THE CITY OF STEPHENVILLE TEXAS

CITY COUNCIL

MEETING MINUTES
REGULAR MEETING
JUNE 3, 2025

CALL TO ORDER

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

Council Absent:
Place 1 LeAnn Durfey

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

Mayor Doug Svien led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Pastor Ed Dittfurth of Cornerstone Church led the invocation.

CITIZENS GENERAL DISCUSSION

Kimberly Middleton, 1008 West McNeill Street, addressed the Council regarding Splashville and emergency services as a concerned citizen and employee of Splashville.

REGULAR AGENDA

1. **Airport Advisory Board Update**

   Ricky Thurman addressed the Council with an update on airport improvements on behalf of the Airport Advisory Board.

2. **PUBLIC HEARING**

   The City Council of the City of Stephenville is Considering the Voluntary Annexation of a Property in Response to a Petition Requesting Annexation by Area Landowners for a Tract of Land, being 7.577 Acres in the A0804 Williams M R Survey, Parcel R76680 Located within the City's Extraterritorial Jurisdiction

   City Manager Jason King presented this item to Council.

   On April 17, 2025, the City received a petition requesting annexation by CCS Stephenville Properties, LLC., to voluntarily annex for commercial development to include a travel station and food service establishments. A Municipal Services Agreement has been signed as of June 3, 2025.

   Mayor Svien entered into a Public Hearing at 5:46 PM.

   No one spoke in favor or opposition regarding this annexation.

   Mayor Svien closed the Public Hearing at 5:47 PM.

3. **Consider Approval of Ordinance Annexing a 7.577 acre tract of land in the JA0804 Williams M R Survey, Parcel R76680, located within the City's Extraterritorial Jurisdiction**

   MOTION by Gerald Cook, second by Maddie Smith, to approve Ordinance 2025-O-18 annexing a 7.577 acre tract of land in the JA0804 Williams M R Survey, Parcel R76680 as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

4. **Consider Approval of the Purchase of an EMS Training Manikin**

   Chief Isbell presented this item

   Stephenville Fire Department EMS is requesting approval to purchase an EMS training manikin. The SimMan ALS is a realistic interactive Training Simulator for simulating a wide range of advanced lifesaving skills in pre-hospital emergencies. It is tetherless, Wi-Fi operated. The simulator responds to clinical intervention, instructor control, and pre-programmed scenarios for effective practice of diagnostic skills and patient treatment. With spontaneous breathing, airway control, voice, sounds, ECG and many other clinical features, the SimMan ALS is the fully functional pre-hospital simulator.

   The total fiscal impact is $66,213. This item was budgeted at $40,000. We have realized more than the difference in the purchase of our budgeted Cardiac Monitors.

MOTION by David Baskett, second by Dean Parr, to approve the purchase of an EMS training manikin as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

5. **Consider Acceptance of NYC 3 Ballfield Construction Bid**

Daron Trussell presented this item to the Council.

Bids for this project were solicited and opened March 28, 2025. Two (2) bids were received as shown in the attachments with the item comparison. The project to construct Field 3 was originally approved with the 2022 Bond Proceeds.

The budget allocated $1,008,766.00 for the work. $229,000 has been allocated for field lighting for OYC Complex and $28,000 has been allocated for architecture and design services for this bid leaving an available balance of $751,766.00.
After the removal of the following items from the base bid scope of work:

- Item 7- Backstop Netting
- Item 8: Backstop Wall
- Item 9: Area Drain (4)
- Item 10: Subsurface Drainage 8" HDPE
- Item 11: Subsurface Drainage 12" HDPE
- Item 12: Dugout
- Item 25: Pitching Mound Material
- Item 27: Home Plate, Pitching Rubber, 3 Bases
- Item 29: Player Benches (4)

Acceptance of Alternate A1:

- Item A1 Concrete Mow Strip $45,276.00

Jay Mills Contracting Inc. submitted a base bid in the amount of $1,002,828. After careful evaluation, the removal of the specified items results in a revised and adjusted total bid of $672,679.
Items 9, 10 and 11 have been removed from the scope of the project. The remaining items that have been removed from the base bid will be completed internally by Parks and Leisure Services.

Staff recommend the award of the Stephenville Baseball Field construction to Jay Mills Contracting, Inc. in the amount of $672,679.00.

MOTION by Lonn Reisman, second by Gerald Cook, to accept the bid for the construction of the NYC 3 Ballfield as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

6. **Consider Approval of a Professional Services Agreement with NewGen Strategies & Solutions to Complete a Water and Wastewater Rate Study**

Finance Director Monica Harris presented the item to the Council.

