

**NOTICE OF MEETING  
THE CITY COMMISSION OF BROCK, TEXAS**

MAYOR JAY HAMILTON  
COMMISSIONER BEN DAVIS  
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT  
TOWN CLERK ALYSSA VANESLER

**MEETING DATE AND TIME:**

Monday, August 21, 2023, 6:30 PM

**MEETING LOCATION:**

Brock Community Center  
2115 FM 1189 Brock TX 76087

**REGULAR AGENDA**

Begins at 6:30pm

*Unless specifically noted otherwise, action may be taken on any item listed below*

**1. CALL TO ORDER AND ANNOUNCE QUORUM**

**Mayor Hamilton called the regular meeting to order at 6:30 P.M. and announced that a quorum of Commissioners was present. Commissioners present at meeting: Ben Davis and Debbie Scrimshire. Also present was Town Clerk Alyssa Vanesler. Attorney Whitt Wyatt attended the meeting via phone.**

**2. INVOCATION AND PLEDGE**

**Mayor Hamilton led the Commission and attendees in the invocation. Mayor Hamilton led the Commission and meeting attendees in the pledge.**

**3. REGULAR AGENDA: Discussion and Possible action on the following**

**3.1 Parker County Transportation Bond 2023 Community Presentation**

**3.2 Discuss FY 2023-2024 Proposed Budget**

**Mayor Hamilton made a motion for a public hearing on September 18, 2023 to vote on a final budget. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.**

**3.3 Semler Petition Status**

**Commissioner Ben Davis made a motion that the Town Commission does not call a local election in connection with the petition for local option election filed on behalf of Semler Companies, LLC. In conformance with Section 501.033 of the Election Code:**

- A Petition for Local Option Election was submitted by representatives of Semler Companies, LLC to the Town Clerk of the Town of Brock on Thursday, July 20, 2023.**
- The names of the signors contained in the petition filed July 20, 2023 are hereby noted for the record and will remain on file with the Town Clerk's Office.**

**Commission Debbie Scrimshire seconded. The motion passed 3-0.**

**3.4** A Resolution of the Town of Brock, Texas approving a final plat for a certain 6.493 acres tract of land out of the LEON COUNTY SCHOOL LAND SURVEY, ABSTRACT No. 799, Parker County, Texas, being addressed as commonly known as 518 Young Bend Road; and providing an effective date.

**Discussion among Commissioners about how the water is supplied on each lot within this tract of land. Lots 2 and 3 provided by water well. The Plat initially indicated water to be provided by the City of Brock, however Brock does not provide water, it should be through Parker County Special Utility District. Mayor Hamilton made a motion to conditionally approve this plat as long as Exhibit A Plat is changed to reflect that water is provided by Parker County Special Utility District. Commissioner Ben Davis seconded. The motion passed 3-0.**

**3.5** Review proposals received in response to RFQ-23-001 for Water/Wastewater Engineering Services and authorize contract with the selected firm

**Town Clerk Alyssa Vanesler confirmed that one proposal was received from Provenance Engineering for the study/planning of wastewater. Kevin Kerr had a question regarding whether the wastewater plan will be made public and is it for the whole community or just the schools. Mayor Hamilton said a plan will be made public once it is established. Commissioner Ben Davis said we will have a full study to determine the locations of the projects. Mayor Hamilton said we will have an open hearing once plans are determined. Commissioner Ben Davis made a motion to hire Provenance Engineering for the services provided in the RFP. Commissioner Debbie Scrimshire seconded. The motion passed 3-0. At the next Commission meeting on September 18, 2023, a contract package will be reviewed.**

**3.6** Discuss adoption of an ordinance establishing a master fee schedule, including zoning and development fees, sign permit fees, alcohol permit fees and such other fees as established by the Town Commission

**Attorney Whitt Wyatt discussed that the Town does not have a comprehensive fee schedule. He recommended adopting a master fee schedule for easier administration. The Commission agreed that at the next meeting on September 18, 2023, an Ordinance establishing a master fee schedule will be reviewed.**

**3.7** Discuss issuance of a Request for Qualifications (RFQ) to solicit proposals for financial audit services

**Town Clerk Alyssa Vanesler verified that an RFQ is needed to solicit proposals from firms to perform an audit of the City's financials. Attorney Whitt Wyatt said he can provide a template for the RFQ posting to the City. Commissioner Debbie Scrimshire made a motion to review the RFQ at the next Commission meeting. Commissioner Ben Davis seconded. The motion passed 3-0.**

**3.8** Discuss adoption of an ordinance establishing a permitting requirement for mobile food vendors  
**Commissioner Ben Davis made a motion to table item 3.8 and discuss at the next Commission meeting. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.**

**3.9** Approve purchase of a two-sided aluminum Town Hall Sign at a cost of \$395, and \$300 Annual fee to use Brock ISD logo.

