

**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**

**2. INVOCATION AND 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 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) BMY-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

**4.2** Chef’s Pantry Monument Sign

**4.3** Public Safety Tower

**4.4** Violation letters – next steps

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

4.5 Worker's Compensation Insurance policy – TML

4.6 Texas Workforce Commission – Unemployment Insurance enrollment

4.7 ARPA Funds-Update

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.

4.9 Future meeting items and date

- (a) Zoning amendment for Outdoor seating at commercial establishments
- (b) Introduction to Comprehensive Plan Services - Verdunity

**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**

**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*

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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.*

**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
APRIL 15, 2024**

**Agenda Item 3.1**

**Title**

*Meeting Minutes from the March 18, 2024 Commission Meeting*

**Item Summary**

Approval of the meeting minutes from the March 18, 2024 Commission Meeting

**Attachments**

1. March 18, 2024 Meeting Minutes

**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, March 18, 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 Approval of Meeting Minutes from February 26, 2024**

**Commissioner Davis made a motion to approve item 3.1. Commissioner Scrimshire seconded. The motion passed 3-0.**

**3.2 Approval of Meeting Minutes from February through May 2023**

**Commissioner Davis made a motion to table item 3.2 until the next Commission meeting. Commissioner Scrimshire seconded. The motion passed 3-0.**

**3.3 Approval of Invoices for Payment:**

- (a) Legal Services – WHF Invoice #308 (\$5,106.25)
- (b) Nextlink monthly phone service – 3/6/2024 Invoice (\$42.40)
- (c) Town Hall Lease Payment - April through June 2024 (\$2,100)
- (d) Weatherford Democrat Publication-3/2/24 Invoice (\$92.40)
- (e) TML Invoices:
  - 1. Liability Invoice 3/1/2024 (\$396.50)
  - 2. Annual Membership (\$651)
- (f) Provenance Engineering Invoices
  - 1. Wastewater Master Plan 3/7/2024 Invoice (\$42,000)
  - 2. Water Master Plan 3/15/24 Invoice-(\$50,500)
- (g) BMY Financial Audit Services
  - 1. 1/31/24 Invoice - \$4,425
  - 2. 2/29/24 Invoice - \$6,637.50

**Commissioner Davis made a motion to approve item 3.3. Commissioner Scrimshire seconded. The motion passed 3-0.**

### 3.4 Review Monthly Financial Report (checking account deposits/disbursements)

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

**4.1 Public hearing** to consider approval of AN APPLICATION REQUESTING AN AMENDMENT TO THE BROCK ZONING ORDINANCE TO APPROVE A CHANGE OF ZONING DESIGNATION OF APPROXIMATELY 129.768 ACRES OF LAND SITUATED AT 137 OLIVE BRANCH ROAD, 140 OLIVE BRANCH, ROAD, 219 OLIVE BRANCH ROAD, AND 6021 QUANAH HILL ROAD IN BROCK TEXAS, PARKER COUNTY, TEXAS FROM AGRICULTURE “AG” TO PLANNED DEVELOPMENT “PD” AND TO AMEND THE CITY’S ZONING MAP TO REFLECT SAID ZONING CHANGE; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00); PROVIDING FOR SAVINGS, NO SEVERABILITY AND AN EFFECTIVE DATE. Commissioner Davis made a motion to begin the public hearing at 6:37 p.m. Commissioner Scrimshire seconded. The motion passed 3-0. Amy Mathews, Sr. Consultant from Masterplan gave a brief presentation about the proposed plan development. Property Owner Ron Semler introduced himself and his spouse Lisa and provided some information on his prior experience running a ranch with exotic animals and his intent to bring an educational safari experience and tax revenue to the city. A public attendee question was posed about thoughts on daily attendance. Mr. Semler commented that the weekends would be busier, but the focus is more on the community and not to make this too big. 1,000 grapevines have been planted for future potential to make wine. A public attendee question was posed about whether the safari experience would allow people to drive through, like Glen Rose. Mr. Semler said no, they will do tours/education via a specially built Safari vehicle. Mayor Hamilton asked about how revenue will be driven. Mr. Semler commented that they will charge for the Safari tour, to include complementary wine. In the future they may look at a private club option to serve alcohol, but this is not part of the immediate plan. Wine sales may be considered at a later date, to include getting an alcohol license. A public attendee question was posed about what water source is being used. Mr. Semler said that they are using well water to sustain the property and the animals. A public attendee voiced a concern about water, as he used to be on the water board. Concern about a shallow water table. His property backs up to the Semler property. He also has concerns about an increase in traffic in front of his property and that there currently is not the infrastructure in place to handle traffic on Olive Branch and Quanah Hill Rd. Mayor Hamilton asked Mr. Semler the project timeline from start to finish. Mr. Semler said 6 to 8 months to start the tours. Public attendees expressed concern over an increase in traffic and safety. A public attendee asked whether Mr. Semler’s prior business had an uptick in accidents. Mr. Semler responded that he had security who monitored activity and can limit the amount of complementary wine served. Mayor Hamilton acknowledged that traffic and safety are important. Several public attendees commented that the Semlers have been great neighbors and confident they will do it right. Public attendees had a concern about what was approved at this meeting and whether criteria was met for approval of Conditional Use Permits (CUPs) Per Town Attorney Whitt Wyatt, CUPs will require future approval from the Commission. This meeting only addresses zoning and approval for the Safari. Everything currently onsite is allowed by right. Mayor Hamilton also said that Bureau Veritas will ensure that all Ordinances are complied with as part of the process. Commissioner Davis made a motion to approve the Planned Development. Commissioner Scrimshire seconded. The motion passed 3-0. Commissioner Davis made a motion to close the public hearing at 7:45 p.m. Commissioner Scrimshire seconded. The motion passed 3-0.

### 4.2 Brock Crossing Site Plan Update (7415 Quanah Hill) - Josh Harendt

Josh Harendt proposed using a thin brick product which is designed for commercial application. The Town Clerk reiterated that Bureau Veritas specifications were shared with Mr. Harendt via email, and Bureau Veritas will have to approve all components of the build as part of the inspection process. Commissioner Davis made a motion to approve a variance for this special brick product. Commissioner Scrimshire seconded. The motion passed 3-0.

**4.3 Town Clerk position classification**

**Town Clerk Alyssa Vanesler asked for confirmation on several items included in the Resolution document. The Commission verified at this time, keeping the same rate that is currently paid, which will be paid hourly, and on a biweekly basis. However, in the future, the pay rate can be reviewed by the Commission. Commissioner Davis made a motion to approve Resolution No. R-2024-001. Commissioner Scrimshire seconded. The motion passed 3-0.**

**4.4 ARPA Contract funds-brief update**

**Commission requested update on the status of ARPA funds reimbursement for invoices paid to Provenance Engineering. Town Clerk Alyssa Vanesler will keep the Commission informed as she gets updates from Parker County.**

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

**Item 4.5 is tabled until the next meeting.**

**4.6 Future meeting items and date**

**The next meeting will be held on 4/15/24.**

**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.

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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 8:02 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, March 15, 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**

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**TOWN OF BROCK**  
**COMMISSION AGENDA BRIEFING**  
**April 15, 2024**

**Agenda Item 3.2**

**Title**

Meeting Minutes from the February through May 2023 Commission Meetings

**Item Summary**

Approval of the meeting minutes from the February through May 2023 Commission Meetings

**Attachments**

1. February 20, 2023 Meeting Minutes
2. March 20, 2023 Meeting Minutes
3. April 17, 2023 Meeting Minutes
4. May 15, 2023 Meeting Minutes

