THE CITY OF STEPHENVILLE TEXAS

CITY COUNCIL

MEETING MINUTES
REGULAR MEETING
NOVEMBER 4, 2025

CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, November 4, 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

Council Absent:

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

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

PLEDGES OF ALLEGIANCE

Councilman Brandon Greenhaw led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Rob Gleason with Valley Grove Baptist voiced the invocation.

PRESENTATIONS AND RECOGNITIONS

1. **Recognition of Rodeo Athletes**

Council Member LeAnn Durfey recognized the following rodeo athletes that were recipients of sponsorships from the City of Stephenville for the 2025 Rodeo Season:

Jackie Crawford
JJ Hampton
Jacobs Crawley
Wesley Thorp

2. **Proclamation Recognizing the National Association of School Psychologists (NASP) for National School Psychology Week (NSPW)**

Mayor Pro Tem David Baskett read the following proclamation for National School Psychology Week:

Whereas, Children and youth learn best when they are healthy, supported, and receive an education that enables them to thrive academically, socially, and emotionally; and

Whereas, Schools can more effectively ensure that all students are able to learn when they meet the needs of the whole child and provide integrated, multitiered supports; and

Whereas, Children's mental health is directly linked to their learning and development, and benefits when the learning environment provides an optimal context to promote good mental health through connectedness within the school and community; and

Whereas, Sound psychological principles are integral to instruction and learning, school safety, social and emotional development, prevention, early intervention, and support of culturally diverse student populations; and

Whereas, School psychologists are specially trained to foster and deliver, in the school and community, a continuum of mental health services and academic supports that lower barriers to teaching and learning; and

Whereas, School psychologists help children thrive by nurturing their individual strengths across both personal and academic endeavors; and

Whereas, School psychologists are trained to assess student- and school-based barriers to learning and individual strengths, make data-based decisions, implement research-driven prevention and intervention strategies, and evaluate outcomes and improve accountability; and

Whereas, Stephenville should recognize the vital role that school psychologists play in the personal and academic development of our Stephenville's children,

Therefore, We, Stephenville city council, do hereby proclaim November 3–7, 2025 as ***School Psychology Week*** *and encourage all citizens to join in recognizing the dedicated efforts of school psychologists and the positive impact they have on the lives of our students, families, and schools.*

The proclamation was received by Dr. Stephanie Robertson, Associate Professor of Psychology, and other members of the Psychological Sciences Department from Tarleton State University.

CITIZENS GENERAL DISCUSSION

No one addressed the Council at this time.

REGULAR AGENDA

3. **PUBLIC HEARING**
Annexing City-Owned Parcels R78439, a Portion of R28648 and R24340 of Erath County, Texas.

Director of Development Services Steve Killen presented this item.

Upon conclusion of all legal notice requirements, a public hearing was held by and before the City Council of the City of Stephenville, Texas on the 2nd day of September 2025 at 5:30 p.m. in the City Hall Council Chambers, 298 W. Washington, Stephenville, Texas, for all persons interested in the above proposed annexation. No opposition was received.

Staff recommends adopting the ordinance annexing city-owned parcels known as 13.422 acres in the A0640 Roberts Matthew Survey, Parcel R78439, Erath County, Texas; A portion of Parcel R28648, being approximately 0.304 Acres in the A0640 Roberts Matthew Survey & City Addition Block 158 (Pt OF); Airport; Hanger Site, Stephenville Aviation; and, Parcel R24340, being 1.16 Acres in the A0640 Roberts Matthew Survey, of Erath County, Texas.

Mayor Pro Tem Baskett entered into a Public Hearing at 5:41 PM.

No one spoke in favor or opposition regarding this annexation.

Mayor Pro Tem Baskett closed the Public Hearing at 5:41:25 PM.

4. **Consider Approval of Ordinance Annexing City-Owned Parcels R78439, a Portion of R28648 and R24340 of Erath County, Texas.**

Motion by Alan Nix, second by Maddie Smith, to approve Ordinance No. 2025-O-30 annexing City-owned parcels R78439, a portion of R28648 and R24340 of Erath County, Texas as presented. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

5. **Application No.: RZ 9140**

Applicant Charles Vance Wade, Representing WW Investments, LLC., is Requesting a Rezone of Property Located at 955 N Ollie, Parcel R77978, being BLK 5; LOT 4R of the S4400 KIGHT SECOND ADDITION of the City of Stephenville, Erath County, Texas from Integrated Housing (R-2.5) to Multiple Family Residential (R-3)

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

Mr. Wade acquired the property known as the Chandler Mansion. He is requesting the undeveloped lots bordered by Frey, Ollie, Pecan and Kight be rezoned from R-2.5 to R-3. This property was replatted and rezoned from R-1 to R-2.5 by the previous owner in late 2021. As the property is developed additional Right-of-Way dedication will be required along Ollie street.

