CITY COUNCIL

MEETING MINUTES
REGULAR MEETING
AUGUST 5, 2025

CALL TO ORDER

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

Others Attending:
Jason King, City Manager
Randy Thomas, City Attorney
Sarah Lockenour, City Secretary

Mayor Pro Tem Basket called the Regular Meeting to order at 05:30 PM.

PLEDGES OF ALLEGIANCE

Councilman Lonn Reisman led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Pastor David Whiteman, from Erath County Ministerial Alliance voiced the invocation.

CITIZENS GENERAL DISCUSSION

Julie Haringa of 450 Tab Street, Stephenville addressed the Council regarding Tab Street and a speed limit sign.

REGULAR AGENDA

1. **Consider Acceptance of Resignation by Mayor Doug Svien**

Mayor Pro Tem David Baskett opened the floor to Council to make comments of appreciation for Mayor Svien's dedicated service.

MOTION by Alan Nix, second by LeAnn Durfey, to accept the resignation from Doug Svien as Mayor as presented. MOTION Yes 8, No 0, Abstained 0.

2. **Consider Approval of Order of Special Election for November 4, 2025**

City Secretary Sarah Lockenour presented this item to the Council. With the resignation of Mayor Svien, we must order a Special Election for November 4, 2025, for the purpose of electing Mayor for an unexpired term.

MOTION by Alan Nix, second by Maddie Smith, to approve the Order of Special Election for November 4, 2025, as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

3. **Consider Designation of a Tex-21 Voting Representative**

City Manager Jason King presented this item to Council. With the resignation of Mayor Doug Svien, we must appoint a voting representative to the TEX-21.

MOTION by David Baskett, second by Gerald Cook, to appoint LeAnn Durfey as the City of Stephenville's TEX-21 Voting Representative as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

4. **Consider Approval of an Ambulance Permit for Concord EMS**

Fire Department Chief Robert Isbell presented the item to Council.

> Pursuant to City Charter Chapter 114.04 (CHAPTER 114. - AMBULANCE AND EMERGENCY MEDICAL SERVICE, Sec. 114.04. - Private owned ambulance services), Concord EMS is applying to operate a non-emergency transfer service within the city limits of Stephenville. Staff recommends approving the EMS Permit for Concord EMS.

MOTION by Alan Nix, second by LeAnn Durfey, to approve the application from Concord EMS for an ambulance permit as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

5. **Consider the City of Stephenville and SISD School Resource Officer (SRO) Annual Memorandum of Understanding 2025-2026.**

Police Chief Dan Harris presented the item to Council.

> The mission of the SRO program, under this agreement, is to place community policing officers in designated schools within SISD to build working relationships with schools, students, and parents; to address on-site security; to combat school violence; to provide drug abuse and crime prevention education; to serve as positive role-models for students; and to provide a direct link with the police department. This years' request is for (3) SRO Police Officers. One will be full-time this year and two will be filled via off-duty officer employment for coverage of the second and third SRO Police Officer assigned to SISD. This MOU is valid for the 2025-2026 school year. This month the SISD School Board will meet to approve the City of Stephenville and SISD SRO annual memorandum of understanding.

Staff recommends approval of the City of Stephenville and SISD School Resource Officer (SRO) Annual Memorandum of Understanding 2025-2026. The city will provide one patrol car for each SRO, uniforms and equipment along with required training. All personnel costs are the responsibility of SISD.

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve the SRO MOU with Stephenville ISD as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

6. **Consider Approval of HOT Funds Request for Cowboy Capital Pro Rodeo Association**

City Manager Jason King presented this item to Council.

The Cowboy Capital Pro Rodeo Association has requested $183,000 for 750 seats in stands at CCRPA arena from HOT funds. Chad Decker addressed the Council regarding the HOT funds request.

MOTION by LeAnn Durfey, second by Dean Parr, to approve the $183,000 to CCPRA to build stands as presented.

Question called by Mr. Nix regarding the funding source.

MOTION by LeAnn Durfey, second by Dean Parr, to approve the $183,000 from HOT funds to CCPRA to build stands as presented. MOTION Yes 7, No 1, Abstained 0.

