

**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, April 15, 2024, 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 meeting to order at 6:30 p.m. A quorum was present to include Commissioners Ben Davis and Debbie Scrimshire. Also present at the meeting: Town Clerk Alyssa Vanesler and via Zoom call, Attorney Whitt Wyatt

2. INVOCATION AND PLEDGE

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

- 3. CONSENT AGENDA:** All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.

Commissioner Davis made a motion to approve all Consent Agenda items. Commissioner Scrimshire seconded. The motion passed 3-0.

3.1 Review Meeting Minutes from March 18, 2024

3.2 Approval of Meeting Minutes from February through May 2023

3.3 Approval of Invoices for Payment:

- (a) Legal Services – WHF Invoice #326 (\$4,988.75)
- (b) Nextlink monthly phone service – 4/06/2024 Invoice (\$42.30)
- (c) Bureau Veritas Invoice 3/26/24 - (\$76.92)
- (d) TML Workers Comp policy –2024 annual payment (\$491.96)
- (e) Weatherford Democrat – 4/6/24 publication (\$54.00)
- (f) BMV-Financial Audit Svcs – 3/31/24 (\$2,212)

3.4 Review Town checking account deposits/disbursements

4. REGULAR AGENDA: Discussion and Possible action on the following

4.1 Eagle Air Parc Addition – Plat

After a review of the plat, it was identified that new water well legislation requires the owners to either obtain a waiver from the Commission or do a groundwater study. Platting Coordinator Josh Anderson said that the owners have no intention of building new structures or adding any new wells. They are just looking to move lot lines to keep each lot at a 2-acre

minimum. Attorney Whitt Wyatt will develop an Affidavit for the owner to sign, which acknowledges that there is sufficient water on the property (only applicable to lot 6 and lot 8). The plat will also need to be updated to address administrative changes that were identified in Jamie Tierce's plat review. The Commission will review a final mylar at the May monthly meeting. Commissioner Davis made a motion to conditionally approve item 4.1, if all items are addressed as discussed. Commissioner Scrimshire seconded. The motion passed 3-0.

4.2 Chef's Pantry Monument Sign

The Vanderlans submitted a sign permit application, proposing a concept LED Monument sign for their establishment, Chef's Pantry. The proposed sign will have overall approximate dimensions of 5'6" x 6'6", displaying their daily meals and specials, and including ads for local businesses. Mayor Hamilton asked Attorney Whitt Wyatt if displaying ads for other businesses constitutes an off-premises sign. Whitt said that as long as the sign rotates or scrolls through the ads, it will not be considered off-premises. Mayor Hamilton also recommended that the Vanderlans start to work with TXDOT to ensure the sign placement will not involve any right-of-way issues, and that the sign does not obstruct the view of FM 1189. The Commission agreed that the Vanderlans sign application is approved pending TXDOT approval and must meet all the following conditions: Ads posted on the sign must rotate, the sign will not be higher than what is proposed on the initial application, and the sign cannot obstruct the view of FM 1189.

4.3 Public Safety Tower

Attorney Whitt Wyatt verified that this project, which is through Parker County, is not subject to zoning, but we can require a building permit. No action. The Commission declined a waiver. A building permit, including the process of plan review and inspections through Bureau Veritas, is required.

4.4 Violation letters – next steps

- (a) Dollar General
- (b) Signs:
 - (1) CBAC and Heat
 - (2) Burleson Septic Cleaning

Town Clerk received a call from a property owner that Dollar General's detention pond is not draining properly and affecting their parking lot and retaining wall. The Commission advised getting pictures of the issue from the property owner and sending a letter to Dollar General to fix the issue. Regarding CBAC and Heat, this is an off-premises sign that is not allowed, and a letter will need to be sent to the landowner in which the sign currently resides. Regarding Burleson Septic Cleaning, a letter will need to be sent to the owner of the strip mall to take down the sign.

4.5 Worker's Compensation Insurance policy – TML

Commissioner Davis made a motion to approve item 4.5 and make payment on the policy annually. Commissioner Scrimshire seconded. The motion passed 3-0.

4.6 Texas Workforce Commission – Unemployment Insurance enrollment

Town Clerk Alyssa Vanesler provided an update that enrollment in Unemployment Insurance is pending processing with Texas Workforce Commission. The approximate processing time is 10 business days.

4.7 ARPA Funds – Update

Town Clerk Alyssa Vanesler provided an update that we are on-track for the April 22, 2024 Parker County Commissioners Court to review reimbursement for the outstanding Provenance Engineering invoices.

4.8 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING: Discuss fire certification of occupancy inspection requirements, including information from Travis Scrimshire, Fire Chief.

Travis Scrimshire said many cities go through an annual inspection to get re-certified. Typically, if issues are identified, the business has 30 days to fix the problems. If issues are not fixed, the ESD can handle the enforcement side. Bureau Veritas performs the inspection and re-inspects once identified issues have been fixed. Mayor Hamilton requested a count of how many businesses in the city could be affected, and to bring back this data at the next Commission meeting.

4.9 Future meeting items and date

(a) Zoning amendment for Outdoor seating at commercial establishments

(b) Introduction to Comprehensive Plan Services – Verdunity

The Commission agreed that the next meeting will be May 20, 2024.

5. REPORTS:

6. **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

7. **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.

8. ADJOURN

Commissioner Davis made a motion to adjourn the meeting at 7:50 p.m. Commissioner Scrimshire seconded. The motion passed 3-0.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, April 12, 2024, 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

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 or via phone 817-396-5333.