The Planning and Zoning Commission convened on October 15, 2025. A motion to approve failed due to a lack of a second. No additional motion was made; therefore, the request moves forward to City Council without a recommendation.

One person (and their spouse) spoke in opposition of the request.

6. **PUBLIC HEARING**
Application No.: RZ 9140

Mayor Pro Tem Baskett entered into a Public Hearing at 5:51 PM.

Mr. Vance Wade, 1083 W Frey, spoke in favor of the rezone.
No one spoke in opposition of the rezone.

Mayor Pro Tem Baskett closed the Public Hearing at 5:55 PM.

7. **Consider Approval of Ordinance Rezoning Property Located at 955 N Ollie, Parcel R77978, being BLK 5; LOT 4R of the S4400 KIGHT SECOND ADDITION of the City of Stephenville, Erath County, Texas from Integrated Housing (R-2.5) to Multiple Family Residential (R-3)**

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve Ordinance No. 2025-O-31 rezoning property located at 955 N Ollie as presented. MOTION CARRIED 6 to 1 with Gerald Cook voting no.

8. **Application No.: RZ 9163**

Applicant Wyatt Thorp is Requesting a Rezone of Property Located at 587 Race, Parcel R32547, being BLK 2; LOTS 5 & 6A of the S5100 MILLICAN & OTT ADDITION of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing (R-2.5)

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

Mr. Thorp is requesting a rezone with the intention of replatting into separate lots if the rezone is approved. Staff requested a survey and has confirmed the parcel has adequate frontage on Race and Donna Streets to meet the minimum lot dimensions required for this zoning district. The Future Land Use is designated as Town Center which allows residential use.

The Planning and Zoning Commission convened October 15, 2025, and by a unanimous motion of 7/0, recommended the City Council approve the rezone request.

9. **PUBLIC HEARING**
Application No.: RZ 9163

Mayor Pro Tem Baskett entered into a Public Hearing at 5:59 PM.

Mr. Wyatt Thorp, of 106 Blakeney St., spoke in favor of the rezone.
No one spoke in opposition of the rezone.

Mayor Pro Tem Baskett closed the Public Hearing at 6:01 PM.

10. **Consider Approval of Ordinance Rezoning Property Located at 587 Race, Parcel R32547, being BLK 2; LOTS 5 & 6A of the S5100 MILLICAN & OTT ADDITION of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing (R-2.5)**

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Ordinance No. 2025-O-32 rezoning property located at 587 Race as presented. MOTION CARRIED unanimously.

11. **Application No.: RZ 9189**

Applicant Jayton Cogburn, representing Richard J and Rebecca R Lieb, is Requesting a Rezone of Property Located at 615 College Farm Rd, Parcel R29924, being BLK 87; LOT 2B of the S2600 CITY ADDITION of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1), to Integrated Housing (R-2.5)

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

Mr. Cogburn is requesting a rezone with the intention of building a single-family home development. A pre-development meeting was held with Mr. Cogburn, and no major obstacles were observed. As developed, additional Right-of-Way dedication will be required along College Farm Rd. and the construction of the proportional improvement will be the developer's responsibility. The Future Land use is designated as Community Core which allows residential uses.

The Planning and Zoning Commission convened October 15, 2025. A motion to deny failed due to a lack of a second. A subsequent motion to approve resulted in a vote of 3/3 with one Abstention. Therefore, the request moves forward to the City Council without a recommendation.

12. **PUBLIC HEARING**
Application No.: RZ 9189

Mayor Pro Tem Baskett entered into a Public Hearing at 6:05 PM.

Mr. Jayton Cogburn, of Granbury, Texas, spoke in favor of the rezone.
No one spoke in opposition of the rezone.

Mayor Pro Tem Baskett closed the Public Hearing at 6:07 PM.

13. **Consider Approval of Ordinance Rezoning Property Located at 615 College Farm Rd, Parcel R29924, being BLK 87; LOT 2B of the S2600 CITY ADDITION of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1), to Integrated Housing (R-2.5)**

MOTION by Gerald Cook, second by Maddie Smith, to approve Ordinance No. 2025-O-33 rezoning property located at 615 College Farm Rd. as presented. MOTION CARRIED unanimously.

