



CITY COUNCIL

MEETING MINUTES
REGULAR MEETING
MAY 6, 2025

CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, May 6, 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
Place 1 LeAnn Durfey
Place 2 Gerald Cook
Place 3 Lonnie Reisman
Place 4 Dean Parr
Place 5 Maddie Smith
Place 6 David Baskett
Place 7 Brandon Greenhaw
Place 8 Alan Nix

Council Absent:

None

Others Attending:

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

Mayor Svien called the Regular Meeting to order at 05:30 PM.

PLEDGES OF ALLEGIANCE

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

INVOCATION

Wayne Hancock, minister of Cross Timbers Church of Christ, delivered the invocation.

PRESENTATIONS AND RECOGNITIONS

1. Mayor's Youth Council Presentation by Council Historian

Council Historian Ella Shaw presented the recap of the 2024-2025 Mayor's Youth Council program.

2. Recognition of Mayor's Youth Council Participants

Members of the 2024-2025 Mayor's Youth Council were recognized for their participation in the program:

Ella Shaw
Hudson Musick
Kate Fambrough
Kenley Pack
Kenson Fain
Jansen Monk

3. Presentation of Tourism Friendly Certification

Madeline Phillips, representative from Travel Texas, Office of the Governor for Economic Development and Tourism, presented the Tourism Friendly Certification.

4. Presentation of Lifesaving Award to Stephenville Police Department Officer Colby Stone and Erath County Sheriff's Deputy Taylor Tully

Stephenville Police Chief Dan Harris presented the Lifesaving Award to Stephenville Police Department Officer Colby Stone and Erath County Sheriff's Deputy Taylor Tully.

CITIZENS GENERAL DISCUSSION

Christian Lightfoot, representing the Stephenville Police Association, addressed the Council regarding police pay and staffing.

REGULAR AGENDA

5. Administer Oaths of Office to Newly Elected Council Members

City Secretary, Sarah Lockenour, administered the Oaths of Office to the following re-elected Council members:

City Council, Place 1 - LeAnn Durfey
City Council, Place 3 - Lonn Reisman
City Council, Place 5 - Maddie Smith
City Council, Place 7 - Brandon Greenhaw

6. Comments from Newly Elected Council Members

Comments were received from the following newly elected Council members:

City Council, Place 1 - LeAnn Durfey
City Council, Place 3 - Lonn Reisman
City Council, Place 5 - Maddie Smith
City Council, Place 7 - Brandon Greenhaw

7. Election of Mayor Pro-Tem

MOTION by Maddie Smith, second by Alan Nix, to elect David Baskett as Mayor Pro Tem as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

8. **Consider Approval of Stephenville Police Department (SPD)/Stephenville Fire Department (SFD) Fire Station 1 Mural Project**

Police Chief Dan Harris presented the proposed mural for the Stephenville Police Department (SPD)/Stephenville Fire Department (SFD) Fire Station 1.

Early this year, SPD began working with Mrs. Stephanie Beach, the Artist in Residence for Tarleton State University and her TSU art students to produce a mural concept for the Stephenville Police Department and Fire Station 1. The attached artist's rendition of the mural would be painted by Mrs. Beach and her students on the South side of the building, on the small wall, to the right of the northside fire bays and approximately halfway between the front and back of the building. SPD has completed the city mural application and requisite fee.

There is no cost/fiscal impact to the City of Stephenville beyond the \$100 mural application fee paid to the city by SPD.

MOTION by LeAnn Durfey, second by Lonn Reisman, to approve the mural as presented. MOTION Yes 9, No 0, Abstained 0.

9. **Consider Acceptance of the Airport Pump Station Expansion Project**

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

The City of Stephenville City Council awarded the contract for the Airport Pump Station Expansion Project on December 7, 2021, for \$3,797,061.50 to Red River Construction Company of Wylie, TX. The contractor has completed the work in accordance with the plans and specifications.

