

**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, December 11, 2023, 6:30 PM

**MEETING LOCATION:**

Brock Community Center  
2115 FM 1189 Brock TX 76087

**REGULAR AGENDA**

Begins at 6:30pm

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

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

Mayor Hamilton called the meeting to order at 6:30 p.m. and announced that a quorum was present. Commissioners present at the meeting: Debbie Scrimshire and Ben Davis. Also present at the meeting: Town Clerk Alyssa Vanesler.

**2. INVOCATION AND PLEDGE**

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

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

**3.1 Provenance Engineering** – Water supply/wastewater project schedule and execution plan

Kent Riker gave a presentation to the Commission on the water/wastewater schedule and plan. Kent said that they are on a tight time schedule for all tasks, with the first chapter due in a month. Kent asked about the best way to disseminate information to the Commission. The Commission agreed to have Special Meetings, approximately one per quarter. Commission meetings require a minimum of 3-day notice prior to the meeting date, and Kent offered Provenance Engineering as a meeting location (note: the Brock Community Center is currently only scheduled for 1 meeting a month in 2024). Kent will reach out to each Commission member individually to provide detailed information prior to the meeting (about a week prior to the meeting).

Kent also asked about how the Commission wants to prioritize the projects. The Commission agreed that the priority is providing fresh water to existing residents. The next priority is providing wastewater services for commercial customers. Kent verified that the plan will include options on how to pay for these services. Kent is working with local agencies, and this will also be part of the master plan.

A discussion occurred regarding a census for the Town of Brock. Jay confirmed we don't have a census (difficult to collect census data as Brock doesn't have a post office or zip code), but there are approximately 4,000 residents in the city limits as of two years ago. Alyssa will send Kent the number of registered voters in Brock as another data point.

In a discussion on how far the services would extend, the Commission agreed for Provenance to cover as much of the Town and ETJ as possible.

The vision of the plan will include Upper Trinity projections, to show why our needs are so great. The water master plan is expected to be an 18-month project, and the wastewater plan to be a 9-month project.

### **3.2 Master Fee Schedule**

**Commissioner Davis made a motion to table Item 3.2 until the January 15, 2024 meeting. Commissioner Scrimshire seconded. The motion passed 3-0.**

### **3.3 CivicPlus Annual Contract Renewal**

**Mayor Hamilton asked for Town Clerk Alyssa Vanesler to check with CivicPlus to see if our website is linked to our Google Shared Drive. Commissioner Scrimshire made a motion to approve Item 3.3. Commissioner Davis seconded. The motion passed 3-0.**

### **3.4 Social media policy/Resolution**

**Commissioner Davis made a motion to table Item 3.4 until the January 15, 2024 meeting. Commissioner Scrimshire seconded. The motion passed 3-0.**

### **3.5 Discuss/Review vendor proposal for Comprehensive Plan**

**Commissioner Scrimshire made a motion to table Item 3.5 until the January 15, 2024 meeting. Commissioner Davis seconded. The motion passed 3-0.**

### **3.6 Approve Meeting Minutes from October 16, 2023 & November 20, 2023 Commission Meetings.**

**Commissioner Davis made a motion to approve the October 16, 2023 Meeting Minutes. Commissioner Scrimshire seconded. The motion passed 2-0. Commissioner Scrimshire made a motion to approve the November 20, 2023 Meeting Minutes. Mayor Hamilton seconded. The motion passed 2-0.**

### **3.7 Speakers/microphone for Commission Meetings**

**Commissioner Davis wanted to look further into how the system will support hearing Whitt on the Zoom call, however, Commissioner Scrimshire made a motion to approve Item 3.7, and Commissioner Davis seconded. The motion passed 3-0.**

### **3.8 Approval of Invoices for Payment:**

- (a) Legal Services – WHF Invoice #225 (\$4,722.50)
- (b) Nextlink monthly phone service – 12/06/23 Invoice (\$42.39)
- (c) Texas Municipal League – 12/01/23 Invoice (\$396.50)
- (d) 2024 Brock Community Center - Commission meetings (\$540)
- (e) Town Hall Lease Payment (JAN-MARCH 2024 - \$2100)
- (f) 1099 Tax filing fees (approximately \$500)

**Commissioner Davis made a motion to approve Item 3.8, and Commissioner Scrimshire seconded. The motion passed 3-0.**

### **3.9 Review Town checking account deposits/disbursements**

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

## **4. REPORTS:**

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

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

*Limited reply by the Commission is allowed under The Texas Open Meetings Act as follows: (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response; or (2) A recitation of existing policy in response; (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting*

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

Discuss and consider action following executive session.

**7. ADJOURN**

Commissioner Davis made a motion to adjourn the meeting at 8:00 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, December 8, 2023, prior to 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock Texas 76087 and at Brock Town Hall, 2451 FM 1189, Brock, Texas 76087.

*Alyssa Vanesler*

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.*