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

MAYOR JAY HAMILTON  
COMMISSIONER BEN DAVIS  
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT

**MEETING DATE AND TIME:**  
Monday, February 20, 2023 at 6:30 PM

**MEETING LOCATION:**  
Brock Community Center  
2115 FM 1189 Brock TX 76087

**REGULAR AGENDA**

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

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

**2. INVOCATION AND PLEDGE**

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

- 3.1. Approve the January 23, 2023 Commission meeting minutes
- 3.2. Discuss hiring Town Clerk position  
**In progress – will transfer information to WHF (phone/email).**
- 3.3. Discuss Town Hall office lease  
**Nobody's been referred to and the office has not been set up yet.**
- 3.4. Transition Update
  - QuickBooks (assign new administrator(s))
  - Town data migration to cloud services and allocation of funding for the same
  - Storage of existing physical Town files and allocation of funding for the same  
**Have them moved to Google; Commissioner Davis will pick up physical files then store them in the office.**
- 3.5. Authorize Mayor to execute a Professional Services Agreement with Provenance Engineering for Water Master Plan Services  
**Waiting on ILA with the County.**
- 3.6. Sales Tax Reports
  - Review 2022 sales tax revenue
- 3.7. Accounting Audit
  - Discuss and consider engaging an audit firm for the Town's annual audit and updates to the Town website and allocation of funding for the same.

**4. REPORTS:**

- 4.1. Update from Mayor regarding ARPA grant funding
- 4.2. Update from Brock Water Committee
- 4.3. Update from Dakota Tawater at Parker County SUD
- 4.4. Update from Travis Scrimshire at Brock Fire Department
- 4.5. Update from Whitt Wyatt, Town Attorney
  - Update on anticipated zoning application for the 1700 block of FM 1189 (The Grindstone)  
**Town Attorney Whitt Wyatt and Mayor Hamilton provided an update regarding meetings with the developer**

5. **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, as authorized by Texas Government Code **Section 551.071, CONSULTATION WITH ATTORNEY**--To seek the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Commission under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act.

5.1. Reconvene and Take Action if needed from Executive Session.

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.

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## 7. FUTURE MEETING ITEMS AND DATE

## 8. ADJOURN

Meeting adjourned at 7:44pm

### CERTIFICATION

I hereby certify that the above notice of meeting was posted on Friday, February 17, 2023, on or before 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock TX 76087, interim City Hall for the Town of Brock, Texas.

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For the Commission of Brock

### 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 Mallory Meeks at [mallory@whflegal.com](mailto:mallory@whflegal.com) or via phone (214) 675-1434.*

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

MAYOR JAY HAMILTON  
COMMISSIONER BEN DAVIS  
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT

**MEETING DATE AND TIME:**  
Monday, March 20, 2023 at 6:30 PM

**MEETING LOCATION:**  
Brock Community Center  
2115 FM 1189 Brock TX 76087

**REGULAR AGENDA**

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

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

**2. INVOCATION AND PLEDGE**

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

- 3.1. Approve minutes for the January 23, 2023 and February 20, 2023 Commission meetings  
**No action.**
- 3.2. Payment of TML Annual Membership Dues  
**Commissioner Davis made a motion to approve item 3.2. Commissioner Scrimshire seconded. The motion passed.**
- 3.3. Parker County Road Repair Project Addendum in the total amount of \$17,551.12:
  - Olive Branch - \$12,849.11
  - Savannah Drive - \$4,702.01**Commissioner Davis made a motion to approve item 3.3. Commissioner Scrimshire seconded. The motion passed.**
- 3.4. Discuss issuing RFQ for Water Utility design services  
**Kent Riker spoke and advised that the County requires an RFQ – County purchasing agent (not Kent) may have form. Commissioner Davis made a motion to approve item 3.4. Commissioner Scrimshire seconded. The motion passed.**
- 3.5. Update on Town Hall Office  
**Commissioner Scrimshire advised that the Town Hall office is pretty much set up. Commissioner Davis made a motion. Commissioner Scrimshire seconded. Item 3.5 passed.**
- 3.6. Discuss Accounting and Audit Services
  - Hiring an audit firm for the Town’s annual audit  
**Mayor Hamilton will contact local firm – will present this item at the next meeting**
  - Hiring accountant to handle Town’s books –  
**Moved to discussion with Item 3.8**
- 3.7. Transition Update
  - Town data migration to cloud city attorney advised they’ve been transitioned  
**Discussion Only - will confirm with Kerri Prentice.**

- Storage of existing physical Town files  
**Discussion Only - Debbie will pick-up files per Kerri – City Attorney will confirm the ‘master binder’ is included.**

**3.8. Town Clerk Position – Discussion**

**Will send City Attorney Whitt Wyatt questions – compile – will set date for special meeting interviews (via Zoom) – will notify all accordingly.**

**4. REPORTS:**

- 4.1. Update from Mayor regarding ARPA grant funding
- 4.2. Update from Brock Water Committee
- 4.3. Update from Dakota Tawater at Parker County SUD
- 4.4. Update from Travis Scrimshire at Brock Fire Department
- 4.5. Update from Whitt Wyatt, Town Attorney
  - Update on anticipated zoning application for the 1700 block of FM 1189 (The Grindstone)

**5. 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, as authorized by Texas Government Code **Section 551.071, CONSULTATION WITH ATTORNEY**--To seek the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Commission under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act.

- 5.1. Reconvene and Take Action if needed from Executive Session.

**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.

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**7. FUTURE MEETING ITEMS AND DATE -April 17, 2023**

**8. ADJOURN**

**CERTIFICATION**

I hereby certify that the above notice of meeting was posted on Friday, March 17, 2023, on or before 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock TX 76087, interim City Hall for the Town of Brock, Texas.

\_\_\_\_\_  
For the Commission of Brock

**ACCESSIBILITY STATEMENT**

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

MAYOR JAY HAMILTON  
COMMISSIONER BEN DAVIS  
COMMISSIONER DEBBIE SCRIMSHIRE **Absent**

ATTORNEY WHITT L. WYATT

**MEETING DATE AND TIME:**  
Monday, April 17, 2023 at 6:30 PM

**MEETING LOCATION:**  
Brock Community Center  
2115 FM 1189 Brock TX 76087

**REGULAR AGENDA**

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

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

**2. INVOCATION AND PLEDGE**

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

- 3.1. Approve minutes for the January 23, February 20, and March 20, 2023 Town Commission meetings  
**Moved by the Mayor to the next meeting following City attorney update.**
- 3.2. Transition Update re Town's physical office and files  
**Ben updated the Council that the files were picked up, the Mayor advised of the new office**
- 3.3. Discuss ARPA grant funding  
**The Mayor gave update that Parker County has approved the City's ARPA - \$500,000 for the Water Study and \$250,000 for the Wastewater. Will require two scopes of work. Will send to City**
- 3.4. Discuss and consider an annexation request for  
**The City Attorney advised that state law appears to require**
- 3.5. Discuss application for TABC zoning certification from Jack Verlanders (sp Vanderlands)  
**Motion by Commissioner Davis to approve zoning certification. Mayor Hamilton seconded. The motion passed 2-0.**
- 3.6. Discuss zoning application for the 1700 block of FM 1189 (The Grindstone)  
**The City Attorney gave an update on draft application; Mayor Hamilton noted that TxDOT may be a hold up due to vehicle ingress/egress issue.**
- 3.7. Discuss hiring audit firm for the Town's annual audit  
**Mayor Hamilton to reach out to local firm – will bring contract back to May meeting.**
- 3.8. Town Clerk Position –  
**No action – deferred to executive.**

**4. REPORTS:**

- 4.1. Update from Brock Water Committee – **No update.**
- 4.2. Update from Dakota Tawater at Parker County SUD – **No update.**
- 4.3. Update from Travis Scrimshire at Brock Fire Department – **No update.**
- 4.4. Update from Whitt Wyatt, Town Attorney – **Update on Grindstone, vet clinic, and future plats**

**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.

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- 6.1. Zoning application for the 1700 block of FM 1189 (The Grindstone)
- 6.2. Pursuant to Section 552.074, discussion of the appointment, employment, evaluation, reassignment, duties discipline or dismissal of a public officer or employee – Interviews for the Town’s Clerk position.

