

**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, September 16, 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:

- (a) August 26, 2024, Meeting Minutes

3.2 Review Monthly Financial Reports

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

4.1 PUBLIC HEARING on an Ordinance of the Town of Brock, Texas approving and adopting the annual budget for Fiscal Year beginning October 1, 2024 through September 30, 2025 .

4.2 Final Plat – Country Place

4.3 1903 FM 1189 Dollar General Drainage – Tawnie Vander Lans

4.4 Town Clerk position

4.5 Town Procedures_Financial Audit Recommendations

- (a) Review vendor list – routine monthly expenses
(b) Accounts Payable procedure
(c) VISA CommUNITY Card
(d) Review of Roads valuation

4.6 Update on Water/Wastewater project - Provenance Engineering

4.7 Discuss possible adoption of an ordinance prohibiting general nuisances within the Town

4.8 Future meeting items and date

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, September 13, 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.

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
SEPTEMBER 16, 2024**

Agenda Item 3.1

Title

Meeting Minutes from the August 26, 2024 Commission Meeting

Item Summary

Approval of the meeting minutes from the August 26, 2024 Commission Meeting.

Attachments

1. August 26, 2024 Meeting Minutes

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

MAYOR JAY HAMILTON - **ABSENT**
COMMISSIONER BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT
TOWN CLERK ALYSSA VANESLER

MEETING DATE AND TIME:
Monday, August 26, 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 Pro Tem Debbie Scrimshire called the meeting to order at 6:32 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 Pro Tem Scrimshire 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:

(a) July 15, 2024, Meeting Minutes

3.2 Review Monthly Financial Reports

Mayor Pro Tem Scrimshire made a motion to approve all Consent Agenda items. Commissioner Davis seconded. Motion passed 2-0.

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

4.1 Review proposed budget for FY 2024-2025

A public hearing will be held at the September Commission meeting to adopt the budget for Fiscal Year 2024-2025. The Commission does not currently have any changes to the proposed budget.

4.2 Marina Sears – FM 1189 property zoning

No discussion on this item. Ms. Sears was not in attendance.

4.3 2024 Brock Hometown Christmas donation

Hannah Conniff discussed this year's Brock Hometown Christmas event, which will take place on December 1st. She asked the Commission if they will sponsor the Christmas tree, like last year. She also said they want to put up event banners about two weeks before the event, around Eagle's Nest. Hannah will complete a sign permit application for the

Commissioner's review. Commissioner Davis made a motion to approve a donation of \$10,000 for the 2024 Brock Hometown Christmas tree. Mayor Pro Tem Scrimshire seconded. The motion passed 2-0.

4.4 Whitestone at Brock Sign Permit Application

Commissioner Davis made a motion to approve this sign permit. Mayor Pro Tem Scrimshire seconded. Motion passed 2-0.

4.5 Replat Application(s)

(a) Country Place

Teresa McGee from Texas Surveying confirmed the owners wish to turn two plated lots into three. The family intends to build homes in the future, but not anytime soon. A well test was performed and a letter provided to the Town which advised that there would be sufficient groundwater dividing the property into smaller tracts. The Commission discussed with Ms. McGee adding a note on the final plat for the shared access easement to be maintained by owners of both lots equally.

Commissioner Davis made a motion to conditionally approve the plat, pending the addition of shared access easement language on the final plat. Commissioner Davis also made a motion to waive the groundwater survey. Mayor Pro Tem Scrimshire seconded. The motion passed 2-0.

4.6 Town Procedures_Financial Audit Recommendations

(a) Review vendor list – routine monthly expenses

(b) Accounts Payable procedure

(c) VISA CommUNITY Card

(d) Review of Roads valuation

Commissioner Davis made a motion to table Item 4.6 until the next Commission meeting. Mayor Pro Tem Scrimshire seconded. Regarding Item 4.6(d), the Town Clerk was unable to find information on an estimated value of the road per mile. She reached out to Parker County and TxDOT, but they didn't have this information. Mayor Pro Tem Scrimshire said she will ask a developer to see if they have a baseline number.

4.7 Update on Water/Wastewater project - Provenance Engineering

Kent Riker from Provenance Engineering presented an update on the Master Plan study, including a discussion on potential service areas, the distribution system and how it will be handled in multiple phases, baseline infrastructure improvements, and looking at various sources where water will come from.

