CITY COUNCIL

MEETING MINUTES
REGULAR MEETING
DECEMBER 2, 2025

CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, December 2, 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 Lonn Reisman
Place 1 LeAnn Durfey
Place 2 Gerald Cook
Place 4 Dean Parr
Place 5 Maddie Smith
Place 6 David Baskett
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 Lonn Reisman called the Regular Meeting to order at 05:30 PM.

PLEDGES OF ALLEGIANCE

Council Member LeAnn Durfey led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Pastor Ed Dittfurth with Cornerstone Church voiced the invocation.

CITIZENS GENERAL DISCUSSION

No one addressed the Council at this time.

NOMINATIONS COMMITTEE

21. **Committee Report from November 18, 2025**

Committee Chair Maddie Smith provided the Nominations Committee Report from November 18, 2025.

The committee met on November 18, 2025, to review nominations for Citizen Boards and Commissions with the discussion led by committee chair Maddie Smith.

The Nominations Committee considered the following nominations:

Airport Advisory Board

- Ricky Thurman, 2
- Austin Brown, 4
- Hardy Hampton, 6
- Devan Hanson, new

Board of Adjustment

- Moumin Quazi, 4
- Bryan Durant, new
- Walter Latham, new
- Jorge Moreno, new

Building Board

- Fred Parker, 2

Electrical Board

- Kenneth Howell, 2
- Jerrod Hancock, 4

Library Advisory Board

- Jorge Moreno, 2
- Katherine Quinnell, 5
- Katherine Horak-smith, 6
- Joe Garcia, 7

Main Street Advisory Board

- Rita Cook, 6
- Michael Jones, new
- Debby Watson, new
- Carla Trussell, new
- Rhea Marrs, new
- Pat Hammett, new

- Kathy Hampton, new

Mechanical Board

- Rick Alderfer, 4

Parks and Leisure Services Advisory Board

- John Briese, 1
- Woody Gill, 2
- Debbie Watson, 3
- Rhea Marrs, 4
- Faye Hodges, 5
- Drew Robinson, 7
- Justin Skinner, new
- Jonathan Coleman, new
- Mattie Pollard, new

Planning and Zoning Commission

- Justin Slawson, 2
- Brian Lesley, 6
- Bryan Durant, new
- Rita Cook, new
- Jorge Moreno, new
- Justin Skinner, new
- Jonathan Coleman, new

Plumbing Board

- Larry Graham, 6
- Hector Razo, new

Stephenville Type B Economic Development Authority

- Justin Haschke, 4
- Ricky Thurman, 6
- Mark McClinton, 7

Tourism and Visitors Bureau Advisory Board

- Milo Choate, 2
- John Briese, new
- Justin Skinner, new
- Michael Jones, new
- Debby Watson, new
- Jonathan Coleman, new
- Rhea Marrs, new
- Michael Beach, new

Western Heritage Advisory Board

- Jerry Norris, 2
- Angie Ayers, 4
- Bob Doty, Ex-Officio 2

COMMITTEE ACTION:
The following recommendations were made:

Airport Advisory Board
MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Ricky Thurman to Place 2 of the Airport Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Austin Brown to Place 4 of the Airport Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Hardy Hampton to Place 6 of the Airport Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Devan Hanson to Place 5 of the Airport Advisory Board for a one-year term. MOTION CARRIED unanimously.

Board of Adjustment
MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council moving Gabrial Wood from Alternate 1 to Place 2 of the Board of Adjustment for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Moumin Quazi to Place 4 of the Board of Adjustment for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Walter Latham to Alternate 1 of the Board of Adjustment for a two-year term. MOTION CARRIED unanimously.

Building Board
MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Fred Parker to Place 2 of the Building Board for a two-year term. MOTION CARRIED unanimously.

Electrical Board
MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Kenneth Howeel, Place 2, and Jerrod Hancock, Place 4, for two-year terms. MOTION CARRIED unanimously.

Library Advisory Board
MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Jorge Moreno to Place 2 of the Library Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Katherine Quinnell to Place 5 of the Library Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Katherine Horak-Smith to Place 6 of the Library Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Joe Garcia to Place 7 of the Library Advisory Board for a one-year term. MOTION CARRIED unanimously.

Main Street Advisory Board

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the appointment of Carla Trussell to Place 2 of the Main Street Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Pat Hammett to Place 4 of the Main Street Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Kathy Hampton to Place 5 of the Main Street Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Rita Cook to Place 6 of the Main Street Advisory Board for a two-year term. MOTION CARRIED unanimously.