In 2021, the City contracted with Freese & Nichols to complete a water and wastewater rate study. The rate increases recommended were based upon the anticipated costs of operations and infrastructure and were implemented over the next four years. As infrastructure costs have increased, it is recommended that a rate study be performed to update the anticipated costs of infrastructure and operations to current numbers.

The cost of the rate study is $57,687. Although this was not included in the budget, funds could be moved from 02- 012-55140 WWTP Capital Equipment Maintenance to cover the cost.

Staff is requesting the approval of a professional services agreement with NewGen Strategies & Solutions for a water & wastewater rate study.

MOTION by Alan Nix, second by Brandon Greenhaw, to approve a Professional Services Agreement with NewGen Strategies & Solutions as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

7. **Consider Approval of Budget Amendments for Fiscal Year Ending September 30, 2025**

Finance Director Monica Harris presented the item to the Council.

Most of the budget adjustments are to carry over unspent-encumbered funds from FY 2023-2024 and to adjust project budgets to reflect the actual amount expended in FY 2023-2024 and the remaining balance for FY 2024-2025.

New budget items will affect fund balance in the following funds:

- General Fund - Fund Balance will decrease $382,296
- Water and Wastewater Fund - Fund Balance will decrease $416,550
- Storm Water Drain Fund - Fund Balance will decrease $46,000
- Hotel Occupancy Tax Fund - Fund Balance will decrease $13,470
- Public Safety Fund Balance - Fund Balance will decrease $47,000

Staff recommends approval of the ordinance amending the budget for fiscal year ending September 30, 2025.

MOTION by David Baskett, second by Brandon Greenhaw, to approve Budget Amendments for Fiscal Year Ending September 30, 2025 through ordinance 2025-O-19 as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

8. **Consider Approval of Landfill Vouchers for the City of Gordon Tornado Relief**

City Manager Jason King presented this item to Council.

Staff have worked with the City of Gordon in relation to the tornado which occurred May 27, 2025. Staff believes a large relief for the Gordon citizens would be Landfill Vouchers that would allow Gordon citizens to use the Stephenville Landfill for any tornado debris.

MOTION by David Baskett, second by Lonn Reisman, to approve the Landfill Vouchers for the City of Gordon Tornado Relief as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

9. **Consider Approving the Utilization of Federal Asset Forfeiture Funding to Purchase Two (2) Unmanned Aerial Systems (UAS)**

Police Chief Dan Harris presented the item to Council.

This fund utilization purchase will expand the department's capabilities in tactical operations, search and rescue, event surveillance, and emergency response. Unmanned Aerial Systems (UAS) have become increasingly valuable tools for modern policing, offering safer, faster, and more efficient methods for gathering intelligence, documenting crime scenes, and responding to critical incidents. SPD has assessed operational gaps where aerial intelligence could increase public and officer safety and support mission-critical functions. After evaluating various models and vendors, the department recommends purchasing two drones from G7 AIR, an authorized DJI Enterprise dealer. These drones—one tactical-grade (Matrice 30T) and one rapid-deployment unit (Mavic 3T)—will form a versatile aerial operations package suited to the department's needs.

DJI Matrice 30T – $18,000
- Advanced thermal imaging and zoom camera capabilities
- Weather-resistant (IP55) for use in all conditions
- Up to 41 minutes of flight time
- Optimal for high-risk tactical deployments, large area searches, and emergency mapping DJI Mavic 3T – $6,469
- Lightweight, portable drone for quick-response needs
- Integrated thermal and visual sensors
- Up to 45 minutes of flight time
- Ideal for smaller incidents, fast recon, and night operations

Total Purchase Amount: $24,469. These drones will be deployed by trained officers in accordance with FAA Part 107 requirements and the SPD UAS policy. The purchase includes manufacturer support and standard accessories.

MOTION by Maddie Smith, second by Dean Parr, to approve use of Federal Asset Forfeiture Funding to purchase two Unmanned Aeriel Systems (UAS) as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

10. **Consider Approving the Expenditure for Production, Broadcast, and Distribution of the International Association of Chiefs of Police (IACP) TV Thought Leadership Film Series featuring the Stephenville Police Department.**

Police Chief Dan Harris presented the item to Council.

The City of Stephenville has previously and successfully partnered with WebsEdge, a global knowledge-driven media company, to produce pre-recorded films promoting the city of Stephenville. WebsEdge has partnered with the International Association of Chiefs of Police to produce IACP TV, the official broadcast of the IACP 2025 Annual Conference and Exposition, set to take place October 18-21, 2025 in Denver, CO.

The IACP Thought Leadership Film Series is an exclusive number of pre-recorded films, profiling partners who are shaping the future of the police profession and playing a fundamental role in enhancing community safety.

