



**TOWN OF BROCK
COMMISSION MEETING
AGENDA PACKET**

JUNE 16, 2025



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

MAYOR JAY HAMILTON
COMMISSIONER BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE
ATTORNEY SARAH WALSH FOR WHITT L. WYATT

MEETING DATE AND TIME MEETING LOCATION:

MONDAY, JUNE 16, 2025

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**
- **INVOCATION AND PLEDGE**
- **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
- (b) March 24, 2025, Meeting Minutes
- (c) May 27, 2025, Meeting Minutes

3.2 Review Monthly Financial Reports

3.3 Review Town of Brock accounts payable

1. Verdunity - \$537.50
2. Wyatt Hamilton Findlay, PLLC – invoice #117 \$7962.75
3. Learn to Live- monthly rent for Town of Brock office \$700.00
4. TJH Accounting- Town payroll processing- invoice #2357 \$75.00
5. CNHI North Texas (Weatherford Democrat) Public Ad Notice \$82.80

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

4.1 PUBLIC HEARING to consider approval of an ordinance adopting a permit process for the sale of fireworks within the Town of Brock.

4.2 Concept/Plan presentation by CUA/Civil Urban Associates for 1421 FM 1189

4.3 ARPA/Brock Water/Wastewater study plan project update from Provenance Engineering Kent Riker

4.4 Review and Take Action to approve funding for ARPA/Brock Water/Wastewater study plan – invoice(s) #007.23.02-13 and 007.23.01.13

4.5 Review and Take Action to approve estimate from Parker County Precinct #3 to complete tree trimming services on Summer Stone

4.6 Review request from Brock citizen Mary Beth Elliot for pothole repairs on Country Place Road and take action to get an estimate from Parker County.

4.7 Discuss BMY Audit request of Town of Brock road(s) ownership and responsibility

4.8 Future meeting items and date

REPORTS:

- **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.

8. ADJOURN

CERTIFICATION

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

Melanie Matheus
Town Clerk

ACCESSIBILITY STATEMENT

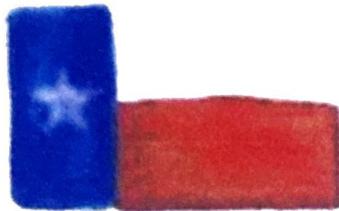
In compliance with the American Disabilities Act, reasonable accommodations for persons attending meetings will be provided. To better serve you, requests should

be received 24 hours prior to the meeting. Please contact the Town at Sarahwalsh@whflegal.com



**I pledge allegiance
to the flag of the
United States of America
and to the Republic
for which it stands,
one Nation under God,
indivisible,
with liberty and
justice for all.**





HONOR THE TEXAS FLAG;
I PLEDGE ALLEGIANCE TO THEE,

Texas.

ONE STATE UNDER GOD,
ONE AND INDIVISIBLE.



TOWN OF BROCK COMMISSION MEETING BRIEFING

JUNE 16, 2025

Agenda Item 3.1

Title

Review and Approve

Item Summary

Review and Approve Meeting Minutes

Attachments:

1. February 24, 2025, Meeting Minutes
2. March 24, 2025, Meeting Minutes
3. May 27, 2025, Meeting Minutes

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

MAYOR JAY HAMILTON
COMMISSIONER BEN DAVIS NOT PRESENT
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT

MEETING DATE AND TIME

MEETING LOCATION

Monday, February 24, 2025

PSG
2491 FM 1189
BROCK, TX 76087

REGULAR AGENDA

Begins at 6:30pm

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

- **CALL TO ORDER AND ANNOUNCE QUORUM** Mayor Hamilton called the meeting to order and announced a quorum present at 6:35 P.M.
- **INVOCATION AND PLEDGE** Mayor Hamilton led the community in prayer and pledge of Allegiances
- **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

(a) January 27, 2025, Meeting minutes Motion to approve by Commissioner Debbie Scrimshire, seconded by Mayor Jay Hamilton, motion passed.

3.2 Review Monthly Financial Reports Commission reviewed Town of Brock Public Funds Checking account report and EOM Pledging reports. No questions were presented to the Town clerk, Commission approved the reports.

- **REGULAR AGENDA: Discussion and Possible action on the following**
- **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

(a) Brady and Stephanie Anderson requested a status of document submission to the Town on behalf of 777 Automotive. Town Attorney Sarah Walsh presented a document list, and a permit payment list needed for submission.

