayor opened a Public Hearing for Case No. PP2023-003 at 7:02 PM.

No one spoke in favor or against.

The Public Hearing was closed at 7:02 PM.

12. **Consider Approval of an Ordinance Amending the Planned Development/Preliminary Plat of Properties Located at 817 W. Washington, Being Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, Being Parcel R29581 of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5), 873 W. Washington, Being Parcel R29580 of CITY ADDITION, BLOCK 62; LOT 3, And 897 W Washington, Being Parcel R29579 of CITY ADDITION, BLOCK 62; LOT 2 of The City of Stephenville, Erath County, Texas**

MOTION by Mark McClinton, second by David Baskett, to approve Ordinance No. 2023-O-35 amending the Planned Development/Preliminary Plat of properties located at 817 W. Washington as presented. MOTION CARRIED unanimously.

#### **13. Case No.: RZ2023-008**

**Applicant Reece Flanagan of Flanagan Land Solutions, Representing Troy Kunkel with Cowtown Properties, is Requesting a Rezone of Property Located at 897 W Washington, being Parcel R29579, S2600 CITY ADDITION, BLOCK 62, LOT 2 of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Planned Development (PD)**

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

The applicant is requesting a rezone of this property in conjunction with the amended PD for Case No.: PP2023-003. If approved, the parcel will be incorporated into the approved Planned Development and amend City Ordinance No.: 2021-O-42.

The Planning and Zoning Commission convened on November 15, 2023, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

#### **14. PUBLIC HEARING**

##### **Case No. RZ 2023-008**

The Mayor opened a Public Hearing for Case No. RZ 2023-008 at 7:03 PM.

No one spoke in favor or against.

The Public Hearing was closed at 7:04 PM.

**15. Consider Approval of an Ordinance Rezoning the Property Located at 897 W Washington, being Parcel R29579, S2600 CITY ADDITION, BLOCK 62, LOT 2 of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Planned Development (PD)**

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Ordinance No. 2023-O-36 rezoning the property located at 897 W Washington from Retail and Commercial (B-2) to Planned Development (PD) as presented. MOTION CARRIED unanimously.

**16. Case No.: RZ2023-07**

**Applicant Rhyné Gailey, Representing V84 Holdings, LLC, is Requesting a Rezone of Property Located at 1900 Groesbeck, Parcel R71065, Acres 5.000, S2600 CITY ADDITION, BLOCK 149, LOT 2 (PT OF) of the City of Stephenville, Erath County, Texas from Industrial (Ind) to Multi-Family Residential District (R-3)**

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

The Planning and Zoning Commission convened on November 15, 2023, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

Rhyné Gailey, 647 Tab Street, Stephenville, addressed the Council regarding the rezone.

**17. PUBLIC HEARING**

**Case No. RZ2023-007**

The Mayor opened a Public Hearing for Case No. RZ2023-007 at 7:05 PM.

No one spoke in favor or against.

The Public Hearing was closed at 7:05 PM.

**18. Consider Approval of an Ordinance Rezoning the Property Located at 1900 Groesbeck, Parcel R71065, Acres 5.000, S2600 CITY ADDITION, BLOCK 149, LOT 2 (PT OF) of the City of Stephenville, Erath County, Texas from Industrial (Ind) to Multi-Family Residential District (R-3)**

MOTION by David Baskett, second by LeAnn Durfey, to approve Ordinance No. 2023-O-37 rezoning the property located at 1900 Groesbeck from Industrial (Ind) to Multi-Family Residential District (R-3) as presented. MOTION CARRIED unanimously.

**19. Case No.: RZ2023-009**

**Applicant Onco Electric Delivery Company LLC, Representing Kam Woon Ip, is Requesting a Rezone for Property Located at W Lingleville Rd, being Parcel R22664, Acres 11.918, A0520 MENEFEÉ JARRETT; of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Industrial (IND)**

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

The property has current zoning of (B-1) Neighborhood Business. The Future Land Use for this property is designated as (B-1) Neighborhood Business. The rezone request is only applicable to the portion of the parcel being acquired by Onco and as illustrated in the conveyance plat. The existing zoning will remain intact for the portion of the parcel that is not included in the conveyance.

John Fletcher from Kimley-Horn addressed the Council regarding the rezone.

**20. PUBLIC HEARING**

**Case No.: RZ2023-009**

The Mayor opened a Public Hearing for Case No. RZ2023-009 at 7:11 PM.



Rhett Harrison spoke in favor of the rezone. No one spoke against.

The Public Hearing was closed at 7:13 PM.