7. **Set the Maximum Proposed Tax Rate for 2025**

City Manager Jason King presented this item to Council.

Staff is requesting Council to set the Maximum Proposed Tax Rate for 2025 at .4000 which will match the voter approval rate for next year.

MOTION by Alan Nix, second by Maddie Smith, to accept the Maximum Proposed Tax Rate for 2025 at .4000 as presented. MOTION CARRIED with the following roll call vote:

Place 1, LeAnn Durfey - yes
Place 2, Gerald Cook - yes
Place 3, Lonn Reisman - yes
Place 4, Dean Parr - yes
Place 5, Maddie Smith - yes
Place 7, Brandon Greenhaw - yes
Place 8, Alan Nix - yes

8. **Set Date, Time, and Location of Public Hearing on Proposed Tax Rate for 2025**

City Manager Jason King presented this item to Council.

Staff recommends setting the Public Hearing on the Proposed Tax Rate for 2025 as September 16, 2025, at 5:30 PM in the Council Chambers at City Hall, 298 W Washington St., Stephenville, Texas 76401.

MOTION by Gerald Cook, second by Lonn Reisman, to set the Public Hearing on the Proposed Tax Rate for 2025 as September 16, 2025, as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

9. **Consider Acceptance of Annual Comprehensive Financial Report for the Fiscal Year Ended September 30, 2024**

Finance Director Monica Harris presented the item to Council with Kim Knox from BMY.

MOTION by Alan Nix, second by Gerald Cook, to accept the Annual Comprehensive Financial Report for the Fiscal Year ending September 30, 2024, as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

10. **Presentation of Citizens Budget Requests**

City Manager Jason King presented this item to Council.

> We received one Citizen Budget request related to a dedicated agricultural facility. These will be considered during the Budget Hearings that are scheduled for the coming weeks.

PLANNING AND ZONING COMMISSION

11. **Consider Approval of an Ordinance Annexing a Portion of Railway NE of HWY 8 and HWY 281 from the City Limits Line at CR 177 to the Northern City Limits Line Pursuant to the Powers Granted by Section 43.1056 of the Local Government Code**

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

> On April 1, 2025, the City Council authorized the City Manager to proceed with the Annexation process. The required notice was issued and delivered by certified mail on May 2, 2025, to the Fort Worth and Western Railroad. The 61-day notice period has expired, and no objections were received.

MOTION by Gerald Cook, second by Brandon Greenhaw, to approve Ordinance No. 2025-O-20 Annexing a Portion of Railway as presented. MOTION Yes 8, No 0, Abstained 0.

12. **Application No.: PD 8927 and 8928**

Applicant Ryan Hill, Representing Quatro Soto Properties, LLC is Requesting a Rezone of property located at 640 N McCart, Parcel R33266, and 646 N McCart, Parcel R33265, being S5700 SHAPARD & COLLINS; BLOCK 11; LOTS 2B, 3 and 4, to the City of Stephenville, Erath County, Texas from Multifamily (R-3) to Planned Development (PD)

Director of Development Services Steve Killen presented the item to Council with Mr. Craig Barnes, representing the developer.

> A Conceptual Plan was presented to the Planning and Zoning Commission for the 1.267-acre development on June 18, 2025. The applicant returned on July 16, 2025, and presented the development plan. is now requesting approval of the Development Plan and assignment of zoning to Planned Development.
>
> The following development standards/deviations are summarized below as reflected in the project narrative.

REQUESTED	**STANDARD**
• 15.8 units/ac	• 14 units/ac

- Landscape plantings TBD by Owner
- One garage and one drive
- 1400 SF Lot
- 21 to 26' lot frontage
- 2000 SF living space minimum
- 2' setback front (Garages)
- 10' Rear setback
- 10' landscape buffer with privacy fence
- Roof deck at 35'
- Architectural elements 8' above roof deck
- 20' fire lane
- Open Space .27 acres
- Waive PL dedication
- Landscaping location TBD by Owner

- Approved Tree Species List
- Two spaces/unit
- 3000 SF Lot
- 30x100
- 800 SF Home
- 15' front
- 15' set back
- 20' landscape buffer
- Average of place height and ridge = 35'
- Building height= average of plate height and ridge of 35'
- 24 to 26' fire lane
- 15% of site = 19%
- Per door fee
- 30% of total shall be in front yard

The Planning and Zoning Commission convened on July 16, 2025, and voted 6-1 to recommend the City Council approve the rezone request and development plan.