4.1 Brock citizen Tonya Taylor requests pothole repairs for the following addresses:

209 Savannah Drive
208 Savannah Drive
220 Savannah Drive
Entrance to Olive Branch on FM 1189

Mrs. Taylor was not present, however the Commission discussed inquiring with Parker County about what is needed to get the potholes repaired. Mayor Jay Hamilton stated he would stop by the Precinct 3 barn to follow up. Motion to allow Mayor to follow up by Commissioner Debbie Scrimshire, seconded by Mayor Jay Hamilton, motion approved.

4.2 Water/Wastewater project update from Provenance Engineering Provenance Engineering updated the Commission on the status of the Water/Wastewater project. Mr. Riker stated the project is getting more refined which will hopefully showcase a comprehensive plan to bring water to the entire Brock community over the next possible 50 years.

4.3 Take action to approve submissions for reimbursement requests to Parker County for work done in December 2024 by Provenance Engineering Not discussed

4.4 Verdunity Map Service project update - Tabled per Town Attorney Sarah Walsh until March 24, 2025, Commission meeting.

4.5 Seek direction and guidance on drafting updated FY 2025-2025 budget for approval Mayor Jay Hamilton stated that the Town is currently operating on the FY 23-24 budget, but the FY 25-26 budget would need to be completed around July 2025 so that the budget release and Weatherford Democrat announcement can be done no less than 30 days prior to passing just before October 1, 2025.

4.6 Invoice approvals:

(a) Bureau Veritas Invoice 24052923 11/26/2024 \$76.92
(b) Bureau Veritas Invoice 24052924 11/26/2024 \$150.00
(c) Bureau Veritas Invoice 24057556 12/26/2024 \$1544.39

The Commission reviewed the Bureau Veritas invoices and Town Attorney Sarah Walsh confirmed the Town had been paid for the invoices. Motion to approve by Commissioner Debbie Scrimshire, seconded by Mayor Jay Hamilton, the motion passed.

4.7 Future meeting items and date

The next Commission meeting was scheduled for Monday, March 24, 2025, at the Brock Community Center with a backup plan for it to be held at PCG if needed.

REPORTS:

- **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. Motion to open Executive Session at 7:35 P.M. by Commissioner Debbie Scrimshire, seconded by Mayor Jay Hamilton, motion passed.

Discuss and consider action following executive session.

- Determine which Commission members have access to DocuSign, per First Financial request to add Town clerk to bank account
- Discuss BMY audit request
- Discuss Town of Brock 2025 election- deadlines, forms, legal requirements for Town Clerk
- Discuss Town of Brock future goals as November 21, 2026, will be the 10 year Town of Brock incorporation anniversary.
- Town clerk proposes the Commission establish a Town of Brock official logo rather than using Brock I.S.D. logo
- Discuss Town plans for future Town government needs such as real estate purchases for future Town Hall and land/business.
- Town clerk proposes Commission consider hiring a firm to write a Comprehensive Plan/Design for future needs for Town of Brock, after Water/Wastewater study is completed and Verdunity map project is finished

Motion to close Executive Session at 8:03 P.M by Mayor Jay Hamilton, seconded by Commissioner Debbie Scrimshire, motion passed.

8. **ADJOURN** Motion by Commissioner Debbie Scrimshire to adjourn the Commission meeting at 8:04 P.M., seconded by Mayor Jay Hamilton, the motion passed.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, February 21, 2025, 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.

Melanie Matheus
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 the Town at sarahwalsh@whflegal.com

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

MAYOR
JAY HAMILTON ATTORNEY
COMMISSIONER
BEN DAVIS
COMMISSIONER
DEBBIE SCRIMSHIRE **NOT PRESENT**

SARAH WALSH FOR WHITT L. WYATT

MEETING DATE AND TIME

Monday, March 24, 2025, 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

- **CALL TO ORDER AND ANNOUNCE QUORUM** Mayor Jay Hamilton called the Commission meeting to order and announced a quorum present at 6:36 P.M.
 - **INVOCATION AND PLEDGE** Mayor Hamilton led the Town of Brock Commission meeting in prayer and Pledge of Allegiances.
 - **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
- (a) February 24, 2025, Meeting minutes **Tabled until April 28, 2025, Commission meeting**
- 3.2 Review Monthly Financial Reports
- **REGULAR AGENDA: Discussion and Possible action on the following**
 - **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.