**Commissioner Ben Davis made a motion to approve item 3.9. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.**

**3.10** Discuss and consider an ordinance cancelling the November 7, 2023 General Election and Declaring unopposed candidates for Two Councilmembers and Mayor Seat be Elected to Office.

*(Please note the deadline to file for application for place on the November 7, 2023 Ballot for the Two Councilmembers and Mayor races is 5:00PM on August 21, 2023. No action will be taken on this agenda item if there are multiple candidates for any of the three offices.)*

**Commissioner Ben Davis made a motion to approve item 3.10. Commissioner Debbie Scrimshire seconded. The motion passed 3-0. Ordinance No. 2023-005 passed.**

**3.11** Approve Meeting Minutes from the July 17, 2023 and August 7, 2023 Commission Meetings. **Commissioner Ben Davis made a motion to approve item 3.11. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.**

**3.12** Approval of Invoices for Payment:

- (a) Brock-Dennis Community Center for 8/7/23 special meeting (\$45)
- (b) Legal Services – WHF Invoice # 156 (\$9,847.50)
- (c) Town Hall Lease – October, November and December 2023
- (d) Parker County Precinct #3 – Stop Sign Repair (\$207.70)
- (e) Nextlink monthly phone service - (\$42.07)
- (f) The Weatherford Democrat advertising invoice - (\$127.50)

**Commissioner Ben Davis made a motion to approve item 3.12. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.**

**3.13** TABLED FROM THE JUNE 26, 2023 TOWN COMMISSION MEETING: Public hearing to consider approval of AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE BY REZONING APPROXIMATELY 11.51± ACRES OF LAND GENERALLY LOCATED AT 1700 FM 1189, FROM LOCAL RETAIL (LR), TO A NEW PLANNED DEVELOPMENT (PD) ZONING DISTRICT TO ALLOW A MIXED USE DEVELOPMENT COMPRISED OF OFFICE, RESTAURANT AND RETAIL, USES, AND ASSOCIATED PUBLIC AND PRIVATE OPEN SPACE AND COMMON AREAS; FURTHER PROVIDING FOR THE APPROVAL OF A CONCEPT PLAN AND BUILDING ELEVATIONS; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00); PROVIDING FOR SAVINGS, NO SEVERABILITY AND AN EFFECTIVE DATE.

#### **4. REPORTS:**

**4.1** City Attorney Update re the Town’s Comprehensive Plan, Zoning Ordinance and Development Codes.

**Attorney Whitt Wyatt discussed the option of updating the Town’s Comprehensive Plan, to include updating our Town Maps and reviewing ordinances via a consultant. Whitt will get an estimate of consultant services so that funds can be earmarked in the next budget.**

**4.2** Review Town checking account deposits/disbursements

**5. CITIZEN COMMENTS:** The public may address the Commission regarding any item. Persons desiring to address the Commission must register on the sign-in sheet prior to the start of the meeting. Comments are limited to three (3) minutes.

*Limited reply by the Commission is allowed under The Texas Open Meetings Act as follows: (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice*

*provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response; or (2) A recitation of existing policy in response; (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting*

6. **EXECUTIVE SESSION:** The Commission reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed on the agenda, as authorized by Texas Government Code Section 551.071, CONSULTATION WITH ATTORNEY.

Discuss and consider action following executive session.

## 7. ADJOURN

### CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, August 18, 2023, prior to 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock Texas 76087 and at Brock Town Hall, 2451 FM 1189, Brock, Texas 76087.

*Alyssa Vanesler*

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Alyssa Vanesler  
Town Clerk

### ACCESSIBILITY STATEMENT

*In compliance with the Americans with Disabilities Act, reasonable accommodations for persons attending meetings will be provided. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Alyssa Vanesler at [townclerk@brocktx.net](mailto:townclerk@brocktx.net) or via phone 817-396-5333.*