



## COUNCIL COMMITTEE MEETINGS

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City Hall Council Chambers, 298 West Washington Street  
Tuesday, December 15, 2020 at 5:30 PM

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### AGENDA

#### NOMINATIONS COMMITTEE

Gerald Cook, Chair; Justin Haschke, Alan Nix, Ricky Thurman

1. Call to Order
- [2.](#) Interview Applicants for Planning and Zoning Commission, Board of Adjustment, and Stephenville Type B Economic Development Authority
- [3.](#) Annual Nominations to Citizen Boards and Commissions
4. Adjourn

#### PUBLIC WORKS COMMITTEE

Alan Nix, Chair; Brandon Huckabee, Mark McClinton, Nick Robinson

5. Call to Order
- [6.](#) Construction Inspection Positions
7. Adjourn

#### PARKS AND LEISURE SERVICES COMMITTEE

Nick Robinson, Chair; Justin Haschke, Brandon Huckabee, Alan Nix

8. Call to Order
9. Rec Hall Window Replacement
10. Adjourn

*Notice is hereby given that members of the Stephenville City Council may participate in this meeting via teleconference or videoconference as allowed by Governor's Order due to the COVID-19 pandemic. As allowed by this Order, a quorum may not be present in a physical location.*

*Pursuant to Section 418.108(g) of the Texas Government Code, a Declaration of Local Disaster issued on April 22, 2020, and in the interest of public health, the city has exercised its right to limit ingress and egress in public buildings. As such, the public will be allowed into city facilities to attend the meeting on a limited basis.*

*The meeting is available for viewing via livestream on the City's Facebook Page (City of Stephenville – City Hall).*

***In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.***



# City Of Stephenville BOARD APPLICATION

**Received Date:** June 25, 2020

**Application Type:** Stephenville Type B Economic Development Authority

**NAME:** Lori Beaty

**CITY:** Stephenville

**NEW APPLICANT:** Yes

**LENGTH OF RESIDENCY:** 15 years

**MEETING ATTENDANCE:** I have previously attended a Board or Council Meeting

**EVENING AVAILABILITY:** Yes

**DAYTIME AVAILABILITY:** Yes

**EMPLOYMENT STATUS:** Employed

**EMPLOYER:** Tarleton State University

**COMMUNITY CATEGORY:** Education - serving in higher education at high school level or beyond

**REASON FOR APPLYING:** Interest in economic development in the Stephenville area

**EDUCATIONAL BACKGROUND:** BBA - Accounting, Texas A&M Commerce  
MBA - Management, Tarleton State University

**OCCUPATIONAL BACKGROUND:** Accounting Manager - Green Creek Nursery 2005-2011  
Accountant, Controller, Assistant VP, CFO - Tarleton State University 2011-current

**RELEVANT EXPERIENCE:** contract negotiation, financial management/analysis

**INVOLVEMENT IN THE COMMUNITY:** SISD PTO, Leadership Stephenville 2019, First Baptist Church

**REGISTERED VOTER:** Yes

**PROPERTY OWNER IN CITY:** Yes

**FAMILY OWNS BUSINESS IN CITY:** No



# City Of Stephenville

## BOARD APPLICATION

**Received Date:** October 29, 2020

**Application Type:** Stephenville Type B Economic Development Authority

**NAME:** Rita Cook

**CITY:** Stephenville

**SEEKING REAPPOINTMENT:** Yes

**LENGTH OF RESIDENCY:** 6 1/2 years

**APPLYING FOR:** Stephenville Type B Economic Development Authority, Library Advisory Board

**PRIOR INVOLVEMENT:** I have previously or am currently serving on a Board/Committee for the City of Stephenville

**EVENING AVAILABILITY:** Yes

**DAYTIME AVAILABILITY:** Yes

**EMPLOYMENT STATUS:** Retired

**COMMUNITY CATEGORY:** General Public - defined as those persons having no economic interest other than a normal consumer

**REASON FOR APPLYING:** I have served on numerous boards and committees both professionally and personally. I served for 3 years on an economic development board in Middlesboro, Kentucky. I am currently serving on the Library Advisory board.

**EDUCATIONAL BACKGROUND:** Doctorate of Education Administration from Kansas State University. Bachelor and Master degrees from Tarleton State University.

