

**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, February 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 Hamilton called the meeting to order at 6:31 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** Approve Meeting Minutes from February 5, 2024, and January 15, 2024, Commission meetings. **Commissioner Davis made a motion to approve item 3.1. Mayor Hamilton seconded. The motion passed 2-0.**

**3.2** Review Meeting Minutes from February through May 2023 **Mayor Hamilton made a motion to table item 3.2 until the next Commission meeting. Commissioner Hamilton seconded. The motion passed 2-0.**

**3.3** Approval of Invoices for Payment:

- (a) Legal Services – WHF Invoice #284 (\$5,643.75)
- (b) Nextlink monthly phone service – 2/06/24 Invoice (\$42.40)
- (c) Weatherford Democrat Publication Invoices-1/20/24 (\$82.80) & 2/15/24 (\$49.60)
- (d) Bureau Veritas –
  - 1. January 2024 Invoices: Residential Inspection (\$76.92) & Cert. Of Occupancy Inspection (\$76.92)
  - 2. September 2023 Invoice: Commercial Plan Review/Inspection (\$1,810.79)
  - 3. August 2023 Invoices: 2 Residential Inspections (\$76.92 each)
  - 4. 2021 Outstanding Invoices: Residential Permit (\$69.30) & Commercial Inspection (\$76.92)

**Commissioner Davis made a motion to approve item 3.3. Mayor Hamilton seconded. The motion passed 2-0.**

**3.4** Review Town checking account deposits/disbursements

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

**4.1** Discuss thin brick masonry for Brock Crossing Commercial Site  
**Commissioner Davis made a motion to conditionally approve thin brick masonry based on approval from Bureau Veritas. Mayor Hamilton seconded. The motion conditionally passed 2-0.**

**4.2** Sign Applications/Violation Letters

(a) Burleson Septic Cleaning Temporary Sign Application

(b) Status of Violation Letters

**The Commission stated that off-premises signs are not allowed, violating the sign ordinance. The Town Clerk will send denial letters to the applicants listed above.**

**4.3** ARPA Contract Period

**Commissioner Davis made a motion to apply for a one-year extension with the County. Mayor Hamilton seconded. The motion passed 2-0.**

**4.4** Collection of Brock Sales Tax

**The Town Clerk will contact the TX State Comptroller to get information on the process to notify businesses in Brock who are not paying sales tax.**

**4.5** Provenance Engineering

(a) Parker Co. Water Commission meeting information.

(b) TWDB Clean Water State Revolving Fund application

**Kent Riker discussed the Texas Water Development Fund, which is a result of the passing of Prop 6. To apply for these funds, an application is due Thursday. Kent confirmed that this is a no-obligation application at this point in the process. Commissioner Davis made a motion to move forward with the Town working with Kent to complete the application. Mayor Hamilton seconded. The motion passed 2-0.**

**4.6** Discuss fire certification of occupancy inspection requirements, including information from Travis Scrimshire, Fire Chief.

**The Commission agreed to Table item 4.6 as the Fire Chief was not in attendance at the meeting.**

#### **5. FUTURE MEETING DATE/ITEMS**

**Next meeting will be held on 3/18/24. Alyssa Vanesler discussed adding an agenda item to the next meeting to discuss changing the Town Clerk position classification. The Commissioners agreed to discuss at the next meeting.**

#### **6. REPORTS:**

**7. 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*

**8. 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.

**9. ADJOURN**

**Commissioner Davis made a motion to adjourn the meeting at 7:34 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, February 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*

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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.*