The project was completed for \$3,797,061.50 of which \$3,603,317.22 was paid to the contractor. The remaining balance of \$193,744.28 will be released to the contractor following formal project acceptance by the city council. An appropriate resolution is attached.

A recommendation for final payment has been received from the engineer of record. There are no identified outstanding issues and a signed Final Bills Paid Affidavit has been received.

Additionally, all known subcontractors have been contacted to confirm payment.

Staff recommends acceptance of the above noted project as complete and requests authorization for the City Manager to issue final payment to the contractor.

MOTION by Alan Nix, second by Brandon Greenhaw, to approve Resolution No. 2025-R-07 accepting the Airport Pump Station Expansion Project as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

10. **Consider Approval of a Resolution Nominating FMC Technologies, Inc. at its 2825 W. Washington St., Stephenville, TX, Facility as a Qualified Enterprise Project, to be Eligible to Participate in the Texas Enterprise Zone Program**

SEDA President Jeff Sandford along with Doug Heinz and Emma Coney of Kroll Consulting presented this item to the Council.

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Resolution No. 2025-R-08 nominating FMC Technologies, Inc. as a Qualified Enterprise, to be eligible to participate in the Texas Enterprise Zone Project as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

11. Consider Approval of TXDOT City Pride Sign Agreement

Director of Administrative Services Darrell Brown presented this item to the Council.

The Wayfinding Sign Project started several years ago and signs are ready for installation. Staff recommends we complete the City Pride Sign Agreement and submit to TXDOT to approve the installation of the Wayfinding Sign project.

MOTION by Alan Nix, second by LeAnn Durfey, to approve the TXDOT City Pride Sign Agreement as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

PLANNING AND ZONING COMMISSION

12. Application No.: RZ 8714

Megan Leatherwood Representing 500 Investment Corporation, is Requesting a Rezone of Property Located at 0 Alexander Road, Parcel R67158, Being Approximately 17.46 acres of the AO196 John B DUPUY Abstract of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Single Family 5,000 ft. (R-1.5)

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

The applicant is requesting a rezone to construct single-family homes. The rezone to R-1.5 will allow lot dimensions of 50x100. Once the rezone is approved, the Developer will return for approval of a preliminary site plan once finalized. Under the Stephenville 2050 Comprehensive plan, the Future Land Use is designated as a Complete Neighborhood. The intended project would be appropriate for that designation.

The Planning and Zoning Commission convened on April 16, 2025. A total of nine speaker cards were filed, all in opposition. Two letters of opposition were submitted. The Commission's recommendation to deny failed by a vote of 2/5. No additional motion was made – therefore, the application moved forward to City Council with "No Recommendation".

City Council received sixteen emails of opposition as well as a petition that was not validated due to a lack of required signatures.

Megan Leatherwood representing 500 Investment Corporation spoke regarding the rezone.

13. PUBLIC HEARING

Application No.: RZ 8714

Mayor Svien opened the Public Hearing for RZ 8714 at 6:32 PM.

The following spoke in opposition to the rezone:

Malcolm Dann, 1743 Bull Elk

Donna Bush, 1736 Elk Ridge

Chuck Bush, 1736 Bull Elk

Representing the following:

Jimm Metzler

Bruce Hehen

Taylor Wynn

Mattie Pollard

Jonathan Evans

Meggan Whites, 1060 Antelope Trail

Jonathan Evans, 1045 Antelope Trail

The following spoke in opposition to the rezone:

Wes Bishop, Trafalgar Homes

Mayor Svien closed the Public Hearing at 7:02 PM.

14. **Consider Approval of Ordinance Rezoning Property Located at 0 Alexander Road, Parcel R67158, Being Approximately 17.46 acres of the AO196 John B DUPUY Abstract of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Single Family 5,000 ft. (R-1.5)**

MOTION by Brandon Greenhaw, second by David Baskett, to approve Ordinance Number 2025-O-16 rezoning property located at 0 Alexander Road as presented.