PUBLIC WORKS COMMITTEE

14. **Public Works Committee Meeting Report for October 21, 2025**

Public Works Committee Chair Alan Nix provided the Committee Meeting report from October 21, 2025.

Agenda Item 1: Review Household Hazardous Waste Program – Second Amendment Discussion:

The Second Amendment to the Household Hazardous Waste Agreement with the City of Fort Worth Environmental Collection Center (ECC) was discussed. It was noted that paint, oils, household cleaners, batteries, herbicides, and insecticides are the most common types of items disposed of at annual events. The ECC has proposed to increase the cost from $95 per voucher to $125 per voucher and the cost will be controlled by the number of vouchers issued. It was confirmed that the adopted budget includes funds specifically for this program.

Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the Second Amendment as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve the Second Amendment to the Interlocal Agreement with the City of Fort Worth Environmental Collection Center for the Household Hazardous Waste Program as presented.

Agenda Item 2: Review Budgeted Meter Reading Base Stations Quote Discussion:

The quote received from Aqua-Metric Sales Company to replace the two (2) existing, original water meter reading base stations was discussed. It was noted that the base stations are positioned on water towers and are used to transmit water meter readings for billing purposes. It was also noted the base stations are proprietary to the water meter system used by the city. It was further noted the Meter Reading Base Station replacement cost was specifically allocated in the adopted FY25-26 budget and the quoted price is $4,651.03 under budget.

Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the purchase of the budgeted Meter Reading Base Stations as presented.

The committee voted to forward a unanimously positive recommendation to the full council to approve the Meter Reading Base Stations as presented.

Agenda Item 3: Review Quotes and Financing Proposal for Landfill Dozer and Excavator Discussion:

The quotes for the budgeted landfill dozer and excavator were reviewed. It was noted the quote includes trade-in values for the existing dozer and excavator to offset some cost of the new equipment. It was also noted the negotiated costs of both pieces of equipment are under budget. The quote from Government Capital to finance the purchase of both pieces of equipment was reviewed and it was noted staff recommend a five-year financing option at 5.165%. It was further noted the quoted debt service rate for the recommended term is $56,428.96 under the budgeted debt service amount approved in the adopted FY25-26 budget.

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 purchases and financing as presented.

The committee voted to forward a unanimously positive recommendation to the full council to approve the purchases of equipment and financing terms as presented.

Agenda Item 4: Review Professional Services Proposal for WWTP Process Analysis and CIP Discussion:

The proposal from Provenance Engineering to perform the efficiency analysis and Capital Improvements Plan for the wastewater treatment plant was discussed. It was noted that the work would be completed within 8 months. It was also noted that the proposed costs are specifically budgeted for this work and are just below the amount allocated in the FY25-26 adopted budget.

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 proposal as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve the professional services proposal as presented.

Agenda Item 5: Review Drought Contingency and Water Conservation Plan Updates Discussion:

Proposed revisions to the Drought Contingency Plan and Water Conservation Plans were presented. It was noted state regulations require both plans to be reviewed and resubmitted to the state every five years.

Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the proposed modifications to the Drought Contingency Plan and Water Conservation Plan as presented.

The committee voted to forward a unanimously positive recommendation to the full council to approve the proposed modifications to the Drought Contingency Plan and the Water Conservation Plan as presented.

Agenda Item 6: Review Proposed Waste Connections Annual CPI Adjustment Discussion:

The proposed amendment to the solid waste franchise agreement with Waste Connections was presented. It was noted the annual Consumer Price Index (CPI) adjustment is a component of the existing agreement. It was noted the proposed increase met the contract conditions and would increase residential and commercial per month, per polycart service rates by $0.42 and $0.68 respectively. It was further noted the hauling rates were not proposed to be changed.

Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the annual CPI adjustment to the Solid Waste Franchise Agreement as presented.

The committee voted to forward a unanimously positive recommendation to the full council to approve the annual CPI adjustment to the Solid Waste Franchise Agreement as presented

15. **Consider Approval of Household Hazardous Waste Program Agreement - Second Amendment**

MOTION by Alan Nix, second by Brandon Greenhaw, to approve teh Household Hazardous Waste Program Agreement - Second Amendment as presented. MOTION CARRIED unanimously.

16. **Consider Approval of Budgeted Meter Reading Base Stations Quote**

MOTION by Alan Nix, second by Maddie Smith, to approve the budgeted meter reading base stations quote from Aqua-Metrics Sales Company as presented. MOTION CARRIED.

