

**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

2. INVOCATION AND PLEDGE

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

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

3.2 Master Fee Schedule

3.3 CivicPlus Annual Contract Renewal

3.4 Social media policy/Resolution

3.5 Discuss/Review vendor proposal for Comprehensive Plan

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

3.7 Speakers/microphone for Commission Meetings

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)

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

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
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
December 11, 2023

Agenda Item 3.1

Title

Water supply & Wastewater Project Execution Plans.

Item Summary

Kent Riker, with Provenance Engineering, will discuss with the Town Commission water and wastewater project execution plans. In addition, Mr. Riker will discuss some key drivers for decision making for both master plans.

Attachments

1. Brock Water Master Plan
2. Brock Wastewater Master Plan

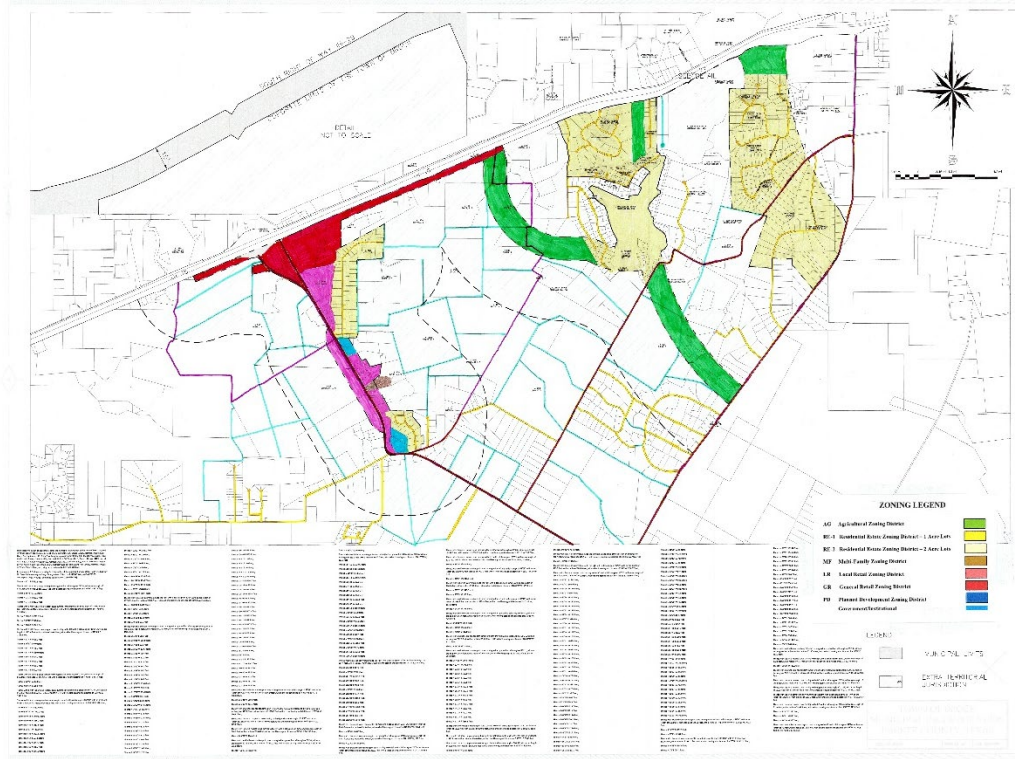


Project Execution Plan

Project Title:	Brock Water Master Plan	
Project Number:	007.23.01	
Client:	Town of Brock	
Completed By:	D. Timmermann	11/29/23

Project Information

Project Location: The Town limits and the extent of this project are shown on the attached map.



Major Milestones and duration Listed in the Contract:

- | | |
|--|------------------|
| • Task 1.2 Data Gathering and Review | 1 month |
| • Task 1.3 Demand Projections | 1 month |
| • Task 1.4 Water Supply Planning | 8 months |
| • Task 1.5 Capital Improvements Planning | 5 months |
| • Task 1.6 Rate Study Analysis | 3 months |
| • <u>Task 1.7 Regulatory and Stakeholder Coordination*</u> | <u>18 months</u> |
| Total 18 months | |

*Task 1.1 Project Management will be ongoing over the course of entire Contract.
Study must be completed prior to September 2026 to fully utilize ARPA funds.

Anticipated Future Amendments:

- None at this time

This project is authorized under:

- Task Order No. 1 Agreement with the Client, dated September 18, 2023
- Notice to Proceed, Town Commission Kick-Off Meeting October 16, 2023



Project Critical Success Factors

The OWNER desires the development of a water supply master plan to understand present conditions of water supply sources and demand, identify future water demands, evaluate potential water supply sources, and develop a prioritized list of infrastructure needs for a 30-year planning period with associated cost estimates and possible funding sources.

- **Internal**
 - Proper and timely QC reviews
 - Tracking of project status and budgets.
 - Define roles and responsibilities
 - No changes as the project progresses through each major task
 - Coordinate frequently with Town to assure timely decisions can be made
- **Town of Brock**
 - Coordination with City early regarding their action items for permitting, if any.
 - Good and regular communication
 - Create a good plan for implementing their water supply strategy
- **ARPA**
 - Meet funding schedule requirements
 - Follow administrative requirements
- **TCEQ**
 - Coordination with TCEQ early in project for permitting and major amendment.

Project Team Members

The Provenance project team is listed below.

Name	Role
Kent Riker	Principal in Charge and Project Manager
Felicia Sanford	Treatment Evaluation
Thomas Moody	Graphics and Figures
David Timmermann	Overall QC Review

The following is a list of the subcontractors and their role for this project.

Company	Role	Contact	Phone/Email
Raftelis	Rate Study		

The following is a list of key client members and their role for this project.

Client	Role	Email
Jay Hamilton	Mayor	mayor@brocktx.net
Ben Davis	Commissioner	Benkdavis1@hotmail.com
Debbie Scrimshire	Commissioner	debbiescrimshire@gmail.com
Whitt Wyatt	Town Attorney	whitt@whflegal.com
Alyssa Vanesler	Town Clerk	townclerk@brocktx.net

Communication protocol:

- Internal communication:
 - Weekly Teams meeting
 - Copy Kent and David on all emails
- Sub communication:
 - Copy Kent and David on all sub communication



- During Rate Study Analyses, a regular coordination meeting will be scheduled
- Client communication:
 - Coordinate communication through Alyssa
 - Submittals should be sent to all commission members.

Early Data Needs and Decisions

- Good mapping
- Development corridors and types of growth
- Growth projections
- Meet with TCEQ on acceptable per capita flows
- Meet with TCEQ on acceptable WWTP discharge permit limits
- Plan for how to incorporate existing properties into system

Scope of Work The OWNER desires the development of a water supply master plan to understand present conditions of water supply sources and demand, identify future water demands, evaluate potential water supply sources, and develop a prioritized list of infrastructure needs for a 30-year planning period with associated cost estimates and possible funding sources.

Description of the Project This will be the first Water Master Plan performed for the Town of Brock. Currently, the residents and businesses within the Town limits are served either through individual property wells, subdivision community wells, or through water purchased from Parker County SUD. The Town of Brock and Parker County in general is currently experiencing and is expected to continue to experience rapid population growth over the 30 year planning period of this Study. This Study assumes the Town limits will remain as they currently exist.

- Provenance Engineering\Projects - Documents\Active Projects\007.23.01 Brock Water Master Plan\3. Design\3.7 Reference Material\3.7.3 Previous Studies

Project Work Plan

Development of the Brock Water Supply Master Plan will be broken down into five distinct phases. Each prior phase of work will be completed, documented as a chapter within the overall report, and reviewed and approved by the Owner before proceeding with the next phase.

Chapter 1 – Existing Conditions. The ENGINEER will collect and review data provided by the Owner and other stakeholder agencies as required to document the state of existing water supply and demand conditions. It is anticipated that limited water supply and demand data currently exists for the Town of Brock so the Engineer, in conjunction with the Owner, will need to make assumptions to develop this data. Prepare Existing Conditions chapter to document findings from the site visits and document review.