Council member Nix called for a roll call vote. The votes were as follows:

Place 1 - yes
Place 2 - yes
Place 3 - no
Place 4 - no
Place 5 - no
Place 6 - yes
Place 7 - yes
Place 8 - no

As a tie-breaker, Mayor Svien voted - No

MOTION Failed Yes 4, No 5, Abstained 0.

15. **Application No.: CUP 8737**

Trevor Hudson, Representing Michael Plank, Owner of NPH Ventures, LLC., is

Requesting a Conditional Use Permit to Allow the Operation of an Auto Paint and Body Shop/Repair in a (B-2), Retail and Commercial District, for Property Known as 902 N Wolfe Nursery Rd, Parcel R72994, being Block 1, Lot 3 of the Doss Addition Phase 3 of the City of Stephenville, Erath County, Texas

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

Previously, this property was considered for a rezone request from B-2 to Industrial as the B-2 District did not list auto paint and body as a permitted use. The Zoning request was denied. Since that time, the B-2 land use regulations were revised to allow auto paint and body as a conditional use. Ordinance 2025-0-11 is pasted below for reference. In addition to the addition of a conditional use within the B-2 District, the definition of Conditional Use was expanded to provide examples of the type of additional requirements that may be placed on the property in order to grant the Conditional Use. Under the Stephenville 2050 Comprehensive plan, the Future Land Use for this parcel is designated as Complete Neighborhood. The intended project would be appropriate for that designation.

The Planning and Zoning Commission convened April 16, 2025, and by a vote of 6/1, recommended the City Council approve the Conditional Use Permit. No speaker cards were filed, and no one spoke in favor or in opposition to the request.

Michael Lyssy, 1255 West 15th Street, Plano, Texas, representing Caliber Collision presented as well.

16. PUBLIC HEARING

Application No.: CUP 8737

Mayor Svien opened the Public Hearing for CUP 8737 at 7:18 PM.

No one spoke in favor or in opposition.

Mayor Svien closed the Public Hearing at 7:18 PM.

17. Consider Approval of Ordinance Approving Conditional Use Permit to Allow the Operation of an Auto Paint and Body Shop/Repair in a (B-2), Retail and Commercial District, for Property Known as 902 N Wolfe Nursery Rd, Parcel R72994, being Block 1, Lot 3 of the Doss Addition Phase 3 of the City of Stephenville, Erath County, Texas

MOTION by David Baskett, second by Brandon Greenhaw, to approve Ordinance No. 2025-O-16 approving the conditional use permit as presented.

MOTION by Gerald Cook, second by David Baskett, to amend the original motion to require a wooden, decorative fence and maintain landscaping as determined by City staff. MOTION to amend the original MOTION CARRIED Yes 9, No 0, Abstained 0.

Council member Reisman called for a roll call vote. The votes were as follows:

Place 1 - yes
Place 2 - yes
Place 3 - no
Place 4 - no

Place 5 - no
 Place 6 - yes
 Place 7 - yes
 Place 8 - no

As a tie-breaker, Mayor Svien voted - yes

MOTION CARRIED Yes 5, No 4, Abstained 0.

18. Committee Assignment 042025

At the Request of a Local Developer, the Development Services Committee Considered the Revocation of the Land Use Regulation That Limits Lot Coverage of the Primary Structure to 40% of the Total Area of the Required Minimum Lot Dimensions for Residential Districts. Current Procedures Require a Board of Adjustment Variance to Allow the Footprint of the Primary Structure to Exceed the 40% Limitation.

