



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, February 04, 2025 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, February 04, 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 Maddie Smith
Council Member David Baskett
Council Member Alan Nix

COUNCIL ABSENT:

Council Member Lonan Reisman
Council Member Dean Parr
Council Member Brandon Greenhaw

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 Alan Nix led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Pastor Werth Mayes, Erath County Cowboy Church, voiced the invocation.

PRESENTATIONS AND RECOGNITIONS

Presentation of Check from Waste Connection - Trash to Treasure Golf Tournament

BT Rhodes and Waste Connections, Inc. presented the Stephenville Parks and Leisure Services Department a check in the amount of \$33,535.00 from the Trash to Treasure Golf Tournament for the all-inclusive playground at the City Park.

Presentation of SPD Lifesaving Award – Officer Dillon Scott

Police Chief Dan Harris presented Officer Dillon Scott the SPD Lifesaving Award.

Mayor Svien recessed the Regular City Council meeting at 5:39 PM and convened the Executive Session at 5:42 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

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

Mayor Svien adjourned the Executive Session at 6:11 PM and reconvened the Regular City Council meeting at 6:15 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

No action taken at this time.

CITIZENS GENERAL DISCUSSION

- Wyndi Veigel-Gaudette with the Dublin Citizen addressed the City Council to introduce Colton Bradberry, the new student journalist for the paper.
- Julie Harina, 450 Tab Street, addressed the City Council regarding the noise from vehicles, especially the Ninja motorcycles.

REGULAR AGENDA

1. Consider Approval of Contract with Erath County for Election Services

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the contract with Erath County for Election Services. MOTION CARRIED unanimously.

2. Order 2025 General Election

City Secretary Sarah Lockenour presented this item to the Council.

Staff requests the Council approve the Order of Election for the City of Stephenville General Election to be held on Saturday, May 3, 2025, for the purpose of electing the following:

Council Member Place 1

Council Member Place 3

Council Member Place 5

Council Member Place 7

MOTION by Alan Nix, second by David Baskett, to approve the Order of the 2025 General Election as presented. MOTION CARRIED unanimously.

3. Consider Approval of an Assessment Resolution for Steering Committee of Cities Served by Oncor

City Manager Jason King presented this item to the Council.

The City of Stephenville is a member of a 169-member city coalition known as the Steering Committee of Cities Served by Oncor (Steering Committee). The resolution approves the assessment of an eleven cent (\$0.11) per capita fee to fund the activities of the Steering Committee.

The Steering Committee undertakes activities on behalf of municipalities for which it needs funding support from its members. Municipalities have original jurisdiction over the electric distribution rates and services within the city. The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s. Empowered by city resolutions and funded by per capita assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, ERCOT, the courts, and the Legislature on electric utility regulation matters for over three decades.

The Steering Committee is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Oncor Electric Delivery Company, LLC within the City. Steering Committee representation is also strong at ERCOT. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that the Steering Committee be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

MOTION by David Baskett, second by LeAnn Durfey, to approve Resolution No. 2025-R-02 for the Assessment of the Steering Committee of Cities Served by Oncor. MOTION CARRIED unanimously.

4. 2024 Stephenville Police Department Racial Profiling Report

Police Chief Dan Harris presented the 2024 Stephenville Police Department Racial Profiling Report.

5. Consider Approval of Proposal by Techline Sports Lighting

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

Techline Sports lighting installed lighting for all baseball/softball fields with Stephenville City Park in 2022/2023 and did not include the Optimist Youth Complex. At the time this complex was not in use for tournament play and was excluded from the project. This complex has been added for tournament play and needs lighting to attract additional teams to Stephenville for tournaments.

Staff recommend approving a proposal with Techline Sports Lighting for additional lighting at the Optimist Youth Complex.

The total project cost is \$229,000 and includes all materials, delivery and installation. The project is funded from 2022 Bond Proceeds.

MOTION by Gerald Cook, second by Maddie Smith, to approve the proposal by Techline Sports Lighting in the amount of \$229,000 as presented. MOTION CARRIED unanimously.