Mechanical Board

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Rick Alderfer to Place 3 of the Mechanical Board for a one-year term. MOTION CARRIED unanimously.

Parks and Leisure Services Advisory Board

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of John Briese to Place 1 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Debby Watson to Place 3 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Faye Hodges to Place 5 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of John Briese to Place 1 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Drew Roberson to Place 7 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Woody Gill to Place 2 of the Parks and Leisure Services Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Rhea Marrs to Place 4 of the Parks and Leisure Services Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the appointment of Mattie Pollard to Place 6 of the Parks and Leisure Services Advisory Board for a two-year term. MOTION CARRIED unanimously.

Planning and Zoning Commission

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Justin Slawson to Place 2 of the Planning and Zoning Commission for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council to move Lisa Pendleton from Alternate 1 to Place 4 of the Planning and Zoning Commission for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Bryan Durant to Place 6 of the Planning and Zoning Commission for a two-year term. MOTION CARRIED unanimously.

Plumbing Board

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the appointment of Hector Razo to Place 2 of the Plumbing Board as presented. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Larry Graham to Place 6 of the Plumbing Board as presented. MOTION CARRIED unanimously.

Stephenville Type B Economic Development Authority

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Justin Haschke to Place 4 of the of SEDA for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Ricky Thurman to Place 6 of the of SEDA for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Mark McClinton to Place 7 of the of SEDA for a two-year term. MOTION CARRIED unanimously.

Tourism and Visitors Bureau Advisory Board

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Milo Choate to Place 2 of the Tourism and Visitors Bureau Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the appointment of Michael Beach to Place 4 of the Tourism and Visitors Bureau Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Justin Skinner to Place 6 of the Tourism and Visitors Bureau Advisory Board for a two-year term. MOTION CARRIED unanimously.

Western Heritage Advisory Board

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Jerry Norris to Place 2 the Western Heritage Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Angie Ayers to Place 4, the Western Heritage Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Bob Doty to Ex-Officio Place 2 the Western Heritage Advisory Board for a two-year term. MOTION CARRIED unanimously.

All appointments would begin January 1, 2026.
New appointments for Planning and Zoning Commission, Board of Adjustment, and the Tourism and Visitors Bureau Advisory Board will be invited to the December 2, 2025 Regular City Council Meeting for an interview.

22. **Consider Approval of Nominations for Citizen Boards and Commissions**

The following nominees were interviewed by the Council:

1. Michael Beach for Tourism and Visitors Bureau Advisory Board
2. Bryan Durant for Planning and Zoning Commission
3. Walter Latham for Board of Adjustment
4. Justin Skinner for Tourism and Visitors Bureau Advisory Board

MOTION by Maddie Smith, second by LeAnn Durfey, to approve nominations for Citizen Boards and Commissions as presented in the Nominations Committee Report. MOTION CARRIED unanimously.

REGULAR AGENDA

1. **Consider Approval of Police Department and Fire Department Laptops**

James Wiley, IT Manager, presented this item to the Council.

These computers will replace aging Panasonic laptops that are at the end of life and cannot run Windows 11. Staff recommend the purchase a total of 26 new Dell ruggedized laptops for Police and Fire. We will also purchase 22 new docks to allow the new laptops to be mounted in Police and Fire vehicles. The cost is anticipated to be a total of $72,130.44 and is below the amount budgeted for FY 2026.

The alternative would be to continue to use old laptops and lose CJIS (Criminal Justice information Systems) compliance.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the purchase of Police Department and Fire Department Laptops as presented. MOTION CARRIED unanimously.

2. **Consider Approval of Purchase of Dronesense Software Package for Stephenville Police Department**

Stephenville Police Department Captain Lanier presented this item to the Council.

In July 2025, the council approved the purchase of two aerial drones for use by the police department. The drones have been utilized by the department to improve public safety during large and small events throughout the city. The department budgeted for the utilization of the associated software to better integrate the drones during their use. The budgeted amount for this software subscription was $7400. The quote for this software package is $6600, which is less than the budgeted amount.

This report recommends the purchase of the Dronesense software package to improve the capability of the department's aerial drones.

The amount of $6600 is less than the annual budgeted amount for this purchase.

MOTION by Alan Nix, second by Gerald Cook, to approve the purchase of the Dronesense Software Package as presented. MOTION CARRIED unanimously.