17. **Consider Approval of Quotes and Financing Proposal for Landfill Dozer and Excavator**

MOTION by Alan Nix, second by Maddie Smith, to approve quotes and financing proposal for the Landfill Dozer and Excavator through Resolution No. 2025-R-19 as presented. MOTION CARRIED unanimously.

18. **Consider Approval of a Professional Services Proposal for WWTP Process Analysis and CIP**

MOTION by Alan Nix, second by Brandon Greenhaw, to approve the Professional Services Proposal for WWTP Process Analysis and CIP as presented. MOTION CARRIED unanimously.

19. **Consider Approval of Drought Contingency and Water Conservation Plan Updates**

MOTION by Alan Nix, second by Maddie Smith, to approve Ordinance No. 2025-O-34 approving the Drought Contingency Plan update as presented. MOTION CARRIED unanimously.

MOTION by Alan Nix, second by LeAnn Durfey, to approve Ordinance No. 2025-O-35 approving the Water Conservation Plan update as presented. MOTION CARRIED unanimously.

20. **Consider Approval of Waste Connections Annual CPI Adjustment - Amendment No. 10**

MOTION by Alan Nix, second by Maddie Smith, to approve the Waste Connections Annual CPI Adjustment — Amendment No. 10 as presented. MOTION CARRIED unanimously.

DEVELOPMENT SERVICES COMMITTEE

21. **Committee Report from October 21, 2025**

Development Services Committee Chair Gerald Cook presented the Committee Report from October 21, 2025.

Agenda Item 1: Consider Proposed Revisions to Section 154.03 of the Zoning Code Relating to Home Occupation Regulations

House Bill 2464 became effective immediately on June 12, 2025. This bill revised Section 229.902 of the Local Government Code, removing the city's ability to regulate home occupation businesses that work within the confines of a "No -Impact Home Based Business."

MOTION by Maddie Smith, second by LeAnn Durfey, tp send to Planning and Zoning Commission for review. MOTION CARRIED unanimously.

This item will go before the Planning and Zoning Commission then be brought back before the Development Services Committee.

Agenda Item 2: Discuss Identifying Members for the Citizens Steering Committee for the Initiative to Update the City's Land Use Regulations

MOTION by Alan Nix, second by Maddie Smith, to approve the budgeted meter reading base stations quote from Aqua-Metrics Sales Company as presented. MOTION CARRIED.

17. **Consider Approval of Quotes and Financing Proposal for Landfill Dozer and Excavator**

MOTION by Alan Nix, second by Maddie Smith, to approve quotes and financing proposal for the Landfill Dozer and Excavator through Resolution No. 2025-R-19 as presented. MOTION CARRIED unanimously.

18. **Consider Approval of a Professional Services Proposal for WWTP Process Analysis and CIP**

MOTION by Alan Nix, second by Brandon Greenhaw, to approve the Professional Services Proposal for WWTP Process Analysis and CIP as presented. MOTION CARRIED unanimously.

19. **Consider Approval of Drought Contingency and Water Conservation Plan Updates**

MOTION by Alan Nix, second by Maddie Smith, to approve Ordinance No. 2025-O-34 approving the Drought Contingency Plan update as presented. MOTION CARRIED unanimously.

MOTION by Alan Nix, second by LeAnn Durfey, to approve Ordinance No. 2025-O-35 approving the Water Conservation Plan update as presented. MOTION CARRIED unanimously.

20. **Consider Approval of Waste Connections Annual CPI Adjustment - Amendment No. 10**

MOTION by Alan Nix, second by Maddie Smith, to approve the Waste Connections Annual CPI Adjustment — Amendment No. 10 as presented. MOTION CARRIED unanimously.

DEVELOPMENT SERVICES COMMITTEE

21. **Committee Report from October 21, 2025**

Development Services Committee Chair Gerald Cook presented the Committee Report from October 21, 2025.

Agenda Item 1: Consider Proposed Revisions to Section 154.03 of the Zoning Code Relating to Home Occupation Regulations

House Bill 2464 became effective immediately on June 12, 2025. This bill revised Section 229.902 of the Local Government Code, removing the city's ability to regulate home occupation businesses that work within the confines of a "No -Impact Home Based Business."

MOTION by Maddie Smith, second by LeAnn Durfey, tp send to Planning and Zoning Commission for review. MOTION CARRIED unanimously.