Chapter 2 – Demand Projections. The Engineer, in conjunction with the Owner, will prepare demand projections in 10-year increments (2035, 2045, 2055) over the 30-year planning window. Using existing land use, representative per capita demand rates, and regulatory planning requirements, the Engineer will develop existing water demand factors and calculate projected future water demands. Using future/buildout land use scenarios, the Engineer will project future water demands, both annual and monthly, out to year 2055. Prepare Water Demand Analysis chapter to document findings from the existing and future demand analyses.



Chapter 3 – Water Supply Planning. The Engineer will evaluate up to four potential wholesale water supply providers, and the use of groundwater supply wells to meet the existing and future demand conditions. Potential wholesale water supply providers anticipated to be evaluated at this time include City of Fort Worth, City of Weatherford, Parker County SUD, and Walnut Creek SUD. Phasing options and multiple supplier alternatives will also be evaluated, as required.
Prepare Water Supply Planning chapter to document findings from the water supply analysis.

Chapter 4 – Capital Improvements Plan. The Engineer will develop a capital improvement program in 10-year increments over the 30-year planning window for implementing the identified improvements. Project costs shall consider constructability issues presented by each proposed project. The Engineer will identify and prioritize the infrastructure improvements projects necessary to meet existing and future water demands over the 30-year planning period. The implementation schedule shall utilize a phased approach based on projected growth and water demands.
The Engineer will prepare a planning level opinion of probable cost for each identified infrastructure improvements project in present-day dollars.
Prepare Capital Improvements Planning chapter to document findings and for use in developing the rate study analyses.

Chapter 5 – Rate Study Analyses. The Engineer will develop a planning level rate and fee structure program for Owner to cover estimated utility operating costs and capital costs over the 10-year capital improvements planning period. The rate study analysis will include adequate reserves for emergencies, operations, and capital costs.
Prepare Rate Study Analysis chapter to document findings.

Regulatory and Stakeholder Coordination. Throughout the above phases of the Study the Engineer will coordinate with TCEQ and other regulatory agencies to identify and coordinate regulatory requirements such as Inter-basin Water Transfers and CCN issues. The Engineer will coordinate with City of Fort Worth, City of Weatherford, Parker County SUD, and Walnut Creek SUD and other stakeholder agencies such as the City of Weatherford, Walnut Creek SUD, and other potential water suppliers to identify water supply options and evaluate their ability to assist the Town of Brock to meet existing and future water demands.

Deliverable	Internal Drop Tools Date	QC Reviewer / Dates for Review	Client Deliverable Date
Chapter 1 – Existing Conditions			
Chapter 2 – Demand Projections			
Chapter 3 – Water Supply Planning			
Chapter 4 – Capital Improvements Plan			
Chapter 5 – Rate Study Analysis			

Schedule See attached gantt chart schedule that shows each major deliverable and key interfaces.
Timesheet Reporting The following timesheet project and phase numbers shall be utilized.

007.23.01A Project Management
007.23.01B Data Gathering and Review
007.23.01C Demand Projections



007.23.01D Water Supply Planning
007.23.01E Capital Improvements Plan
007.23.01F Rate Study Analysis
007.23.01G Regulatory and Stakeholder Coordination

Quality Management

See the deliverable table above and discipline QC Reviewer table below. (Insert any other QC Reviews needed, i.e., calculations, etc.). The PM is responsible for quality management coordination.

Signing and Sealing of Documents

The reports and drawings will be signed and sealed by a registered PE in the state of Texas. The following persons have been identified to provide quality control review of the document and sign and seal the documents.

Discipline	QC Reviewer	Sign and Seal
Overall Report	David Timmermann	Kent Riker

Standards and Codes Not Applicable

Change Management The PM shall identify and log changes to the planned execution of the project. On a schedule agreeable to the President and Manager of Quality Control, but no less than quarterly, this log shall be reviewed to assess the need for an amendment.

- Strive for no changes as one task is completed and the project progresses to the next task
- A decision log template has been created and is available for use.

Project Execution Plan Status Reviews The PEP shall be reviewed on a schedule agreeable to the President and Manager of Quality Control, but no less than quarterly.



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"EXHIBIT A"



**Town of Brock
Water Master Plan
Project Schedule**

[illegible]

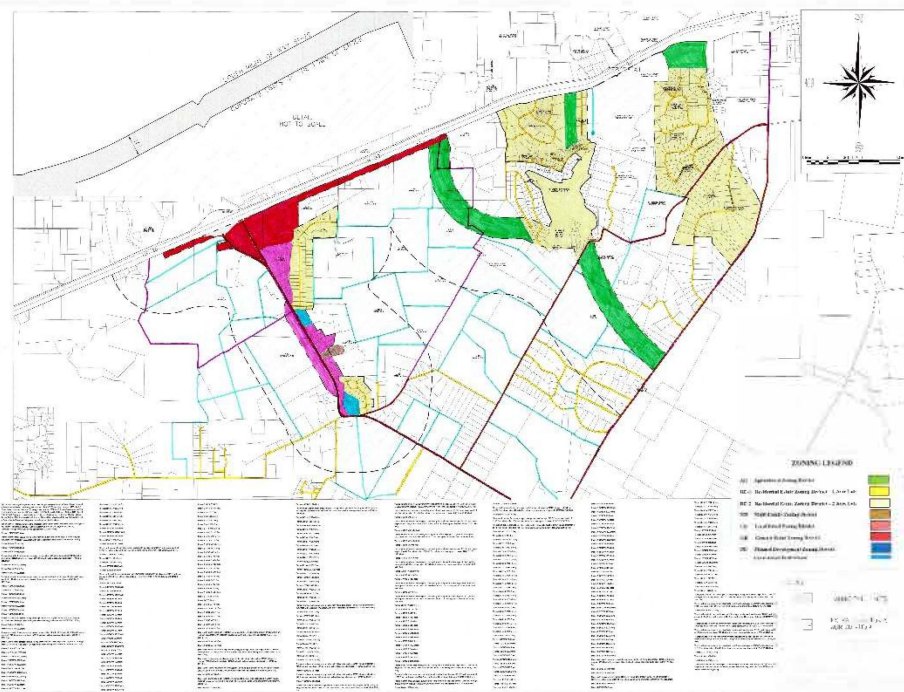


Project Execution Plan

Project Title:	Brock Wastewater Master Plan	
Project Number:	007.23.01	
Client:	Town of Brock	
Completed By:	D. Timmermann	11/29/23

Project Information

Project Location: The Town limits and the extent of this project are shown on the attached map.



Major Milestones and duration Listed in the Contract:

- | | |
|--|-----------------|
| • Task 1.2 Data Gathering and Review | 1 month |
| • Task 1.3 Demand Projections | 1 month |
| • Task 1.4 Wastewater Infrastructure Analysis | 1 month |
| • Task 1.5 Wastewater Treatment and Disposal Analysis | 1 month |
| • Task 1.5 Capital Improvements Planning | 2 months |
| • Task 1.6 Rate Study Analysis | 3 months |
| • <u>Task 1.7 Regulatory and Stakeholder Coordination*</u> | <u>9 months</u> |
| Total 9 months | |

*Task 1.1 Project Management will be ongoing over the course of entire Contract.
Study must be completed prior to September 2026 to fully utilize ARPA funds.

Anticipated Future Amendments:

- None at this time

This project is authorized under:

- Task Order No. 1 Agreement with the Client, dated September 18, 2023
- Notice to Proceed, Town Commission Kick-Off Meeting October 16, 2023



Project Critical Success Factors

The OWNER desires the development of a wastewater master plan to understand present conditions of wastewater treatment within the Owner's service area, identify future wastewater needs, evaluate potential wastewater treatment options, and develop a prioritized list of infrastructure needs for a 30-year planning period with associated cost estimates and possible funding sources.