Reconvene and Take Action if needed from Executive Session.

**7. FUTURE MEETING ITEMS AND DATE – May 15, 2023**

**8. ADJOURN – 8:22pm**

**CERTIFICATION**

I hereby certify that the above notice of meeting was posted on Friday, April 14, 2023, on or before 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock TX 76087, interim City Hall for the Town of Brock, Texas.

\_\_\_\_\_  
For the Commission of Brock

**ACCESSIBILITY STATEMENT**

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

MAYOR JAY HAMILTON  
COMMISSIONER BEN DAVIS  
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT

**MEETING DATE AND TIME:**  
Monday, May 15, 2023 at 6:30 PM

**MEETING LOCATION:**  
Brock Community Center  
2115 FM 1189 Brock TX 76087

**REGULAR AGENDA**

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

- 1. CALL TO ORDER AND ANNOUNCE QUORUM 6:36pm**
- 2. INVOCATION AND PLEDGE**
- 3. REGULAR AGENDA: Discussion and Possible action on the following:**
  - 3.1.** Voluntary Annexation Petition for approximately 129.768 acres of land described as 6021 Quannah Hill Rd, 140 Olive Branch Rd and 219 Olive Branch Rd. – *Schedule Future Public Hearing*  
**Mayor Hamilton called on Wes (MasterPlan) to present a plan for beer/wine/safari - advised that they are requesting to voluntarily annex into the Town. Mayor Hamilton called on City Attorney Whitt Wyatt to summarize the process in connection with the Town. Wes gave a summary of beer/wine sales. Announced public hearing for May 31, 2023. No action taken.**
  - 3.2.** Planned Development PD-23-001 Application (the Grindstone) – *Schedule Future Public Hearing* -  
**Mayor called on applicant (twins appeared) to present plan and discuss w/Commission – announced public hearing for May 31, 2023.**
  - 3.3.** Schedule a special meeting during the week of May 29<sup>th</sup>  
**Motion by Commissioner Scrimshire, Seconded by Commissioner Davis. Approved by a vote of 3-0.**
  - 3.4.** Consider issuing RFQ for engineering services for water and sewer services (ARPA Funded)  
**Commission directed City Attorney Whitt Wyatt publication of the RFQ. No action taken.**
  - 3.5.** Discuss Ordinance providing for distance regulations for the sale of alcohol  
**No action taken (direction to bring ordinance back).**
  - 3.6.** Approve minutes for the following Town Commission Meetings:
    - (a) January 23, 2023
    - (b) February 20, 2023
    - (c) March 20, 2023
    - (d) April 17, 2023
  - 3.7.** Town Clerk Position  
**Motion by Commissioner Scrimshire, seconded by Commissioner Davis to enter into executive session (8:03p); exited executive session 8:28 pm.**
- 4. REPORTS:**
  - 4.1.** Update from Whitt Wyatt, Town Attorney
    - (a) Riverstone Vet Clinic zoning application update
- 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.

6.1. Discuss and consider action following executive session.

**7. ADJOURN**

**Motion to adjourn meeting by Commissioner Davis at 8:28 pm and seconded by Commissioner Scrimshire. The motion passed 3-0.**

**CERTIFICATION**

I hereby certify that the above notice of meeting was posted on or before Friday, May 12, 2023, prior to 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock TX 76087, interim City Hall for the Town of Brock, Texas.

---

For the Commission of Brock

**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 Mallory Meeks at [mallory@whflegal.com](mailto:mallory@whflegal.com) or via phone (214) 675-1434.*

**TOWN OF BROCK**  
**COMMISSION AGENDA BRIEFING**  
**April 15, 2024**

**Agenda Item 3.3**

**Title**

Approval of Invoices for Payment

**Item Summary**

Review of attached invoices for payment.

**Attachments**

1. Legal Services – WHF Invoice #284 (\$4,988.75)
2. Nextlink monthly phone service - (\$42.30)
3. Bureau Veritas Inspection Invoice- (\$76.92)
4. TML Workers Comp. policy - 2024 annual payment (\$491.96)
5. Weatherford Democrat publication- (\$54.00)
6. BMY-Financial Audit Svcs - 3/31/24 Invoice (\$2,212)



BILLING STATEMENT

NextLink Internet
P.O. Box 224704
Dallas, TX 75222-4704
855-698-5465
www.nextlinkinternet.com

Alyssa Vanesler
City Of Brock
2451 FM 1189, STE B,
BROCK, TX 76087-5602

Billing Statement Summary

Table with 2 columns: Description and Amount. Rows include Account (125199003), Reference (Billing Statement B125199003-43), Date (04/06/2024), Beginning Balance (\$), Amount Due (\$), Due Date (05/06/2024), and login instructions.

SALES

Table with 2 columns: Description and Amount. Rows include VoIP Line (19.95), Phone Rental (11.00), and Sub Total (30.95).

TAXES AND FEES

Table with 2 columns: Description and Amount. Rows include various taxes and fees such as FUSF (VoIP), FCC Regulatory Fee, TX Sales Tax, etc., with a Sub Total of 11.35.

PAYMENTS AND CREDITS

Table with 2 columns: Description and Amount. Row includes 03/06/2024 Payment - Thank You! Check 001225 (-42.40).

Please tear off and return the bottom portion below with your check to expedite the payment being applied to your account. Thank you.

Alyssa Vanesler
City Of Brock
2451 FM 1189
BROCK, TX 76087-5602



NextLink Internet
P.O. Box 224704
Dallas, TX 75222-4704

Payment Summary

Table with 2 columns: Description and Amount. Rows include Account (125199003), Reference (Billing Statement B125199003-43), Due Date (05/06/2024), Amount Due (\$), Amount Enclosed, Check Number, and a note to make checks payable to NextLink Internet.



# Invoice RI 24013806

Remit Checks To:  
 Bureau Veritas North America, Inc.  
 PO Box 841566  
 Dallas, TX 75284-1566



Remit ACH Transfers to:  
 ABA Routing Number 122000661  
 Account Number 14594-11058

Courier/Overnight Address:  
 Bank of America Lockbox Services  
 Lockbox # 841566  
 1950 N Stemmons Freeway, Suite 5010  
 Dallas, TX 75207

Remit Wire Transfers to:  
 Routing Number 026009593  
 Account Number 14594-11058  
 SWIFT Code BOFAUS3N  
 Please Email Remittances to:  
 ARremittance@bureauveritas.com

Federal Tax ID # 06-1689244

Town of Brock  
 2451 FM 1189  
 Ste. B  
 Brock, TX 76087

Customer no: 4136162

Invoice Date: 03/26/2024  
 Net Due Date: 04/25/2024

21552744 2024-004580 D/FW  
 Project: 2024-004580  
 1421 FM 1189 ; Ste: 2  
 Brock TX 76087  
 Parker County; ParcelID:  
 Legal info:  
 Business Name: ;Scope: C/O  
 Description: Certificate of Occupancy  
 PO Number:  
 Plan:C/O ; Project Valuation: \$0; Total Project Square Footage: 0

For billing inquiries, please call 1-800-906-7199.

