

**NOTICE OF MEETING**

**THE TOWN COMMISSION OF BROCK, TEXAS**

MAYOR JAY HAMILTON

COMMISSIONER BEN DAVIS

COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT

**MEETING DATE AND TIME:**

MONDAY, AUGUST 18, 2025

**MEETING LOCATION:**  
BROCK COMMUNITY CENTER  
2115 FM 1189   
BROCK, TX 76087

**REGULAR AGENDA**

BEGINS AT 6:30 P.M.

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

* **CALL TO ORDER AND ANNOUNCE QUORUM**

**Commissioner Debbie Scrimshire called the Commission Meeting to Order and announced a quorum at 6:30 P.M.**

* **INVOCATION AND PLEDGE**

**Commissioner Ben Davis led the community in the invocation and Pledges of Allegiance**

* **CONSENT AGENDA**: All items listed under the Consent Agenda are considered routine by the Town Commission 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 and Approve

(a) February 24, 2025, Meeting Minutes  **APPROVED**

(b) March 24, 2025, Meeting Minutes **APPROVED**

(c) July 21, 2025, Meeting Minutes **APPROVED**

**Commissioner Debbie Scrimshire made a motion to approve the following**

**Commission meeting minutes: February 24, 2025, March 24, 2025, and July 21, 2025,**

**seconded by Commissioner Nelson. Motion passed.**

**3.2** Review Monthly Financial Reports

**3.3** Review Town of Brock accounts payable

1. Learn to Live- monthly rent for Town of Brock office $700.00 (AUGUST RENT)

2. Nextlink $45.34

3. Wyatt Hamilton Findlay invoice #163 $6,612.75 (JULY)

4. Wyatt Hamilton Findlay- invoice #193 $5,094.00 (AUGUST)

5. CNHI Weatherford Democrat - $82.80

6. CNHI Weatherford Democrat $56.00

7. TJH Accounting- $75.00 (JULY PAYROLL PROCESSING)

8. TJH Accounting- $75.00 (AUGUST PAYROLL PROCESSING)

9. Verdunity- invoice #132-01-07 $1037.50

**It was noted by the Town Administrator that there were two invoices for Wyatt**  **Hamilton Findlay and TJH Accounting due to the town email being out of order. The**  **Town Administrator stated that all the above invoices were paid up to date.**

* **REGULAR AGENDA:** Discussion and Possible action of the following

**4.1**  Official acknowledgement of Mayor Jay Hamilton’s resignation

**Commissioner Ben Davis made the motion to acknowledge Jay Hamilton’s written resignation as Town of Brock Mayor, seconded by Commissioner Debbie Scrimshire. Motion passed.**

**4.2** Appointment of Interim Mayor

**Commissioner Debbie Scrimshire announced a vacancy for the mayoral position and made the motion to appoint Commissioner Ben Davis as interim Mayor, seconded by Commissioner Ben Davis. Motion passed.**

**Town Administrator administered the oath of office for Mayor Ben Davis.**

**4.3** Appointment of Interim Commissioner

**Mayor Ben Davis announced a vacancy for the Commissioner position and made the motion to appoint Cody Nelson as Town of Brock Commissioner, seconded by Commissioner Debbie Scrimshire. Motion passed.**  
**Town Administrator administered the oath of office for Commissioner Cody Nelson.**

**4.4** Review proposed budget for FY 2025-2026

**The Town Commission reviewed the proposed FY 2025-2026 budget**

**4.5 PUBLIC HEARING** for the proposed FY 2025-2026 budget

**Commissioner Debbie Scrimshire opened the public hearing at 6:34 P.M., seconded by Commissioner Cody Nelson, motion passed.**

**Brock citizen Jim Carroll asked the Commission to elaborate on the budget, when Mayor Davis explained the income and expenses showing proposed fiscal responsibility for the upcoming fiscal year.**

**Commissioner Debbie Scrimshire closed the public hearing at 6:37 P.M, seconded by Commissioner Cody Nelson. Motion passed.**

