

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

MAYOR JAY HAMILTON
COMMISSIONER BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE (**ABSENT**)

ATTORNEY WHITT L. WYATT
TOWN CLERK ALYSSA VANESLER

MEETING DATE AND TIME:
Monday, May 20, 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 Commissioner Ben Davis. 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.

3.1 Review Meeting Minutes from April 15, 2024

Commissioner Davis made a motion to approve Agenda item 3.1. Mayor Hamilton seconded. The motion passed 2-0.

3.2 Approval of Invoices for Payment:

- (a) Legal Services – WHF Invoice #361 (\$4,798.75)
- (b) Nextlink monthly phone service – 5/06/2024 Invoice (\$42.30)
- (c) Town Hall Office – Lease Payment – 3 months (\$2100)
- (d) Brock Community Center – 2/5/24 Special Meeting (\$45)
- (e) Bureau Veritas Invoice – 2/26/24 (\$167.55)
- (f) Provenance Engineering Invoices -
 - (1) Wastewater Master Plan - Invoice #: 007.23.02-03 (\$15,000)
 - (2) Water Master Plan – Invoice #: 007.23.01-03 (\$17,500)

Commissioner Davis made a motion to approve Agenda item 3.2. Mayor Hamilton seconded. The motion passed 2-0.

3.3 Review Town checking account deposits/disbursements

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

4.1 Introduction to Comprehensive Plan Services

AJ Fawver presented services offered with Verdunity. Verdunity is a small firm, with a team of 8, and a focus on small rural towns. Verdunity's services include developing a Comprehensive Plan or vision for the community. Commissioner Davis said that updated maps are a high priority for the Town, including zoning, city limits, ETJ, and a map legend.

Ms. Fawver said that they can build a map using GIS data, with the capability to search by address. There are two options for service; on-call basis or per agreed upon contract. Mayor Hamilton would like to see examples of what Verdunity has done for other clients. Commissioner Davis said that they will need time to determine the type of Comprehensive plan needed but would like to see examples first. Ms. Fawver agreed to come back with a proposal/additional information for the Commission to review. No action taken.

4.2 Update for Saddlerock Safari and Winery

A building concept for the Safari reception building was submitted but a Commercial Permit Application is still pending to apply for a building permit. No action taken.

4.3 Eagle Air Parc Addition Re-Plat

Platting Coordinator Joshua Anderson attended and requested that the Commission consider approval to waive the groundwater study. The owners completed the Affidavit form, but Jamie Tierce needs confirmation that the waiver has been approved by the Commission before finalizing the plat review. Commissioner Davis made a motion to approve the waiver for a groundwater study. Mayor Hamilton seconded. The motion passed 2-0. The review of the final plat is tabled until the next Commission meeting on June 17th.

4.4 Valley Spring Plat

Platting Coordinator Theresa McGee attended and said the property currently has a barndominium, is a horse property, and has no plans for additional building or additional water consumption. The owners completed the Affidavit form, but Jamie Tierce needs confirmation that the waiver has been approved by the Commission before finalizing the plat review. Commissioner Davis made a motion to approve the waiver for a groundwater study. Mayor Hamilton seconded. The motion passed 2-0. The review of the final plat is tabled until the next Commission meeting on June 17th.

4.5 Signs:

(a) CBAC and Heat Sign

The owner of the property in which this sign is located attended the meeting and expressed that he was not aware of the permit requirement before putting the sign up, which was a large investment. Commissioner Davis said that our sign ordinance does not allow for off-premises signs. The Commission agreed to work with the property owner based on the situation. Commissioner Davis made a motion to approve a temporary sign permit through August 31, 2024, pending payment of the permit fee. Mayor Hamilton seconded. The motion passed 2-0.

(b) John McGuire, Brandy Shires

Commissioner Davis made a motion to approve a temporary sign permit for another 90 days. Mayor Hamilton seconded. The motion passed 2-0.

(c) RTB Custom Homes and Dream Worx

Commissioner Davis made a motion to approve a temporary sign permit for another 90 days. Mayor Hamilton seconded. The motion passed 2-0.

4.6 Discuss adoption of a fire certification of occupancy ordinance

Mayor Hamilton advised the Town Clerk to verify that all businesses on the list are classified as Brock taxpayers. We also need to ensure that all codes are in place and a new ordinance is written and reviewed with Bureau Veritas and legal counsel before bringing it back to the Commission. No action taken.

4.7 Update on Water/Wastewater project-Provenance Engineering

Provenance Engineering was not able to attend. No action taken.

4.8 Set up ACH to pay vendors

Commissioner Davis made a motion to approve Agenda Item 4.8. Mayor Hamilton seconded. The motion passed 2-0.

4.9 Future meeting items and date

(a) Town hall vacation coverage

(b) Adoption of building codes

The Commission agreed that the next meeting will be held on June 17, 2024 at 6:30 p.m. The Town Hall office will be closed June 6, 2024 through June 11, 2024. Town Clerk will post notifications on the website and Facebook page. Regarding building codes, Whitt Wyatt will look into whether we have a written record of building codes previously adopted and will work with the Town Clerk on next steps.

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 7:42 p.m. Mayor Hamilton seconded. The motion passed 2-0.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, May 17, 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.