



## SPECIAL CITY COUNCIL MEETING

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City Hall Council Chambers, 298 West Washington Street  
Tuesday, November 19, 2024 at 5:30 PM

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### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, November 19, 2024, in the City Hall Council Chambers, 298 West Washington Street, 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  
Council Member LeAnn Durfey  
Council Member Gerald Cook  
Council Member Maddie Smith  
Council Member David Baskettt  
Council Member Brandon Greenhaw  
Council Member Alan Nix

**COUNCIL ABSENT:** Council Member Lonn Reisman  
Council Member Dean Parr

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

### CALL TO ORDER

Mayor Svien called the Special City Council meeting to order at 6:34 PM.

### PRESENTATIONS

**1. Stephenville Fire Department Life Saving Award Presentation**

Fire Chief Robert Isbell presented Life Saving Awards to the following for an incident in 2024 –  
*'Unit Citation Award'*

Division Chief Chris Elston  
Captain/ Paramedic Cody Wells  
Fire Fighter/Paramedic Aaron Hoodie

Fire Fighter/Paramedic Jackson Allen  
Fire Fighter/Paramedic Kirk Blume  
Fire Fighter/EMT Cole Carlin  
Fire Fighter/EMT Sam Monds  
Fire Fighter/EMT Zach Hagood

*'Cardiac Arrest Life Saving Award'*

Fire Fighter/Paramedic Aaron Hoodie  
Fire Fighter/Paramedic Jackson Allen  
Fire Fighter/EMT Cole Carlin  
Fire Fighter/EMT Zach Hagood

**2. Proclamation Recognizing Stephenville as a Tourism Friendly Destination**

Mayor Svien read the following proclamation Recognizing Stephenville as a Tourism Friendly Destination:

*WHEREAS, the City of Stephenville, located in the heart of Erath County, is renowned for its rich history, diverse culture, western heritage and welcoming atmosphere; and*

*WHEREAS, Stephenville takes great pride in offering exceptional experiences for visitors from near and far, featuring unique attractions, local businesses, recreational opportunities, and a taste of authentic Texas charm and hospitality; and*

*WHEREAS, the citizens of Stephenville, in partnership with local government, businesses, and community organizations, have worked diligently to create an environment that is inclusive, welcoming, and hospitable to tourists, ensuring that every visitor feels like a part of our community;*

*and WHEREAS, the development of tourism in the City of Stephenville enhances our economy by supporting local businesses, generating jobs, and promoting sustainable growth, while also preserving our natural and cultural resources for future generations; and*

*WHEREAS, the City of Stephenville continues to invest in infrastructure, events, and amenities designed to enhance the visitor experience, fostering a tourism-friendly environment that attracts both new and returning guests; and WHEREAS, it is essential for communities to recognize and celebrate the value of tourism as a key driver of economic prosperity, cultural exchange, and regional pride;*

*NOW, THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, do hereby proclaim 'THE CITY OF STEPHENVILLE IS A TOURISM FRIENDLY COMMUNITY' and I encourage citizens to join me in recognizing the positive effect tourism has on the economy, growth, and image of the City of Stephenville, Texas.*

The proclamation was received by Administrative Services Director Darrell Brown.

**TOURISM AND VISITORS BUREAU COMMITTEE**

LeAnn Durfey, Chair

**3. Tourism and Visitors Bureau Committee Report for November 19, 2024**

Tourism and Visitors Bureau Committee Chair LeAnn Durfey presented a brief committee report.

Main Street Manager Ashley Thomas presented a Main Street Advisory Board Update.

Tourism and Visitor Bureau Advisory Board manager Alyee Whitworth introduced herself and gave a brief update on the changes she has made since starting about two months ago.

*Consider Adoption of Airport Rules and Regulations*

In accordance with the Airport and Airway Improvement Act of 1982, 49 United States Code (U.S.C.) § 47101, et seq., and the Airport Improvement Program Sponsor Assurances, the owner or operator of any airport (airport sponsor) that has been developed or improved with Federal grant assistance or conveyances of Federal property assistance is required to operate the airport for the use and benefit of the public and to make it available for all types, kinds, and classes of aeronautical activity. The Surplus Property Act of 1944 (as amended by 49 U.S.C., §§ 47151-47153) contains a parallel obligation under its terms for the conveyance of Federal property for airport purposes. Similar obligations exist for airports that have received non-surplus government property under 49 U.S.C. § 47125 and previous corresponding statutes. These Federal obligations involve several distinct requirements. Most important is that the airport and its facilities must be available for public use as an airport. The terms imposed on those who use the airport, and its services must be reasonable and applied without unjust discrimination, whether by the airport sponsor or by a contractor or licensee who has been granted a right by the airport sponsor to offer services or commodities normally required to serve aeronautical users of the airport. Federal law requires that recipients of Federal grants (administered by the FAA) sign a grant agreement or covenant in a conveyance of property that sets out the obligations that an airport sponsor assumes in exchange for Federal assistance. The FAA's policy recommending Rules and Regulations stems from the airport sponsor's grant assurances and similar property conveyance obligations to make the airport available for public use on reasonable conditions and without unjust discrimination.

MOTION by LeAnn Durfey, second by Brandon Greenhaw, to positively recommend to the full Council the proposed Airport Rules and Regulations. MOTION CARRIED unanimously.

*Consider Approval of Expenditure to KSA Engineers for Airport Improvement Plan*

An updated Airport Layout Plan with Narrative and Survey, Photogrammetry, and GIS Services are required to continue the Airport Runway Extension project.