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4.1 Public hearing to consider approval of ONE APPLICATION REQUESTING FINAL PLATS.

Motion was made to open the Public Hearing at 6:40 P.M. by Commissioner Ben Davis, seconded by Mayor Jay Hamilton, motion approved.

(a) THE FIRST PLAT IS FOR THE ESTATES AT TRICKLE CREEK WHICH IS LOCATED AT 555 OLD BROCK ROAD, BLOCK 1 WITH FOUR LOTS. Rhonda Odom approached the Commission and provided updated plat surveys and explained tracts to Commission for review. She also mentioned that the mylar plat received from Parker County did not have proper approval signature block, but she was in the process of getting an updated mylar plat with the proper Town of Brock signature block. Town Attorney Sarah Walsh stated that signing the updated signature block post-commission meeting did not affect the legality of the Commission approval of the plat.

Motion was made to close the Public Hearing at 6:48 P.M by Commissioner Ben Davis, seconded by Mayor Jay Hamilton, motion passed.

4.2 Take action to approve plat for the Estates at Trickle Creek Motion to approve was made by Commissioner Ben Davis, seconded by Mayor Jay Hamilton, motion passed.

4.3 ARPA/Brock Water/Wastewater study plan project update from Provenance Engineering No update was presented

4.4 Take action to approve invoice submissions for reimbursement requests to Parker County for work done in January 2025 and February 2025 by Provenance Engineering Motion to approve was made by Commissioner Ben Davis, seconded by Mayor Jay Hamilton, motion passed.

4.5 Verdunity Map Service project update Town Attorney Sarah Walsh explained the need for researching the zoning identifier for Canyon West Golf Course. Mayor Hamilton explained the history of the Canyon West Golf Course annexation to the community. Town Attorney Sarah Walsh explained that the current online Town of Brock map is incorrectly coded therefore Verdunity needed legal guidance on proper zoning identification for Canyon West Golf Course. Town Clerk Melanie Matheus stated that progress has been made, and that the Town is waiting for a final statement from Verdunity to see if all previous documents provided were sufficient for finishing the updated Town of Brock map.

Town Attorney Sarah Walsh stated that if it is not, the Commission may have to consider hiring a surveyor to update the Town Map.

4.6 Discuss Sign Permit Application for possible approval

(a) Brock Baptist Church Pastor Wes McMillian requested approval for Brock Baptist Church new electronic message sign. The Commission asked about the renderings, design and setbacks whereas Pastor McMillian explained that the sign is not finished but upon approval will be completed with a white stone facade. The Town Clerk stated sign permit fees have been paid. Motion to approve was made by Commissioner Ben Davis, seconded by Mayor Jay Hamilton, motion passed.

4.7 Follow up and take action on pothole repairs for the following addresses.

209 Savannah Drive

208 Savannah Drive

220 Savannah Drive

Entrance to Olive Branch on FM 1189

Mayor Jay Hamilton explained as per last Commission meeting, that he went to discuss these repairs with Parker County, PCT 3 but nobody was there. Brock citizen stated that the repairs to these holes have been completed in the past, and every time it rains, they reappear and get bigger. Mayor Hamilton validated the past repairs and stated that due to a possible yet undetermined defective road base, the road may need to be resurfaced. Mayor Hamilton stated he will once again go to the PCT 3 barn to discuss repairs as they have been approved, but repairs just need to be arranged, and cost calculated through the Town of Brock and Parker County interlocal agreement.

4.8 Future meeting items and date Due to Easter Monday, the next Town of Brock Commission meeting was scheduled for Monday, April 28, 2025

REPORTS:

· 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.

Commissioner Ben Davis made a motion to open the Executive Session at 7:12 P.M., seconded by Mayor Jay Hamilton, motion passed.

Discuss and consider action following executive session.

· Discuss Town plans for future Town government needs such as real estate purchases for future Town Hall and land/business.

· Discuss permit violations and enforcement

· Discuss approximate dates main roads within Brock town limits were constructed for BMY financial audit

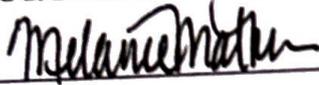
Commissioner Ben Davis made a motion to close the Executive Session at 7:48 P.M., seconded by Mayor Jay Hamilton, motion passed.