**21. Consider Approval of an Ordinance Rezoning the Property Located at W Lingleville Rd, being Parcel R22664, Acres 11.918, A0520 MENELEE JARRETT; of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Industrial (IND)**

MOTION by Lonn Reisman, second by LeAnn Durfey, to approve Ordinance No. 2023-O-38 rezoning the property located at W Lingleville Rd. from Neighborhood Business (B-1) to Industrial (IND) as presented. MOTION CARRIED unanimously.

**22. Case No.: RZ2023-010**

**Applicant Oncor Electric Delivery Company LLC, Representing Allen Real Properties LTD is Requesting a Rezone for Property Located at W Lingleville Rd, being Parcel R22557, Acres 10.925, A0520 MENELEE JARRETT; of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Industrial (IND)**

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

The property has current zoning of (B-1) Neighborhood Business. The Future Land Use for this property is designated as (B-1) Neighborhood Business. The rezone request is only applicable to the portion of the parcel being acquired by Oncor and as illustrated in the conveyance plat. The existing zoning will remain intact for the portion of the parcel that is not included in the conveyance.

**23. PUBLIC HEARING**

**Case No.: RZ2023-010**

The Mayor opened a Public Hearing for Case No. RZ2023-010 at 7:15 PM.

No one spoke in favor or against.

The Public Hearing was closed at 7:15 PM.

**24. Consider Approval of an Ordinance Rezoning the Property Located at W Lingleville Rd, being Parcel R22557, Acres 10.925, A0520 MENELEE JARRETT; of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Industrial (IND)**

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Ordinance No. 2023-O-39 rezoning the property located at W Lingleville Rd. from Neighborhood Business (B-1) to Industrial (IND) as presented. MOTION CARRIED unanimously.

**PERSONNEL COMMITTEE**

Brandon Greenhaw, Chair

**25. Personnel Committee Report from November 14, 2023**

Personnel Committee Chair Brandon Greenhaw and Fire Chief Robert Isbell gave the Personnel Committee Report from November 14, 2023.

Currently the department operates with a single Battalion Chief on shift. Last year we created the Division Chiefs and agreed to eliminate the Battalion Chiefs through attrition. Since that time we have attrition of one Battalion Chief. Today our Community Assistance, Resource, Education System (CARES) program is managed by our Community Resource Paramedic. This program is operated at a level above the rank structure of our CRP. This initiative includes management of all our EMS operations as well as the CARES program. The CARES program management would benefit greatly from a supervisory level officer at the rank of Battalion Chief (renamed EMS Chief). The position would be a forty-hour week supervisor classed employee. Today our CRP works a cursory number of overtime hours each week while



on shift to cover appointments and meetings. These hours would be eased with a more normal schedule and absorbed into the new position. The CRP is routinely meeting with the Medical Director, Hospital President, and other community leaders in the associated healthcare profession.

The Personnel Committee voted unanimously to forward a recommendation to Council to consider authorizing a position of EMS Battalion Chief

**26. Consider Approval of the Creation of an EMS Battalion Chief**

MOTION by Brandon Greenhaw, second by LeAnn Durfey, to approve the creation of EMS Battalion Chief as presented. MOTION CARRIED unanimously.

**NOMINATIONS COMMITTEE**

Maddie Smith, Chair

**27. Nominations Committee Report for November 14, 2023**

Nominations Committee Chair Maddie Smith gave the committee report from November 14, 2023.

The committee met on November 14, 2023, to review applications for Citizen Boards and Commissions.

The following recommendations were made:

*Airport Advisory Board:*

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the reappointment of Austin Brown, Place 4, and Hardy Hampton, Place 6, to the Airport Advisory Board. MOTION CARRIED unanimously.

*Building Board:*

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the reappointment of Fred Parker, Place 2, to the Building Board. MOTION CARRIED unanimously.

*Electrical Board:*

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to full Council the reappointment of Kenneth Howell, Place 2, to the Electrical Board. MOTION CARRIED unanimously.

*Library Advisory Board:*

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the appointment of Jorege Moreno to Place 2, to be vacated by Darla Fent, and Joe Garcia to Place 7, to the Library Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to full Council the reappointment of Katy Eichenberg, Place 4, and Katherine Horak Smith, Place 6, to the Library Advisory Board. MOTION CARRIED unanimously.

*Main Street Advisory Board:*

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the appointment to Scott Allen to Place 2, vacated by Terry Colley, of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to full Council the reappointment of Kelly Sult, Place 4, and Rita Cook, Place 6, of the Main Street Advisory Board. MOTION CARRIED unanimously.

Kelly Sult was present and withdrew her nomination for the Main Street Advisory Board.

MOTION by Maddie Smith, second by Brandon Greenhaw, to remove Kelly Sult from the Main Street Advisory Board nomination list as requested by Ms. Sult. MOTION CARRIED unanimously.