6. Consider Award of Public Works On-Call Contract

Public Works Director Nick Williams presented this item to the Council.

The city has awarded similar on-call contracts since 2017. The initial term of the proposed contract expires on September 30, 2025, and provides for two successive one-year renewals, upon mutual agreement of both parties. A similar contract was awarded in November of 2024. Due to some unit conversion errors, a new contract was advertised and bid. If awarded, this new contract will supersede the contract from last November.

The city advertised the on-call contract and opened bids on January 17, 2025. Five vendors provided prices for the various line-item bids: Cruz Hernandez Concrete Construction, Jay Mills Contracting Company, Sullivan Contracting, Inc., Triple C of Texas - Calderón Concrete Construction, and Westhill Construction, Inc.

The proposed contract provides on-call construction services for pavement repair and maintenance projects in a time efficient manner by pre-bidding individual line items such as demolition, sidewalk, and curb ramps.

The on-call contract locks in pricing from bidders and works as a flexible tool for the city to construct projects that provide the best value for the city. All items on the bid schedule that received a bid are considered awarded to all respective bidders at the prices bid in a primary, secondary, and tertiary manner based on the lowest price. Using the line items bid, the city assembles projects with the lowest overall project cost and best value and then issues project-specific Work Directives to the individual contractors. Contractors retain the option to decline Work Directives if the requested work does not meet their schedule.

Public Works and Purchasing Department staff recommend the contract for the 2024-2025 On-Call Public Works Construction Items be awarded to Cruz Hernandez Concrete Construction, Jay Mills Contracting Company, Sullivan Contracting, Inc., Triple C of Texas - Calderón Concrete Construction, and Westhill Construction, Inc.

MOTION by Alan Nix, second by Gerald Cook, to approve the Public Works On-Call Contract as presented. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

- 7. Applicant Jason Nitschke, Representing Horton Commercial Properties, LLC., is Requesting a Rezone for Property Located at 791 N Clinton Ave, being Parcel R33319 of S5700 Shapard & Collins; Block 14, Lots 12 & 13 of the City of Stephenville, Erath County, Texas from Multifamily (R-3) to Integrated Housing (R-2.5)**

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

Mr. Nitschke's conceptual plan is for duplex style structures, platted separately. If the rezone is approved, a replat will be required for the project. R-2.5 zoning allows duplexes as a use-by-right. The requested zoning will result in a lower unity density per acre than currently zoned.

The Planning and Zoning Commission convened on January 15, 2025, and by unanimous vote, recommended the City Council approve the rezone request.

8. PUBLIC HEARING

Case No.: RZ2025-001

Mayor Svien opened the Public Hearing at 6:41 PM.

No one spoke in favor or opposition of the rezone.

Mayor Svien closed the Public Hearing at 6:41:34 PM.

- 8. Consider Approval of Ordinance Rezoning Property Located at 791 N Clinton Ave, being Parcel R33319 of S5700 Shapard & Collins; Block 14, Lots 12 & 13 of the City of Stephenville, Erath County, Texas from Multifamily (R-3) to Integrated Housing (R-2.5)**

MOTION by Gerald Cook, second by David Baskett, to approve Ordinance No. 2025-O-04 rezoning the property located at 791 N Clinton Ave, being Parcel R33319 of S5700 Shapard & Collins; Block 14, Lots 12 & 13 of the City of Stephenville as presented. MOTION CARRIED unanimously.

9. **Applicant Shannon Hammon, Representing Team S&K Enterprises, LLC., is Requesting a Rezone for Property Located at 230 Tarleton, being Parcel R78009 of S2600 City Addition, Block 63, Lot 23 of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Central Business District (B-3)**

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

The applicant is requesting a rezone to allow for the highest and best use for future development. In 2023, an amended plat was submitted and approved. Also, in December 2023, the adjacent property, known as 252 E Tarleton, was recommended for rezoning from B-1 to B-3. The City Council subsequently approved the rezone of that property in 2024.

The Planning and Zoning Commission convened on January 15, 2025, and by unanimous vote, recommended the City Council approve the rezone request.