**OCCUPATIONAL BACKGROUND:** CEO of Service Center Agency that provides services/products to 60 school districts. Retired school superintendent in Middlesboro, Kentucky.

**RELEVANT EXPERIENCE:** I served on an economic development board for three years. I have over 20 years of experience as a CEO of a small business.

**INVOLVEMENT IN THE COMMUNITY:** Member of First United Methodist church, board member of Library Advisory board, Child Advocate for CASA, board member of Anything's Pawsible, officer of the Daughters of the American Revolution, Member of the Daughters of the Republic of Texas, formerly served on Parks and Recreation Board, served as ad hoc member of the Land Use Committee for the city of Stephenville, formerly committee member of Sundown on the Square

**REGISTERED VOTER:** Yes

**PROPERTY OWNER IN CITY:** Yes

**FAMILY OWNS BUSINESS IN** No

**CITY:**

*Item 2.*



# City Of Stephenville BOARD APPLICATION

**Received Date:** June 29, 2020

**Application Type:** Stephenville Type B Economic Development Authority

**NAME:** Matt Underwood

**CITY:** Stephenville

**NEW APPLICANT:** Yes

**LENGTH OF RESIDENCY:** 6 years

**MEETING ATTENDANCE:** I have previously attended a Board or Council Meeting

**DAYTIME AVAILABILITY:** Yes

**EMPLOYMENT STATUS:** Employed

**EMPLOYER:** Stephenville Independent School District

**COMMUNITY CATEGORY:** Education - serving in higher education at high school level or beyond

**REASON FOR APPLYING:** Concerned about the future employment opportunities for our SHS graduates.

**EDUCATIONAL BACKGROUND:** I have three degrees from three different State public University systems.

**OCCUPATIONAL BACKGROUND:** I've worked in the field of education for over 26 years while serving 17 years as Superintendent.

**RELEVANT EXPERIENCE:** I've entered several partnership agreements with city governments for the joint improvement outcomes for three different communities.

**INVOLVEMENT IN THE COMMUNITY:** Currently a member of the Stephenville Optimist Club, and Vice President of the Stephenville Lions Club.

**REGISTERED VOTER:** Yes

**PROPERTY OWNER IN CITY:** Yes

**FAMILY OWNS BUSINESS IN CITY:** No

City of Stephenville Boards and Commissions					
	Name	Will Continue to Serve	Will NOT Continue to Serve	1st Choice	# Choice
<b>Planning &amp; Zoning Commission</b>					
Place 1	Metta Collier		X		
Place 3	Lisa LaTouche	X			
Place 5	Vance Wade		X		
Place 7	Todd McEvoy	X			
A1	Bruce Delater	X			

Parks & Recreation Advisory Board					
Place 1	Shannon Hunt	X			
Place 3	Tessa Harrison				
Place 5	Daron Trussell	X			
Place 7	Dennis Jones	X			

Airport Advisory Board					
Place 1	Tracy Gifford	X			
Place 3	Shannon Truesdell	X			
Place 5	Colby Sims	X			
Place 7	Chris Williams	X			

Senior Citizen Advisory Board					
Place 1	Sheryl Wells	X			
Place 3	Judith Meador	X			
Place 5	Joanna Lay	X			
Place 7	Marlene Dupas	X			

Library Advisory Board					
Place 1	Molly Stewart				
Place 3	Rita Cook	X*			2
Place 5	JoAnn Phillips	X			
Place 7	William Atkinson		X		
	Jennie Shafer				

City of Stephenville Boards and Commissions					
	Name	Will Continue to Serve	Will NOT Continue to Serve	1st Choice	# Choice
<b>Board of Adjustment</b>					
Place 1	Ceclia Willett		X		
Place 3	Robert Nimmo		X		
Place 5	Janette Cochran	X			
Alt. 1	Adam Cash	X			
Alt. 3	Darrell Brown	X			

<b>Building Board</b>					
Place 1	Toby O'Neal	X			
Place 3	Danny Phillips	X			
Place 5	Brent Virgin	X			

<b>Mechanical Board</b>					
Place 1	Bobby Mangrum		X		
Place 3	James Walker				
Place 5	Steven Deviney				

(Retired)

<b>Electrical Board</b>					
Place 1	Rod Rutledge				
Place 3	Scott Thompson				
Place 5	David Bragg				

<b>Plumbing Board</b>					
Place 1	Steven Forbus				
Place 3	Ed Weber				
Place 5	Bobby Mangrum		X		