Description	Quantity	Rate	Net Amount
Commercial Inspection Only	1.00	76.920	76.92

<b>Invoice Subtotal</b>			<b>76.92</b>
-------------------------	--	--	--------------

Payment Terms: 30 DAYS NET	<b>Total</b>	<b>USD</b>	<b>76.92</b>
Please Reference Our Invoice Number With Your Payment			
	<b>Total at Due Date</b>	<b>USD</b>	<b>76.92</b>



## Bid / Proposal Summary

Date: 03/27/2024

**Member Name:** Brock  
**Member ID:** 3520

**Proposed  
Effective Date**  
 04/01/2024

**Proposed  
Anniversary Date**  
 10/01/2024

Types of Coverage	Limit	Deductible	Annual Contribution
Workers Compensation	Statutory	\$0	\$1,000

**TOTAL ANNUAL:** \$502.00  
**2% Annual Payment Discount<sup>12</sup>:** \$10.04  
**Total Annual Contribution:** \$491.96  
**Quarterly Payment:** \$125.50

12. Annual Payment Discount applies if full annual contribution is paid within 30 days of the effective date, or receipt of your first bill, whichever is later. (The Annual Payment Discount does not apply to public officials' bonds or windstorm coverage for Tier 1 members.)

CNHI NORTH TEXAS

ORDER CONFIRMATION

Salesperson: LEGALS (WEATHERFORD)

Printed at 04/05/24 11:29 by bdahn-bv

Acct #: 23431

Ad #: 32329

Status: New WHOLD

TOWN OF BROCK  
ALYSSA VANESIER  
2451 FM 1189  
WEATHERFORD TX 76087

Start: 04/06/2024 Stop: 04/06/2024  
Times Ord: 1 Times Run: \*\*\*  
10LEG 2.00 X 1.30 Words: 78  
Total 10LEG 2.60  
Class: J105 PUBLIC NOTICES  
Rate: LEGAL Cost: 54.00

Contact:  
Phone: (817) 396-5333  
Fax#: (000) 000-0000  
Email: townclerk@brocktx.net  
Agency:

# Affidavits: 1  
Ad Descript: ZONING CHANGE  
Descr Cont: NOTICE OF ZONING CHANGE F  
Given by: \*  
P.O. #: ZONING CHAGNE  
Created: bdahn 04/05/24 11:27  
Last Changed: bdahn 04/05/24 11:29

PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTFS
WD	A	95	W	Sat 04/06/24	1	Sat 04/06/24	T S
WDOL	A	95	W	Sat 04/06/24	1	Sat 04/06/24	SMTWTFS

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

**NOTICE OF ZONING CHANGE**

Following a public hearing on Monday, March 18, 2024 the Town Commission approved Ordinance O-2024-002, amending the Brock Zoning Ordinance by changing the zoning designation of an approximately 129.768 acres of land situated 137 Olive Branch Road, 140 Olive Branch Road, 219 Olive Branch Road, and 6021 Quanah Hill Road in Brock, Texas, Parker County, Texas from Agricultural "AG" to Planned Development "PD", and amending the City's Zoning map to reflect said zoning change.

**BMY**

Certified Public Accountants

P O Box 203

Stephenville, TX 76401

Phone: (254) 965-7321

E-mail: kfisher@bmy-cpa.com

Web: www.bmy-cpa.com

Invoice: 244640

Date: 03/31/2024

ID: 98037

Town of Brock  
2451 FM 1189, Suite B  
Brock, TX 76087

For professional service rendered as follows:

Assurance Services- Progress Bill 2023A udit	2,212.00
--	----------

Billed Time & Expenses	\$2,212.00
Invoice Total	\$2,212.00

<u>03/31/2024</u>	<u>02/29/2024</u>	<u>01/31/2024</u>	<u>12/31/2023</u>	<u>11/30/2023+</u>	<u>Total</u>
2,212.00	0.00	0.00	0.00	0.00	\$2,212.00

Please return this portion with payment.

ID: 98037  
Town of Brock

Invoice: 244640  
Date: 03/31/2024

Mastercard or Visa: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card #: \_\_\_\_\_ V Code: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

**Due Upon Receipt. A finance charge will be added to invoices not paid within 30 days from date of invoice.**



**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
April 15, 2024**

**Agenda Item 3.4**

**Title**

Review Town monthly financial report

**Item Summary**

Review recent activity of public funds checking account

**Attachments**

1. Town of Brock-Public Funds checking account activity

## Town of Brock - Public Funds Checking Account

### Per Bank Activity:

Beginning Balance (as of September 30, 2023)	\$842,229.71
Deposits	\$26,266.32
Disbursements	-\$1,905.61
Ending Balance (As of October 12, 2023)	<u>\$866,590.42</u>
Beginning Balance (as of October 31, 2023)	\$857,341.87
Deposits	\$59,163.96
Disbursements	-\$2,550.00
Ending Balance (As of November 16, 2023)	<u>\$913,955.83</u>
Beginning Balance (as of November 30, 2023)	\$899,662.68
Deposits	\$0.50
Disbursements	-\$1,181.25
Ending Balance (As of December 7, 2023)	<u>\$898,481.93</u>
Beginning Balance (as of December 31, 2023)	\$917,002.07
Deposits	\$244.47
Disbursements	-\$4,203.25
Ending Balance (As of January 11, 2023)	<u>\$913,043.29</u>
Beginning Balance (as of January 30, 2024)	\$937,233.88
Deposits	\$51,645.02
Disbursements	-\$6,890.79
Ending Balance (As of February 22, 2024)	<u>\$981,988.11</u>
Beginning Balance (as of February 29, 2024)	\$981,967.92
Deposits	\$22,978.39
Sales Tax Income	\$22,978.39
Franchise Tax Income	\$0.00
Permit Revenue	\$300.00
Disbursements	-\$110,058.96
Ending Balance (As of March 13, 2024)	<u>\$895,187.35</u>
Beginning Balance (as of March 31, 2024)	<b>\$868,729.24</b>
Deposits	<b>\$25,640.49</b>
Sales Tax Income	\$25,315.49
Franchise Tax Income	\$0.00
Permit Revenue	\$325.00
Disbursements	<b>-\$1,404.10</b>
<b>Ending Balance (As of April 12, 2024)</b>	<b><u>\$892,965.63</u></b>

\*Includes payment to  
Provenance Engineering - 2  
Invoices (\$74,500 &  
\$32,000)

**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
APRIL 15, 2024**

**Agenda Item 4.1**

**Title**

*Resolution to approve final plat known as Eagle Air Parc.*

**Item Summary**

Consider resolution approving a final plat for 15.356 acres of land located at in the E.A.S.L. Ikard survey, abstract 734, being all of those certain lots known as "Future Lot 6", Lot 7, & Lot 8, Eagle Air Parc.

**Attachments**

1. Resolution No. R-2024-002

**RESOLUTION NO. R-2024-002**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS APPROVING A FINAL PLAT FOR 15.356 ACRES OF LAND LOCATED IN THE E.A.S.L. IKARD SURVEY, ABSTRACT 734. BEING ALL OF THOSE CERTAIN LOTS KNOWN AS "FUTURE LOT 6", LOT 7, & LOT 8, EAGLE AIR PARC, ACCORDING TO THE PLAT AS RECORDED IN THE OFFICIAL PLAT CABINET D, SLIDE 141, PLAT RECORDS, PARKER COUNTY, TEXAS. BEING A PORTION OF THAT CERTAIN TRACT OF LAND AS RECORDED IN VOLUME 2488, PAGE 1000, OFFICIAL RECORDS, PARKER COUNTY, TEXAS ;COMMONLY KNOWN AS EAGLE AIR PARC; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Brock ("Town") received an application for a replat of 15.356 acres of land located in the E.A.S.L. Ikard survey, Abstract 734, being all of those certain lots known as "future lot 6", lot 7, & lot 8, Eagle Air Parc, according to the plat as recorded in the official plat cabinet D, Slide 141, Plat Records, Parker County, Texas. Being a portion of that certain tract of land as recorded in Volume 2488, Page 1000, official records, Parker County, Texas and all of that certain tract as recorded in document no. 202114948, official records, Parker County, Texas commonly known as Eagle Air Parc, said land being more particularly described in the replat attached hereto as **Exhibit A** (the "Subject Property"); and

**WHEREAS**, the Town Commission finds that the replat is in conformance with the Town's ordinances and should be approved and accepted.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS:**

**SECTION 1.** The Town Commission hereby approves and accepts the replat for the Subject Property attached as **Exhibit A** hereto. The Town Commission further authorizes the Mayor to execute the replat for recording in the real property records for Parker County, Texas.

