



## REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Tuesday, March 05, 2024 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, March 05, 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:** Mayor Doug Svien  
Council Member Justin Haschke  
Council Member Bob Newby  
Council Member Maddie Smith  
Council Member David Baskettt  
Council Member Brandon Greenhaw  
Council Member Mark McClinton

**COUNCIL ABSENT:** Council Member LeAnn Durfey  
Council Member Lon Reisman

**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 Mark McClinton led the pledges to the flags of the United States and the State of Texas.

#### INVOCATION

Pastor Ed Dittfurth with Cornerstone Assembly of God

#### PRESENTATIONS AND RECOGNITIONS

**Proclamation Recognizing Zeta Phi Beta Sorority, Inc.**

Mayor Svien pulled this item from the agenda. Proclamation will be given at later date.

**Oath of Office for New Stephenville Police Officer**

City Secretary Sarah Lockenour administered the Oath of Office to the newest Stephenville Police Officer Gregory Blue.

**CITIZENS GENERAL DISCUSSION**

No one addressed the Council at this time.

**REGULAR AGENDA**

**1. City Secretary Records Management Update**

City Secretary Sarah Lockenour presented an update on the records management project of digitizing records.

**2. Consider Approval of Fee Waiver for Development Fees for a Habitat for Humanity Property Located at 224 W. Walnut**

Development Director Steve Killen presented this item to Council.

Mrs. Stacy Morrison, representing Habitat for Humanity, is requesting a waiver of all development fees for property located at 224 W. Walnut. This will be for the construction of a 1,000-sf single-family residential structure. Current Zoning is R-3, Multifamily. Future Land Use is designated as single-family. Any fee reduction will have a direct correlation on the projected revenue collections for the General Fund/Development Services Department.

Estimated Fees known at this time are as follows:

Plan Review:	\$809.00
Parkland Dedication:	\$825.00
Building Permit:	\$884.00
Water and Sewer Taps:	\$2,000.00 *(If applicable - Estimated/Pass Through)
Estimated Amount:	\$4518.00

MOTION by Mark McClinton, second by Bob Newby, to approve the fee waiver for city fees only, not water and sewer. MOTION CARRIED unanimously.

**3. Consider Approval of Fee Waiver for Rezone and Replat Fees for a Habitat for Humanity Property Located on Drew Street**

Mrs. Stacy Morrison, representing Habitat for Humanity, is requesting a waiver of all development fees for property located on Drew St. This will be for the construction of single-family residential structures. Current Zoning is B-2, Retail and Commercial. Future Land Use is designated as Retail. Any fee reduction will have a direct correlation on the projected revenue collections for the General Fund/Development Services Department.

Estimated Fees known at this time are as follows:

Rezone:	\$310.00
Replat:	\$310.00
Estimated Amount:	\$620.00

MOTION by Mark McClinton, second by Maddie Smith, to approve the fee waiver for development fees as presented. MOTION CARRIED unanimously.

**4. Consider Approval of Citizen Request for the Waiver of Hotel Occupancy Taxes, Penalty, and Interest for February Through December 2023**

Director of Finance Monica Harris presented this item to Council on behalf of citizen and Short-Term Rental owner Miriam Callahan.

Due to the difficulty Ms. Callahan has faced since May 2023 related to Airbnb and the deduction of her 9% Hotel Occupancy Tax directly from Airbnb, Ms. Callahan requested that Council approve waiving her Hotel Occupancy Taxes, Penalty and Interest fees for February through December 2023 in the amount of \$1,001.23.

Miriam Callahan of 7228 Emerald Dr., Brownwood, Texas, addressed Council on this matter.

MOTION by Justin Haschke, second by Mark McClinton, to waive the Interest and Penalties in the amount of \$137.16 for this matter. MOTION CARRIED unanimously.

Staff will work with Ms. Callahan on setting up a payment plan for the remaining amount due.

**DEVELOPMENT SERVICES COMMITTEE**

David Baskett, Chair

**5. Development Services Committee Report from February 20, 2024**

Development Services Committee Chair David Baskett presented the Committee Report from February 20, 2024, to Council.

Chairman David Baskett opened the meeting and invited staff to update the Committee. Steve Killen provided a brief overview of the materials that were presented and reviewed by the Comprehensive Plan Advisory Panel on February 13, 2024. Mr. Killen also presented an overview of the proposed schedule. Mr. Killen responded to the affirmative that follow-up discussions occurred with Lionheart at the conclusion of the Advisory Panel meeting and that staff would solicit input from the Planning and Zoning Commission in relation to the final draft of the Comprehensive Plan once received.