- **Internal**
 - Proper and timely QC reviews
 - Tracking of project status and budgets.
 - Define roles and responsibilities
 - No changes as the project progresses through each major task
 - Coordinate frequently with Town to assure timely decisions can be made
- **Town of Brock**
 - Coordination with City early regarding their action items for permitting, if any.
 - Good and regular communication
 - Create a good plan for implementing their wastewater collection & treatment strategy
- **ARPA**
 - Meet funding schedule requirements
 - Follow administrative requirements
- **TCEQ**
 - Coordination with TCEQ early in project for permitting and major amendment.

Project Team Members

The Provenance project team is listed below.

Name	Role
Kent Riker	Principal in Charge & Project Manager
Felicia Sanford	Treatment Evaluation
Thomas Moody	Graphics and Figures
David Timmermann	Overall QC Review

The following is a list of the subcontractors and their role for this project.

Company	Role	Contact	Phone/Email
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Client	Role	Email
Jay Hamilton	Mayor	mayor@brocktx.net
Ben Davis	Commissioner	Benkdavis1@hotmail.com
Debbie Scrimshire	Commissioner	debbiescrimshire@gmail.com
Whitt Wyatt	Town Attorney	whitt@whflegal.com
Alyssa Vanesler	Town Clerk	townclerk@brocktx.net

Communication protocol:

- Internal communication:
 - Weekly Teams meeting
 - Copy Kent and David on all emails
- Sub communication:
 - Copy Kent and David on all sub communication



- During report development, a regular coordination meeting with subs may be scheduled
- Client communication:
 - Coordinate communication through Alyssa
 - Submittals should be sent to all commission members.

Scope of Work The Owner desires the development of a wastewater master plan to understand present conditions of wastewater treatment within the Owner's service area, identify future wastewater needs, evaluate potential wastewater treatment options, and develop a prioritized list of infrastructure needs for a 30-year planning period with associated cost estimates and possible funding sources.

Description of the Project This will be the first Wastewater Master Plan performed for the Town of Brock. Currently, the residents and businesses within the Town limits are served either through individual septic systems or small packaged treatment units. The Town of Brock and Parker County in general is currently experiencing and is expected to continue to experience rapid population growth over the 30 year planning period of this Study. This Study assumes the Town limits will remain as they currently exist.

- Provenance Engineering\Projects - Documents\Active Projects\007.23.01 Brock Wastewater Master Plan\3. Design\3.7 Reference Material\3.7.3 Previous Studies

Project Work Plan (Develop a detailed work plan that concretely lays out the deliverables, schedule, financial management of the work.)

Deliverables List

Development of the Brock Wastewater Master Plan will be broken down into seven distinct phases. Each prior phase of work will be completed, documented as a chapter within the overall report, and reviewed and approved by the Owner before proceeding with the next phase.

Chapter 1 – Existing Conditions. The ENGINEER will collect and review data provided by the Owner and other stakeholder agencies as required to document the state of existing wastewater infrastructure and demand conditions. It is anticipated that limited demand data currently exists for the Town of Brock so the Engineer, in conjunction with the Owner, will need to make assumptions to develop this data. Prepare Existing Conditions chapter to document findings from the site visits and document review.

Chapter 2 – Wastewater Flow Projections. Wastewater Flow Projections will be performed to evaluate the OWNER's service area for existing and future wastewater flows to identify collection and treatment needs. The Engineer will utilize the findings of the Owner's Water Supply Master Plan as well as published wastewater demands based on land use to calculate present and future wastewater flow projections for both average daily and peak conditions. The Engineer, in conjunction with the Owner, will prepare wastewater flow projections in 10-year increments (2035, 2045, 2055) over the 30-year planning window. Prepare Wastewater Flow Projections chapter to document findings from the existing and future demand analyses.

Chapter 3 – Wastewater Infrastructure Analysis. The Engineer will evaluate the Owner's service area and divide into individual sewer subbasins based on topographic information. Under this task the Engineer will identify potential locations of wastewater infrastructure, including treatment facilities, lift stations, and associated piping to meet the existing and future wastewater flow conditions. The Engineer will evaluate and identify potential wastewater infrastructure phasing options over the



planning period. Prepare Wastewater Infrastructure Analysis chapter to document findings from the planning level analysis.

Chapter 4 – Wastewater Treatment and Disposal Analysis. The Engineer will identify and evaluate up to three (3) potential treatment technologies based on anticipated influent and effluent water quality. The Engineer will also evaluate disposal options based on the selected location(s) of the wastewater treatment facility(ies). The Engineer will evaluate and identify potential wastewater treatment phasing options over the planning period. Prepare Wastewater Treatment and Disposal Analysis chapter to document findings from the evaluation.

Chapter 5 – Capital Improvements Plan. The Engineer will develop a 10-year capital improvement program for implementing the identified improvements. Project costs shall consider constructability issues presented by each proposed project. The Engineer will identify and prioritize the infrastructure improvements projects necessary to meet existing and future wastewater demands over the 30-year planning period. The implementation schedule will utilize a phased approach based on projected growth and wastewater flow projections. The Engineer will prepare a planning level opinion of probable cost for each identified infrastructure improvements project in present-day dollars. Prepare Capital Improvements Planning chapter to document findings and for use in developing the rate study analyses.

Chapter 6– Rate Study Analyses. The Engineer will develop a planning level rate and fee structure program for Owner to cover estimated utility operating costs and capital costs over the 10-year capital improvements planning period. The rate study analysis will include adequate reserves for emergencies, operations, and capital costs. Prepare Rate Study Analysis chapter to document findings.

Regulatory and Stakeholder Coordination. Throughout the above phases of the Study the Engineer will coordinate with TCEQ and other regulatory agencies to identify and coordinate regulatory requirements.

Deliverable	Internal Drop Tools Date	QC Reviewer / Dates for Review	Client Deliverable Date
Chapter 1 – Existing Conditions			
Chapter 2 – Wastewater Flow Projections			
Chapter 3 – Wastewater Infrastructure Analysis			
Chapter 4 – Wastewater Treatment and Disposal Analysis			
Chapter 5 – Capital Improvements Plan			
Chapter 6 – Rate Study Analysis			

Schedule (A gantt chart schedule shall be developed to define the timeline of; each major phase of the project; each major deliverable; and key interfaces.)

See table above for project schedule.

Financial Execution Budget (The spreadsheet used in the development of the negotiated fee shall be used to create a planned execution budget. The spreadsheet shall be organized to allow team members at all levels of the organization to understand the budget allocated to achieve each major milestone and to track project performance through time. The spreadsheet should also be of



sufficient detail for each team member to have an understanding of their available budget for each task/milestone. The discipline lead will be asked to status their portion of the work on a periodic basis to assist the PM in development of an ETC.)

See Attachment B for WBS and allotted time per team member.

Timesheet Reporting The following timesheet project and phase numbers shall be utilized.

- 007.23.02A Project Management
- 007.23.02B Data Gathering and Review
- 007.23.02C Demand Projections
- 007.23.02D Water Supply Planning
- 007.23.02E Capital Improvements Plan
- 007.23.02F Rate Study Analysis
- 007.23.02G Regulatory and Stakeholder Coordination

Quality Management (In coordination with the Manager of Quality Control, a listing and schedule of quality control reviews shall be developed).

See the deliverable table above and discipline QC Reviewer table below. (Insert any other QC Reviews needed, i.e., calculations, etc.). The PM is responsible for quality management coordination.

Signing and Sealing of Documents

The reports and drawings will be signed and sealed by a registered PE in the state of Texas. The following persons have been identified to provide quality control review of the document and sign and seal the documents.

Discipline	QC Reviewer	Sign and Seal
Overall Report	David Timmermann	Kent Riker

Standards and Codes Not Applicable

Change Management (The PM shall identify and log changes to the planned execution of the project. On a schedule agreeable to the President and Manager of Quality Control, but no less than quarterly, this log shall be reviewed to assess the need for an amendment.)