**SECTION 2.** This Resolution shall take effect from and after its date of adoption.

**DULY RESOLVED AND ADOPTED** by the Town Commission of the Town of Brock, Texas, on April 15, 2024.

**TOWN OF BROCK, TEXAS**

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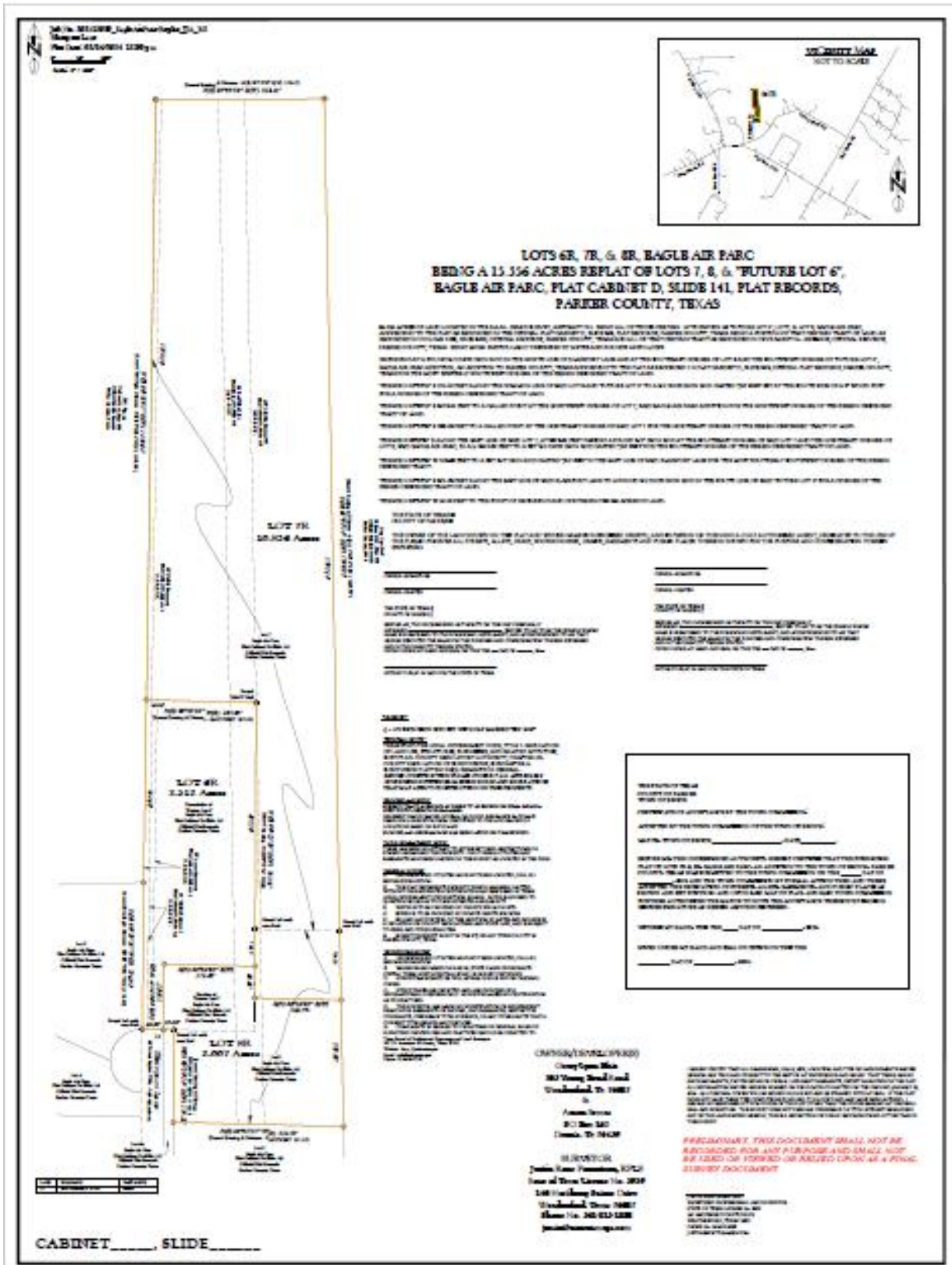
Jay Hamilton, Mayor

**ATTEST:**

---

Alyssa Vanesler, Town Clerk

EXHIBIT A



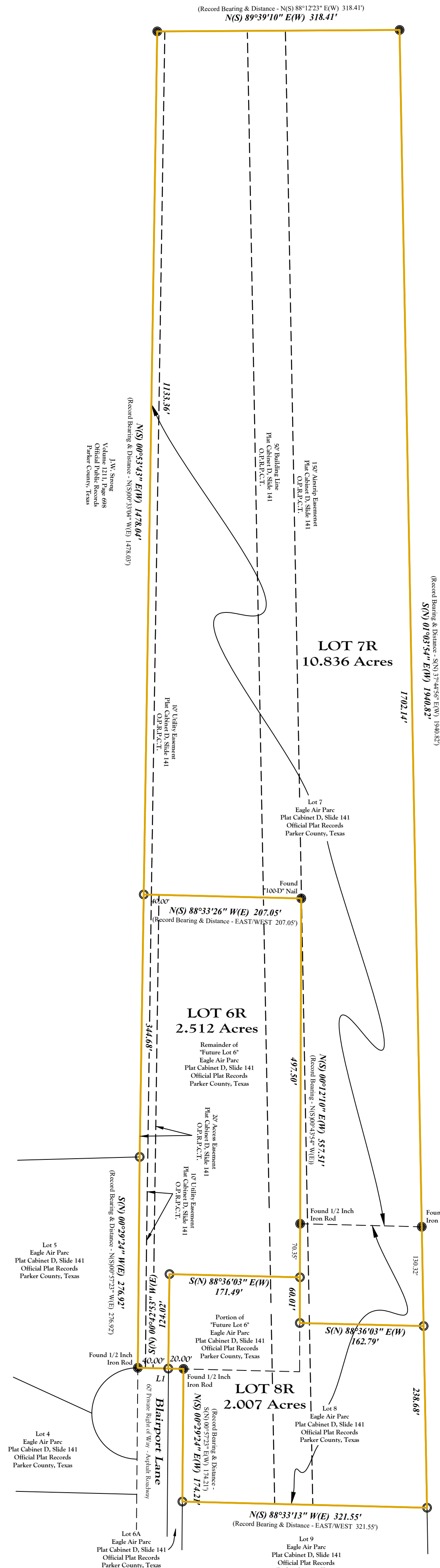
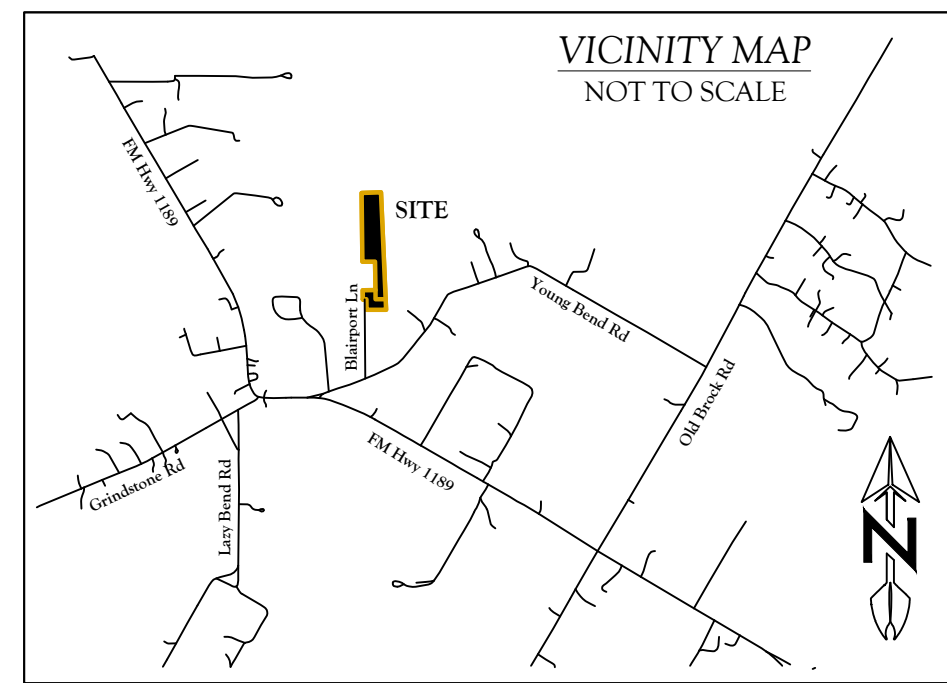