3. **Consider Approval of Award for ITB #3351 — TDEM Generator**

City Manager Jason King presented this item to the Council.

The City applied for the Hazard Mitigation Grant Program (HMGP), DR 4586, Texas Severe Winter Storms through the Texas Division of Emergency Management (TDEM) on November 2, 2021, and was awarded $83,532.83 on January 16, 2025. This grant was to be utilized for the installation of an emergency generator at Stephenville City Hall. To ensure compliance with all FEMA/TDEM grant terms and conditions, bids were solicited for the turnkey installation of the generator. Bids were received and opened at 2pm on November 14, 2025 from two vendors: McDonald Electric, Inc. and Texan Municipal & Industrial. The lowest bid submitted was from McDonald Electric, Inc., at $217,469.00.

The total approved sub-grant amount was $83,532.83, with a federal obligation of $75,179.55 and local obligation of $8,353.28. With the current grant award, the local obligation would increase to $142,289.45 to meet the difference.

The Purchasing Manager recommends all bids submitted be rejected.

MOTION by Alan Nix, second by Dean Parr, to reject bids and explore other options.

MOTION AMENDED by Alan Nix, second by Dean Parr, to reject bids and authorize staff to do what is needed with the grant project. MOTION CARRIED unanimously.

4. **Consider Award of the Lillian 1.5 MG Ground Storage Tank Project**

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

On November 6, 2025, the City of Stephenville opened bids for the above referenced project. Two bids were received. The low bid of $3,182,906.00 was received from DN Tanks, LLC of Grand Prairie, Texas and the second bid of $3,209,250.00 was received from Preload, LLC of Louisville, Kentucky.

Staff recommends award of the New Lillian Pump Station Ground Storage Tank Project to DN Tanks, LLC for the construction of a 1.5 million gallon potable water ground storage tank as approved in the adopted FY25-26 budget. $3,000,000 was specifically appropriated in the FY25-26 budget with a debt service amount of $700,000 for this project.

MOTION David Baskett, second by Alan Nix, to award the Lillian 1.5 MG Ground Storage Tank Project as presented.

5. **Consider Approval of Resolution for Financing of the Lillian 1.5 Million Gallon Ground Storage Tank**

Director of Finance Monica Harris presented this item to the Council.

During budget preparation, Public Works requested the construction of the Lillian 1.5 million gallon ground storage tank in the amount of $3 million to be funded through debt service. Government Capital Corporation provided options for five years with the first payment due at one year, at signing, or at six months then annually thereafter with an estimated rate of 4.911%. Hilltop Securities was also contacted to provide information for tax anticipatory notes for five and seven years.

Approving the resolution will allow the City Manager to obligate the City to estimated debt service payments this year and for the next four years in the amount of $658,863.72. The amount budgeted for the debt service for this project is $700,000.

Staff are requesting the Council to approve a resolution for financing in the amount of $3 million for the construction of the Lillian 1.5 MG Ground Storage Tank for five years at an estimated rate of 4.911% with the first payment due at signing, then annually thereafter.

MOTION by Alan Nix, second by LeAnn Durfey, to approve Resolution No. 2025-R-21 for the financing of the Lillian 1.5 Million Gallon Ground Storage Tank. MOTION CARRIED unanimously.

6. **Consider Award of the 2025 City Park Sewer Improvements Project**

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

On December 9, 2024, a sinkhole opened in the northern Rec Hall parking lot adjacent to Long Street due to a collapse of a 21-inch clay sanitary sewer line, located approximately 10-feet under the parking lot pavement. The sinkhole has been covered with a steel plate, and the parking lot will remain blocked until the new sewer line is installed, and the sinkhole cavity is filled. The City Council awarded a contract to relocate the 21-inch sanitary sewer line to the south side of the Rec Hall on January 7, 2025. That project was completed and formally accepted on September 2, 2025.

The proposed project is the second step to re-open the Rec Hall parking lot. The proposed sewer improvements include the abandonment of the existing, failed 21-inch clay sewer pipe under the northern Rec Hall parking lot by filling the pipe and sinkhole cavity with compressed low strength grout material. The proposed sewer improvements also include reconstruction of the existing sewer manhole located within the driveway at the northwest corner of the Rec Hall and installation of approximately 80-feet of 15-inch sewer pipe to connect to an existing manhole on the west side of the drainage ditch located on the west side of the Rec Hall. The improvements are necessary to address additional under-pavement cavities found near the existing manhole and pipe. The Rec Hall Parking lot paving can be carried out following completion of these remaining emergency sewer repairs. The project design was completed in-house and a favorable award recommendation, copy attached, has been received from Michael Shelton, P.E., City Engineer.