- Strive for no changes as one task is completed and the project progresses to the next task
- A decision log template has been created and is available for use.

Project Execution Plan Status Reviews (The PEP shall be reviewed on a schedule agreeable to the President and Manager of Quality Control, but no less than quarterly.)



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"EXHIBIT A"



**Town of Brock
Wastewater Master Plan
Project Schedule**

[illegible]

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
December 11, 2023**

Agenda Item 3.2

Title

Discuss and Consider an Ordinance Adopting a Master Fee Schedule

Item Summary

The Town's records indicate that the Town previously adopted a master schedule of all Town fees in 2019. The previously adopted fee schedule is now out of date and needs to be updated to reflect the current charges that are incurred by the Town for both development services through Bureau Veritas as well as various other administrative fees charged by the Town.

The main updates are summarized as follows:

1. Updated development services fee schedules provided by Bureau Veritas;
2. Updated local alcoholic beverage permit fees necessary to comply with current Texas Alcoholic Beverage Commission (TABC) rules; and
3. New permit fee for mobile food vendors (subject to approval of mobile food vendor ordinance)

Attachments

1. Ordinance Adopting an Amended and Restated Master Fee Schedule
 - a. Exhibit A – Master Fee Schedule

ORDINANCE NO. O-2023-009

AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, AMENDING THE TOWN'S MASTER FEE SCHEDULE; PROVIDING AN UPDATED DEVELOPMENT FEE SCHEDULE; PROVIDING AN UPDATED ALCOHOLIC BEVEREDGE FEE SCHEDULE; PROVIDING NEW FEES FOR MOBILE FOOD VENDORS AND OTHER ADMINISTRATIVE EXPENSES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Brock, Texas ("Town") previously adopted a master fee schedule in 2019 providing a comprehensive schedule of Town fees for development services and other administrative expenses (the "Master Fee Schedule"); and

WHEREAS, the Town Commission finds it necessary to update the Master Fee Schedule to provide for updated development fees in conformance with the Town's current development services contract with Bureau Veritas; and

WHEREAS, the Town Commission further finds it necessary to update the Master Fee Schedule to incorporate and update the current local alcoholic beverage permit fees authorized by the Texas Alcoholic Beverage Commission ("TABC"); and

WHEREAS, following adoption of the Master Fee Schedule in 2019, the Town Commission has established other user and administrative fees, including local permit fees for mobile food vendors operating within the Town; and

WHEREAS, the Town Commission desires to amend and restate the Master Fee Schedule to incorporate the foregoing updates and provide a comprehensive list of current Town fees.

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

SECTION 1. The Town's Master Fee Schedule is hereby amended and restated with the fee schedule attached as **Exhibit A** to this ordinance. The Town Clerk shall publish and maintain a copy of the adopted Master Fee Schedule on the Town's website and in the Town's files.

SECTION 2. The Town Commission is authorized to make future amendments to the Master Fee Schedule by resolution of the Town Commission, except where an ordinance is required by law.

SECTION 3. 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 4. This ordinance shall become effective from and after its passage and approval and after publication as may be required by law.

PASSED AND APPROVED by the Town Commission of the Town of Brock, Texas, on December 11, 2023.

TOWN OF BROCK, TEXAS

Jay Hamilton, Mayor

ATTEST:

APPROVED AS TO FORM:

Alyssa Vanesler, Town Secretary

Whitt Wyatt, Town Attorney

MASTER FEE SCHEDULE

Revised by Ordinance 23-009, December 11, 2023

GENERAL ADMINISTRATIVE FEES

Sign Permit Fees*

Attached/Wall Sign	\$100
Monument Sign	\$150
Pole Sign	\$500
Offsite Sign	\$3,000 (Requires site plan review)
Electronic Message Center	\$1,000
Temporary Sign	\$75
Weekend Builders Advertising (annual)	\$75

**All sign permits require an additional plan review fee equal to 65% of the amount of the sign permit. A building permit may be required for all new and certain existing permanent signs. An SUP is required for pole and offsite signs.*

Special Event Permit Fees

Special Event Permit	\$100
Special Event Permit (Local Non-Profit)	\$50
Special Event Mobile Food Vendor Permit	\$50

QUESTION: Does the Commission want to create a single event permit/fee?

Miscellaneous Permit Fees

Accessory Building	\$100
Demolition Permit	\$150
Fence Permit	\$70
Residential Rental Property Certificate*	\$150

**Required for change in occupancy*

DEVELOPMENT AND CONSTRUCTION SERVICES

Application & Administrative Fees

Preliminary Plat	\$300 + \$15 per lot
Final Plat	\$300 + \$25 per lot
Easement Modification/Vacation	\$100
Variance/Special Exception	\$150 + \$50 per additional variance/exception
Rezoning Application	\$250 + \$10 per lot
Annexation Application	\$150
Planned Unit Development Application	\$500
Special Use Permit	\$250
Site Plan	\$150
Miscellaneous/Other Building Permit	\$100
Master Contractor Registration (annual)	\$120
Certificate of Occupancy*	\$150
Publication Fee**	\$50 per publication (per day)
County Clerk Filing Fee**	\$26 for first page + \$4 for each additional page

** Required for all new buildings (green tag) or change in commercial occupancy*

***Applicable to ordinances that require publication*

Building Permit & Inspection Fees

See following tables:

Fee Table 1**Commercial and Multi-Family Construction Plan Review**

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$50. ⁰⁰
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$70.69 for the first \$10,000. ⁰⁰ plus \$5.46 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$152.59 for the first \$25,000. ⁰⁰ plus \$3.94 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$251.09 for the first \$50,000. ⁰⁰ plus \$2.73 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$387.59 for the first \$100,000. ⁰⁰ plus \$2.19 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,263.59 for the first \$500,000. ⁰⁰ plus \$1.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$2,188.59 for the first \$1,000,000. ⁰⁰ plus \$1.23 for each additional \$1000. ⁰⁰

Fee Table 2**Commercial and Multi-Family Construction Inspection**

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$76. ⁹²
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$108.75 for the first \$10,000. ⁰⁰ plus \$8.40 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$234.75 for the first \$25,000. ⁰⁰ plus \$6.06 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$386.25 for the first \$50,000. ⁰⁰ plus \$4.20 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$596.25 for the first \$100,000. ⁰⁰ plus \$3.36 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,940.25 for the first \$500,000. ⁰⁰ plus \$2.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$3,365.25 for the first \$1,000,000. ⁰⁰ plus \$1.89 for each additional \$1000. ⁰⁰

Fee Table 3**Construction or Improvement of a Residential Dwelling**

New Residential Construction	
Plan Review and Inspection Fee	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$785.00
1,501 - 10,000 S.F.	\$785.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. to and including 10,000
Over 10,000 S.F.	\$3,760.00 for the first 10,000 S.F. plus \$0.15 for each additional S.F. over 10,000 S.F.

Plan Review Only	
Plan Review Fee Only Per Dwelling Unit, a new plan for previously reviewed plan or Master Plan	\$200.00 per Plan or per Address
Plan review fee when a permit has been issued for the dwelling and the construction plans are altered such that an additional plan review is required	\$150.00 per Plan or per Address
Alterations / Additions / Improvements for Residential Construction	
Trade Permits	Fee
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar	\$100.00 per trade
Other project types not listed above	\$160.00 per trade
Miscellaneous residential projects such as, but not limited to, Accessory Structures, Fences, Pools, etc.	See <u>Fee Table 2</u>

**All fees billed upon issuance of the permit by the Town*

Back Up Inspections

Backup inspections will be performed during times of inspector absence due to illness, vacation or training at the listed rates. All other project activity will utilize the tables above.