(Retired)

<b>SEDA</b>					
Place 1	Wendell Hollingsworth	X			
Place 3	Casey Hogan	X			
Place 5	Marion Cole	X			
Place 7	Shelby Slawson		X		
	Lori Beatty			X	
	Matt Underwood			X	
	Rita Cook			X	

City of Stephenville Boards and Commissions					
	Name	Will Continue to Serve	Will NOT Continue to Serve	1st Choice	# Choice

Tourism and Visitor Bureau						
Place 1	Chelsey Brown					
Place 3	Belle Dowell					Retail
Place 5	Charles Howard	X				TSU
Place 7	VACANT					Hotel
	Rachel Snyder					TSU
	Tina Marchbanks					Hotel

Erath County Appraisal District Review Board						
	Tomlinson, David	X				





# City Of Stephenville BOARD APPLICATION

Received Date: October 31, 2020

Application Type: Tourism and Visitors Bureau Advisory Board

**NAME:** Tina Marchbanks

**CITY:** Stephenville

**NEW APPLICANT:** Yes

**LENGTH OF RESIDENCY:** less than a year

**APPLYING FOR:** Tourism and Visitors Bureau Advisory Board, Tourism and Visitors Bureau Advisory Board

**EVENING AVAILABILITY:** Yes

**EMPLOYMENT STATUS:** Employed

**EMPLOYER:** Hampton Inn and Suites Stephenville

**COMMUNITY CATEGORY:** Industry - corporations, partnerships, sole proprietorships or other legal entities formed for the purpose of making a profit and which produce or manufacture good or services and which are not small businesses

**REASON FOR APPLYING:** Julie Reached out to me about joining an another rep from a hotel. I am the new GM at Hampton Inn and Suites

**EDUCATIONAL BACKGROUND:** Currently attending UT For Bachelors of Business Management

**OCCUPATIONAL BACKGROUND:** Hospitality Management

**REGISTERED VOTER:** Yes

**PROPERTY OWNER IN CITY:** No

**FAMILY OWNS BUSINESS IN CITY:** No



# City Of Stephenville BOARD APPLICATION

Received Date: October 9, 2020

Application Type: Library Advisory Board

**NAME:** Jennie Shafer

**CITY:** Stephenville

**NEW APPLICANT:** Yes

**EVENING AVAILABILITY:** Yes

**DAYTIME AVAILABILITY:** Yes

**EMPLOYMENT STATUS:** Other

**COMMUNITY CATEGORY:** General Public - defined as those persons having no economic interest other than a normal consumer

**REASON FOR APPLYING:** As a stay at home, homeschooling mother of two, I have a vested interest in the library as a resource. I want to see improvements in material selection, community engagement and growth. I am a new resident and hope to add value, as well as a new perspective to the library board.

**EDUCATIONAL BACKGROUND:** I have a B.S. in Child Development and a Masters Degree in Occupational Therapy.

**OCCUPATIONAL BACKGROUND:** I have been a nationally registered and licensed Occupational therapist since 2014. Currently, I am staying home with my 2 young sons and homeschooling.

**RELEVANT EXPERIENCE:** I am a lifelong learner and book lover. I have had a library card in my name since I was 6 years old and maintained a card at various towns that I have lived in throughout my life. I also have worked with children since I was 17, with an emphasis in children with special needs. I understand the importance of literature in all aspects of life and how it can change the world.

**INVOLVEMENT IN THE COMMUNITY:** I am in the process of joining the Republican Women's Group in Stephenville.

**REGISTERED VOTER:** Yes

**PROPERTY OWNER IN CITY:** Yes

**FAMILY OWNS BUSINESS IN CITY:** No

# STAFF REPORT

**SUBJECT:** Reactivating Personnel  
**MEETING:** Public Works Committee Meeting - 15 Dec 2020  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

## RECOMMENDATION:

Staff recommends reactivating the previously frozen positions for Construction Supervisor and Construction Technician.

## BACKGROUND:

The positions for a Construction Supervisor and a Construction Technician were created by transferring existing positions within the Water Department to Utilities Administration. The newly-named positions were budgeted for FY18-19.

In March of 2019, staff proposed the Construction Supervisor and one of two Construction Technician positions to remain on-hold / frozen for the duration of the Eastside Sewer Lift Station project in order to secure the services of a qualified Resident Project Representative (RPR) to oversee the project construction.