11. PUBLIC HEARING

Case No.: RZ2025-002

Mayor Svien opened the Public Hearing at 6:44 PM.

No one spoke in favor or opposition of the rezone.

Mayor Svien closed the Public Hearing at 6:44:51 PM

12. **Consider Approval of Ordinance Rezoning Property Located at 230 Tarleton, Parcel R78009 of S2600 City Addition, Block 63, Lot 23 of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Central Business District (B-3)**

MOTION by David Baskett, second by Gerald Cook, to approve Ordinance No. 2025-O-05 rezoning the property located at 230 Tarleton, Parcel R78009 of S2600 City Addition, Block 63, Lot 23 of the City of Stephenville as presented. MOTION CARRIED unanimously.

13. **Applicant Zane Cole is Requesting a Waiver from Section 155.6.11 Relating to Sidewalk Requirements for Property Located at 185 W Park St, being Parcel R31466 of S3500 Frey First Addition, Block35, Lot 7 and 8**

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

This property was recently rezoned to R-2.5 and the parcel was subdivided to allow for the construction of a single- family home. Because the property was recently replatted, the request must be reviewed by the Planning and Zoning Commission and City Council.

The Planning and Zoning Commission convened on January 15, 2025, and by unanimous vote, recommended the City Council deny the waiver request.

14. **Consider Approval of Waiver from Section 155.6.11 Relating to Sidewalk Requirements for Property Located at 185 W Park St**

MOTION by David Baskett, second by Leann Durfey, to deny the waiver from Section 155.6.11 relating to Sidewalk Requirements as presented. MOTION CARRIED unanimously.

15. **Applicant Zane Cole is Requesting a Waiver from Section 155.6.04 Relating to Curb and Gutter Requirements for Property Located at 185 W Park St., Being Parcel R31466 of S3500 Frey First Addition, Block35, Lot 7 and 8**

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

This property was recently rezoned to R-2.5 and the parcel was subdivided to allow for the construction of a single-family home. Because the property was recently replatted, the request must be reviewed by the Planning and Zoning Commission and City Council.

The Planning and Zoning Commission convened on January 15, 2025, and by unanimous vote, recommended the City Council deny the waiver request. One person submitted a letter of opposition.

16. Consider Approval of Waiver from Section 155.6.04 Relating to Curb and Gutter Requirements for Property Located at 185 W Park St.

MOTION by Gerald Cook, second by Maddie Smith, to deny the waiver from Section 155.6.04 relating to Curb and Gutter Requirements as presented. MOTION CARRIED unanimously.

PUBLIC WORKS COMMITTEE

Alan Nix, Chair

17. Public Works Committee Report from January 21, 2025

Committee Chair Alan Nix presented the Public Works Committee Report to the Council.

Agenda Item 1: Habitat for Humanity

Ms. Stacy Morrison, representing Erath County Habitat for Humanity, presented a request for a partnership with the City of Stephenville whereby six undeveloped lots on the east side of Drew Avenue would be developed with homes built by Erath County Habitat for Humanity. The partnership would provide for the city to install the water and sewer utilities as well as the pavement for the six-lot development. It was noted that the estimated cost of performing the water line installation, sewer line installation, and street paving is approximately \$214,000. Internal funding would be used for the work. The approximate cost accounts for materials but does not include labor. Ms. Stacy Morrison confirmed the build site was donated property and there are currently no other anticipated building sites in Stephenville. It was also noted that a development engineer has donated their services for this project. Ms. Morrison indicated building is based on funding and families that qualify for Habitat's program.

Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Parr, to forward a positive recommendation to the full council to approve the city's partnership with Erath County Habitat for Humanity.

The committee voted unanimously to forward a positive recommendation to the full council to approve the city's partnership with Erath County Habitat for Humanity as presented.