8. ADJOURN

Commissioner Ben Davis made a motion to adjourn the Town of Brock Commission meeting at 7:50 P.M., Mayor Jay Hamilton seconded the motion, motion passed.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, March 21, 2025, 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.



Melanie Matheus
Town Clerk

ACCESSIBILITY STATEMENT

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

MAYOR JAY HAMILTON **NOT PRESENT**
COMMISSIONER BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE
ATTORNEY SARAH WALSH FOR WHITT L. WYATT

MEETING DATE and TIME
TUESDAY, MAY 27, 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 meeting to order and announced a quorum at 6:38 P.M.
- **INVOCATION AND PLEDGE**
Commissioner Ben Davis led the community in prayer and Pledge of Allegiances
- **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 **Tabled until June 16, 2025, meeting**

- (b) March 24, 2025, Meeting Minutes **Tabled until June 16, 2025, meeting**
(c) April 28, 2025, Meeting Minutes **Approved**

3.2 Review Monthly Financial Reports

The Town Commission reviewed the Town of Brock Public Funds checking account report and EOM Pledging reports. No questions were presented to the Town Clerk; the Commission approved the reports.

3.3 Review Town of Brock accounts payable

1. Nextlink- \$45.36
2. Wyatt Hamilton Findlay, PLLC – invoice #100 \$4976.25
3. Learn to Live- monthly rent for Town of Brock office \$700.00
4. TJH Accounting- Town payroll processing \$75.00
5. CNHI North Texas (Weatherford Democrat) Public Ad Notice \$44.80

Commissioner Debbie Scrimshire made the motion to approve the accounts payable, seconded by Commissioner Ben Davis. Motion passed.

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

4.1 PUBLIC HEARING to determine if an ordinance amending the adoption of the 2015 International Fire Code and corresponding local amendment specifying when a fire suppression system is required and providing for a penalty not to exceed \$2000 per violation.

Commissioner Ben Davis opened the Public Hearing at 6:44 P.M., seconded by Commissioner Debbie Scrimshire.

The Town Attorney Sarah Walsh stated that the Commission chose Option B and that an ordinance was needed to codify Option B. Commissioner Ben Davis made the motion to approve the Ordinance, seconded by Commissioner Debbie Scrimshire, motion passed.

Commissioner Ben Davis closed the Public Hearing at 6:48 P.M, seconded by Commissioner Debbie Scrimshire. Motion passed.

4.2 ARPA/Brock Water/Wastewater study plan project update from Provenance Engineering

No verbal updates were presented by Provenance Engineering

4.3 Review and Take Action to approve Estimate from Parker County Precinct #3 to repair potholes on Savannah Drive as well as approve tree trimming on Olive Branch Road

Commissioner Ben Davis made the motion to approve the estimate from Parker County, seconded by Commissioner Debbie Scrimshire. Motion passed.

4.4 Review request from Brock Citizen Jake Dearing, for tree trimming services to be completed at the bridge on Summer Stone Court

Commissioner Ben Davis made the motion to direct Town Clerk, Melanie Matheus, to request an estimate for tree trimming services from Parker County Precinct 3, seconded by Commissioner Debbie Scrimshire. Motion passed.

4.5 Review and Take Action to approve preliminary Town of Brock maps from Verdunity which were created based on Ordinance No. 2017-06-12.3

Commissioner Ben Davis made the motion to approve the preliminary maps from Verdunity, seconded by Commissioner Debbie Scrimshire. Motion passed.

4.6 Review and Take Action to approve permit applications

(a) Eagles Nest Travel Center- alcohol permit

Commissioner Ben Davis made the motion to approve the alcohol permit for Eagles Nest, seconded by Commissioner Debbie Scrimshire. Motion passed

(b) Rick's Plumbing Services – sign permit

Commissioner Ben Davis made the motion to conditionally approve Rick's Plumbing sign permit upon submittal of lease, seconded by Commissioner Debbie Scrimshire. Motion passed.

4.7 Lewis Montanez with TREX Fireworks request to be able to sale fireworks within Town limits 2x a year (two weeks prior to July 4, 2025, and two weeks prior to December 31, 2025)

Mr. Lewis Montanez approached the Commission and stated that he had a fireworks stand last year and wishes to do the same this year within Brock Town limits in the parking lot of Silver Star Village (near First Financial Bank). He requests to be able to set up 2x a year for two weeks. Set up would occur two weeks before July 4, 2025, and two weeks prior to December 31, 2025. He stated his Sales Tax is registered so that the Town of Brock would receive the sales tax from his sales. He ensured no fireworks would be detonated and that his mobile fireworks stand is up to code by the Parker County Fire Marshal and that he also holds liability insurance. The Town Commission requested proof of the Sales Tax and a permission letter from the property owner to ensure all parties are in agreement.