The Eastside Sewer Lift Station project was accepted by council on December 1, 2020.

## FISCAL IMPACT SUMMARY:

When the positions were frozen, the intent was to use existing, budgeted personnel salaries to pay for expert RPR services for the lift station project and then to unfreeze those two existing positions at the conclusion of the lift station project.

The construction inspection services for the lift station were completed at the contract amount of \$209,000.

The compensation allocated for the Construction Supervisor and the Construction Technician positions, including benefits, equated to just over \$125,000 annually in FY18-19 and again in FY19-20.

In FY18-19, the full \$125,000 was used to pay for the RPR services with a net zero dollar impact to the FY18-19 budget.

The first eight (8) months of FY19-20 was used to pay the remaining \$84,000 of the RPR contract (\$209k – \$125k = \$84k). The personnel savings for FY19-20, achieved by keeping the positions frozen for the four (4) remaining months of FY19-20, was approximately \$41,000.

The Construction Supervisor and one Construction Technician were inadvertently excluded in the FY20-21 budget.

## ATTACHMENTS:

[A copy of the February 11, 2019 Public Works Committee Agenda and Report as well as an excerpt from the March 5, 2019 Regular City Council Meeting Minutes are attached.](#)

[2019\\_03-05 Regular City Council Meeting Minutes - Excerpt](#)

[2019\\_02-11 Public Works Committee – Staff and Committee Reports](#)

Public Works Committee  
**COMMITTEE REPORT**



Item 6.

**MEETING:** Council Committee Meetings - 11 Feb 2019  
**Present:** P6 Alan Nix, Chair; P1 Mark McClinton; P5 Rhett Harrison; P8 Brandon Huckabee  
**Absent:** None  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**Agenda Item A: Eastside Sewer Lift Station – Project Inspection Services**

**Discussion:** The proposed agreement with Parkhill, Smith and Cooper (PSC) to provide on-site construction inspection services for the Eastside Sewer Lift Station project was discussed. It was confirmed that placing the vacant Construction Supervisor and Construction Technician positions on hold for the duration of the lift station construction would pay for the cost of the inspection services and still leave a positive balance in excess of \$40,000 after the \$209,000 not-to-exceed amount was reached. It was also confirmed that PSC had bought out Schrickel, Rollins & Associates (SRA) and that the full Eastside Sewer project is under the direction of a new PSC project manager not associated with SRA.

**Committee Action:** Following discussion, a motion was made by Mr. McClinton, seconded by Mr. Huckabee, to recommend to the full council the approval of the PSC agreement as presented.

**Recommendation:** The committee voted unanimously to recommend approval of the agreement with PSC as presented to the full council.

**Agenda Item B: TXDOT SH 108 / Graham Avenue 2020 Pavement and Utility Coordination – Burns & McDonnell Professional Services Agreement**

**Discussion:** The proposed agreement with Burns and McDonnell Engineering Company, Inc. to provide design services for utility infrastructure replacements in Graham Avenue in coordination with TXDOT’s 2020 pavement reconstruction project discussed. It was noted that this firm has been retained by TXDOT and that coordinating the projects would provide a significant savings in the design as well as the full surface restoration cost during the construction of the project. The funding is recommended to come from unrestricted fund balance. Funding methodologies were also discussed for the construction. Design services will provide opinions of probable cost, but preliminary construction costs are estimated at approximately \$1.2 million. It was noted that the design plans are a necessity for the project and alternative funding sources would be pursued.

**Committee Action:** Following discussion, a motion was made by Mr. McClinton, seconded by Mr. Huckabee, to recommend council approve the professional services proposal with Burns and McDonnell Engineering Company, Inc.

**Recommendation:** The committee voted unanimously to recommend approval of the proposed professional services agreement with Burns & McDonnell Engineering Company, Inc. to complete the design for utility infrastructure replacements in Graham Avenue in coordination with TXDOT’s 2020 pavement reconstruction project.

Public Works Committee  
**STAFF REPORT**



**SUBJECT:** Eastside Sewer Project – Construction Inspection Services  
**MEETING:** Public Works Committee Meeting - 11 Feb 2019  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**RECOMMENDATION:**

Staff recommends entering into an agreement with Parkhill, Smith and Cooper, Inc. (PSC) for resident project representation (a.k.a. on-site inspection) services for the Eastside Sewer Lift Station Project construction with a net zero dollar fiscal impact on the FY18-19 budget.

