



## REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Tuesday, January 07, 2025 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, January 07, 2025, 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 Gerald Cook  
Council Member Lonan Reisman  
Council Member Dean Parr  
Council Member Maddie Smith  
Council Member David Baskett  
Council Member Brandon Greenhaw  
Council Member Alan Nix

**COUNCIL ABSENT:**

**OTHERS ATTENDING:**

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

**CALL TO ORDER**

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

**PLEDGES OF ALLEGIANCE**

Council Member Maddie Smith led the pledges to the flags of the United States and the State of Texas.

**INVOCATION**

Pastor Jarrod Brown of Grace Fellowship

**CITIZENS GENERAL DISCUSSION**

No one addressed Council at this time.

**REGULAR AGENDA**

1. Consider Approval of Ordinance Amending Ordinance No. 2023-O-33

City Secretary Sarah Lockenour presented this item to the Council. The proposed ordinance corrects a clerical error made on Ordinance No. 2023-O-33 related to the number of Council Members elected at a time.

MOTION by Alan Nix, second by Maddie Smith, to approve Ordinance No. 2025-O-01 as presented. MOTION CARRIED unanimously.

**2. Consider Approval of a Memorandum of Understanding between Stephenville Fire Department and Erath County EMS**

Fire Chief Robert Isbell presented this item to the Council.

Stephenville Fire and EMS has been working closely with Erath County EMS on mutual aid. The MOU presented will allow the Erath County EMS to house an ambulance and crew at the Stephenville Fire Station Two (1301 Pecan Hill Drive) to better facilitate response times.

Judge Brandon Huckabee spoke in favor of the agreement.

MOTION by David Baskett, second by Maddie Smith, to approve the MOU between Stephenville Fire Department and Erath County EMS as presented. MOTION CARRIED unanimously.

**3. Consider Approval of Naming for New Senior Center Building**

Parks and Leisure Services Director Daron Trussell presented this item to the Council.

The new senior center building construction has been completed and needs to be named. The Parks and Leisure Services Advisory Board recommends to the Council the name of 'The Cross Timbers Legacy Center'.

Rhea Marrs, 1739 Bull Elk Drive, spoke in favor of the recommendation.

MOTION by Lonnie Reisman, second by Maddie Smith, to name the new senior building 'The Cross Timbers Legacy Center' as presented. MOTION CARRIED unanimously.

**4. Consider Approval of Donation of Soil Material to Morgan Mill VFD**

Council Member Alan Nix presented this item to the Council.

The city received a request from the Morgan Mill Volunteer Fire Department for a donation of 200 cubic yards of soil material to assist in the construction of a new firehouse and a helipad for emergency care flights. The city has a stockpile of approximately 300-350 cubic yards of soil material adjacent to the Airport Pump Station. Any material not donated would be used for city projects including cell construction at Stephenville Landfill.

The soil material, with an estimated worth of \$10 per cubic yard, is valued at \$2,000.00 for the requested 200 CY.

MOTION by Alan Nix, second by Brandon Greenhaw, to approve the donation of 200 cubic yards of soil to the Morgan Mill VFD as presented. MOTION CARRIED unanimously.

**5. Consider Approval of Proposal for Chamberlin Improvements Project**

Council Member Alan Nix presented this item to the Council.

In July 2024, the Council authorized funds for a project to address acute flooding concerns on the 900 block of Chamberlin Ave.

The BuyBoard proposal received from Insituform Technologies, LLC agrees to install stormwater inlets and piping to address the drainage concerns. As a result of the depth of excavation, the project will replace the existing sanitary sewer clay pipe, as well as add fire protection and replace the undersized 1-¼" galvanized waterline with a 6" waterline. Bonding, insurance, and a one-year warranty are also included. Insituform anticipates 125 calendar days to complete the project. Additionally, a local utility contractor will be utilized to perform this work.

At the July 2, 2024, council meeting, \$300,000 was approved for reallocation from the of the \$1.5mm Wastewater Treatment Plant capital projects fund for the Chamberlin project. The proposed project cost is \$472,444.50. The Finance Department has confirmed the additional funds required for this project are available

Staff recommends approval of the agreement with Insituform Technologies, LLC to install Stormwater inlets and lines under the 900 block of Chamberlin Avenue between Frey Street and Mulberry Street.

MOTION by Alan Nix, second by David Baskett, to approve the contract with Insituform Technologies, LLC. to fund the project completely as presented.

#### **6. Consider Approval of Proposal for City Park Sewer Project**

Council Member Alan Nix presented this item to the Council.

On December 9, 2024, a sinkhole opened in the northern Rec. Hall parking lot adjacent to Long Street due to a collapse of the 21-inch clay sanitary sewer main, located approximately 10-foot under parking lot pavement. The sinkhole has been covered, and the parking lot has been blocked until the new sewer line is installed and the sinkhole cavity can be filled.