Job No. 202312020\_EagleAirParc-Replat\_JJA\_R2

Blairport Lane

Plot Date: 02/14/2024 12:00 pm

Scale: 1" = 100'



LINE	BEARING	DISTANCE
L1	S(N) 88°36'03" E(W)	60.00'

## LOTS 6R, 7R, & 8R, EAGLE AIR PARC BEING A 15.356 ACRES REPLAT OF LOTS 7, 8, & "FUTURE LOT 6", EAGLE AIR PARC, PLAT CABINET D, SLIDE 141, PLAT RECORDS, PARKER COUNTY, TEXAS

15.356 ACRES OF LAND LOCATED IN THE E.A.S.L. IKARD SURVEY, ABSTRACT 734. BEING ALL OF THOSE CERTAIN LOTS KNOWN AS "FUTURE LOT 6", LOT 7, & LOT 8, EAGLE AIR PARC, ACCORDING TO THE PLAT AS RECORDED IN THE OFFICIAL PLAT CABINET D, SLIDE 141, PLAT RECORDS, PARKER COUNTY, TEXAS. BEING A PORTION OF THAT CERTAIN TRACT OF LAND AS RECORDED IN VOLUME 2488, PAGE 1000, OFFICIAL RECORDS, PARKER COUNTY, TEXAS AND ALL OF THAT CERTAIN TRACT AS RECORDED IN DOCUMENT No. 202114948, OFFICIAL RECORDS, PARKER COUNTY, TEXAS. BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A FOUND 1/2 INCH IRON ROD IN THE NORTH LINE OF BLAIRPORT LANE AND AT THE SOUTHWEST CORNER OF LOT 5 AND THE SOUTHWEST CORNER OF "FUTURE LOT 6", EAGLE AIR PARC ADDITION, AN ADDITION TO PARKER COUNTY, TEXAS ACCORDING TO THE PLAT AS RECORDED IN PLAT CABINET D, SLIDE 141, OFFICIAL PLAT RECORDS, PARKER COUNTY, TEXAS FOR THE MOST WESTERLY SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND.

THENCE N 00°29'24" E 276.92 FEET ALONG THE COMMON LINE OF SAID LOT 5 AND "FUTURE LOT 6" TO A 1/2 INCH IRON ROD CAPPED "JRP 5959" SET AT THE SOUTH SIDE OF A 8" WOOD POST FOR A CORNER OF THE HEREIN DESCRIBED TRACT OF LAND.

THENCE N 00°33'13" E 1478.04 FEET TO A CALLED POINT AT THE NORTHWEST CORNER OF LOT 7, SAID EAGLE AIR PARC ADDITION FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND.

THENCE N 89°39'10" E 318.41 FEET TO A CALLED POINT AT THE NORTHEAST CORNER OF SAID LOT 7 FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND.

THENCE S 01°03'54" E ALONG THE EAST LINE OF SAID LOT 7, AT 1571.82 FEET PASSING A FOUND 1/2" IRON ROD AT THE SOUTHWEST CORNER OF SAID LOT 7 AND THE NORTHEAST CORNER OF LOT 8, SAID EAGLE AIR PARC, IN ALL 1940.82 FEET TO A SET 1/2 INCH IRON ROD CAPPED "JRP 5959" FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND.

THENCE N 88°33'13" W 321.55 FEET TO A SET 1/2" IRON ROD CAPPED "JRP 5959" IN THE EAST LINE OF SAID BLAIRPORT LANE FOR THE MOST SOUTHERLY SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT.

THENCE N 00°29'24" E 174.21 FEET ALONG THE EAST LINE OF SAID BLAIRPORT LANE TO A FOUND 1/2 INCH IRON ROD IN THE SOUTH LINE OF SAID "FUTURE LOT 6" FOR A CORNER OF THE HEREIN DESCRIBED TRACT OF LAND.

THENCE N 88°36'03" W 60.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 15.356 ACRES OF LAND.

THE STATE OF TEXAS ()  
COUNTY OF PARKER ()

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER - SIGNATURE \_\_\_\_\_

OWNER - PRINTED \_\_\_\_\_

THE STATE OF TEXAS ()  
COUNTY OF PARKER ()

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.  
GIVEN UNDER MY HAND AND SEAL ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

OWNER - SIGNATURE \_\_\_\_\_

OWNER - PRINTED \_\_\_\_\_

THE STATE OF TEXAS ()  
COUNTY OF PARKER ()

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.  
GIVEN UNDER MY HAND AND SEAL ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

**LEGEND**

○ - 1/2 INCH IRON ROD SET WITH CAP MARKED "JRP 5959"

**SPECIAL NOTE**  
TEXAS STATUTES LOCAL GOVERNMENT CODE, TITLE 7, REGULATION OF LAND USE, STRUCTURES, BUSINESSES, AND RELATED ACTIVITIES, SUBTITLE B. COUNTY REGULATORY AUTHORITY, CHAPTER 232. COUNTY REGULATION OF SUBDIVISIONS, SUBCHAPTER A. SUBDIVISION PLATTING REQUIREMENTS IN GENERAL.  
**BEFORE CONSTRUCTION PLEASE CONSULT ALL APPLICABLE GOVERNING ENTITIES REGARDING RULES AND REGULATIONS THAT MAY AFFECT CONSTRUCTION ON THIS PROPERTY.**

**FLOODPLAIN NOTE**  
SUBJECT TRACT IS SHOWN IN ZONES "X" AS SHOWN ON FEMA FIRM No. 48367C0375F, EFFECTIVE 09/26/2008. INHERENT INACCURACIES OF FEMA OR FLOOD INSURANCE RATE MAPS PRECLUDE A SURVEYOR FROM CERTIFYING TO THE ACCURACIES OF LOCATIONS BASED ON SUCH MAPS. FLOODPLAIN INFORMATION HAS BEEN LISTED ON THIS SURVEY.