This SPD film will be distributed at several key distribution points to extend the reach and impact of the film and the Stephenville Police Department's top-notch agency performance. In addition to this extensive reach, the City of Stephenville will be granted an indefinite royalty-free license to use all content and material shot on our behalf for any purpose we desire.

This project will provide a significant benefit for the recruiting and hiring of police officers for the Stephenville Police Department.

MOTION by Alan Nix, second by Maddie Smith, to approve the expenditure for the International Association of Chief of Police TV Thought Leadership Film Series as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

11. **Consider Approving the Utilization of Federal Asset Forfeiture Funding to Purchase an Enclosed 81/2 X 16ft Box Trailer**

Police Chief Dan Harris presented the item to Council.

This fund utilization purchase will expand the department's capability with the safe and secure transport of the two SPD Motorcycles and SPD Honor Guard equipment.
Since the creation of the SPD Motorcycle Unit, transportation of the two police motorcycles and associated equipment has been conducted utilizing personally-owned and open flatbed trailers. This purchase will better protect our valuable assets and the related equipment. In addition, this trailer will be shared with the SPD Honor Guard Team and will be utilized for the safe transportation of their equipment. This trailer will also be utilized for community outreach events. The amount up to $15,000 will be funded from federal asset forfeiture (drug seizure funds) and will not affect the current budgeted funds for this fiscal year.

MOTION by Maddie Smith, second by David Baskett, to approve the use of Federal Asset Forfeiture Funding to purchase a box trailer as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

PLANNING AND ZONING COMMISSION

12. **Application No.: RZ 8830**
Applicant Juan. M Ramirez, Jr. is Requesting a Rezone of Property Located at 365 Cheyenne, Parcel R34541, being Block D, Lot 8 of S6900 WEST GATE ADDITION of the City off Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing (R-2.5)

City Manager Jason King presented this item to Council.

The applicant is requesting a rezone to R-2.5 zoning which allows smaller lot dimensions for single family homes. If approved, the property could be subdivided to allow the construction of an additional single-family home. If the rezone is approved, the survey provided indicates that this parcel could meet the minimum land use requirements relating to lot dimensions and setback requirements if subdivided.
Five letters of opposition were received. Some concerns mentioned included traffic and the potential for the construction of something other than a single-family residence. No one spoke in favor or in opposition at the meeting.

Note: Although demolition of the existing structure could allow for the construction of a townhome or two-four family unit, Mr. Ramirez testified he had no intention to demolish the home, just to subdivide and build an additional single family home in the newly platted lot. It should also be noted that once subdivided, the newly created lot will only have dimensions for the construction of a single-family home.

The Planning and Zoning Commission convened May 21, and by a vote of 5/2, recommended the City Council approve the rezone request. The Stephenville 2050 Comprehensive Plan designates the Future Land Use as Community Core and Open Space/Hazard. The Open Space/Hazard designation is due to the property being located in the Zone X, 0.2% Annual Floodplain according to the FEMA Flood Zone map.

Property Owner Juan Ramiez Jr. addressed the Council regarding the rezone.

13. **PUBLIC HEARING**
Application No.: RZ 8830

Mayor Svien opened the Public Hearing for Application No.: RZ8830 at 6:22 PM.

No one addressed the Council in favor or opposition of the rezone.

Mayor Svien closed the Public Hearing at 6:22:24 PM.

14. **Consider Approval of Ordinance Rezoning Property Located at 365 Cheyenne, Parcel R34541, being Block D, Lot 8 of S6900 WEST GATE ADDITION of the City off Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing (R-2.5)**

MOTION by Gerald Cook to deny the application for rezone as presented. After an explanation by Councilman Cook, Alan Nix seconded the motion.

Mayor called for a Roll Call Vote.
Place 2 - yes
Place 3 - yes
Place 4 - yes
Place 5 - no
Place 6 - no
Place 7 - no
Place 8 - yes
Mayor voted to create tie - no

MOTION Failed Yes 4, No 4, Abstained 0.

MOTION by David Baskett, second by Maddie Smith, to approve the application for rezone as presented.

Mayor called for a Roll Call Vote.
Place 2 - no
Place 3 - no
Place 4 - no
Place 5 - yes
Place 6 - yes
Place 7 - yes
Place 8 - no
Mayor voted to create tie - yes

MOTION Failed Yes 4, No 4, Abstained 0.

TOURISM AND VISITORS BUREAU COMMITTEE

15. **Tourism and Visitors Bureau Committee Report from May 20, 2025**

Tourism and Visitor Bureau Committee Member Gerald Cook gave the committee report from May 20, 2025.

The committee met on May 20, 2025, to for the following updates:

1. *Stephenville Clark Regional Airport Quarterly Update*
   Presentation by Airport Manager Sean Clemmons.