MOTION by Maddie Smith to recommend to the full Council the appointment to Phil Greer to the Main Street Advisory Board. MOTION died with no second.

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the appointment to Jill Burke to Place 4, vacated by Kelly Sult, of the Main Street Advisory Board. MOTION CARRIED unanimously.

*Mechanical Board:*

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the reappointment of Rick Alderfer, Place 4, to the Mechanical Board. MOTION CARRIED unanimously.

*Tourism and Visitors Bureau Advisory Board:*

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to full Council the reappointment of Milo Choate, Place 2, and Kayleigh Caamano, Place 4, of the Tourism and Visitors Bureau Advisory Board MOTION CARRIED unanimously.

*The Committee recommends waiting for the December 5, 2023, City Council meeting to discuss the following boards:*

- Plumbing Board
- Board of Adjustment
- Parks and Leisure Services Advisory Board
- Planning and Zoning Commission
- SEDA

*Nominations for the following boards will be asked to attend the December 5 City Council meeting to be interviewed by City Council:*

- Board of Adjustment
- Planning and Zoning
- SEDA
- Tourism and Visitors Bureau Advisory Board

**28. Consider Approval of Nominations to Citizen Boards and Commissions**

Unless otherwise stated, all appointments are effective January 1, 2024.

### *Board of Adjustments*

Nominee Robert Nimmo of 301 Tanglewood Circle was interviewed by Council. MOTION by Maddie Smith, second by Lonn Reisman, to approve the appointment of Robert Nimmo to Place 2 of the Board of Adjustments effective immediately. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Mary Beach-McGuire to Place 5 of the Board of Adjustments. MOTION CARRIED unanimously.

### *Stephenville Economic Development Authority Board*

Nominee Ricky Thurman of 1430 Sundance was interviewed by Council. MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Ricky Thurman to Place 6 of Stephenville Economic Development Authority Board. MOTION CARRIED unanimously.

Wendell Hollingsworth will be removed due to him living in the county. MOTION by Maddie Smith, second by David Baskett, to approve the appointment of Marion Cole to Place 1 of Stephenville Economic Development Authority Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Malcolm Cross to Place 2 of Stephenville Economic Development Authority Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Lori Beaty to Place 4 of Stephenville Economic Development Authority Board. MOTION CARRIED unanimously.

### *Main Street Advisory Board*

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Phillip Greer to Place 1 of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve the appointment of Scott Allen to Place 2 of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Jill Burke to Place 4 of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by David Baskett, to approve the appointment of Rita Cook to Place 6 of the Main Street Advisory Board. MOTION CARRIED unanimously.

### *Board of Adjustments*

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Moumin Quazi to the Board of Adjustments. MOTION CARRIED unanimously.

### *Planning and Zoning Commission*

MOTION by Maddie Smith, second by David Baskett, to approve the appointment of Alan Nix to Place 2 of the Planning and Zoning Commission. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Bonnie Terrell to Place 4 of the Planning and Zoning Commission. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Justin Slawson to Place Alternate 1 of the Planning and Zoning Commission. MOTION CARRIED unanimously.

*Tourism and Visitors Bureau Advisory Board*

Nominee Milo Choate of 1392 Hyman was interviewed by Council. MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Milo Choate to Place 2 of the Tourism and Visitors Bureau Advisory Board. MOTION CARRIED unanimously.

*Plumbing Board*

MOTION by Maddie Smith, second by Mark McClinton, to approve the appointment of John Weber to Place 2 of the Plumbing Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Larry Graham to Place 4 of the Plumbing Board. MOTION CARRIED unanimously.

*Electrical Board*

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Fred Parker to Place 2 of the Electrical Board. MOTION CARRIED unanimously.

*Building Board*

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Fred Parker to Place 2 of the Building Board. MOTION CARRIED unanimously.

*Mechanical Board*

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Rick Alderfer to Place 4 of the Mechanical Board. MOTION CARRIED unanimously.

*Library Advisory Board*

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve the appointment of Jorge Moreno to Place 2 of the Library Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Katy Eichenberg to Place 4 of the Library Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Katherine Horak-Smith to Place 6 of the Library Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Joe Garcia to Place 7 of the Library Advisory Board. MOTION CARRIED unanimously.

*Airport Advisory Board:*

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Austin Brown to Place 4 of the Airport Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by David Baskett, to approve the appointment of Hardy Hampton to Place 6 of the Airport Advisory Board. MOTION CARRIED unanimously.

*Planning and Zoning Commission*

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Brian Lesley to Place 6 of the Planning and Zoning Commission. MOTION CARRIED unanimously.