4.8 Violation Issues:

(a) Brock Place – lights

(b) Review status of temporary sign permits which have expired

Regarding Brock Place, Whitt Wyatt will look into whether we have a light pollution ordinance. The Town Clerk will send letters to anyone with sign permits, located along I-20, that have expired. Any other signs not allowed by Ordinance will be reviewed by the Commission at the September meeting.

4.9 Status of Verdunity Map Service Project

The Town Clerk is currently working with AJ Fawver from Verdunity. AJ now has the original map files from EHT. Also, Parker County Appraisal district sent files that Verdunity is using to update the map. Kent from Provenance Engineering said he can work with Verdunity to provide any data collected as part of their project. The Town Clerk will send Verdunity Kent's contact information.

4.10 Future meeting items and date

(a) Public Hearing - Adoption of FY 2024-2025 Budget

The next Commission meeting will be held on September 16, 2024, at 6:30 p.m.

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

Mayor Pro Tem Scrimshire made a motion to adjourn the meeting at 7:57 p.m. Commissioner Davis seconded. The motion passed 2-0.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, August 23, 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.

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
SEPTEMBER 16, 2024**

Agenda Item 3.2

Title

Review Town monthly financial reports

Item Summary

Review recent activity of public funds checking account and EOM Report.

Attachments

1. Town of Brock-Public Funds checking account activity
2. Monthly Pledging Report

Town of Brock - Public Funds Checking Account

Per Bank Activity:

Beginning Balance (as of May 31, 2024)	\$1,041,984.96
Deposits	\$75.00
Sales Tax Income	
Franchise Tax Income	
Permit Revenue	\$75.00
Disbursements	
Ending Balance (As of June 13, 2024)	<u>\$1,042,059.96</u>
Beginning Balance (as of June 30, 2024)	\$1,061,954.58
Deposits	\$28,215.67
Sales Tax Income	\$28,215.67
Franchise Tax Income	
Permit Revenue	
Disbursements	\$4,464.50
Ending Balance (As of July 12, 2024)	<u>\$1,085,705.75</u>
Beginning Balance (as of July 31, 2024)	\$1,080,410.97
Deposits	\$38,866.07
Sales Tax Income	\$37,795.47
Franchise Tax Income	\$570.60
Permit Revenue	\$500.00
Disbursements	\$2,648.20
Ending Balance (As of August 19, 2024)	<u>\$1,116,628.84</u>
Beginning Balance (as of August 31, 2024)	\$1,112,872.98
Deposits	\$66,800.00
Sales Tax Income	
Franchise Tax Income	
Permit Revenue	
ARPA Grant	\$66,800.00
Disbursements	\$67,240.96
Ending Balance (As of September 11, 2024)	<u>\$1,112,432.02</u>

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
SEPTEMBER 16, 2024**

Agenda Item 4.1

Title

Ordinance No. 2024-006 - Annual Budget for Fiscal Year 2024-2025

Item Summary

This item is a public hearing to consider an Ordinance approving and adopting the annual budget for FY beginning October 1, 2024 through September 30, 2025.

Upon conclusion of the public hearing and consideration of this item, the Town Commission may vote to approve, approve with conditions, or deny.

Attachments

1. Ordinance No. 2024-006
2. Exhibit A - Fiscal Year 2024-2025 Budget

ORDINANCE NO. 2024-006

AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, APPROVING AND ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025, AND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE ADOPTED BUDGET; PROVIDING A SEVERABILITY, REPEALING, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a proposed general budget for the Town covering the fiscal year beginning October 1, 2024, and ending September 30, 2025, has been filed with the Town Clerk’s office and made available for public inspection in accordance with applicable law; and

WHEREAS, the Town, in accordance with law, properly posted the proposed budget and held a public hearing regarding the proposed budget and provided notice of such public hearing by publication in the official newspaper of the Town at least ten (10) days before the date of the public hearing, and during the public hearing on the budget, all interested persons were given the opportunity to be heard for or against any item contained in said budget, and all said persons were heard, after which the public hearing was closed; and

WHEREAS, the Town Commission finds that all legal notices, hearings, procedures and publishing requirements for the adoption of the budget have been performed or completed in the manner and form set forth by law and is of the opinion that the budget hereinafter set forth is proper and should be approved and adopted.