This item will go before the Planning and Zoning Commission then be brought back before the Development Services Committee.

Agenda Item 2: Discuss Identifying Members for the Citizens Steering Committee for the Initiative to Update the City's Land Use Regulations

Kendig Keast Collaborative has been selected to provide the city with professional services relating to update of the land-use regulations to correlate with the *Stephenville 2050* comprehensive Plan. The kick-off meeting for this initiative is anticipated to occur within the next few weeks. Establishing the CSC is one of the initial tasks. The CSC is to provide feedback with "an eye towards bigger picture concerns" relating to the proposed updates and will meet four times throughout the 18-month project.

To obtain applications and select an eight-to-14-member Community Steering Committee (CSC) for the Land Use Regulation Update project. The CSC, per the program model, should be comprised of involved citizens, design professionals, builders and other community leaders.

No action was taken at this time. Recommendations for the steering committee will be discussed at the November Committee Meeting.

FINANCE COMMITTEE

22. **Committee Report from October 21, 2025**

Finance Committee Chair David Baskett presented the Committee Report from October 21, 2025.

Agenda Item 1: DISCUSS AND APPROVE AUDIT PROPOSALS FOR AUDIT SERVICES BEGINNING WITH FYE SEPTEMBER 30, 2025

Staff recommended the award of RFP #3048 for Annual Financial Audit Services to Brooks, Watson & CO. PLLC. Four submissions were received and independently evaluated by three individuals. The proposed cost for 2025 is $62,500 with the total proposed cost for the five fiscal years being $318,450. The motion was made by Gerald Cook and seconded by Brandon Greenhaw to positively recommend the award for annual audit services to Brooks, Watson & CO., PLLC. The motion passed unanimously. Council approved the award to Brooks, Watson & CO. PLLC. at the Special Council Meeting held following the Committee meetings.

Agenda item 2: ONSIDER APPROVAL OF AMBULANCE BAD DEBTS RECEIVABLE WRITE-OFF

Staff requested writing off $578,145,83 of Emergency Ambulance Receivables that Emergicon, LLC deemed uncollectible. The motion was made by Brandon Greenhaw and seconded by Gerald Cook to positively recommend the write-off of $578,145.83 in Emergency Ambulance Receivables to full Council for approval on November 4, 2025. The motion passed unanimously.

23. **Consider Approval of Write-off of Uncollectible Ambulance Billing Accounts with Emergicon**

MOTION by David Baskett, second by LeAnn Durfey, to approve write-off of uncollectible Ambulance Billing accounts with Emergicon as presented. MOTION CARRIED unanimously.

FINANCIAL REPORTS

24. **Monthly Budget Report for the Period Ending September 30, 2025**

Monthly Budget Report for the Period Ending November 30, 2024, Director of Finance Monica Harris presented the monthly budget report as follows:

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

Property Tax Collections: We received $2,400 in property taxes in the month of September, resulting in a $403K increase over the funds collected last fiscal year to date. The amount collected is over 100% of the $7.8 million budget, which is $70K more than anticipated.

Sales and Use Tax: We received $780K in sales tax in September, resulting in $262K or 2.7% more than the funds collected last fiscal year to date. The amount collected is over 105% of the $9.4 million budget, which is $518K higher than anticipated.

Revenue (by fund): Of the $46.2 million revenue received to date, 55% was received in the General Fund, 28% was received in the Water/Wastewater Fund, 5% was received in the Landfill Fund, 3% was received in the Debt Service Fund, 3% was received in the Storm Water Drainage Fund, 2% was received int the TIF Fund, 2% in the HOT Fund, 1% was received in the Capital Projects Fund, and 1% was received in the Airport fund.

Revenue (budget vs. actual): We received 109% of the total budgeted revenue through September, which is $3.6 million more than anticipated due to taxes, licenses and permits, intergovernmental, interest income and other revenue.

Revenue (prior year comparison): We received $2.2 million less revenue through September than last fiscal year to date due to intergovernmental revenue, transfers, and interest income.

Expenditures (by fund): Of the $43.8 million spent to date, 50% was expended in the General Fund, 34% was expended in the Water/Wastewater Fund, 3% was expended in the Storm Water Drainage Fund, 3% was expended in the Debt Service Fund, 3% was expended in the Landfill Fund, 2% was expended in the Capital Projects Fund, 2% was expended in the TIF Fund, 2% was expended in the HOT Fund, and 1% was expended in the Airport Fund.