The BuyBoard proposal received from Insituform Technologies, LLC agrees to install a new sanitary sewer line on the south side of the Rec. Hall tying into a line on the west side of the drainage ditch located on the west side of the Rec. Hall. An exhibit showing the layout is enclosed with this report. The new line installation will allow the existing lines to be abandoned. Bonding, insurance, and a one-year warranty are also included. Insituform anticipates 150 calendar days to complete the project. The city's Street Department will perform the asphalt repairs in the park.

The approved FY24-25 budget allocated \$325,000 for this project and preliminary design work for \$24,500 was underway when the sinkhole appeared. The Insituform proposal project cost is \$717,050.00. The unbudgeted difference of \$416,550 ( $\$325,000 - \$24,500 - \$717,050 = -\$416,550.00$ ) will be needed to perform this project. The Finance Department has confirmed the additional funds required for this project are available in reserves.

Staff recommend approval of the agreement with Insituform Technologies, LLC to relocate a 21-inch sewer line to the south side of the Rec. Hall. Due to the location and nature of this project, staff recommend proceeding with urgency.

MOTION by Alan Nix, second by Dean Parr, to approve the proposal from Insituform Technologies, LLC for the City Park Sewer Project as presented. MOTION CARRIED unanimously.

## 7. Discussion of the Tarleton Street Project

City Manager Jason King presented this item to the Council with Donna Strohmeier, Campus Operations Executive Director, and Nate Bural, Assistant Vice President of Marketing, representing Tarleton State University.

This project has been mentioned by current and previous Council representatives and identified in the Downtown Revitalization recommendation findings as a project that would enhance walkability and bicycle infrastructure from campus to downtown.

Stephenville Main Street has started conversation with Tarleton representatives on improving the sidewalks from McIlhany St. to the entrance of Bosque River Trail. The street project focuses on projects such as sidewalks, accessibility ramp installations, preparing broken and missing curb and gutter. Tarleton has expressed their interest in assisting with this project in conjunction with their 125th Anniversary celebration.

No action is requested at this time.

## 8. Stephenville Clark Regional Airport 2024 Updates

Airport Manager Sean Clemmons presented the updates of the airport in calendar year 2024.

- Updates of the Runway Extension Project
- Airport Hangars
- Aircraft Operations at the Airport
- Airport Improvements
- Future Events at the Airport

## 9. Main Street Presentation over MarketWurks

Main Street Manager Ashley Thomas presented this item to the Council.

Stephenville Main Street has started using this program to help organize all the vendors for the Main Street Monthly Farmer & Artisan Market. They can easily choose the dates they can attend, photos, description and contact information for their business. On the City website others can view what vendors will be at what market and where they will be in the plaza. Previously all information was input manually, this makes the whole process more automatic.

## PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

10. **Applicant Reece Flanagan, Representing Erath County Habitat for Humanity, is Requesting Approval of a Preliminary Plat With Simultaneous Rezoning from Retail and Commercial (B-2) to Integrated Housing (R-2.5), of Property Located at 0 S. Drew, Parcel R78511, Being BLK. 75, LOT 19, and Parcel R29797, Being BLK. 75, LOT 18, of the CITY ADDITION to the City Of Stephenville, Erath County, Texas**

City Manager Jason King presented this item to the Council.

The applicant has submitted a Preliminary Plat that has been reviewed by staff. A Final Plat will be submitted to the Commission upon completion and acceptance of public improvements. The Commission was requested to consider the simultaneous approval of the Preliminary Plat with Conditions as listed below and a recommendation to the City Council regarding the rezone request.

Note: The rezone will not apply to the larger portion (remainder) of Parcel R29797, only to the portion that will be deeded to Habitat as shown on the Preliminary Plat.

The Planning and Zoning Commission convened on December 18, 2024, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request. If the rezone is approved, the conditional approval of the Preliminary Plat will remain in effect. If the rezone is not approved, the conditional approval of Preliminary Plat will consequently be denied.

## 11. PUBLIC HEARING

### Case No. PP2024-005

Mayor Svien opened the Public Hearing at 6:07 PM.

No one spoke in favor or opposition of the rezone.

Mayor Svien closed the Public Hearing at 6:07:18 PM.

## 12. Consider Approval of Ordinance Rezoning Property Located at 0 S. Drew, Parcel R78511, Being BLK. 75, LOT 19, and Parcel R29797, Being BLK. 75, LOT 18, of the CITY ADDITION to the City Of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Integrated Housing (R-2.5)

MOTION by Alan Nix, second by Brandon Greenhaw, to approve Ordinance No. 2025-O-02 rezoning property located at 0 S. Drew as presented. MOTION CARRIED unanimously.

## 13. Applicant Mike McCowan, Representing Pete Muzyka and George Grissom, is Requesting a Rezone of Property Located at 0 CR 256, Parcel R19796, being Approximately 212 acres of A0342 H C Hudson of the City of Stephenville, Erath County, Texas from Agricultural (AG) to Integrated Housing (R-2.5)

City Manager Jason King presented this item to the Council.