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

SECTION 1. Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2. Adoption of Budget. That the budget for the Town of Brock, Texas for the Fiscal Year beginning October 1, 2024, and ending September 30, 2025, a true and correct copy of which is attached to this ordinance as Exhibit “A” is hereby adopted and approved.

SECTION 3. Publication of Budget. The budget as adopted hereby shall be deemed the official budget for the Town of Brock, Texas for the said fiscal year and a copy of the same attached hereto and marked as Exhibit “A” shall be filed with the county clerk as provided by state law.

SECTION 4. Appropriation of Funds. For the Town’s fiscal year beginning October 1, 2024, and ending September 30, 2025, the amounts reflected in the budget to provide for the payment of expenditures shown in the budget, are hereby officially appropriated for maintenance and operations and such other expenditures and appropriated recited therein.

SECTION 5. Amendments to the Budget. Pursuant to state law, expenditures during the 2024-2025 Fiscal Year shall be made in accordance with this budget and this ordinance, unless amended in accordance with Chapter 102 of the Texas Local Government Code.

SECTION 6. Authority of Mayor. That specific authority is given to the Mayor to make transfers of budgeted appropriations from one account/fund classification to another account/fund classification within the same fund or department.

SECTION 7. Repealing Clause. All ordinances of the Town in conflict with the provisions of this Ordinance be, and the same are hereby repealed and all other ordinances of the Town not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 8. Severability Clause. The sections, paragraphs, sentences, phrases, and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, or word in this Ordinance or application thereof to any person or circumstance is held invalid, void, unlawful or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the Town Commission hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, voidness, unlawfulness or unconstitutionality, which remaining portions shall remain in full force and effect.

SECTION 9. Effective Date. This Ordinance shall take effect upon its passage.

PASSED AND APPROVED BY THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS ON THIS THE 16TH DAY OF SEPTEMBER, 2024.

TOWN OF BROCK, TEXAS

Jay Hamilton, Mayor

ATTEST:

APPROVED AS TO FORM:

Debbie Scrimshire, Commissioner

Whitt Wyatt, Town Attorney

EXHIBIT A
TOWN OF BROCK, TEXAS FISCAL YEAR 2024-2025 BUDGET

Revenues	BUDGET CURRENT FY 2023- 2024	PROJECTED TOTAL FOR FY 2023-2024	OVER/UNDER	ACTUAL (YTD) October 1, 2023 - July 31, 2024	ESTIMATED August & September 2024	Proposed Budget FY 2024-2025	Comments
Sales & Use Tax	\$306,000.00	\$335,097.25	\$29,097.25	\$271,097.25	\$64,000.00	\$320,000.00	
Franchise Fee	\$88,000.00	\$102,892.53	\$14,892.53	\$77,892.53	\$25,000.00	\$100,000.00	
Mixed Beverage Tax	\$3,000.00	\$3,244.18	\$244.18	\$2,344.18	\$900.00	\$3,000.00	
Permits/Applications/Misc. Revenue	\$3,500.00	\$6,643.92	\$3,143.92	\$5,843.92	\$800.00	\$6,000.00	
ARPA Water/Wastewater Study Grant	\$518,500.00	\$518,800.00	\$300.00	\$315,000.00	\$203,800.00	\$231,200.00	Based on remaining ARPA grant funds per contract
Total Revenues	\$919,000.00	\$966,677.88	47,677.88	\$672,177.88	\$294,500.00	\$660,200.00	
Expenditures	BUDGET CURRENT FY 2023- 2024	PROJECTED TOTAL FOR FY 2023-2024	OVER/UNDER	ACTUAL (YTD) October 1, 2023 - July 31, 2024	ESTIMATED August & September 2024	Proposed Budget FY 2024-2025	Comments
Comprehensive Plan and Map Updates	-\$60,000.00	-\$15,000.00	\$45,000.00	\$0.00	-\$15,000.00	-\$60,000	Same proposed budget as current FY
Insurance/Bond	-\$5,000.00	-\$2,690.74	\$2,309.26	-\$2,294.24	-\$396.50	-\$5,000	Same proposed budget as current FY
Legal/Accounting/Consultants	-\$85,600.00	-\$81,385.58	\$4,214.42	-\$64,885.58	-\$16,500.00	-\$90,000	\$15,000 added for Financial Audit for FY 2024-2025
ARPA Water/Wastewater Study Grant	-\$518,500.00	-\$518,800.00	-\$300.00	-\$315,000.00	-\$203,800.00	-\$231,200.00	ARPA Funded Project
Newspaper publications	-\$1,200.00	-\$1,086.15	\$113.85	-\$786.15	-\$300.00	-\$1,200	Same proposed budget as current FY
Office Expense	-\$37,500.00	-\$24,671.87	\$12,828.13	-\$23,071.87	-\$1,600.00	-\$7,500	Included Town Clerk Independent Contractor Status thru 3/31/24, software subscriptions, office supplies, postage, telephone, County filing fees
Town Clerk	-\$25,000.00	-\$16,394.98	\$8,605.02	-\$10,494.98	-\$5,900.00	-\$39,000	Includes Town Clerk employee wages/taxes
Road/Sign Repairs	-\$130,000.00	-\$237.80	\$129,762.20	-\$237.80	\$0.00	-\$65,000	Half of proposed budget as current FY
Rent/Lease	-\$9,200.00	-\$7,385.00	\$1,815.00	-\$7,385.00	\$0.00	-\$9,200	Town Hall office rent and Brock Community Center (included 5 additional Commission mtgs for possible special mtgs)
Elections	-\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	-\$7,500	Same proposed budget as current FY
Community Events	-\$10,000.00	-\$10,000.00	\$0.00	-\$10,000.00	\$0.00	-\$10,000	Same proposed budget as current FY
Total Expenditures	-\$889,500.00	-\$677,652.12	\$211,847.88	-\$434,155.62	-\$243,496.50	-\$525,600.00	
TOTAL				238,022.26	51,003.50	\$134,600.00	Revenue expected to be greater than Expenditures