**4.6** ARPA/Brock Water/Wastewater study plan project update from Provenance

Engineering Kent Riker

**Mr. Riker updated the Town Commission on the Brock Water/Wastewater Plan Study stating that the study is 95% complete. He stated he will attend a Water District meeting in Mineral Wells regarding upcoming plans for potential water districts in the region. PE is finalizing a Water/Wastewater plan that will provide infrastructure for sustainable growth for the Brock Community.**

**4.7** Discuss and take action to approve a Conditional Use Permit for Saddlerock Safaris

**The Commission reviewed the CUP application and tabled it until the next meeting.**

**4.8** Review and take action to approve permit requests

1. The Spot- sign permit application

**Commissioner Debbie Scrimshire made the motion to approve the sign permit for The Spot, seconded by Commissioner Cody Nelson. Motion passed.**

2. Saddlerock Safaris- alcohol permit application

**Commissioner Debbie Scrimshire made the motion to approve the alcohol permit for Saddlerock Safaris, seconded by Commissioner Cody Nelson. Motion passed.**

3. Stokes Construction Company- sign permit application

**Parker Stokes and Perry Brock approached the Town Commission regarding the off-premises sign placed on Mr. Brock’s property on FM 1189. Mr. Stokes requested to understand the Ordinance and why he was required to get a sign permit. Mayor Davis stated that per Ordinance No. 2020-003, off premises signs are only allowed on the I-20 access road (Quannah Hill Road) and not on FM 1189 within town limits or ETJ. The Commission agreed that Parker Stokes/Stokes Construction Company could keep the sign temporarily for 180 days. Commissioner Cody Nelson made the motion to approve the temporary sign permit, seconded by Commissioner Debbie Scrimshire. Motion passed.**

4. Yesterday’s Sandwich Shop- mobile food vendor application

**Commissioner Cody Nelson made the motion to approve Yesterday’s Sandwich Shop Mobile Food Vendor permit application, seconded by Commissioner Debbie Scrimshire. Motion passed**.

**4.9** Discuss and take action to approve an Ordinance establishing a Building and Fire Code Appeals Board

**Commissioner Debbie Scrimshire made the motion to approve the Ordinance establishing a Building and Fire Code Appeals Board, seconded by Commissioner Cody Nelson. Motion passed**.

**4.10** Review and discuss pothole repairs on Country Place Road

**Commissioner Debbie Scrimshire made the motion to appoint the Town Administrator to request an estimate from Parker County PCT 3 for pothole repairs on Country Place Road, seconded by Commissioner Cody Nelson. Motion Passed.**

**4.11** Future meeting items and date

**The next Town of Brock Commission meeting was scheduled for Monday, Sept. 22, 2025.**

**REPORTS:**

* **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 inquiries 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.

* **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.

**Mayor Ben Davis announced that the Commission was going into Executive Session, and he opened the Executive Session at 7:09 P.M.**

-Discuss Town Hall lease

-Discuss future real estate needs for the Town of Brock

**The Executive Session ended at 7:27 P.M. and reconvened in open session at 7:28 P.M. with Mayor Ben Davis reporting no votes or actions were taken in the Executive Session.**

**8. ADJOURN**

**Commissioner Debbie Scrimshire made the motion to adjourn the Town of Brock Commission meeting at 7:30 P.M., seconded by Commissioner Cody Nelson. Motion passed.**

**CERTIFICATION**

I hereby certify that the above notice of the meeting was posted on or before Friday, August 15, 2025, 2025, prior to 6:30 P.M. at the Brock Community Center, 2115 FM 1189 Brock, Texas 76087 and at the Brock Town Hall 2451 FM 1189, Brock Texas 76087.

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Melanie Matheus

Town Administrator

Accessibility Statement

In compliance with the American Disabilities Act, reasonable accommodations for persons attending meeting will be provided. To better serve you, requests should be received 24 hours prior to the meeting. Please contact the Town Attorney at [Sarahwalsh@whflegal.com](mailto:Sarahwalsh@whflegal.com)