**PARKS AND LEISURE SERVICES COMMITTEE**

Lonn Reisman, Chair

**6. Parks and Leisure Services Committee Report from February 20, 2024**

City Manager Jason King presented the Committee Report from February 20, 2024, to Council.

Staff recommend entering into an agreement with Patuxnet Roofing / L. D. Tebben Company for waterproofing the stone exterior walls using Seal-a-Por, a specialized waterproofing solution from The Garland Company Inc.

Patuxnet Roofing / L. D. Tebben Company in conjunction with The Garland Company Inc., will provide the following scope of work for the Stephenville Recreation Hall.



1. Project Overview: This scope of work outlines the process and requirements for waterproofing stone walls using Seal-a-por, a specialized waterproofing solution. The objective is to protect the stone walls from water infiltration, ensuring their longevity and structural integrity. The project area comprises [insert total square footage] of stone walls.

2. Preparatory Work: Conduct a thorough inspection of the stone walls to identify cracks, gaps, or other points of potential water entry. Clean the stone walls to remove dirt, dust, loose mortar, and other contaminants. Repair any visible cracks or damages using appropriate materials and techniques.

3. Waterproofing Process: Mix Seal-a-por according to the manufacturer's instructions. Apply Seal-a-por to the stone walls at a rate of 1 gallon per 100-200 square feet, ensuring even coverage. Utilize brushes, rollers, or sprayers as suitable for the specific application, ensuring all surfaces are adequately coated. Pay special attention to corners, joints, and any vulnerable areas prone to water penetration. Allow Seal-a-por to dry and cure as per the manufacturer's recommended drying time.

4. Quality Assurance: Inspect the applied Seal-a-por to ensure uniform coverage and proper sealing of the stone walls. Conduct a water test to verify the effectiveness of the waterproofing treatment. Rectify any areas with inadequate coverage or signs of water seepage promptly.

5. Site Cleanup: Clean up the work area, removing any debris, equipment, or materials used during the waterproofing process. Dispose of waste materials in an environmentally responsible manner.

6. Safety Measures: Adhere to all safety protocols and guidelines during the application of Seal-a-por. Ensure workers are equipped with appropriate personal protective equipment (PPE) such as gloves, masks, and safety goggles.

7. Documentation: Provide detailed documentation of the application process, including photographs before and after the waterproofing treatment. Furnish information on the quantity of Seal-a-por used, as well as any specific conditions or challenges encountered during the application.

8. Project Completion: Upon successful completion of the waterproofing process and inspection, the project will be considered finished. Provide the client with a comprehensive overview of the work carried out and any relevant maintenance instructions for the treated stone walls.

Cost: \$38,447.00 (inclusive of all labor, materials, and equipment to complete base bid)

Terms: 100% due upon completion

MOTION by Lon Reisman, second by Bob Newby, to send a positive recommendation to full Council to approve the agreement with Patuxnet Roofing / L. D. Tebben Company for waterproofing the stone exterior walls using Seal-a-Por, a specialized waterproofing solution from The Garland Company Inc. MOTION CARRIED unanimously.

#### **7. Consider Approval of Contract for Recreation Hall Building Waterproofing**

MOTION by David Baskett, second by Brandon Greenhaw, to approve the contract for the waterproofing of the Recreation Hall Building as presented. MOTION CARRIED unanimously.

#### **NOMINATIONS COMMITTEE**

Maddie Smith, Chair

## 8. Nominations Committee Report from February 20, 2024

Nominations Committee Chair Maddie Smith presented the Committee Report from February 20, 2024, to Council.

The committee met on February 20, 2024, to review applications for Citizen Boards and Commissions. The committee chair, Maddie Smith, shared the only citizen board with open positions is the Parks & Leisure Services Advisory Board with three open positions. The Nominations Committee received four nominations:

Faye Hodges

Kindall Hurley

Drew Robinson

Sheryl Wells

The following recommendations were made for the Parks and Leisure Services Advisory Board:

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full council the appointment of Faye Hodges, Kindall Hurley, and Drew Robinson to the Parks and Leisure Services Advisory Board. MOTION CARRIED unanimously.

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

MOTION by Maddie Smith, second by David Baskett, to appoint Faye Hodges to the Parks and Leisure Services Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Brandon Greenhaw, to appoint Kindall Hurley to the Parks and Leisure Services Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to appoint Drew Robinson to the Parks and Leisure Services Advisory Board. MOTION CARRIED unanimously.

## FINANCIAL REPORTS

Monica Harris, Director of Finance

### 10. Monthly Budget Report for the Period Ending January 31, 2024

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

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

*Property Tax Collections:* We received \$3.5 million in property taxes in the month of January, resulting in a \$434K increase over the funds collected last fiscal year to date. The amount collected is 96% of the \$7.3 million budget, which is \$102K more than anticipated.