13. **PUBLIC HEARING**

Application No.: PD 8927 and PD 8928

Mayor Pro Tem Baskett entered into a Public Hearing at 6:44 PM.

Craig Barnes of 8130 Shelton Drive, Fort Worth, Texas, spoke in favor of the rezoning.

Mayor Pro Tem Baskett closed the Public Hearing at 6:46 PM.

14. **Consider Approval of an Ordinance Rezoning Property Located at 640 N McCart, Parcel R33266 being S5700 SHAPARD & COLLINS; BLOCK 11; LOT 4, and 646 N McCart, Parcel R33265 being S5700 SHAPARD & COLLINS; BLOCK 11; LOT 2B and 3, to the City of Stephenville, Erath County, Texas from Multifamily (R-3) to Planned Development (PD)**

MOTION by Brandon Greenhaw, second by Dean Parr, to approve Ordinance No. 2025-O-21 rezoning property located at 640 N McCart and 646 N McCart as presented.

MOTION by Gerald Cook, second by Lonn Reisman, to amend the original motion to include denial of the waiver of Park Land Dedication Fees. MOTION amendment Yes 8, No 0, Abstained 0.

MOTION Yes 8, No 0, Abstained 0.

15. **Application No.: RZ 9012**

Applicant CCS Stephenville Properties, LLC., is Requesting the Assignment of Industrial Zoning for the Recently Annexed Property Located at 0 N US 281, Parcel R76680, being approximately 7.577 acres of the A0804 WILLIAMS M R Survey of the

City of Stephenville, Erath County, Texas

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

Parcel R76680 was voluntarily annexed on June 3, 2025 by the City Council as authorized by Chapter 43, Sec. 43.0671 of the Local Government Code. City ordinance Section 154.04.C requires the assignment of zoning within six-months of annexation.

The Planning and Zoning Commission convened on July 16, 2025, and by a unanimous decision of 7-0, recommend the City Council assign Industrial Zoning to Parcel R76680 and to approve the extension of ETJ and subsequent revision of the Stephenville 2050 Comprehensive Plan.

16. **PUBLIC HEARING**

Application No.: RZ 9012

Mayor Pro Tem Baskett entered into a Public Hearing at 6:51 PM.

No one spoke in favor or opposition regarding this annexation.

Mayor Pro Tem Baskett closed the Public Hearing at 6:52 PM.

17. **Consider Approval of an Ordinance Assigning the Zoning of Industrial (I) for the Recently Annexed Property Located at 0 N US 281,Parcel R76680, being approximately 7.577 acres of the A0804 WILLIAMS M R Survey of the City of Stephenville, Erath County, Texas**

MOTION by Gerald Cook, second by Brandon Greenhaw, to approve Ordinance No. 2025-O-22 as presented. MOTION Yes 8, No 0, Abstained 0.

DEVELOPMENT SERVICES COMMITTEE

18. **Development Services Committee Report from July 15, 2025**

Development Services Committee Chair Gerald Cook presented the Committee Report from July 15, 2025.

The Development Services Committee convened July 15, 2025 to consider the adoption of the COG amendments for the 2015 International Codes. After receiving information from staff on the history of this item, staff advised one of the most significant considerations relating to amendments centered around town-home construction. Adopting the amendments would continue the practice of not requiring fire sprinkler systems in town-home structures, while choosing to take no action would result in fire sprinkler systems being a requirement for town-home construction. After discussion, the Committee took no formal action to adopt the COG amendments.

NOMINATIONS COMMITTEE

19. **Nominations Committee Report from July 15, 2015**

Nominations Committee Chair Maddie Smith presented the Committee Report from July 15, 2025.

Agenda Item 1: CONSIDER APPROVAL OF REVISING MEETING REQUIREMENTS FOR ADVISORY BOARDS:

The committee met on July 15, 2025, to discuss the meeting requirements for the Advisory Boards with the discussion led by committee chair Maddie Smith.