Single Family Residential	\$76.92 per address/building
Commercial and Other Residential	\$125.00 per address/building/unit

Onsite Sewage Facility

New OSFF Permit

Included application, permit, inspection, and notice of approval

Conventional (non-aerobic)	\$400
Professional (aerobic)	\$600
OSFF Re-Inspection Fee (Each Inspection after the 2 nd Inspection)	\$150

Public Infrastructure Inspection Fees (Individual Services Not Included Elsewhere)

Curb Cut/Drive Way Approach	\$150
Drainage & Storm Drain Inspection	\$150
Public Infrastructure (paving, sidewalks, ADA ramps)	\$300
Public Infrastructure Repair (Replacement to damage public infrastructure caused by contractor or individual)	\$500 + Cost of Replacement* <i>*May include water loss</i>
Street Construction (Sawcut, boring, replacement)	\$300
Street Light	\$150

Public Works Services

Public Works Plan Review Only	1.0% of the cost of construction
Public Works Inspection Only	2.5% of the cost of construction
Public Works Plan Review & Inspection	3.0% of the cost of construction
Temporary Back Up Inspection	\$150/hour, minimum 4 hours.

HEALTH AND ENVIRONMENTAL SERVICES**Health Permit Fees**

Food Establishment Health Permit (annual)	\$240
Mobile Food Vendor Permit (annual)	\$150 + Health Permit
Food Handling Permit	\$150; + \$5 each additional person
Food Handling Permit – Individual	\$5 each additional agent

Health Inspections

Food Establishment Inspection	\$150
Mobile Food Vendor Inspection	\$150
Seasonal Vendor Inspection	\$150
Swimming Pool Annual Inspection	\$150
Complaint Investigation	\$150 per complaint
Re-Inspections	\$150/hr (1 hr minimum)

FIRE SERVICES**Single Family Residential Fire Services**

Fire Code Plan Review Services	\$175.00
Fire Code Inspection Services	\$400.00

**Fire Code Plan Review Services - Commercial and Multi-Family construction
(Fire Alarm System & Fire Sprinkler System)**

Valuation	Fee, Each System
Less than \$6,250	\$200.00
\$6,250 to \$250,000	\$300.00
\$251,000 to \$500,000	\$425.00
\$501,000 to \$1,000,000	\$550.00
\$1,001,000 to \$3,000,000	\$800.00
\$3,001,000 to \$6,000,000	\$1,200.00
\$6,000,000 and up	\$1,200.00 plus \$0.38 for each additional \$1,000.00

**Fire Code Inspection Services - Commercial and Multi-Family construction
(Fire Alarm System & Fire Sprinkler System)**

Valuation*	Fee, Each System
Less than \$6,250	\$300.00
\$6,250 to \$250,000	\$425.00
\$251,000 to \$500,000	\$525.00
\$501,000 to \$1,000,000	\$675.00
\$1,001,000 to \$3,000,000	\$950.00
\$3,001,000 to \$6,000,000	\$1,425.00
\$6,000,000 and up	\$1,425.00 plus \$0.38 for each additional \$1,000.00

**Valuation is based on construction valuation for project. The construction valuation is determined by the greater of the declared valuation of the project or the valuation calculated using the International Code Council Building Valuation Data table, first update of each calendar year.*

Fire Underground

Fire Code Plan Review	\$200.00
Fire Code Plan Inspection	\$250.00

Fire Extinguisher Suppression System

Per permit, one Inspection	\$450.00
Each re-inspection	\$100.00

Fire Certificate of Occupancy Inspections

Fire Certificate of Occupancy inspections	\$150.00
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Annual Fire Safety Inspections

Day Care, Foster Home, Commercial Business (each inspection and re-inspection per location)	\$100.00
Nursing Home / Assisted Living / School (each inspection and re-inspection per location)	\$250.00
Fire Code Plan Review	\$350.00
Fire Code Inspection	\$450.00

Site Plan

Fire Code Plan Review	\$250.00
Fire Code Plan Inspection	\$250.00

ALCOHOLIC BEVERAGE PERMITS

Local Permit Fees

TABC Code	Title	Fee*
AW	Agent's Manufacturing Warehouse Permit	\$750
BB	General Distributor's License	\$300
BC	Branch Distributor's License	\$75
BD	Local Distributor's License	\$37.50
BE	Retailers On-Premise Permit	\$150
BF	Retailers Off-Premise Permit	\$60
BG	Wine and Beer Retailer's Permit	\$175
BN	Nonresident Brewer's License	\$0
BP	Brewpub License	\$250
BQ	Wine and Beer Retailer's Off Premise Permit	\$30
BS	Nonresident Manufacturer's License	\$0
BW	Brewer's Permit	\$1500
C	Carrier's Permit	\$0
CD	Consumer Delivery Permit	\$5,000
D	Distiller's & Rectifier's Permit	\$750
DS	Direct Shipper's Permit	\$0
ET	Local Cartage Transfer Permit	\$0
FC	Forwarding Center Authority	\$0
G	Winery Permit	\$75
J/JD	Bonded Warehouse Permit	\$75
LI	Local Industrial Alcohol Manufacturer's Permit	\$50
LP	Local Distributor's Permit	\$50
LX	Local Class Wholesaler's Permit	\$37/50
MB	MB-Mixed Beverage Permit	Year 1-3 - \$0.00 Year 4 - \$1,125 Years 5 & 6 - \$1,500 Every 2-year renewal period thereafter - \$750
MR	Market Research Packager's Permit	\$50
MW	Manufacturer's Warehouse License	\$150
N/NB/NE	Private Club Permits	\$0
NT	Nonprofit Entity Temporary Event Permit	\$0
P	Package Store Permit	\$500
PR	Promotional Permit	\$300
Q	Wine Only Package Store	\$75
S	Non-Resident Seller's Permit	\$150
SD	Brewer's Self-Distribution License	\$600
TR	Passenger Transportation Permit	\$0
W	Wholesaler's Permit	\$1,875
WP	Water Park Permit	\$0
X	General Class B Wholesaler's Permit	\$300

**All fees are annual fees unless otherwise specified*

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
December 11, 2023**

Agenda Item 3.3

Title

Discuss CivicPlus Web Subscription - new contract for 2024

Item Summary

This item is to discuss the 2024 CivicPlus contract. The current contract is \$2,100 per year. The 2024 contract is \$2,660, with each renewal term subject to an annual increase of 5%.

Attachments

1. 2024 CivicPlus contract

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Customer:**

Q-49206-1

9/6/2023 1:05 PM

BROCK, TEXAS

QTY	Product Name	DESCRIPTION
1.00	Web Open Platform Migration	Web Open Platform Migration
1.00	Premium Web Open Subscription	Premium Web Open Subscription

Annual Recurring Services - Initial Term	USD 2,660.00
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1. This renewal Statement of Work ("SOW") is between Brock Texas ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: www.civicplus.help/hc/p/legal-stuff (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").

2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 1/1/2024 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

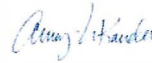
IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Name:

Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
December 11, 2023**

Agenda Item 3.4

Title

Social Media Policy and Resolution

Item Summary

This item is to discuss the adoption of a Social Media policy and Resolution

Attachments

1. Resolution NO R-2023-004 document
2. Exhibit A – *Town of Brock Social Media Terms and Conditions for Users*

RESOLUTION NO. R-2023-004

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS APPROVING A TOWN OF BROCK SOCIAL MEDIA TERMS AND CONDITIONS FOR USERS, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Brock (“Town”) recognizes the need for use of social media to promote public awareness and boost participation of the Town’s programs, policies and services; and

WHEREAS, the Town recognizes the inexpensive and effective method and popularity of the use of various social media platforms by and amongst Town elected and appointed officials and the public; and

WHEREAS, the Town has determined that adopting social media policy outlining the guidelines for the public’s use of the Town’s social media platforms will help balance the Town’s need to ensure the accuracy and consistency of information being disseminated on the Town’s social media sites with the public’s First Amendment freedom of speech rights under the U.S. Constitution; and

WHEREAS, the Town Commission finds that Town of Brock Social Media Terms and Conditions for Users attached hereto and incorporated herein as Exhibit “A” is in the best interest of the Town and its inhabitants.