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

At the request of a local developer, the Development Services Committee considered the revocation of the land use regulation that limits lot coverage of the primary structure to 40% of the total area of the required minimum lot dimensions for residential districts. Current procedures require a Board of Adjustment variance to allow the footprint of the primary structure to exceed the 40% limitation. Research reveals that the 40% limitation in relation to the setback requirements does indeed reduce the allowable footprint of the primary structure in some instances:

Zoning District	Minimum Lot Area SF	Setback Area SF	40% Limitation SF
RE	37,500	18,000	15,000
R-HA	19,800	10,800	7,920
R-1	7,500	3,050	3,000
R-1.5	5,000	2,000	2,000
R-2 / SF	5,000	2,000	2,000
R-2 / 2-4	7,500	3,150	3,000
R-2.5 SF	3,000	1,200	1,200
R-2.5 / 2-4	7,500	4,410	3,000
R-2.5 Townhome	3,000	1,400	1,200
R-3 SF	5,000	2,000	2,000
R-3 / 2-4	7,500	3,150	3,000
R-3 MF	7,500	2,750	3,000
B-3 SF	6,000	2,500	2,400
B-3 / 2-4	7,500	3,150	3,000
B-3 Townhome	3,000	1,200	1,200
B-3 MF	Not Specified	Not Specified	Not Specified
DT SF	6,000	2,500	2,400
DT / 2-4	7,500	3,150	3,000
DT Townhome	3,000	1,200	1,200

The developer has provided an example of a R-2.5 SF residential lot with dimensions of 50x100. The setbacks required in this example would allow a buildable area of 2,800 SF. The 40% limitation would be 2,000 SF. Note: Corner lots were not considered as they require a 25' setback from intersecting streets. After discussion, the Development Services Committee voted to assign the item to the Planning and Zoning Commission for a Public Hearing and recommendation to the full City Council. The Planning and Zoning Commission convened on April 16, 2025, and by a vote of 5/2, recommended the City Council revoke the land use regulation that limits lot coverage to 40% of the total area of the minimum lot dimensions for residential districts.

19. PUBLIC HEARING

Committee Assignment 042025

Mayor Svien opened the Public Hearing for Committee Assignment 042025 at 7:29 PM.

No one spoke in favor or in opposition of the case.

Mayor Svien closed the Public Hearing at 7:29 PM.

20. Consider Approval of an Ordinance Repealing the Coverage Limitation of Primary Structure to 40 Percent of the Total Area of the Required Minimum Lot Dimensions for Residential Districts

MOTION by Alan Nix, second by Lonn Reisman, to approve Ordinance No. 2025-O-17 repealing the coverage limitation of primary structure as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

21. Consider Authorizing the City Manager to Initiate Negotiations and Enter into a Professional Services Agreement with Kendig Keast Collaborative for Updating the City's Land Use Regulations

Director of Development Services presented this item to the Council.

In August, 2024, the City of Stephenville adopted a new Comprehensive Plan known as Stephenville 2050. This plan provides a pathway to a new approach in our zoning model, transitioning from a "Euclidean" zoning approach to a "Form" based zoning model. Current land use regulations and development codes do not fully align with the Stephenville 2050 plan. During last year's budget review, and in anticipation of the adoption of the new Comprehensive Plan, staff and City Council discussed the need for soliciting professional services for the update to the City's Development Codes.

Earlier this year a Request for Qualifications was issued with three firms responding. On March 14, 2025, the City opened three submittals. Kendig Keast Collaborative has experience with similar projects with numerous cities across the State. The review committee placed Kendig Keast Collaborative as number one on the ranking list.

Assuming successful negotiations, the City will enter a contract for professional services not to exceed \$250,000.

Staff recommends the City Manager be authorized to initiate negotiations with Kendig Keast Collaborative for professional services in updating the City's land use regulations.

MOTION by Alan Nix to table this item until a 2050 Comprehensive Plan review could be conducted. MOTION DIED for lack of second.

MOTION by Gerald Cook, second by Doug Svien, to authorize the City Manager to negotiate and enter into a Professional Services Agreement with Kendig Keast Collaborative as presented.

Mayor Svien called for a roll call vote. The votes were as follows:

Place 1 - no
Place 2 - yes
Place 3 - no
Place 4 - no
Place 5 - no
Place 6 - no
Place 7 - no
Place 8 - no

MOTION Failed Yes 1, No 7, Abstained 0.

Mayor Svien recommended a Council Workshop to discuss and review the 2050 Comprehensive Plan.