**BACKGROUND:**

The budgeted positions for a Construction Supervisor and a Construction Technician were posted in January of 2018. The positions remain vacant, as the applications received have lacked the necessary experience and expertise, with the exception of one candidate where the compensation demands could not be successfully negotiated.

**PROJECT:**

The lift station project is the critical first step of the overall Eastside Sewer Project. Inspection of the lift station construction is moderately complex and requires a specific expertise with oversight of construction projects.

**FISCAL IMPACT SUMMARY:**

PSC proposes to provide the on-site, construction inspection services for an amount not to exceed \$209,000 over the course of the 14-month project schedule.

The compensation allocated for the Construction Supervisor and the Construction Technician positions, including benefits, equates to over \$125,000 annually. Because the budgeted positions have remained unfilled this fiscal year, the full \$125,000 is available and can be used for the inspection services with a net zero dollar impact to the FY18-19 budget.

When FY19-20 begins in October, the use of approximately eight (8) months of the position salaries (approximately \$83,336) is projected to be necessary to complete the inspection services for the lift station, which would leave a positive balance in excess of \$40,000.

Staff proposes the Construction Supervisor and the Construction Technician positions remain on-hold / frozen for the duration of the Eastside Sewer Lift Station project.

An additional benefit to utilizing a Certified Construction Manager, as proposed by PSC, is the ability to provide mentorship to city staff in building the city's construction inspection division.

Attached is a copy of PSC's proposal to provide on-site services.

**ATTACHMENTS:**

[PSC - Eastside Sewer Lift Station Construction Inspection Services](#)

MOTION CARRIED by unanimous vote.

## XII. Public Works Committee

Alan Nix, Chair

### 1. Committee Report

Alan Nix, Chair, gave the committee report.

### 2. Consider Approval of a Contract for Resident Project Representative Services for the Eastside Relief Interceptor Sewer Influent Lift Station

MOTION by Alan Nix, second by Mark McClinton, to approve a contract with Parkhill Smith and Cooper for Resident Project Representative Services for the Eastside Relief Interceptor Sewer Influent Lift Station.

MOTION CARRIED by unanimous vote.

### 3. Consider Approval of a Professional Services Agreement for 2020 TxDOT Pavement and Utility Coordination Project

MOTION by Alan Nix, second by Mark McClinton, to approve a Professional Services Agreement with Burns and McDonnell Engineering for the 2020 TxDOT Pavement and Utility Coordination Project.

MOTION CARRIED by unanimous vote.

## XIII. MONTHLY BUDGET REPORT

Monica Harris, Director of Finance

### Monthly Budget Report for the Period Ending January 31, 2019

Monica Harris, Director of Finance, gave the following report:

In reviewing the financial statements ending January 31, 2019, the financial indicators are as or better than expected.

- Property Tax - We received \$2.88 million in property taxes in the month of January, resulting in a \$292K or 5.4% increase over funds collected through January last year.
- Sales Tax - We received \$518K in sales tax in January, resulting in \$8K under the target budget for January. We received \$42K or 2.3% more than last year.
- HOT Funds -We received \$44K in Hotel Occupancy Tax revenue through January. Last year we received \$74K in Hotel Occupancy Tax revenue due to more early payments. We spent \$53K in Hotel Occupancy Tax funds through January as compared to \$22K last year due to wages and advertising.
- Revenue (Budgetary comparison) -The target budget for operating revenue is \$8.5 million. We received \$11.9 million in revenue through January, resulting in \$3.4 million over budget. This is a result of property taxes; which were due by January 1st and delinquent if not paid by January 31st.
- Expenditures (Budgetary comparison) - The target budget for operating expenditures is \$6.8 million. We expended \$6.3 million through January, resulting in \$499K under budget.
- Revenue (Prior year comparison) - Operating revenue received last year was \$11.3 million as compared to the current year's \$11.9 million, resulting in a \$519K increase due to property taxes, sales taxes, and investment interest.
- Expenditures (Prior year comparison) - Operating expenditures last year were \$6.1 million as compared to the current year's \$6.3 million, resulting in a \$152K increase. Additional expenditures included the Balanced Scorecard Training, the salary survey, the special