**TITLE COMMITMENT NOTE**  
THERE HAS BEEN NO ATTEMPT TO INTERPRET DEED RESTRICTIONS OR ZONING REGARDING THIS PROPERTY. ONLY VISIBLE UTILITIES AND EASEMENTS HAVE BEEN SHOWN ON THIS SURVEY AS LOCATED IN THE FIELD.

**GENERAL NOTES**  
1) UNDERGROUND UTILITIES HAVE NOT BEEN LOCATED, CALL 811 BEFORE EXCAVATION.  
2) THIS PLAT REPRESENTS PROPERTY WHICH HAS BEEN PLATTED WITHOUT GROUNDWATER CERTIFICATION AS PRESCRIBED IN TEXAS LOCAL GOVERNMENT CODE SECTION 232.0032. BUYER IS ADVISED TO QUESTION SELLER AS TO GROUNDWATER AVAILABILITY.  
3) WATER IS TO BE PROVIDED BY PRIVATE WELLS ON SITE.  
4) SEWER IS TO BE PROVIDED BY PRIVATE ONSITE SOURCES.  
5) SELLING ANY PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF COUNTY REGULATIONS AND STATE LAW, AND IS SUBJECT TO FINES AND OTHER PENALTIES.  
6) SUBJECT PROPERTY IS NOT IN THE ETJ OF ANY TOWN OR CITY IN PARKER COUNTY, TEXAS.

**SURVEYORS NOTES**  
1) UNDERGROUND UTILITIES HAVE NOT BEEN LOCATED, CALL 811 BEFORE EXCAVATION.  
2) BEARINGS ARE BASED ON NAD 83, STATE PLANE COORDINATE SYSTEM, TEXAS NORTH CENTRAL ZONE, US SURVEY FEET GRID.  
3) SURVEYOR'S SIGNATURE WILL APPEAR IN BLUE INK ON ORIGINAL COPIES.  
4) STOCK TANKS ARE DEPICTED AND ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. SURVEYOR MAKES NO CERTIFICATION AS TO EXACT SIZE.  
5) THE SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT A CURRENT TITLE SEARCH MAY DISCLOSE.  
6) COMPLAINTS IN REGARD TO VIOLATIONS OF GENERAL RULES OF SURVEYING PROCEDURES AND PRACTICES SHOULD BE DIRECTED TO: Texas Board of Professional Engineers and Land Surveyors 1917 S. Interstate 35 Austin, Texas 78741 Website: <http://pels.texas.gov> Email: [info@pels.texas.gov](mailto:info@pels.texas.gov) Phone: 512-440-7723

**OWNER/DEVELOPER(S)**

Geary Lynn Blair  
203 Young Bend Road  
Weatherford, Tx 76087  
&  
Aaron Semas  
PO Box 162  
Dennis, Tx 76439

**SURVEYOR**  
Justin Rene Parenteau, RPLS  
State of Texas License No. 5959

140 Hackberry Pointe Drive  
Weatherford, Texas 76087  
Phone No. 361-813-1888  
[justin@noctumaps.com](mailto:justin@noctumaps.com)

THE STATE OF TEXAS  
COUNTY OF PARKER  
TOWN OF BROCK

CERTIFICATE OF ACCEPTANCE BY THE TOWN COMMISSION;  
ACCEPTED BY THE TOWN COMMISSION OF THE TOWN OF BROCK:  
MAYOR, TOWN OF BROCK \_\_\_\_\_, DATE \_\_\_\_\_.

BEFORE ME, THE UNDERSIGNED AUTHORITY, HEREBY CERTIFIES THAT THE FOREGOING PLAT OF LOTS 7R & 8R, EAGLE AIR PARC, AN ADDITION TO THE TOWN OF BROCK, PARKER COUNTY, TEXAS WAS SUBMITTED TO THE TOWN COMMISSION ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2024 AND THE TOWN COMMISSION BY FORMAL ACTION THEN AND THERE ACCEPTED THE DEDICATION OF STREETS, ALLEYS, EASEMENTS, AND PUBLIC PLACES AS SHOWN AND SET FORTH IN AND UPON SAID MAP OF PLAT, AND SAID TOWN COMMISSION FURTHER AUTHORIZED THE MAYOR TO NOTE THE ACCEPTANCE THEREOF BY SIGNING HIS/HER SIGNATURE AS HEREIN ABOVE SUBSCRIBED.

WITNESS MY HAND, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

I HEREBY CERTIFY THAT ALL DIMENSIONS, CALLS, SIZE, LOCATION AND TYPE OF IMPROVEMENTS SHOWN HEREON ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THAT THERE ARE NO ENCROACHMENTS, PROTRUSIONS OR VISIBLE / APPARENT EASEMENTS, EXCEPT AS SHOWN ON THE PLAT. ALL INFORMATION SHOWN HEREON IS BASED ON FIELD DATA COLLECTED ON THE GROUND JANUARY 25, 2024. ALL ORIGINAL COPIES WILL BE SIGNED IN BLUE INK AND BE STAMPED WITH MY SEAL. IF THIS PLAT DOES NOT HAVE THESE TWO CONDITIONS FULFILLED IT IS A COPY AND MAY HAVE BEEN ALTERED. I ASSUME NO RESPONSIBILITY FOR COPIES OF THE PLAT OTHER THAN THE COPIES BEARING MY ORIGINAL SEAL AND SIGNATURE. THIS SURVEY DOES NOT PRESUME OWNERSHIP OR TITLE INTEREST REGARDING ANY OF THE LAND SHOWN HEREON. THIS IS A REFLECTION OF PUBLIC RECORDS FOUND AT THE TIME OF THIS SURVEY.

**PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT**

JUSTIN RENE PARENTEAU  
REGISTERED PROFESSIONAL LAND SURVEYOR  
STATE OF TEXAS LICENSE No. 5959  
140 HACKBERRY POINTE DRIVE  
WEATHERFORD, TEXAS 76087  
PHONE No. 361-813-1888  
[JUSTIN@NOCTUMAPS.COM](http://JUSTIN@NOCTUMAPS.COM)

**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
APRIL 15, 2024**

**Agenda Item 4.5**

**Title**

*Workers' Compensation Insurance Policy-TML*

**Item Summary**

Review Workers' Compensation Insurance Policy through TML

**Attachments**

1. Proposal Form - Workers' Compensation policy



# Proposal Acceptance Form Workers' Compensation

Member Name: Brock  
Member ID: 3520

Directions: This form must be completed, signed and returned. The Interlocal Agreement must also be completed and returned if you are not a current Workers' Compensation Fund participant. If time is of the essence, you may wish to use an express mail service or facsimile copier. In the event you submit these documents by facsimile, the originals must still be returned.

Indicate with [ X ] the coverages and method of payment that you are accepting. Forward all documents to:

**Texas Municipal League Intergovernmental Risk Pool  
Underwriting Department  
PO Box 149194  
Austin, Texas 78714-9194  
Phone: (800) 537-6655 or FAX: (512) 491-2404**

Workers' Compensation Coverages Elected:

- |                                     |  |           |
|-------------------------------------|--|-----------|
| <input checked="" type="checkbox"/> | All Paid Employees                           | Mandatory |
| <input type="checkbox"/>            | Outside Volunteers                           | Optional  |
| <input type="checkbox"/>            | Volunteer Firefighters                       | Optional  |
| <input type="checkbox"/>            | Volunteer Ambulance/EMS                      | Optional  |
| <input type="checkbox"/>            | Police Reserves                              | Optional  |
| <input checked="" type="checkbox"/> | Elected/Apptd Officials-Governing Board Only | Optional  |
| <input type="checkbox"/>            | Elected/Apptd Officials-All Boards/Comms     | Optional  |
| <input type="checkbox"/>            | Inside Volunteers                            | Optional  |
| <input type="checkbox"/>            | Police Reserves-Motorcycle                   | Optional  |

Deductible Options:  
No Deductible

Contribution as Proposed: \$1,000      Contribution as Accepted: \_\_\_\_\_

Method of Payment:      [ ] Quarterly      [ ] Annually(2% DISCOUNT)

Effective Date: \_\_\_\_\_      Anniversary Date: \_\_\_\_\_

I, the undersigned, as an authorized representative of:

\_\_\_\_\_  
(Name of Political Subdivision)

do hereby accept on behalf of the above named political subdivision the portions of the proposal as indicated above.