FINANCIAL REPORTS

22. Monthly Budget Report for the Period Ending March 31, 2025

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

In reviewing the financial statements ending March 31, 2025, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received \$107K in property taxes in the month of March, resulting in a \$400K increase over the funds collected last fiscal year to date. The amount collected is 98% of the \$7.8 million budget, which is \$51K more than anticipated.

Sales and Use Tax: We received \$779K in sales tax in March, resulting in \$64K or 1% more than the funds collected last fiscal year to date. The amount collected is 54% of the \$9.4 million budget, which is \$192K higher than anticipated.

Revenue (by fund): Of the \$27.2 million revenue received to date, 61% was received in the General Fund, 23% was received in the Water/Wastewater Fund, 4% was received in the Debt Service Fund, 3% was received in the Landfill Fund and 3% was received in the Storm Water Drainage Fund.

Revenue (budget vs. actual): We received 63% of the total budgeted revenue through March, which is \$2 million more than anticipated due to taxes, licenses and permits, interest, and other revenue.

Revenue (prior year comparison): We received \$921K less revenue through March than last fiscal year to date due to intergovernmental.

Expenditures (by fund): Of the \$23.9 million spent to date, 47% was expended in the General Fund, 37% was expended in the Water/Wastewater Fund, 4% was expended in the Storm Water Drainage Fund, 4% was expended in

Expenditures (budget vs. actual): We have expended 43% of the total budgeted expenditures through March, which is \$7 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent \$4.4 million less on expenditures through March than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 54% of budgeted revenue through March, which is \$14K less than last fiscal year to date due to interest income and \$18K more than anticipated due to taxes.

SEDA Expenditure Comparison: SEDA has spent an overall 33% of budgeted expenditures through March, which is \$64K more than last fiscal year to date due to personnel and capital outlay and \$192K less than anticipated due to contractual, capital outlay, and grant disbursements.

23. Quarterly Investment Report for the Period Ending March 31, 2025

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 March 31, 2025, was \$44,061,969. This is allocated 8% in demand accounts, 2% in cash/money market accounts, 4% in Certificates of Deposits, 35% in TexStar investment pool, and 51% in TexPool investment pool. Cash and investment accounts earned \$461K in interest for the quarter. The average yield to maturity for all account types for the quarter was 4.08%. The average yield to maturity for investment accounts for the quarter was 4.29%. The average yield to maturity for a 3-month treasury bill for the quarter was 4.21%. The average weighted maturity in days of the portfolio was 10.51 days.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

SEDA President Jeff Sandford gave an update on the Stephenville Economic Development Authority.

CONSENT AGENDA

- 24. Consider Approval of Corrected Minutes from March 4, 2025 - Regular Meeting**
- 25. Consider Approval of Minutes from April 1, 2025 - Regular Meeting**
- 26. Consider Approval of Minutes from April 15, 2025 - Special Meeting**

27. **Consider Approval of Auction Items**
28. **Consider Approval of Award of Bid ITB 3341 - ASO Truck**
29. **Approve Expenditure for Axon Body, Car, ALPR, and Interview Room Cameras**
30. **Approve the Donation of Police Equipment to the Eastland County Sheriff's Office**
31. **Approve the Donation of Police Equipment to the Jonesboro Independent School District Police Department.**
32. **Consider Approval of a Signatory Authority Resolution for FY25-26 TxCDBG Application Preparation**

MOTION by David Baskett, second by LeAnn Durfey, to approve Consent Agenda items as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Svien recessed the Regular City Council meeting at 7:58 PM and convened the Executive Session at 8:02 PM.

33. **Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in City Addition**
34. **Section 551.071 Consultation with Attorney - to Consult Over a Pending or Contemplated Litigation**

Mayor Svien adjourned the Executive Session at 8:21 PM and reconvened the Regular City Council meeting at 8:22 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

Mayor Svien adjourned the meeting at 08:22 PM.

EXECUTIVE SESSION NOTICE



Doug Svien, Mayor

ATTEST:



Sarah Lockenour, City Secretary