The approved FY25-26 budget did not specifically allocate funds for this project; however, $125,000 in capital funds, originally allocated for flow metering system improvements and the headworks bar screen housing at the wastewater treatment plant, will be reallocated to address this emergency repair project. The remaining $1,670 will come from reserves or project cost savings. The project construction cost is $126,670.00.

Staff recommends award of the 2025 City Park Sewer Improvements Project to B&L Construction Company of Hico, TX.

MOTION by David Baskett, second by Brandon Greenhaw, to award the 2025 City Park Sewer Improvements Project to B&L Construction as presented. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

7. **Application No.: RZ 9272**

Applicant Lee Bristow, Representing Summer Moon Equity, is Requesting a Rezone for Property Located at 957 Frey, Parcel R32202, being BLK 1, Lot 2B of the Kight Second Addition to the City of Stephenville, Erath County, Texas from Single-Family Residential (R-1) to Multifamily (R-3)

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

Mr. Bristow is requesting R-3 zoning listing on his application for the construction of "townhome style, energy efficient housing." Staff contacted Mr. Bristow and explained Townhomes require R-2.5 zoning. The decision was to leave as a request for R-3 zoning given the type of construction and density desired.

Future Land Use is Complete Neighborhood, and the intended project would be considered appropriate for this designation. GIS is showing this portion of Frey to have an approximate 44' of Right-of-Way; therefore, additional dedication may be required at the time of development. The flag-shaped lot has 75' of frontage and a depth of approximately has 224'. Contours indicate the property is flat, with adjacent sewer being as shallow as 30" but as deep at 56."

The Planning and Zoning Commission convened November 19, 2025, and by a vote of 7-0, recommended the City Council deny the rezone request.

8. **Public Hearing**
Application No. RZ 9272

Mayor Lonn Reisman entered into a Public Hearing at 6:00 PM.

Zach Maxwell, 1027 Frey St., spoke against the rezone.

Lee Bristow, representing Summer Moon Equity, spoke in favor of the rezone.

Bryan Durant, 1405 Westwood Ct., spoke in favor of the rezone.

Mayor Lonn Reisman closed the Public Hearing at 6:06 PM.

9. **Consider Approval of Ordinance Rezoning Property Located at 957 Frey, Parcel R32202, being BLK 1, Lot 2B of the Kight Second Addition to the City of Stephenville, Erath County, Texas from Single-Family Residential (R-1) to Multifamily (R-3)**

MOTION by David Baskett, second by Brandon Greenhaw, to approve Ordinance No. 2025-O-36 rezoning the property located at 957 Frey, Parcel R32202, being BLK 1, Lot 2B of the Kight Second Addition to the City of Stephenville, Erath County, Texas from Single-Family Residential (R-1) to Multifamily (R-3). MOTION CARRIED unanimously.

10. **Application No.: A 9119**

Applicant Earl Ingram, Representing South Texas Cement, LLC., is Requesting the Assignment of Industrial Zoning (I) for the Recently Annexed Property Known as 365 CR 177, Parcel R78588, Being Approximately 5.01 acres of the A0804 WILLIAMS M R Survey of the City of Stephenville, Erath County, Texas. With the assignment of zoning, the Commission is Requested to Recommend Extension of the ETJ and Subsequent Revision of the Stephenville 2050 Comprehensive Plan

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

Parcel R78588 was voluntarily annexed on August 5, 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:

> **Zoning of Annexed Territory.** All territory annexed to the city shall by[be] unzoned until reviewed by the Planning and Zoning Commission and zoned by the City Council to a classification in conformance with the Comprehensive Plan. All territory annexed into the city must be zoned within six months of the date of annexation. No building permit will be issued for unzoned property.

The Planning and Zoning Commission convened on November 19, 2025, and by a unanimous vote of 7-0, recommended the City Council assign Industrial Zoning.

11. **Public Hearing**
Application No. A 9119

Mayor Lonn Reisman entered into a Public Hearing at 6:08 PM.

No one spoke in favor or against the rezone.

Mayor Lonn Reisman closed the Public Hearing at 6:09 PM.