Signature of Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**The Signed Interlocal Agreement  
Must Accompany This Form**  
*(Exception: Current Workers' Compensation Fund participants  
are not required to submit a new Interlocal Agreement.)*

OFFICE USE ONLY	
Contribution: \$ _____	Member ID : 3520
Verification:	
( ) New	( ) Re-awarding      ( ) Adding Coverage





## Workers' Compensation Payroll Schedule

Member Name: Brock  
 Member ID: 3520  
 Effective Date: 04/01/2024  
 Anniversary Date: 10/01/2024  
 Date Generated: 03/27/2024

Location 1: 102 Houston Ave Ste 300, Weatherford, TX

Classification	Description	Estimated Payroll	Rate	# of Emp.	Estimated Contribution
8810	Clerical – Office	34,632	0.41	1	71
<b>Subtotals</b>		34,632		1	71

Volunteers and Elected Officials:

3724O	Outside Volunteers	No Exposure		0	Not Covered
7704V	Volunteer Firefighters	No Exposure		0	Not Covered
7720E	Volunteer Ambulance/EMS	No Exposure		0	Not Covered
7720V	Police Reserves	No Exposure		0	Not Covered
8742E	Elected/Apptd Officials-Governing Board	1,800	0.43	3	4
8742F	Elected/Apptd Officials-All Boards/Commissions	No Exposure		0	Not Covered
8742I	Inside Volunteers	No Exposure		0	Not Covered
8888V	Police Reserves-Motorcycle	No Exposure		0	Not Covered
<b>Subtotals</b>		1,800		3	4
<b>Totals</b>		36,432		4	75



## Workers' Compensation Payroll Schedule

Member Name: Brock  
Member ID: 3520  
Effective Date: 04/01/2024  
Anniversary Date: 10/01/2024  
Date Generated: 03/27/2024

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<b>Total Manual Contribution</b>	1,250
<b>Experience Modifier</b>	1.00
<b>Total Standard Contribution</b>	1,250
<b>Fund Discount (20.00%)</b>	0.80
<b>Discounted Standard Contribution</b>	1,000
<b>Deductible Credit</b>	0
<b>Net Contribution</b>	502
<b>Waiver of Subrogation</b>	0
<b>Total Contribution</b>	502

**TOWN OF BROCK**  
**COMMISSION AGENDA BRIEFING**  
**April 15, 2024**

**Agenda Item 4.8**

**Title**

Fire Certification of Occupancy Inspection

**Item Summary**

Discuss an annual fire certification of occupancy inspection.

**Attachments:**

1. Bureau Veritas Certificate of Occupancy Inspection Information
2. Bureau Veritas Fire Safety Inspection Report



**BUREAU  
VERITAS**

# Fire Safety Inspection Report

Address: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Action Taken	
Passed	<input type="checkbox"/>
Re-Inspection Required (Refer to page 2 for corrective items)	<input type="checkbox"/>
Closure	<input type="checkbox"/>

DATE			PERMIT #	OCCUPANCY TYPE	TYPE OF INSPECTION
					CO/Const.      Annual/Routine      Re-Inspection - 1 <sup>st</sup> 2 <sup>nd</sup> Complaint
<b>S</b>	<b>V</b>	<b>N/A</b>	<b>GENERAL • Exterior Fire Safety Inspection</b>		
			1. Fire lane required, properly painted and in a legal configuration.		
			2. Adequate and maintained access for emergency personnel. No overhang obstructions, parked vehicles, dumpsters.		
			3. No rubbish, trash, weeds, brush, and general vegetation next to structure that may add to fire load.		
			4. Fire hydrants painted appropriately / in good working order. Last date hydrant system was flushed.		
			5. Building address visible from the street and/or fire lane. Address on the front and rear of building.		
			6. Knox Box required and/or present and properly located.		
			7. Hazardous Materials onsite. Combustible and/or Flammable liquids stored properly.		
			8. Generators - Verification of starting and testing procedures for generators, fire protection and physical protection.		
			9. Proper shut offs for gas and electrical systems.		
<b>S</b>	<b>V</b>	<b>N/A</b>	<b>EXITS AND EGRES6 - Interior/Exterior Fire Safety Inspection</b>		
			10. All exits doors and exit passageways are unobstructed. Adequate number of egress doors provided.		
			11. All exit doors work properly. Required exit hardware installed, door opens towards path of egress.		
			12. Exit signage properly installed and illuminated as required (battery backup functioning properly).		
			13. Proper and safe flow away from property. Area of refuge meets requirements.		
			14. Maximum occupancy loads are posted.		
<b>S</b>	<b>V</b>	<b>N/A</b>	<b>FIRE PROTECTION SYSTEMS - Interior Fire Safety Inspection</b>		
			15. Emergency lighting operable.		
			16. Adequate # of fire extinguishers and are properly located. Proper types and sized of fire extinguishers for hazards.		
			17. Proper testing and tagging of fire extinguishers (annual basis). Date Serviced: _____ MFG date: _____		
			18. Type K extinguisher present and in proper working order.		
			19. Cooking equipment is under hood. Flow nozzles under or in area of hood.		
			20. Kitchen hood and duct system free of grease waste. No presence of grease laden vapors / materials.		
<b>S</b>	<b>V</b>	<b>N/A</b>	<b>FIRE SPRINKLER /FIRE ALARM SYSTEMS -Interior Fire Safety Inspection</b>		
			21. Ansul system connected to fire alarm, Date Serviced: _____		
			22. Alarm systems tested annually. Date Serviced: _____ . All areas protected as required in structure .		
			23. Alarm panel in visible location and unobstructed.		
			24. Sprinkler systems tested annually. Date Serviced: _____ . All areas protected as required in structure.		
			25. No storage within 18" of sprinkler heads. Adequate clearance around Sprinkler risers and FDC access points.		
			26. All valves open where required. No damage present to components.		
			27. Proper requirement for elevators and re-call system (if required).		
			28. Adequate access to riser rooms for FD personnel. Spare heads and wrench in riser rooms.		
<b>s</b>	<b>V</b>	<b>N/A</b>	<b>GENERAL - Interior Fire Safety Inspection</b>		
			29. No storage in electrical, mechanical or riser room.		
			30. Doors closed and properly covered in all electrical room.		
			31. Proper venting on all gas / combustible systems.		
			32. Proper installations and labeling on all electrical / mechanical systems.		
			33. No extension cords used for permanent wiring.		
			34. Approved safety / storage containers being used.		
			<b>S = SATISFACTORY</b> <b>V = VIOLATION</b> <b>N/A = NOT APPLICABLE</b> <small>Staff properly trained on fire systems and evacuation plans.</small>		

BV Inspector:	Inspector Phone #:
Company Representative (Print and Sign):	Contact Phone #:



## Certificate of Occupancy Inspection Information

**NOTE:** A **BUILDING PERMIT** is required for any **alteration or construction work**.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee.
3. Request a Certificate of Occupancy inspection from Bureau Veritas.  
Phone: (817) 335-8111/ toll free (877) 837-8775  
Email: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)
4. Post your approved permit application (Tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.