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

SECTION 1. That the Town of Brock Social Media Terms and Conditions for Users attached hereto and incorporated herein as Exhibit “A” is hereby approved and adopted.

SECTION 2. That all provisions of the resolutions of the Town of Brock, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. 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 the _____ day of _____ 2023.

TOWN OF BROCK, TEXAS

Jay Hamilton, Mayor

ATTEST:

Alyssa Vanesler, Town Clerk

EXHIBIT A

Town of Brock Social Media Terms and Conditions for Users

PURPOSE. Because many of our citizens and other stakeholders utilize social media for news and communications, the Town of Brock has developed its own social media accounts, which help us inform the public about our work and mission.

Brock has an important interest in assuring the accuracy and consistency of information associated with our social media sites. We also respect the First Amendment to the U.S. Constitution and the constitutional right to freedom of speech. These terms and conditions establish guidelines for the public's use of social media that balance these values.

DEFINITIONS

1. "Social media" means digital content created by us and communicated on platforms that allow sharing, commenting, and engagement from the public. Examples of social media accounts we may use are Facebook, X (formerly Twitter), and Instagram.
2. "Comments" include any digital content, information, links, images, videos, or any other form of communicative content posted in reply or response to a social media account operated by us.
3. "User" means a member of the public who views or interacts with one or more of our social media accounts.

GENERAL GUIDELINES

1. These terms and conditions apply to all our social media sites. Where possible, a link to these terms and conditions will be made available as a hyperlink or posted as text somewhere on our social media account(s).
2. Users should know that social media posts we make, comments and replies to those posts, and any direct or private messages sent to us may be public records subject to applicable public records release.
3. Our social media accounts are not monitored 24/7 and no one should utilize our social media accounts to seek emergency services. Anyone in need of emergency help should call 9-1-1.
4. We do not guarantee we will respond to comments or messages sent on our social media accounts.

EXPECTATIONS

1. We believe that honest, civil, and productive discussions provide the best environment for citizens to understand the work of their government and participate in constructive engagement.
2. We ask users to consider that our social media feeds may be viewed by children and other impressionable people. Please avoid profanity, personal attacks, bullying, or use of incorrect information.

CONTENT MODERATION

1. **Limited Public Forum.** Our social media accounts are created and maintained as limited public forums under the caselaw pertaining to the First Amendment to the U.S Constitution. We invite members of the public to view and, where possible, provide comments or other engagement on our social media accounts. However, the law permits us to hide and/or delete comments that are not protected speech under the First Amendment and relevant case law. As a general rule, we will not hide and/or delete comments solely because such comments are critical of Brock, its officials, or employees.
2. **Prohibited Content.** Relevant First Amendment caselaw permits us to hide or delete certain comments on our social media accounts. The following will be hidden or deleted per this policy:
 - a. Comments directly advocating violence or illegal activity;
 - b. Comments containing obscenity, which is defined as sexually explicit and/or pornographic content that is (1) patently offensive, (2) appeals to prurient interest, and (3) lacks serious literary, artistic, political, or scientific value;
 - c. Comments that directly promote or advocate that we illegally discriminate based on race, age, religion, gender, national origin, disability, sexual orientation, veteran status, or any other legally protected class;
 - d. Comments containing links to malware and/or malicious content that affects the normal functioning of a computer system, server, or browser;
 - e. Duplicate comments to the same post within a short period of time that appear to be autogenerated or generic in nature;
 - f. Defamatory comments either as determined by a court or comments that are patently defamatory by easily discoverable facts;
 - g. Comments that contain images or other content that violate the intellectual property or copyright rights of someone else;

- h. Comments that contain a hyperlink to any website other than those controlled by the Town of Brock. This will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects.
- 3. **Retention.** When a comment containing any of the above prohibited content is posted to our social media account(s) and is removed according to this policy, a copy or electronic record of that content may be retained or archived pursuant to our records retention policy, along with a brief description of the reason the specific content was deleted. Once documented, the content will be removed, where possible, from our social media account(s).
- 4. **Right of Appeal.** If our staff hides or deletes a user's comment pursuant to these terms and conditions, staff will provide the user with the policy violation upon request. The user has the right to appeal that decision by sending an email to townclerk@brocktx.net or a letter to Town of Brock, 2451 FM 1189 Ste B, Brock, Texas 76087 within five business days of the removal.

Upon receipt of an appeal, our attorney will determine whether the comment at issue contained content protected by the First Amendment. In the event the attorney determines that a violation has not occurred, the comment may (if possible) be restored for public view, or the user may be permitted to repost the comment. Upon a determination that the comment was not protected by the First Amendment, the user will be notified that the removal shall stand.

- 5. **Blocking or Banning a User.** When the Town of Brock determines that a user has violated these terms and conditions on three or more occasions within a twelve-month rolling period, we may block or ban the offending user from the social media account where the violations occurred.

If we block or ban a user, we will (a) reasonably attempt to notify the user; (b) describe the violation(s); and (c) explain the appeal process.

In the event it is determined the user has not violated this policy three times within a rolling 12-month period, we will unblock or unban the user from the social media account. Otherwise, our decision will stand.

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
December 11, 2023**

Agenda Item 3.6

Title

Meeting Minutes from the October 16, 2023 and November 20, 2023 Commission Meetings

Item Summary

Review of the meeting minutes from the October 16, 2023 and November 20, 2023 Commission Meetings

Attachments

1. October 16, 2023 Meeting Minutes
2. November 20, 2023 Meeting Minutes

NOTICE OF MEETING
THE CITY COMMISSION OF BROCK, TEXAS

MAYOR JAY HAMILTON

ATTORNEY WHITT L. WYATT

COMMISSIONER BEN DAVIS

TOWN CLERK ALYSSA VANESLER

COMMISSIONER DEBBIE SCRIMSHIRE

MEETING DATE AND TIME:

Monday, October 16, 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

Commissioner Debbie Scrimshire called the regular meeting to order at 6:32 P.M. and announced that a quorum was present. Present at the meeting: Commissioners Ben Davis and Debbie Scrimshire, Town Clerk Alyssa Vanesler, and Attorney Whitt Wyatt (via phone).

2. INVOCATION AND PLEDGE

Commissioner Debbie Scrimshire led the Commission and attendees in the invocation and the pledge.

3. REGULAR AGENDA: Discussion and possible action on the following:

3.1 Chef's Pantry (The Vander Lans) - Variance request for indoor chairs/outdoor patio seating for dining.

Town Clerk Alyssa Vanesler explained that the current business designation for Chef's Pantry is Mercantile, which does not allow for dining at any time. John Vanderlans explained that they will be selling pre-made meals, and would like customers to come at their leisure and eat. Commissioner Ben Davis made a motion to approve Item 3.1. Commissioner Debbie Scrimshire seconded. The motion passed 2-0. Town Clerk Alyssa Vanesler asked if we want to look at revising an Ordinance; Attorney Whitt Wyatt recommended we can look at options at a future meeting, to include reviewing our zoning ordinance.

3.2 Discuss Water/Wastewater Engineering Plan.

Kent Riker from Provenance Engineering delivered a kick-off presentation to review options and create a capital plan for water/wastewater. Kent identified that he will be the Town's point of contact and will have the Town Clerk collect and disseminate information as necessary to the Commission. The plan will include reviewing the demands of long-term water supply and bringing diversification to water supply. The project will also look at wastewater treatment options, to include identifying demand and future needs, funding sources and creating a timeline. All costs must be incurred by 12/31/24, and all payments made by 9/30/26. The study must be completed prior to September 2026 to fully utilize ARPA funds.

3.3 Discuss and consider approval of updated contract with Bureau Veritas.
Town Clerk Alyssa Vanesler explained that the contract on file with Bureau Veritas has expired. Attorney Whitt Wyatt confirmed that he reviewed the contract. Commissioner Ben Davis made a motion to approve Item 3.3, with Commissioner Debbie Scrimshire signing the updated contract as Mayor Pro Tem. Commissioner Debbie Scrimshire seconded. The motion passed 2-0.