12. **Application No.: A 9119**

Consider Approval of Ordinance Assigning Industrial Zoning (I) for the Recently Annexed Property Known as 365 CR 177, Parcel R78588, Being Approximately 5.01 acres of the A0804 WILLIAMS M R Survey of the City of Stephenville, Erath County,

Texas

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Ordinance No. 2025-O-36 assigning the zoning of Industrial (I) property located at 365 CR 177, Parcel R78588 as presented. MOTION CARRIED unanimously.

13. **Committee Assignment 11192025**

The Development Services Committee has Tasked the Commission with the Review and Subsequent Recommendation Regarding the Home Occupation Guidelines of Section 154.03 of the Zoning Ordinance

Mayor Reisman announced this item will be pulled and brought back at the January 2026 Regular City Council Meeting.

14. **Public Hearing**
Committee Assignment 11192025

Mayor Reisman announced this item will be pulled and brought back at the January 2026 Regular City Council Meeting.

15. **Committee Assignment 11192025**

Provide Recommendation Regarding the Home Occupation Guidelines of Section 154.03 of the Zoning Ordinance

Mayor Reisman announced this item will be pulled and brought back at the January 2026 Regular City Council Meeting.

DEVELOPMENT SERVICES COMMITTEE

16. **Committee Report from November 18, 2025**

Committee Chair Gerald Cook provided the Development Services Committee Report from November 18, 2025.

The Development Services Committee convened November 18, 2025, to consider recommendations for members of the Community Steering Committee (CSC). Councilman Cook shared the names of those that had been recommended to staff to date and presented three additional names for consideration, totaling 12 prospective, citizen members:

- Clay Bertram
- Lee Bristol
- Betty Chew
- Mark McClinton
- Lisa Pendleton
- Drew Roberson
- Nick Robinson
- David Tomlinson
- Mark Wallace
- Eric Cederstrom
- Kari Haile
- John Wooley

- Curt Plaxco

Councilman Cook also requested the Committee consider recommending the full City Council also serve on the CSC.
Councilman Nix also recommended Metta Collier, bringing the total to 13 prospective, citizen members.

The Committee, by unanimous vote, opted to assign staff to contact each prospective citizen to determine their willingness to serve and report back to the Full City Council.
The Committee also agreed to recommend the Full City Council be members of the CSC.

To conclude the Committee Report, Chair Gerald Cook shared the following citizens were contacted for consideration and agreed to be on the Community Steering Committee if selected by City Council:

- Clay Bertram
- Lee Bristol
- Betty Chew
- Mark McClinton
- Drew Roberson
- Nick Robinson
- David Tomlinson
- Mark Wallace
- Eric Cederstrom
- Kari Haile
- Stephenville City Council Members

17. **Consider Approval of Recommendations for the Community Steering Committee**

MOTION by Gerald Cook, second by LeAnn Durfey, to approve the recommendations for the Community Steering Committee as presented. MOTION CARRIED unanimously.

PARKS AND LEISURE SERVICES COMMITTEE

18. **Committee Report from November 18, 2025**

Committee Member David Baskett provided the Parks and Leisure Services Committee Report from November 18, 2025.

Agenda Item 2: Consider Approval of NYC 3 Scoreboard

The Parks and Leisure Services Committee met on November 18, 2025, to consider staff's recommendation regarding the purchase and installation of a new scoreboard for the NYC 3 Baseball Field. After review and discussion, the Committee voted unanimously to recommend approval.

This project was originally approved as a result of bond proceeds from 2022. This item was not included in base bid presented by Jay Mills Construction Inc.

The total cost for the scoreboard and installation is $40,324 and will be paid for utilizing bond proceeds from 2022.

Staff recommends the approval and acceptance of a quote from Spectrum by Watchfire for the installation of a new baseball scoreboard for the NYC 3 Baseball Field. Spectrum submitted a quote totaling $40,324.00 to design, manufacture, and install the scoreboard, decorative truss sign, and advertising panels. Does not include providing or setting support structure, primary electrical work, new conduit runs or cable pulls as needed between scorekeeper/operator and scoreboard locations.

Agenda Item 1: Consider Approval of Donations In Lieu of Library Fines

The Parks and Leisure Services Committee met on November 18, 2025, to consider staff's recommendation regarding accepting canned food donations in lieu of Library fines. After review and discussion, the Committee voted **unanimously** to recommend approval.