Currently the following advisory boards, by ordinance, meet in accordance with the Texas Open Meeting Law.

- Airport Advisory Board
  - Sec. 32.04. - Meetings; attendance.
    1. Meetings. The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law.
- Parks and Leisure Services Advisory Board
  - Sec. 32.24. - Meetings; attendance.
    1. Meetings. The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law.
- Tourism and Visitors Bureau Advisory Board
  - Sec. 32.68. - Meetings; attendance.
    1. Meetings. The Board shall meet at least monthly in accordance with the Texas Open Meeting Law.
- Main Street Advisory Board
  - Sec. 32.04. - Meetings; attendance.
    1. Meetings. The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law.
- Western Heritage Advisory Board
  - Sec. 32.04. - Meetings; attendance.
    1. Meetings. The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law.
- Library Advisory Board
  - Sec. 32.38. - Meetings; attendance.
    1. Meetings. The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law.

This requires agendas for the advisory boards to be posted 72 hours in advance of the scheduled meeting.

House Bill No. 1522 from the 89th Legislative Session, is changing the posting requirement from 72 hours prior to the scheduled meeting to three business days.

Staff believe this update in the requirement creates a hindrance on the citizen advisory boards.

MOTION by Alan Nix, second by Lonn Reisman, recommend to full Council to revise the meeting requirements for Advisory Boards to require all aspects of the Texas Open Meetings Act apart from the agenda posting requirements which will remain 72 hours prior to the meeting as presented. MOTION CARRIED Yes 4, No 0, Abstained 0.

Agenda Item 2: CONSIDER APPROVAL OF UPDATES TO THE COUNCIL RULES AND PROCEDURES:

The committee met on July 15, 2025, to discuss the meeting requirements for the Advisory Boards with the discussion led by committee chair Maddie Smith.

3.2 Special Meetings. Special meetings may be called by the Mayor or by a majority of the members of the Council. Any individual member may call a special meeting upon securing concurrence of four other members, whom he must personally contact and upon confirmation, each of the four concurring members must personally contact the City Secretary. Councilmembers may only state the reason for the called meeting when contacting other Councilmembers. No further discussion may take place regarding the subject(s) of the meeting.

The call for a special meeting shall specify the day, the hour, and the location of the special meeting and shall list the subject or subjects to be considered. No special meeting shall be held until at least ~~seventy-two hours (72)~~ three business days after the call is issued. No item will placed on the agenda unless submitted to the City Manager at least twenty-four (24) hours prior to the posting of the called meeting agenda.

5.2 Agenda. The order of business of each council meeting shall be as contained in the agenda prepared by the City Secretary. The Agenda shall be delivered to members of the Council at least ~~seventy-two (72) hours~~ three business days preceding the meeting to which it pertains. The order of the agenda may be adjusted by the Mayor as situations warrant. The Mayor shall announce at the opening of the meeting any items which have been removed.

The order of business of the City Council shall include a Consent Agenda. The Consent Agenda is used as a tool to help shorten council meetings. It contains routine items which are not controversial in nature and do not need further discussion. The Consent Agenda can be handled with one motion from the City Council, "I move that the Consent Agenda be approved as presented." If an item needs to be removed from the Consent Agenda and discussed separately, a typical motion to affect this might be, "I move that we approve the Consent Agenda Items "A" through "D" with the exception of Item "C".

Revise the Rules of Procedure related to the agenda posting requirements as it relates to the Open Meetings Act and House Bill No. 1522 from the 89th Legislative Session (attached). **These revisions would be effective September 1, 2025.**

MOTION by Alan Nix, second by LeAnn Durfey, to recommend to full Council to revise the Council Rules and Procedures effective September 1, 2025 as presented. MOTION CARRIED Yes 4, No 0, Abstained 0.

20. **Consider Approval of Ordinance Revising Meeting Requirements for Advisory Boards**

MOTION by Maddie Smith, second by LeAnn Durfey, to approve Ordinance No. 2025-O-23 as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

FINANCIAL REPORTS

22. **Monthly Budget Report for the Period Ending June 30, 2025**

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

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

Property Tax Collections: We received $34K in property taxes in the month of June, resulting in a $417K increase over the funds collected last fiscal year to date. The amount collected is over 100% of the $7.8 million budget, which is $82K more than anticipated.