3.4 Authorize Interlocal agreement with Parker County for joint road projects.
Attorney Whitt Wyatt verified that there are no changes to the terms of the agreement. Mayor Jay Hamilton to sign the contract. Commissioner Ben Davis made a motion to approve Item 3.4, and Commissioner Debbie Scrimshire seconded. The motion passed 2-0.

3.5 TABLED FROM THE 9/18/23 TOWN COMMISSION MEETING: **Public Hearing** to discuss an Ordinance establishing a permitting requirement for mobile food vendors.
Commissioner Ben Davis made a motion to table and reconsider Item 3.5 at the next Commission meeting on November 20, 2023. Commissioner Debbie Scrimshire seconded.

3.6 **Public Hearing** to discuss amending the comprehensive zoning ordinance by amending the off-street parking regulations and providing for variances to off-street parking regulations in certain districts.
Commissioner Debbie Scrimshire made a motion to approved Item 3.6. Commissioner Ben Davis made a motion to table, pending review with Mayor Jay Hamilton. Both Commissioners agreed to table Item 3.6 until the November 20, 2023 Commission meeting.

3.7 TABLED FROM THE 9/18/23 TOWN COMMISSION MEETING: Discuss fire certification of occupancy inspection.
Commissioner Ben Davis made a motion to table until the next Commission meeting on November 20, 2023. Commissioner Debbie Scrimshire seconded.

3.8 Approve Meeting Minutes from September 18, 2023 Commission Meeting.
Commissioner Ben Davis made a motion to approve Item 3.8. Commissioner Debbie Scrimshire seconded. Motion passed 2-0.

3.9 Approval of Invoices for Payment:
(a) Legal Services – WHF Invoice #189 (\$7,840)
(b) Nextlink monthly phone service – 10/6/23 Invoice (\$42.39)
(c) The Weatherford Democrat – 9/30/23 Invoice (\$218.95)

Commissioner Debbie Scrimshire made a motion to approve Item 3.9. Commissioner Ben Davis seconded. Motion passed 2-0.

3.10 Review RFQ for audit services response received.
Both Commissioners agreed to bring back the proposed agreement at the November 20, 2023 Commission meeting.

3.11 Review Town checking account deposits/disbursements.

3.12 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 Ben Davis made a motion to adjourn the meeting and Commissioner Debbie Scrimshire seconded. The meeting was adjourned at 7:46 P.M.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, October 13, 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

**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, November 20, 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 Jay Hamilton called the regular meeting to order at 6:32 P.M. and announced that a quorum was present. Commissioners present at meeting: Debbie Scrimshire. Also present at the meeting: Town Clerk Alyssa Vanesler and Attorney Whitt Wyatt (attended the meeting via phone).

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 Sign Applications:

- (a) Brock Liquor
- (b) Chef's Pantry
- (c) Eagle Eye Center

Tawnie Vanderlans, owner of Chef's Pantry, proposed hanging a temporary sign (3X6 banner) for approximately 90 days. Ultimately, they will put up a monument sign once they determine the exact location. Commissioner Scrimshire made a motion to approve the Vanderlans' sign proposal. Mayor Hamilton seconded. The motion passed 2-0.

Mayor Hamilton posed a question to Town Attorney Whitt Wyatt regarding whether Brock Liquor is required to have a signed petition to sell alcohol. Mr. Wyatt confirmed that per the zoning requirements, the location of Brock Liquor is eligible to sell alcohol; it is within the original boundaries of the Town. If the location was newly annexed, an election would have been required. Commission expressed concern over the name of the business associating the Town of Brock with liquor. Per Mr. Wyatt, we don't have an ordinance currently in place, so we cannot enforce a rule regulating the business name. Commissioner Scrimshire made a motion to approve the Brock Liquor store front and monument signs. Mayor Hamilton seconded. The motion passed 2-0.

Eagle Eye Center owner and Optometrist Bailey Kennedy anticipates an opening date after Thanksgiving. Commissioner Scrimshire made a motion to approve the Eagle Eye Center store front and monument signs. The motion passed 2-0.

3.2 New Commercial Site Plan – Josh Harendt

Josh Harendt presented information about a preliminary plan for a business/retail center at Brock Spur and Quannah Hill. The plat is Brock Crossing, and the plan is to build approximately 3 offices. Josh said that currently the office space is slated for a Bratton medical office, Construction company office, Clearfork Pharmacy, and possibly a Physical Therapy office. They are currently working on a drainage study and verified that parking will be concrete/asphalt, not gravel. Building will occur in one phase. Mayor Hamilton said he would like the look of the building to be in line with other new buildings in Brock, similar to the State Farm Office. The next step will be for Bureau Veritas to review site plans. Commissioner Scrimshire made a motion to approve item 3.2. Mayor Hamilton seconded. The motion passed 2-0.

3.3 Issue Certificates of Election, Administer Oaths of Office and Receive Statements of Officers for elected officers in relation to General Election for Mayor and two (2) Commissioners for the Town of Brock.

Mayor Hamilton and Commissioner Scrimshire were present and were sworn in by Town Clerk Alyssa Vanesler. Ms. Vanesler confirmed that she will swear in Commissioner Davis to office as soon as possible.

3.4 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING: Discuss amending the comprehensive zoning ordinance by amending the off-street parking regulations and providing for variances to off-street parking regulations in certain districts.

Commissioner Scrimshire opened the Public Hearing at 8:14 PM. Commissioner Scrimshire made a motion to approve item 3.4. Mayor Hamilton seconded. The motion passed 2-0. Commissioner Scrimshire made a motion to close the Public Hearing at 8:16 PM. Mayor Hamilton seconded.

3.5 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING: Discuss an Ordinance establishing a permitting requirement for mobile food vendors

Commissioner Scrimshire made a motion to conditionally approve Item 3.5 as long as the Ordinance is updated to reflect that the responsible party for issuing permits is the Town Clerk. Mayor Hamilton seconded. The motion passed 2-0.

3.6 Brock Hometown Christmas

Hannah Conniff from the Brock Business Co-Op spoke about event sponsors, which are currently Brock business sponsors. Agreement among meeting attendees to support Town of Brock sponsorship for this event. Mayor Hamilton said that we will not pursue mobile food vendor fees this year since Ordinance discussion just now occurring at this meeting. Town Clerk Alyssa Vanesler will coordinate with Hannah next year, springtime, for mobile food vendors to get permitted through the Town of Brock as part of the Brock Hometown Christmas application process. For the next fiscal year budget, Town Clerk Alyssa Vanesler will include a donation of \$10,000. Mayor Hamilton made a motion to approve a \$10,000 sponsorship toward any outstanding expenses for the 2023 Brock Hometown Christmas event. Commissioner Scrimshire seconded. The motion passed 2-0.

3.7 Review RFQ for audit services received

Commissioner Scrimshire made a motion to approve the BMY proposal. Mayor Hamilton seconded. The motion passed 2-0.

3.8 Master Fee Schedule.

Mayor Hamilton made a motion to table until the next Commission meeting in December. Commissioner Scrimshire seconded.

3.9 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING: Discuss fire certification of occupancy inspection.

Mayor Hamilton suggested that Town Clerk Alyssa Vanesler discuss further with Fire Chief Travis Scrimshire.

3.10 Approve Meeting Minutes from October 16, 2023 Commission Meetings.

Mayor Hamilton made a motion to table item 3.10 to the December Commission meeting, since he was not present at the October 16, 2023 Commission meeting. Commissioner Debbie Scrimshire seconded.

3.11 Approval of Invoices for Payment:

- (a) Legal Services – WHF Invoice #209 (\$3,803.75)
- (b) Nextlink monthly phone service – 11/6/23 Invoice (\$42.39)
- (c) Filing Fee w/ County Clerk office for Annual Budget and Semler Annexation (\$108)
- (d) Bureau Veritas Invoice (\$76.92)

Commissioner Scrimshire made a motion to approve item 3.11. Mayor Hamilton seconded. The motion passed 2-0.