\$1,080,410.97 Public Fund Checking Acct Balance as of 7/31/2024
\$51,003.50 Estimated August & September 2024
\$134,600.00 Projected Un-allocated cash reserves for FY 2024-2025
1,215,010.97 Estimated Account Balance for FY 2024-2025

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
SEPTEMBER 16, 2024**

Agenda Item 4.2

Title

Review mylar for plat known as The Country Place, Section A.

Item Summary

Review final plat known as The Country Place.

Attachments

See final Mylar, which will be provided by the Surveying company at the Commission meeting.

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
September 16, 2024

Agenda Item 4.5

Title

Town Procedures

Item Summary

Review town procedures as addressed in the Financial Audit

Attachments

1. Vendor List for payables
2. Accounts payable procedure
3. VISA CommUNITY Card
4. Roads valuation

TOWN OF BROCK

DRAFT Accounts Payable Procedures

A. Documentation:

- Documentation, such as invoices, agreements, contracts, and requests, must sufficiently describe the purpose of the disbursement.
- Documentation must identify the payee's name and address.
- Documentation for disbursements must be retained electronically on the Town's shared drive.

B. Approval for Payment:

- Per Resolution No. R-2024-004, the Town Commission has granted the authority to the Town Administrator to review and pay routine monthly expenses on behalf of the Town.
 - Routine monthly expenses include rent, phone, internet and utilities, Texas Municipal League Town membership dues, Town insurance policy premiums.
- Office supplies can be purchased by the Town Clerk, with a monthly amount limited to \$150. Any office supply purchases over \$150 will require advance approval from the Town Commission.
- Payroll payments are processed by the Town Clerk, followed by an email to the Commission which includes the Paycheck Stub detail and Timesheet.
- All other expenses require advance approval from the Commission before each expense is incurred.

C. Processing payments:

- Each invoice must be reviewed to ensure accuracy of charges.
- All non-routine invoices will be listed on a monthly Public Checking Account roster and included in each month's Agenda Packet for the Commission to review.
 - Invoices are to be paid after the Commission's review at the monthly Commission meeting.
 - For payments made via check, the Town Clerk prepares checks and takes them to the next monthly Commission meeting for the Mayor's signature.
 - Payments made via ACH are to be tracked by the Town Clerk on the banking website. All ACH exceptions will be resolved by the Town Clerk.

- The Town Clerk ensures that each expense is entered into the QuickBooks Bank Register and uploads all documentation into the Shared Drive once the Reconciliation process is completed.
- Town Clerk reviews budget to ensure adequate funds are available.