CITY COUNCIL

MEETING MINUTES
SPECIAL MEETING
MARCH 18, 2025

CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, March 18, 2025, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Special 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, Place 6, David Baskett
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:
Mayor Doug Svien
Place 1 LeAnn Durfey

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

Mayor Pro Tem Baskett called the Special Meeting to order at 05:52 PM.

REGULAR AGENDA

1. **Discussion Regarding Receipt Of Petition Protesting The Issuance Of Certificates Of Obligation**

   Mayor Pro Tem Baskett announced that a petition has been filed protesting the issuance of the Certificates of Obligation, that the City Secretary has determined that the petition is valid and that State law provides that the City Council is not authorized to adopt an ordinance authorizing the issuance of the Certificates of Obligation unless the Certificates of Obligation are authorized at an election.

City Manager and Council Member Gerald Cook held a brief discussion regarding the process of taking debt issuance to election.

2. **Consider Termination of Notice of Intent to Issuance of Certificates of Obligation**

No action was taken at this time.

FINANCE COMMITTEE

3. **Committee Report from March 18, 2025**

Committee Chair David Baskett presented a brief report from the March 18 Finance Committee Report.

City Manager Jason King presented the Employee Benefits for Plan Year 2025-2026 to the committee.

MOTION by Brandon Greenhaw, second by Dean Parr, to forward to Council to approve funding of the employee benefits plan as presented. MOTION Yes 4, No 0, Abstained 0.

RECESS TO EMPLOYEE BENEFITS TRUST MEETING

Mayor Pro Tem Baskett recessed the Special City Council Meeting at 6:02 PM.

EMPLOYEE BENEFITS TRUST MEETING

4. **CALL TO ORDER**

Mayor Pro Tem Baskett called the Employee Benefits Trust Meeting to order at 06:02:18.

5. **Discuss Employee Benefits for Plan Year 2025-2026**

City Manager Jason King presented the Employee Benefits for Plan Year 2025-2026 to the Employee Benefits Trust.

In summary, the City would maintain the two current plans at the same coverage and options with hsa/subsidizing dependent difference at the HSA cost levels. Including all budgeted positions, it is about a $120,000 increase from last year. Staff recommend this plan as presented.

MOTION by Brandon Greenhaw, second by Alan Nix, to recommend to Council to adopt the benefit plans as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

6. **ADJOURN**

Mayor Pro Tem Baskett called the adjourned the Employee Benefits Trust Meeting at 06:05 PM

RECONVENE TO SPECIAL CITY COUNCIL MEETING

Mayor Pro Tem Baskett reconvened the Special City Council Meeting at 06:06 PM.

7. **Consider Approval of Employee Benefits for Plan Year 2025-2026**

MOTION by Brandon Greenhaw, second by Maddie Smith, to approve Employee Benefits for Plan Year 2025-2026 as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

PUBLIC WORKS COMMITTEE

8. **Consider Approval of Administrative Services Agreement for FY25-26 TxCDBG Downtown Revitalization / Main Street Program**

Committee Chair Alan Nix presented a report from the March 18 Public Works Committee meeting.

Staff proactively issued a Request for Qualifications (RFQ) to assist the City of Stephenville in the administration and implementation of a TxCDBG Downtown Revitalization project. Eligible activities include sidewalk rehabilitation, street reconstruction, street drainage improvements, and water/sewer improvements in support of the Downtown District. The RFQ was advertised on February 13, 2025, and responses are due by February 27, 2025. The deadline for adopting a resolution and submittal of the application is April 3, 2025. A review committee was formed to evaluate qualifications based on the criteria outlined in the RFQ. Selection criteria included: Work Experience, Work Performance, and Capacity to Perform related to TxCDBG Downtown Revitalization projects, as well as Cost-Effectiveness. The review committee evaluated, scored, and ranked each submission and recommends Public Management, Inc. On March 4, 2025 Resolution 2025-R-05 was approved formalizing the city's intent to apply for the grant with city contribution of $50,000 in order to maximize scoring for the $1,000,000 grant.

This year, the maximum available award amount from the TDA for Downtown Revitalization is $1,000,000.00. If the city is not awarded or does not accept a grant, there are no fees to pay the grant administrator. If the city is awarded and accepts the grant, the grant administrator's fee is paid from the awarded grant amount, up to $60,000 or 6% of the total grant funds requested, whichever is less.

Staff recommends the selection of Public Management, Inc. to assist the City of Stephenville with the application and, if awarded and accepted, the administrative services for the 2025-2026 Texas Community Development Block Grant (TXCDBG) Downtown Revitalization / Main Street Program operated by the Texas Department of Agriculture (TDA).

MOTION by Gerald Cook, second by Dean Parr, to recommend Public Management Inc. to full council as presented as presented. MOTION CARRIED Yes 4, No 0, Abstained 0.

MOTION by Alan Nix, second by Gerald Cook, to accept the administrative services agreement with Public Management, Inc. for FY25-26 TxCDBG Downtown Revitalization/Main Street Program as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

9. **Consider Approval of Professional Services Agreement for the West Tarleton Street Sidewalk Improvements Project**

Committee Chair Alan Nix presented a report from the March 18 Public Works Committee meeting.

Stephenville Main Street and Tarleton State University representatives have been discussing a project to improve the sidewalks along Tarleton Street from the university from McIlhany Avenue to the Bosque River Trail. The university has expressed interest in assisting with a project to enhance walkability from the campus to downtown.

The proposed scope of work provides detailed plans and specifications for the design of sidewalks and lighting improvements along West Tarleton Street from McIlhaney to Clinton, including ADA-compliant curb ramps, as well as curb and gutter and retaining wall improvements where needed. Additionally, the agreement provides for surveying, bidding and construction phase services, and materials testing (density and concrete) during the construction phase of the project. The proposed professional services agreement provides for the design work to be completed within a five (5) month timeframe and provides a liquidated damages clause should the design not be completed on schedule.

The agreement proposes to prepare contract documents including construction drawings, specifications, design layout, surveying, geotechnical work, as well as materials testing for a not-to-exceed sum of $93,500. Design funds were not specifically identified in the FY24-25 budget, but would be allocated from the FY24-25 annual Pavement Maintenance Budget. The probable construction cost is $670k. Sufficient funds for construction would need to be identified in the FY25-26 budget. Construction, if approved, is anticipated to take six (6) months to complete.

Staff recommend entering into a professional services agreement with Jacob and Martin, Inc. for the design of sidewalk and lighting improvements along West Tarleton Street from McIlhaney to Clinton.

MOTION by David Baskett, second by Gerald Cook, to recommend Jacob and Martin to full council as presented. MOTION CARRIED Yes 4, No 0, Abstained 0.

MOTION by Alan Nix, second by Brandon Greenhaw, to accept professional services agreement with Jacob and Martin for the West Tarleton Sidewalk as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

EXECUTIVE SESSION

Mayor Pro Tem Baskett recessed the Special City Council Meeting at 6:10 PM and entered into Executive Session at 6:13 PM.

10. **Section 551.071 Consultation with Attorney - to Consult Over a Pending or Contemplated Litigation**

    Mayor Pro Tem Baskett adjourned Executive Session at 6:28 PM and reconvened the Special City Council Meeting at 6:29 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

Mayor Pro Tem Baskett adjourned the meeting at 06:29 PM.

EXECUTIVE SESSION NOTICE

Doug Svien

Doug Svien, Mayor

ATTEST:

Sarah Lockenour

Sarah Lockenour, City Secretary

THE CITY OF STEPHENVILLE
T E X A S
INCORPORATED