Agenda Item 2: Jacobs/CH2M OMI Proposed Agreement Amendment for FY 2024-2025

The proposed amendment to the wastewater treatment plant operations agreement was discussed. It was noted this FY24-25 would be the 29th consecutive year partnering with a contractor to provide day-to-day operations at the wastewater treatment plant. It was also noted that the calculated contractual rate of 5.84% was negotiated down to 3.00% for a contractual savings of \$20,379.52. The \$21,528.00 overall increase is 2.18% above last year and results in an annual operational cost of \$1,008,430.00 for the wastewater treatment plant. It was noted that the \$36,409.00 increase above the FY24-25 budgeted amount would be offset by a reduction in the plant's capital project budget to cover the cost between the proposed amount and the \$972,021.00 budgeted amount.

Following discussion, a motion was made by Mr. Cook, seconded by Mr. Baskett, to forward a positive recommendation to the full council to approve the annual operations agreement amendment (Amendment No. 18) as presented.

The committee voted to forward a positive recommendation to the full council to approve the annual operations agreement amendment as presented.

18. Consider Approval of Infrastructure Partnership with Habitat for Humanity for Drew Street

MOTION by Alan Nix, second by David Baskett, to approve the partnership with Habitat for Humanity as presented. MOTION CARRIED unanimously.

19. Consider Approval of Annual Amendment for Wastewater Treatment Plant Operations

MOTION by Alan Nix, second by David Baskett, to approve the annual amendment for the Wastewater Treatment Plant with Jacobs/CH2M OMI as presented. MOTION CARRIED unanimously.

DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, Chair

20. Development Services Committee Report from January 21, 2025

Committee Chair Gerald Cook presented the Development Services Committee Report to the Council.

On June 18, 2024, the Committee held preliminary discussions regarding this topic and opted to request staff conduct further research. The following options were presented to the Committee on July 16, 2024, for consideration. The Committee, by unanimous vote, opted to take no further action. On August 6, 2024, the Committee reported to the City Council and the recommendation was accepted.

The Development Services Committee revisited this item during the November 2024 meeting. The Committee directed staff to prepare a draft revision to the land use regulations for the B-2, Retail and Commercial District, that would allow Auto Paint and Body Shop/Repair as a "Conditional Use."

After deliberation, the Committee, by unanimous vote, assigned the proposed revisions to the Planning and Zoning Commission for a Public Hearing and a subsequent recommendation to the full City Council. This will go to Planning and Zoning Commission on February 19th for consideration.

NOMINATIONS COMMITTEE

Maddie Smith, Chair

21. Nominations Committee Report from January 21, 2025

Committee Chair Maddie Smith presented the Nominations Committee Report to the Council.

The committee met on January 21, 2025, to review nominations for Citizen Boards and Commissions with the discussion led by committee chair Maddie Smith. The Nominations Committee considered the following nominations:

Library Advisory Board

Kathleen Goodwin (20th Century Club)

Main Street Advisory Board

Carlene Sutton

Kennedy Voelker

Tourism and Visitors Bureau Advisory Board

Chelsey Veldhuizen

Caitlin Moyer

The following recommendations were made:

Library Advisory Board

MOTION by Alan Nix, second by Lonn Reisman, to recommend to the Council Kathleen Goodwin to Place 4 of the Library Advisory Board. MOTION CARRIED unanimously.

Main Street Advisory Board

MOTION by Alan Nix, second by LeAnn Durfey, to recommend to the Council Carlene Sutton to Place 1 of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the Council Kennedy Voelker to Place 7 of the Main Street Advisory Board. MOTION CARRIED unanimously.

Tourism and Visitors Bureau Advisory Board

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to the Council Chelsey Veldhuizen to Place 1 of the Tourism and Visitors Bureau Advisory Board. MOTION CARRIED unanimously.

22. Consider Nominations for Citizen Boards and Commissions

MOTION by Maddie Smith, second by David Baskett, to approve the nominations as presented in the Nominations Committee Report. MOTION CARRIED unanimously.

TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair

23. Tourism and Visitors Bureau Advisory Committee Report from January 21, 2025

Committee Chair LeAnn Durfey presented the Tourism and Visitors Bureau Committee Report to the Council.