*Parks and Leisure Services Advisory Board will be discussed in January due to the lack of nominations.*

## FINANCIAL REPORTS

Monica Harris, Director of Finance

### 29. Monthly Budget Report for the Period Ending October 31, 2023

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

In reviewing the financial statements ending October 31, 2023, the financial indicators are overall as or better than anticipated.

*Property Tax Collections:* We received \$333K in property taxes in the month of October, resulting in a \$35K decrease over the funds collected last fiscal year to date. The amount collected is 5% of the budget, which is \$163K less than anticipated.

*Sales and Use Tax:* We received \$905K in sales tax in October, resulting in \$48K or 6% more than the funds collected last fiscal year to date. The amount collected is 10% of the \$9.4 million budget, which is \$140K higher than anticipated.

*Revenue (by fund):* Of the \$2.9 million revenue received to date, 48% was received in the General Fund, 40% was received in the Water/Wastewater Fund and 4% was received in the Landfill Fund.

*Revenue (budget vs. actual):* We received 7% of the total budgeted revenues in October, which is \$245K more than anticipated due to taxes, permits, charges for services, court fines, and investment income.

*Revenue (prior year comparison):* We received \$71K more in revenue in October than last year to date due to taxes, permits, court fines, and investment income.

*Expenditures (by fund):* Of the \$2.4 million spent to date, 68% was expended in the General Fund, 27% was expended in the Water/Wastewater Fund, and 3% was expended in the Landfill Fund.

*Expenditures (budget vs. actual):* We have expended 4% of the total budgeted expenditures in October, which is \$3.1 million less than anticipated due to personnel, contractual and capital outlay.

*Expenditures (prior year comparison):* We spent \$1.7 million less in expenditures in October than last year to date, the bulk of which is capital outlay.

*SEDA Revenue Comparison:* SEDA has received an overall 10% of budgeted revenue in October, which is \$6K more than last year to date and \$17K more than anticipated due to taxes and interest income.

*SEDA Expenditure Comparison:* SEDA has spent an overall 1% of budgeted expenditures in October, which is \$4K less than last year to date due to contractual expenditures and \$114K less than anticipated due to contractual, capital outlay and grant disbursements.

### 30. Presentation of ClearGov Transparency Webpage

Director of Finance Monica Harris presented a brief overview of the ClearGov Transparency Webpage.

## CONSENT AGENDA

31. Consider Approval of Minutes - November 7, 2023

32. Consider Approval of Minutes - November 14, 2023

33. Consider Approval of CareFlite Ambulance Permit Application for 2024

34. Consider Approval of Outfitting the Fire Marshal Office Trucks

35. Consider Approval of the Police Department Server Replacement

- 36. Consider Approval of the System Acceptance Agreement between the City and L3 Harris
- 37. Approve the Purchase Agreement for Three (3) Additional AXON Fleet Cameras and Software.
- 38. Approve the AXON Purchase Agreement for ALPR Software Activation for SPD Fleet Cameras.
- 39. Consider Approval of Buyboard Proposal with Insituform for Relining of Belknap 6-Inch Sanitary Sewer

MOTION by Mark McClinton, second by David Baskett, to approve the consent agenda items. MOTION CARRIED unanimously.

**COMMENTS BY CITY MANAGER**

City Manager Jason King announced this is the last City Council meeting for 2023. We will meet again January 2, 2024. City Hall will be closed December 25 and 26 for Christmas and January 1 for New Years.

**COMMENTS BY COUNCIL MEMBERS**

*LeAnn Durfey* – Thank you to Nick Williams, Jeremy Jennings and the MH Supervisors for the project tour! Merry Christmas!

*Lonn Reisman* – Merry Christmas

*Bob Newby* – Merry Christmas

*Maddie Smith* – Shout out to Darren and his Parks crew for a great start to basketball season and happy holidays!

*David Baskett* – Don't forget Light Up the Night that is put on by United Way for the next two weekends. Shop With a Cop is December 21<sup>st</sup> – donate! Shout out to Stephenville Fire Department Paramedics and team. Thank you to everyone for your support during recent health issues. Merry Christmas!

*Brandon Greenhaw* – Happy Holidays!

*Mark McClinton* – Merry Christmas! Thank you to Oncor for their work with the rezone project.

Mayor Svien recessed the Regular City Council Meeting at 7:44 PM and convened the Executive Session at 7:48 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

**41. 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**

**42. Section 551.071 Consultation with Attorney** - to Consult Over a Pending or Contemplated Litigation

Mayor Svien adjourned the Executive Session at 8:20 PM and reconvened the Regular City Council Meeting at 8:22 PM.

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

**ADJOURN**

**The Mayor adjourned the Regular City Council meeting at 8:22 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