*Sales and Use Tax:* We received \$790K in sales tax in January, resulting in \$91K or 3% more than the funds collected last fiscal year to date. The amount collected is 36% of the \$9.4 million budget, which is \$307K higher than anticipated.

*Revenue (by fund):* Of the \$17.9 million revenue received to date, 67% was received in the General Fund, 24% was received in the Water/Wastewater Fund and 2% was received in the Landfill Fund.

*Revenue (budget vs. actual):* We received 46% of the total budgeted revenues through January, which is \$1.7 million more than anticipated due to taxes, building permits, intergovernmental, investment income, debt proceeds.

*Revenue (prior year comparison):* We received \$131K less revenue through January than last fiscal year to date due to debt proceeds received in the prior year.

*Expenditures (by fund):* Of the \$14 million spent to date, 46% was expended in the General Fund, 46% was expended in the Water/Wastewater Fund, and 3% was expended in the Landfill Fund.

*Expenditures (budget vs. actual):* We have expended 20% of the total budgeted expenditures through January, which is \$7.3 million less than anticipated due to personnel, contractual and capital outlay.

*Expenditures (prior year comparison):* We spent \$200K more in expenditures through January than last fiscal year to date due to personnel and equipment maintenance.

*SEDA Revenue Comparison:* SEDA has received an overall 38% of budgeted revenue through January, which is \$12K more than last fiscal year to date and \$50K more than anticipated due to taxes and interest income.

*SEDA Expenditure Comparison:* SEDA has spent an overall 11% of budgeted expenditures through January, which is \$121K less than last fiscal year to date due to contractual and grant disbursements and \$396K less than anticipated due to contractual, capital outlay and grant disbursements.

## **CONSENT AGENDA**

- 11. Consider Approval of Minutes - Regular City Council Meeting - February 6, 2024**
- 12. Consider Approval of Minutes - City Council Work Session - February 15, 2024**
- 13. Consider Approval of Minutes - Special City Council Meeting - February 20, 2024**
- 14. Consider Approval of ERSI Enterprise License Agreement**
- 15. Revise Order of Election for May 4, 2024 Election**

MOTION by Bob Newby, second by Mark McClinton, to approve Consent Agenda items as listed.  
MOTION CARRIED unanimously.

## **COMMENTS BY CITY MANAGER**

City Manager Jason King shared about the Fly-In, Car Show and Farmer's Market that was held at the Stephenville Clark Regional Airport Saturday, March 2.

## **COMMENTS BY COUNCIL MEMBERS**

Maddie Smith – Shout out to the Administrative Services staff on a great Fly-In event



- Thank you to all citizens who are willing to serve on the Citizen Boards and Commissions.
- Happy 10<sup>th</sup> birthday to Logan Smith

David Baskett – Congratulations to Parks and Leisure Services Director Darron Trussell and family on their new baby

- To those in the audience, thanks for coming and showing up. You are being heard.
- Shout out to Nick Williams and the Public Works staff for their work on Prairie Wind.

Mark McClinton – Thanks to the team at the Stephenville Landfill for their hard work. If you haven't been out to the landfill, you should.

- Thanks for Officer Bridges for the ride along.

## RECESS TO CITY COUNCIL WORK SESSION

Mayor Svien recessed the Regular City Council Meeting at 5:58 PM.

## RECONVENE REGULAR CITY COUNCIL MEETING

Mayor Svien reconvened the Regular City Council Meeting at 6:18 PM.

### 16. Consider Approval of Budget Amendments for Fiscal Year 2023-2024

MOTION by Justin Haschke, second by Mark McClinton, to approve, as discussed in the Work Session, a budget adjustment from the City's Street Repairs and Maintenance fund for \$230,000 into the Public Safety Pay Plan as presented. MOTION CARRIED unanimously.

MOTION by Justin Haschke, second by Mark McClinton, to approve budget adjustment from the City's Street Repairs and Maintenance fund for \$80,000 for the Non-Public Safety, general fund employees. MOTION CARRIED unanimously.

Mayor Svien recessed the Regular City Council Meeting at 6:19 PM and convened the Executive Session at 6:21 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

### 17. Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **South Side Addition**

Mayor Svien adjourned the Executive Session at 6:26 PM and reconvened the Regular City Council Meeting at 6:27 PM.

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

### 17. Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **South Side Addition**

MOTION by David Baskett, second by Bob Newby, to deed the property located in the South Side Addition as discussed in Executive Session. MOTION CARRIED unanimously.

## ADJOURN

With no further discussion, Mayor Svien adjourned the Regular City Council meeting at 6:28 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.*

*Doug Svien*

Doug Svien, Mayor

ATTEST:

*Sarah Lockenour*

Sarah Lockenour, City Secretary