Expenditures (budget vs. actual): We have expended 82% of the total budgeted expenditures through September, which is $9.8 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent $17 million less on expenditures through September than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison: SEDA hasreceived 105% of budgeted revenue through September, which is $12K lessthan last fiscal year to date due to interest income and $41K more than anticipated due to taxes.

SEDA Expenditure Comparison: SEDA has spent an overall 57% of budgeted expenditures through September, which is $670K less than last fiscal year to date due to capital outlay and grants disbursements and $502K less than anticipated due to contractual, capital outlay, and grant disbursements.

25. **Quarterly Investment Report for the Period Ending September 30, 2025**

Finance Director Monica Harris presented the Quarterly Investement Report for the Period Ending September 30, 2025.

The City of Stephenville's total market value of cash and investments on September 30, 2025, was $43,203,187. This is allocated 7% in demand accounts, less than 1% in cash/money market accounts, 6% in Certificates of Deposits, 35% in TexStar investment pool, and 52% in TexPool investment pool. Cash and investment accounts earned $459K in interest for the quarter. The average yield to maturity for all account types for the quarter was 4.24%. The average yield to maturity for investment accounts for the quarter was 4.32%. The average yield to maturity for a 3-month treasury bill for the quarter was 4.10%. The average weighted maturity in days of the portfolio was 11.69 days

CONSENT AGENDA

Mayor Pro Tem David Baskett pulled Consent Agenda No. 29 to discuss.

26. **Consider Approval of Minutes from October 7, 2025 - Regular Meeting**

27. **Consider Approval of Minutes from October 21, 2025 — Special Meeting**

28. **Consider Award of Bid #3346 - Parks Vehicles**

30. **Consider Award of Bid #3348 - Street Dept Truck**

31. **Consider Award of Bid #3345 — Annual Car Washes & Oil Changes**

32. **Consider Approval of FY25-26 Budgeted Water Charges with Upper Leon River Municipal Water District**

33. **Consider Approval of Purchase of Cellebrite Digital Forensics Platform**

MOTION by Brandon Greenhaw, second by LeAnn Durfey, to approve the Consent Agenda without Item 29 as presented. MOTION CARRIED unanimously.

29. **Consider Award of Bid #3349 - Police SUV**

City Manager Jason King presented this item to Council.

Requests for bids were solicited and opened October 24, 2025, for (3) three Police Rated SUVs. We received (5) five submissions which included individual unit price, total price, estimated time of delivery, and total cost.

The FY25-26 approved budget allocated $171,930.00 for three patrol SUVs for the Police Department. A 2026 Chevrolet Tahoe from Bruner Motors is priced at $55,807.00, totaling $167,421.00 for three units.

The bid from Donohoo Chevrolet offers a 2026 Chevrolet Tahoe at $53,750.00, with a total of $161,250.00 for three units. The cost difference between Bruner Motors and Donohoo Chevrolet is 3.69%.

According to Section 271.905 of the Local Government Code, as outlined in the adopted Purchasing Manual regarding Local Vendor Preference, the city may award the bid to a local vendor, Bruner Motors Chevrolet, if their bid is within five (5) percent of the lowest non-local vendor's bid.

Bids received from Grapevine DJR, Bayer Motor, and Triple Crown did not meet the specified requirements.

It is the recommendation of the Purchasing Manager and the Chief of Police to award the (3) three Patrol Vehicles bid to Bruner Motors in accordance with the local vendor preference provisions in the Purchasing Manual.

MOTION by Maddie Smith, second by LeAnn Durfey, to award Bid #3349 for the Police SUV to Bruner Motors Chevrolet as presented. MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Pro Tem David Baskett recessed the Regular City Council meeting at 6:41 PM and convened the Executive Session at 6:44 PM.

Mayor Pro Tem David Baskett adjourned the Executive Session at 6:51 PM and reconvened the Regular City Council meeting at 6:52 PM.

34. **Section 551.071 Consultation with Attorney - to Consult Over a Pending Contract**

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

34. Section 551.071 Consultation with Attorney - to Consult Over a Pending Contract

MOTION by Alan Nix, second by Gerald Cook, to authorize the City Manager to execute a lease agreement as discussed in Executive Session. MOTION CARRIED unanimously.

ADJOURN

Mayor Pro Tem David Baskett adjourned the meeting at 06:52 PM.

Lonn Reisman

Lonn Reisman, Mayor

ATTEST:

Sarah Lockenour

Sarah Lockenour, City Secretary

THE CITY OF STEPHENVILLE INCORPORATED T E X A S