2. *Main Street Quarterly Update*
   Presentation by Director of Development Services Darrell Brown.

3. *Tourism and Visitors Bureau Quarterly Update*
   Presentation by Tourism and Visitors Bureau Manager Alyee Whitworth.

No action was taken by the Committee.

PARKS AND LEISURE SERVICES COMMITTEE

16. **Parks and Leisure Services Committee Report from May 20, 2025**

Parks and Leisure Services Committee Chair Lonn Reisman gave a report from the May 20, 2025 Committee meeting.

1. *Review Splashivlle Repairs, Maintenance and Renovations*

   Parks and Leisure Services Director Daron Trussell gave the Council an update on the current status of Splashville including needed repairs, maintenance and renovations.

   No Action was taken at this time.

2. *Consider Approval of Phase III of the Stephenville City Park Inclusive Playground*

   Phase I and II have been completed, this is the final phase in order to complete this project. Steff recommends that City Council approve the final design and purchase for Phase III of the Stephenville City Parks Inclusive Playground. This is the final phase to complete this project and should be done with approval in 10 weeks. The cost to complete Phase III is $233,931.87.

   MOTION by Maddie Smith, second by Alan Nix, to recommend to full council the approval of Phase III of the Inclusive Playground as presented. MOTION Yes 3, No 0, Abstained 0.

17. **Consider Approval of Phase III of the Stephenville City Park Inclusive Playground**

MOTION by Maddie Smith, second by Lonn Reisman, to approve Phase III of the Stephenville City Park Inclusive Playground as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

FINANCIAL REPORTS

18. **Monthly Budget Report for the Period Ending April 30, 2025**

Monthly Budget Report for the Period Ending April 30, 2025, Director of Finance Monica Harris presented the monthly budget report as follows:

In reviewing the financial statements ending April 30, 2025, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received $56K in property taxes in the month of April, resulting in a $406K increase over the funds collected last fiscal year to date. The amount collected is 99% of the $7.8 million budget, which is $68K more than anticipated.

Sales and Use Tax: We received $683K in sales tax in April, resulting in $42K or 1% more than the funds collected last fiscal year to date. The amount collected is 61% of the $9.4 million budget, which is $167K higher than anticipated.

Revenue (by fund): Of the $30.5 million revenue received to date, 60% was received in the General Fund, 24% was received in the Water/Wastewater Fund, 4% was received in the Debt Service Fund, 4% was received in the Landfill Fund, 3% was received in the Storm Water Drainage Fund, and 2% was received in the Capital Projects Fund.

Revenue (budget vs. actual): We received 72% of the total budgeted revenue through April, which is $2 million more than anticipated due to taxes, licenses and permits, interest income, and other revenue.

Revenue (prior year comparison): We received $729K less revenue through April than last fiscal year to date due to intergovernmental.

Expenditures (by fund): Of the $26.8 million spent to date, 48% was expended in the General Fund, 36% was expended in the Water/Wastewater Fund, 4% was expended in the Storm Water Drainage Fund, 3% was expended in the Debt Service Fund, 3% was expended in the TIF Fund, and 3% was expended in the Landfill Fund.

Expenditures (budget vs. actual): We have expended 51% of the total budgeted expenditures through April, which is $7.7 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent $4.3 million less on expenditures through April than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 61% of budgeted revenue through April, which is $19K less than last fiscal year to date due to interest income and $16K more than anticipated due to taxes.

SEDA Expenditure Comparison: SEDA has spent an overall 37% of budgeted expenditures through April, which is $56K more than last fiscal yearto date due to personnel and capital outlay and $248K lessthan anticipated due to contractual, capital outlay, and grant disbursements.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sanford gave the Stephenville Economic Development Authority Report with a day in history recap and SEDA recruitment efforts.

CONSENT AGENDA

19. **Consider Approval of Minutes from May 6, 2025 - Regular Meeting**

20. **Consider Approval of Minutes from May 20, 2025 - Special Meeting**

21. **Consider Approval of Renewal for Yearly Microsoft Software Licensing Agreement**

22. **Consider Acceptance of the 2024 Chamberlin Improvements Project**

    This item was pulled from the Consent Agenda by Public Works.

23. **Consider Acceptance of the Riverside Drainage Improvements Project**

    This item was pulled from the Consent Agenda by Public Works.

24. **Consider Approval of Renewal of Annual Portable Restroom Contract**

MOTION by David Baskett, second by Lonn Reisman, to approve Consent Agenda with the removal of items 22 and 23 as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

ADJOURN

Mayor Svien adjourned the meeting at 06:53 PM.

EXECUTIVE SESSION NOTICE

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

THE CITY OF STEPHENVILLE INCORPORATED
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