The Library has previously conducted this initiative to support community needs during the holiday season. Patrons may bring in canned or non-perishable food items to satisfy their outstanding late fees. Donations collected will be distributed to St. Lukes Pantry.

Minimal revenue impact to the Library; however, the program provides significant community benefit through food donations.

Staff recommend the approval of accepting canned food donations in lieu of library fines for the month of December.

20. **Consider Approval of NYC 3 Scoreboard**

MOTION by David Baskett, second by Alan Nix, to approve the NYC 3 Scoreboard as presented. MOTION CARRIED unanimously.

19. **Consider Approval of Donations in Lieu of Library Fines**

MOTION by David Baskett, second by Maddie Smith, to approve donations in lieu of library fines as presented. MOTION CARRIED unanimously.

FINANCIAL REPORTS

23. **Monthly Budget Report for the Period Ending October 31, 2025**

Monthly Budget Report for the Period Ending October 31, 2025, Director of Finance Monica Harris presented the monthly budget report as follows:

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

Property Tax Collections: We received $340K in property taxes in the month of October, resulting in a $96K decrease in the funds collected last fiscal year to date. The amount collected is 4% of the $8.3 million budget, which is $94K less than anticipated.

Sales and Use Tax: We received $787K in sales tax in October, resulting in $47K or 5.6% less than the funds collected last fiscal year to date. The amount collected is 8% of the $9.6 million budget, which is $107K less than anticipated.

Revenue (by fund):Of the $3 million revenue received to date, 47% was received in the General Fund, 39% was received in the Water/Wastewater Fund, 6% was received in the Landfill Fund, 4% was received in the Storm Water Drainage Fund, 2% was received int the TIF Fund, 1% was received in the Capital Projects Fund, and 1% was received in the Airport *fund.*

Revenue (budget vs. actual): We received 6% of the total budgeted revenue through October, which is $39K less than anticipated due to taxes and charges for services.

Revenue (prior year comparison): We received $33K less revenue through October than last fiscal year to date due to taxes and licenses and permits.

Expenditures (by fund): Of the $2.6 million spent to date, 67% was expended in the General Fund, 23% was expended in the Water/Wastewater Fund, 4% was expended in the Landfill Fund, 4% was expended in the Capital Projects Fund, 1% was expended in the HOT Fund, and 1% was expended in the Airport Fund.

Expenditures (budget vs. actual): We have expended 4% of the total budgeted expenditures through October, which is $2 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent $2.3 million more on expenditures through October than last fiscal year to date due to the timing of prior year capital outlay reversals.

SEDA Revenue Comparison: SEDA has received 8% of budgeted revenue through October, which is $5K less than last fiscal year to date due to taxes and interest income and $8K less than anticipated due to taxes.

SEDA Expenditure Comparison: SEDA has spent an overall 10% of budgeted expenditures through October, which is $5K less than last fiscal year to date due to grants disbursements and $12K more than anticipated due to capital outlay.

CONSENT AGENDA

MOTION:

SECOND:

24. **Consider Approval of Minutes from November 4, 2025 - Regular Meeting**

25. **Consider Approval of Minutes from November 18, 2025 - Special Meeting**

26. **Consider Renewal of Annual Street Renovation Materials ITB 3333**

27. **Consider Approval of Auction Items**

28. **Consider Authorization to Continue Third Party Review Services**

29. **Consider Approval of Contractual Payment on the Taser 10's Purchased Last Budget Year.**

    MOTION by Maddie Smith, second by Alan Nix, to approve Consent Agenda as presented. MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Lonn Reisman recessed the Regular City Council meeting at 6:30 PM and convened the Executive Session at 6:33 PM.

Mayor Lonn Reisman adjourned the Executive Session at 7:07 PM and reconvened the Regular City Council meeting at 7:07 PM.

30. **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**

31. **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 Secretary**

32. **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 Attorney**

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

MOTION by Brandon Greenhaw, second by LeAnn Durfey, to approve salary adjustments as discussed in Executive Session for City Attorney, City Secretary, and City Manager effective November 29, 2025. MOTION CARRIED unanimously.

ADJOURN

Mayor Lonn Reisman adjourned the meeting at 07:07 PM.

EXECUTIVE SESSION NOTICE

Lonn Reisman

Lonn Reisman, Mayor

ATTEST:

Sarah Lockenour

Sarah Lockenour, City Secretary

THE CITY OF STEPHENVILLE TEXAS INCORPORATED