The request to pay KSA Engineering for Airport Layout Plan Update with Narrative and Survey, Photogrammetry, and GIS Services (18BObstruction Survey) in the amount of \$399,802.54.

Federal Aviation Assistance is 95% and local funding requirement is 5%

MOTION by Gerald Cook, second by Brandon Greenhaw, to positively recommend to the full Council the approval of the expenditure to KSA Engineers for Airport Improvements as presented. MOTION CARRIED unanimously.

**4. Consider Adoption of Airport Rules and Regulations**

MOTION by LeAnn Durfey, second by Brandon Greenhaw, to adopt the Airport Rules and Regulations as presented. MOTION CARRIED unanimously.

**5. Approve Expenditure to KSA for Airport Improvement Plan with Narrative**

MOTION by LeAnn Durfey, second by Alan Nix, to approve the expenditure to KSA Engineers for the Airport Improvement Plan as presented. MOTION CARRIED unanimously.

**6. Consider Approval of Resolution Authorizing Completion of the Airport Improvement Plan**

MOTION by LeAnn Durfey, second by Alan Nix, to approve Resolution No. 2024-R-13 authorizing the completion of the Airport Improvement Plan. MOTION CARRIED unanimously.

## **FINANCE COMMITTEE**

David Baskett, Chair

### **7. Finance Committee Report for November 19, 2024**

Finance Committee Chair David Baskett presented a brief committee report as follows:

#### *Consider Approval of an Ambulance Financial Hardship Application*

Finance Director Monica Harris presented an Ambulance Financial Hardship Application received by the City.

MOTION by Brandon Greenhaw, second by Gerald Cook, to recommend to the full Council approval of the Ambulance Financial Hardship Application as presented. MOTION CARRIED unanimously.

#### *Consider Approval of a Reduction in Emergency Ambulance Service Invoice*

Finance Director Monica Harris presented a request for Reduction in Emergency Ambulance Service Invoice received by the City.

The request for a reduction on an invoice from January 21, 2022 in the amount of \$3,108.10 down to \$1,500.00.

MOTION by David Baskett, second by Gerald Cook to recommend to the full Council approval of the reduction in the Emergency Ambulance Service invoice as presented. MOTION CARRIED unanimously.

#### *Consider Approval of Ambulance Bad Debts Receivable Write-off*

Finance Director Monica Harris presented this item to the Committee.

Specialized Billing was the contractor for Emergency Ambulance billing through December 31, 2022. The attached Ambulance Aging Summary Report by Payor printed for September 30, 2023, is for services through December 31, 2022. This report clearly has not been updated since shortly after December 31, 2022, and staff have been unable to access updated reports, nor do staff believe that updated reports are available.

Historically, it is rare to receive funds on balances that are over 180 days. Therefore, in the last audit, the total amount was deemed uncollectible. Writing off this balance does not prevent the City from accepting payment on any of these accounts.

Staff requests writing off \$752,170.79 of Emergency Ambulance Receivables for service through December 31, 2022.

The net effect on the financial statements is zero, as the total amount is offset by Allowance for Uncollectible, as the total is deemed uncollectible.

MOTION by Gerald Cook, second by Brandon Greenhaw, to recommend to the full Council approval of the write-off of ambulance bad debts receivable as presented. MOTION CARRIED unanimously.

### **8. Consider Approval of an Ambulance Financial Hardship Application**

MOTION by David Baskett, second by Alan Nix, to approve the Ambulance Financial Hardship Application as presented. MOTION CARRIED unanimously.

**9. Consider Approval of a Reduction in Emergency Ambulance Service Invoice**

MOTION by David Baskett, second by Maddie Smith, to approve the reduction in emergency ambulance service invoice as presented. MOTION CARRIED unanimously.

**10. Consider Approval of Ambulance Bad Debts Receivable Write-Off**

MOTION by David Baskett, second by Brandon Greenhaw, to approve the write-off of ambulance bad debts receivables as presented. MOTION CARRIED unanimously.

**NOMINATIONS COMMITTEE**

Maddie Smith, Chair

**11. Nominations Committee Report for November 19, 2024**

Nominations Committee Chair Maddie Smith presented a brief update on the Nominations Committee consideration of the Erath County Appraisal District Board of Directors nominations.

MOTION by Alan Nix, second by LeAnn Durfey, to recommend to the full Council the reappointment of David Tomlinson to the Erath County Appraisal District Board of Directors as presented. MOTION CARRIED unanimously.

**12. Consider Approval of Nomination for Erath County Appraisal District Board of Directors**

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the re-appointment of David Tomlinson to the Erath County Appraisal District Board of Directors as presented. MOTION CARRIED unanimously.

Mayor Svien recessed the Special City Council meeting at 6:51 PM and convened the Executive Session at 6:54 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 S2800 COLLEGE HEIGHTS ADDITION**

Mayor Svien adjourned the Executive Session at 7:02 PM and reconvened the Special City Council meeting at 7:03 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 S2800 COLLEGE HEIGHTS ADDITION**

MOTION by Maddie Smith, seconded by LeAnn Durfey, to approve the transfer of property as discussed in Executive Session. MOTION CARRIED unanimously.

**ADJOURN**

Mayor Svien adjourned the Special City Council meeting at 7:03:55 PM.

*Doug Svien*

Doug Svien, Mayor

ATTEST:

*Sarah Lockenour*  
Sarah Lockenour, City Secretary