The committee met on January 21, 2025, to review the nomination for Western Heritage Advisory Board Ex-Officio Member with the discussion led by committee chair LeAnn Durfey. The Tourism and Visitors Bureau Committee considered the following nominations:

Western Heritage Advisory Board

Caitlin Moyer

The following recommendations were made:

Western Heritage Advisory Board

MOTION by LeAnn Durfey, second by Lonn Reisman, to recommend to the Council appointment of Caitlin Moyer to Ex-Officio Place 1 of the Western Heritage Advisory Board. MOTION CARRIED unanimously.

24. Consider Nomination for Western Heritage Advisory Board - Ex-Officio Member

MOTION by LeAnn Durfey, second by David Baskett, to appoint Caitlin Moyer to the Western Heritage Advisory Board, Ex-Officio Place 1. MOTION CARRIED unanimously.

FINANCIAL REPORTS

Monica Harris, Director of Finance

25. Monthly Budget Report for the Period Ending December 31, 2024

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

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

Property Tax Collections: We received \$2.8 million in property taxes in the month of December, resulting in a \$377K increase over the funds collected last fiscal year to date. The amount collected is 53% of the \$7.3 million budget, which is \$550K more than anticipated.

Sales and Use Tax: We received \$799K in sales tax in December, resulting in \$22K or 1% more than the funds collected last fiscal year to date. The amount collected is 27% of the \$9.4 million budget, which is \$33K higher than anticipated.

Revenue (by fund): Of the \$12 million revenue received to date, 62% was received in the General Fund, 26% was received in the Water/Wastewater Fund, 4% was received in the Landfill Fund and 3% was received in the Storm Water Drainage Fund.

Revenue (budget vs. actual): We received 31% of the total budgeted revenue through December, which is \$1.3 million more than anticipated due to taxes, licenses and permits and interest revenue.

Revenue (prior year comparison): We received \$560K more revenue through December than last fiscal year to date due to taxes and charges for services.

Expenditures (by fund): Of the \$10 million spent to date, 53% was expended in the General Fund, 41% was expended in the Water/Wastewater Fund and 4% was expended in the Landfill Fund.

Expenditures (budget vs. actual): We have expended 20% of the total budgeted expenditures through December, which is \$1.5 million less than anticipated due to personnel, contractual, capital outlay and grant disbursements.

Expenditures (prior year comparison): We spent \$842k more on expenditures through December than last fiscal year to date due to personnel, contractual, maintenance, and capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 28% of budgeted revenue through December, which is \$7K less than last fiscal year to date and \$8K more than anticipated due to taxes and Interest income.

SEDA Expenditure Comparison: SEDA has spent an overall 19% of budgeted expenditures through December, which is \$60K more than last fiscal year to date due to capital outlay and \$60K less than anticipated due to contractual, capital outlay, and grant disbursements.

26. Quarterly Investment Report for the Period Ending December 31, 2024

Director of Finance Monica Harris presented the Quarterly Investment Report as follows:

The City of Stephenville's total market value of cash and investments on December 31, 2024, was \$44,749,481. This is allocated 10% in demand accounts, 2% in cash/money market accounts, 4% in Certificates of Deposits, 39% in TexStar investment pool, and 45% in TexPool investment pool.

We earned \$510K in interest for the quarter. The average yield to maturity for all account types for the quarter was 4.61%. The average yield to maturity for investment accounts for the quarter was 4.8%. The average yield to maturity for a 3-month treasury bill for the quarter was 4.4%. The average weighted maturity in days of the portfolio was 3.59 days.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

No report was given at this time.

CONSENT AGENDA

27. Consider Approval of Minutes - January 7, 2025 (Work Session)
28. Consider Approval of Minutes - Regular Meeting January 7, 2025
29. Consider Approval of Minutes - Special Meeting January 21, 2025

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

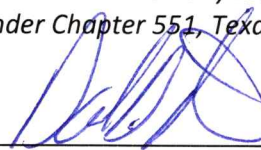
COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

ADJOURN

Mayor Svien adjourned the Regular City Council meeting at 7:09 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.



David Baskett, Mayor Pro Tem

ATTEST:



Sarah Lockenour, City Secretary