3.12 Review Town checking account deposits/disbursements

3.13TABLED 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.

6.1 Texas Government Code 551.071(2) - Discuss zoning on 933 FM 1189

6.2 Texas Government Code 551.071(2) - Discuss sign ordinance and building codes

Discuss and consider action following executive session.

Executive session opened by Mayor Hamilton at 8:35 pm and closed at 9:03 pm. No action taken.

7. ADJOURN

Commissioner Scrimshire made a motion to adjourn the meeting at 9:04 P.M.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, November 17, 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 or via phone 817-396-5333.

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
December 11, 2023**

Agenda Item 3.7

Title

Purchase of speaker and microphones for Commission Meetings.

Item Summary

Alyssa Vanesler, Town Clerk, to discuss purchasing a speaker system, with microphones, for better sound at monthly Commission meetings.

Attachments

1. Best Buy estimated quote

Order Number: 1123339122056

Order Date: December 5, 2023 12:18 PM CST



Store Information

Store: Weatherford
Associate: Ethan P.
WEATHERFORD
138 E INTERSTATE 20
STE 120
WEATHERFORD, TX 76087

Customer Information



Order Pickup

Pickup Location:
WEATHERFORD
138 E INTERSTATE 20
WEATHERFORD, TX 76087

Items	Pickup On	Quantity	Unit Price	Total Price
Singing Machine - Wireless Unidirectional Dynamic Microphone SKU: 6152463 Model: SMM107	12/16/2023	1	\$14.99	\$14.99
Singing Machine - Wireless Unidirectional Dynamic Microphone SKU: 6152463 Model: SMM107	12/16/2023	1	\$14.99	\$14.99
JBL - PartyBox On-The-Go Portable Party Speaker - Black SKU: 6426699 Model: JBLPARTYBOXGOBAM	12/5/2023	1	\$249.99	\$249.99

Disclaimer

This is not a receipt.

Prices, taxes and fees are subject to change during payment process.

Please view your purchase receipt to see your complete order and how payment was made.

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Total

Estimated Order Subtotal	\$279.97
Estimated Tax	\$23.10
Order Total	\$303.07

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
December 11, 2023**

Agenda Item 3.8

Title

Approval of Invoices for Payment

Item Summary

Review of attached invoices for payment.

Attachments

1. Legal Services – WHF Invoice #225 (\$4,722.50)
2. Nextlink monthly phone service - (\$42.39)
3. Texas Municipal League - 12/01/23 Invoice (\$396.50)
4. 2024 Brock Community Center Commission Meetings (\$540)
5. Town Hall Lease Payment (JAN-MARCH 2024 - \$2100)
6. 1099 Tax filing fees (approximately \$500)



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

Account	125199003
Reference	Billing Statement B125199003-39
Date	12/06/2023
Beginning Balance (\$)	42.39
Amount Due (\$)	42.39
Due Date	01/05/2024

Login to your account online at
nextlinkinternet.com/my-account

SALES

VoIP Line	19.95
Service Dates: 12/06/2023 to 01/05/2024	
Phone Rental	11.00
Service Dates: 12/06/2023 to 01/05/2024	
Phone Rental	0.00
Service Dates: 12/06/2023 to 01/05/2024	
Sub Total	30.95

TAXES AND FEES

FUSF (VoIP)	1.91
FCC Regulatory Fee (VoIP)	0.03
TX Sales Tax	2.24
TX E911 Equalization Surcharge	0.06
TX Texas Universal Service	1.73
Parker County Sales Tax	0.18
Parker County E-911 (VoIP Business)	0.50
Hudson Oaks Sales Tax	0.54
E911 Recovery Fee	0.99
Paper Statement Fee	2.99
State Cost - Recovery Fee	0.27
Sub Total	11.44

PAYMENTS AND CREDITS

11/28/2023 Payment - Thank You! Check 001209	-42.39
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*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

Account	125199003
Reference	Billing Statement B125199003-39
Due Date	01/05/2024
Amount Due (\$)	42.39
Amount Enclosed	
Check Number	

Please make checks payable to NextLink Internet



Questions? Please contact
Carol Platt at cplatt@tmlirp.org
or extension 2415

**Texas Municipal League
Intergovernmental Risk Pool**
www.tmlirp.org • 512-491-2300
Billing Payment Address:
P.O. Box 388
San Antonio, Texas 78292-0388

City of Brock
Attn: Alyssa Vanesler
2451 FM 1189, Ste. B
Brock, Texas 76087-0000

Statement Date	12/01/2023
Due Date	DUE UPON RECEIPT
Contract Number	3520

New Charges Detail

12/01/2023	Cyber Liability	\$43.75
12/01/2023	Errors & Omissions Liability	\$215.25
12/01/2023	General Liability	\$137.50
Subtotal - Contribution Installment		\$396.50
Subtotal - Contribution Changes		\$0.00
Subtotal - Other Charges / (Credits)		\$0.00
Grand Total - New Charges / (Credits)		\$396.50

Account Recap

Balance from Previous Statement:	\$0.00
Total Payments Received:	\$0.00
Total New Charges / (Credits):	\$396.50
Balance:	\$396.50

RETURN THIS PORTION WITH YOUR PAYMENT[illegible]

Submit address/contact changes to:
cplatt@tmlirp.org

City of Brock
Alyssa Vanesler
2451 FM 1189, Ste. B
Brock, Texas 76087-0000

Please send your payment to:

TML Intergovernmental Risk Pool
PO Box 388
San Antonio, TX 78292-0388

BROCK - DENNIS COMMUNITY CENTER

INVOICE

817-368-0388
sbrockm@gmail.com

2115 FM 1189
Brock, TX 76087

Town of Brock
attn: Alyssa Vanesler

Date: 11/20/23

Town of Brock Meetings for the year 2024

Scheduled meeting dates for Year 2024

Description	Quantity	Unit Price	Cost
Town Hall mtg - 2024	12	\$45.00	\$540.00
Jan 15, Feb 19, Mar 18			
April 15, May 20, Jun 17			
Jul 15, Aug 19, Sept 16			
Oct 21, Nov 18, Dec 16			
		Subtotal	\$540.00
		Total	\$540.00

Thank you for your business!

Please make check payable to: Brock Community Center

Please mail check to: Stephanie Brock
990 Grindstone Rd
Brock, TX 76087

Stephanie Brock-McCullough
817-368-0388

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
December 11, 2023**

Agenda Item 3.9

Title

Review Town checking account deposits/disbursements

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 June 30, 2023)	\$645,433.87
Deposits	\$29,186.90
Disbursements	<u>-\$30,535.72</u>
Ending Balance (As of July 14, 2023)	<u><u>\$644,085.05</u></u>
Beginning Balance (as of July 31, 2023)	\$636,850.17
Deposits	\$228,619.80
Disbursements	<u>-\$4,130.89</u>
Ending Balance (As of August 18, 2023)	<u><u>\$861,339.08</u></u>
Beginning Balance (as of August 31, 2023)	\$849,298.36
Deposits	\$25,259.69
Disbursements	<u>-\$2,008.50</u>
Ending Balance (As of September 15, 2023)	<u><u>\$872,549.55</u></u>
Beginning Balance (as of September 30, 2023)	\$842,229.71
Deposits	\$26,266.32
Disbursements	<u>-\$1,905.61</u>
Ending Balance (As of October 12, 2023)	<u><u>\$866,590.42</u></u>
Beginning Balance (as of October 31, 2023)	\$857,341.87
Deposits	\$59,163.96
Disbursements	<u>-\$2,550.00</u>
Ending Balance (As of November 16, 2023)	<u><u>\$913,955.83</u></u>
Beginning Balance (as of November 30, 2023)	\$899,662.68
Deposits	\$0.50
Disbursements	<u>-\$1,181.25</u>
Ending Balance (As of December 7, 2023)	<u><u>\$898,481.93</u></u>