The applicant is requesting a rezone for future development of single-family homes. Water and sewer utilities are available in the vicinity. The Developers are aware that easements may be necessary to extend service lines, and that right-of-way dedication will be necessary for road improvements.

The Planning and Zoning Commission convened on December 18, 2024, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request. One letter of opposition was received for the P&Z Hearing. Two persons addressed the Commission – neither expressing opposition.

Applicant Mike McCowan was present and addressed the Council regarding the rezone.

## 14. PUBLIC HEARING

### Case No. RZ2024-019

Mayor Svien opened the Public Hearing at 6:13 PM.

No one spoke in favor or opposition of the rezone.

Mayor Svien closed the Public Hearing at 6:13:59 PM.

## 15. Consider Approval of Ordinance Rezoning Property Located at 0 CR 256, Parcel R19796, being Approximately 212 acres of A0342 H C Hudson of the City of Stephenville, Erath County, Texas from Agricultural (AG) to Integrated Housing (R-2.5)

MOTION by David Baskett, second by Gerald Cook, to approve Ordinance No. 2025-O-03 rezoning property located at 0 CR 256 as presented. MOTION CARRIED unanimously.

## FINANCIAL REPORTS

### Monica Harris, Director of Finance

Monthly Budget Report for the Period Ending November 30, 2024, Director of Finance Monica Harris presented the monthly budget report as follows:

In reviewing the financial statements ending November 30, 2024, the financial indicators are overall as or better than anticipated.

*Property Tax Collections:* We received \$596K in property taxes in the month of November, resulting in a \$308K increase over the funds collected last fiscal year to date. The amount collected is 14% of the \$7.3 million budget, which is \$294K more than anticipated.

*Sales and Use Tax:* We received \$950K in sales tax in November, resulting in \$34K or 2% less than the funds collected last fiscal year to date. The amount collected is 19% of the \$9.4 million budget, which is \$6K less than anticipated.

*Revenue (by fund):* Of the \$6.4 million revenue received to date, 51% was received in the General Fund, 35% was received in the Water/Wastewater Fund, 5% was received in the Landfill Fund and 4% was received in the Storm Water Drainage Fund.

*Revenue (budget vs. actual):* We received 16% of the total budgeted revenue through November, which is \$461K more than anticipated due to taxes, licenses and permits and interest revenue.

*Revenue (prior year comparison):* We received \$381K more revenue through November than last fiscal year to date due to taxes, licenses and permits, and charges for services.

*Expenditures (by fund):* Of the \$7 million spent to date, 53% was expended in the General Fund, 39% was expended in the Water/Wastewater Fund and 5% was expended in the Landfill Fund.

*Expenditures (budget vs. actual):* We have expended 13% of the total budgeted expenditures through November, which is \$1.3 million less than anticipated due to personnel, contractual, capital outlay and grant disbursements.

*Expenditures (prior year comparison):* We spent \$1.7 million more on expenditures through November than last fiscal year to date due to personnel, contractual, supplies, maintenance, and capital outlay.

*SEDA Revenue Comparison:* SEDA has received an overall 19% of budgeted revenue through November, which is \$8K less than last fiscal year to date and \$4K more than anticipated due to taxes and Interest income.

*SEDA Expenditure Comparison:* SEDA has spent an overall 15% of budgeted expenditure through November, which is \$124K more than last fiscal year to date due to grant disbursements and capital outlay and \$6K less than anticipated due to contractual.

## STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

### Jeff Sandford, Executive Director

No report was given at this time.

## CONSENT AGENDA

### 17. Consider Approval of Minutes from December 3, 2024 - Regular Meeting

18. Consider Approval of Minutes from December 3, 2024 - Work Session
19. Consider the Renewal of Annual Contract with DataProse, LLC for Utility Billing Services
20. Consider Approval of Award of Bid ITB 3335 for Two Parks and Leisure Services Vehicles
21. Consider Approval of Award of Bid ITB 3336 for Public Works Department Vehicles
22. Consider Approval of Award of Bid for RFP 3045 - Tree Maintenance Services to Jim's Tree Service
23. Consider Approval of Entering Into Contract with Hotel Engine
24. Consider Acceptance of Senior Center Building Project

MOTION by David Baskett, second by Alan Nix, to approve the Consent Agenda items as presented.  
MOTION CARRIED unanimously.

#### COMMENTS BY CITY MANAGER

#### COMMENTS BY COUNCIL MEMBERS

Mayor Svien recessed the Regular City Council meeting at 6:29 PM and convened the Executive Session at 6:34 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

#### 25. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Eagle

Mayor Svien adjourned the Executive Session at 7:20 PM and reconvened the Regular City Council meeting at 7:21 PM.

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

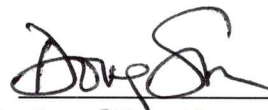
#### 25. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Eagle

MOTION by Dean Parr, second by Gerald Cook, to authorize the City Manager to execute an incentive agreement as discussed in Executive Session. MOTION CARRIED unanimously.

#### ADJOURN

Mayor Doug Svien adjourned the Regular City Council meeting at 7:21:51 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