Sales and Use Tax: We received $842K in sales tax in June, resulting in $155K or 2% more than the funds collected last fiscal year to date. The amount collected is 79% of the $9.4 million budget, which is $418K higher than anticipated.

Revenue (by fund): Of the $36.2 million revenue received to date, 58% was received in the General Fund, 26% was received in the Water/Wastewater Fund, 4% was received in the Landfill Fund, 3% was received in the Debt Service Fund, 3% wasreceived in the Storm Water Drainage Fund, 2% wasreceived in the Capital Projects Fund, and 2% in the HOT Fund.

Revenue (budget vs. actual): We received 85% of the total budgeted revenue through June, which is $3 million more than anticipated due to taxes, licenses and permits, charges for services, interest income and other revenue.

Revenue (prior year comparison): We received $245K less revenue through June than last fiscal year to date due to intergovernmental.

Expenditures (by fund): Of the $33.3 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 62% of the total budgeted expenditures through June, which is $7.4 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent $7.3 million less on expenditures through June than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 79% of budgeted revenue through June, which is $16K less than last fiscal year to date due to interest income and $30K more than anticipated due to taxes.

SEDA Expenditure Comparison: SEDA has spent an overall 43% of budgeted expenditures through June, which is $40K more than last fiscal yearto date due to personnel and capital outlay and $362K lessthan anticipated due to contractual, capital outlay, and grant disbursements.

21. **Consider Approval of Updates to Council Rules and Procedures**

    MOTION by Alan Nix, second by LeAnn Durfey, to approve updates to Council Rules and Procedures as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

23. **Quarterly Investment Report for the Period Ending June 30, 2025**

    Finance Director Monica Harris presented Quarterly Investment Report for the Period Ending June 30, 2025 as follows:

    The City of Stephenville's total market value of cash and investments on June 30, 2025, was $43,238,831. This is allocated 4% in demand accounts, less than 1% in cash/money market accounts, 6% in Certificates of Deposits, 36% in TexStar investment pool, and 54% 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 4.26%. The average yield to maturity for investment accounts for the quarter was 4.36%. The average yield to maturity for a 3-month treasury bill for the quarter was 4.23%. The average weighted maturity in days of the portfolio was 13.50 days.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

SEDA President and CEO Jeff Sandford opened with a recap of the day in history and a thank you to Mayor Doug Svien. Mr. Sandford presented an update on recent and upcoming openings in the community as well as restaurant statistics and current projects with marketing.

CONSENT AGENDA

24. **Consider Approval of Minutes from July 1, 2025 - Regular City Council Meeting**

25. **Consider Approval of Minutes from July 15, 2015 - Special City Council Meeting**

26. **Consider Acceptance of the Chamberlin Improvements Project**

27. **Consider Acceptance of the Harbin Drive Improvements Project**

    MOTION by Brandon Greenhaw, second by Gerald Cook, to approve Consent Agenda as presented. MOTION CARRIED Yes 8, No 0, Abstained 0.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Pro Tem Baskett recessed the Regular City Council meeting at 7:28 PM and convened the Executive Session at 7:36 PM.

Mayor Pro Tem Baskett adjourned the Executive Session at 8:31 PM and reconvened the Regular City Council meeting at 8:32 PM.

28. **Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: City Manager**

29. **Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Municipal Judge**

30. **Section 551.087 Deliberation Regarding Economic Development Negotiations - Project PL**

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

28. Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: City Manager

MOTION by Brandon Greenhaw, second by Alan Nix, to authorize amending the City Manager's contract as discussed in Executive Session and authorize the Mayor Pro Tem to execute the amendment. MOTION CARRIED Yes 8, No 0, Abstained 0.

ADJOURN

Mayor Pro Tem Baskett adjourned the meeting at 08:33 PM.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour

Sarah Lockenour, City Secretary

THE CITY OF STEPHENVILLE TEXAS INCORPORATED