Since the town does not have an ordinance for firework sales, it was requested by the Town Commission that the Town Attorney draft an ordinance which will be presented at the June 16, 2025, Commission meeting for approval.

Commissioner Ben Davis made the motion to draft an ordinance for the sale of fireworks within Town Limits, seconded by Commissioner Debbie Scrimshire. Motion passed.

4.8 Parker County Emergency Management Coordinator Jason Lane Introduction
Jason Lane approached the Town Commission to inform them of Parker County Emergency Management support. He requested the Mayor to sign an online form for informational purposes should the Town have a natural disaster. He also explained that he is working on a hazard mitigation plan for natural disaster events such as flooding and tornados, which could make the Town of Brock eligible for federal grants for natural disaster supplies such as generators. Since the Mayor was absent, Mr. Lane stated he would email the form to the Town Clerk to get the Mayor's signature for the online form.

4.9 Review and Approve Brock I.S.D. License Agreement and annual payment of \$300 for Town Logo usage

Commissioner Ben Davis made the motion to approve the BROCK I.S.D. License Agreement and payment, seconded by Commissioner Debbie Scrimshire. Motion passed.

4.10 Future meeting items and date

The next Town of Brock Commission meeting was scheduled for Monday, June 16, 2025.

REPORTS:

- **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.
Commissioner Debbie Scrimshire made the motion to open the Executive Session at 7:18 P.M., seconded by Commissioner Ben Davis. Motion passed.

Discuss and consider action following the Executive Session.

- Discuss Town plans for future Town government needs such as real estate purchases for future Town Hall and land/business.

No action was taken during the Executive Session. Commissioner Ben Davis made the motion to close the Executive Session at 7:26 P.M., seconded by Commissioner Debbie Scrimshire. Motion passed.

8. ADJOURN

Commissioner Ben Davis made the motion to adjourn the Town of Brock Commission meeting at 7:28 P.M., seconded by Commissioner Debbie Scrimshire. Motion passed.

CERTIFICATION

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

Melanie Matheus
Town Clerk

ACCESSIBILITY STATEMENT

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TOWN OF BROCK COMMISSION MEETING BRIEFING

JUNE 16, 2025

Agenda Item 3.2

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
2. First Financial Bank Management Report dated 06/02/2025

Town of Brock - Public Funds Checking Account
04/01/2025-05/30/2025

Per Bank Activity:	
Beginning Balance (as of April 1, 2025)	\$1,430,751.36
Deposits	\$71,286.75
Sales Tax Income	\$21,387.45
Franchise Tax Income	\$18,272.38
Permit Revenue	376.92
Disbursements	\$45,375.37
ARPA Funding Release	\$31,250.00
Ending Balance (As of 4/30/2025)	\$1,456,662.74
Beginning Balance (as of 05/01/2025)	\$1,456,662.74
Deposits	\$59,122.71
Sales Tax Income	\$31,382.13
Franchise Tax Income	\$25,757.57
Permit Revenue	\$1,970.25
Disbursements	\$10,804.97
ARPA Funding Release	
Ending Balance (As of May 30, 2025)	\$1,504,980.48

Reportfolio

First Financial Bankshares Inc, Abilene, TX

Published: 6/2/2025 10:42:09 AM

Management Report
Pledged To: TOWN OF BROCK

Date: 31-May-25
Section V-C
Page: 23

Safekeeping

Code	Cusip	Description	Pool	Moody	Original Face	Pledged	Pledged	Pledged	Pledged
Location	Trans#	Maturity	Coupon	StdPoor	Pledged Percent	Original Face Value	Par Value	Book Value	Market Value
FNBK1	3140XBTR1	FNMA Pool #FM7759	FM7759		\$19,155,639.00	\$200,000.00	\$129,679.14	\$133,191.05	\$117,241.61
	622164202108111	7/1/2036	2.000		1.04%				
FROST NATIONAL BANK		AFS							
FNBK1	3132D9F33	FHLMC Pool #SC0186	SC0186		\$19,550,145.00	\$500,000.00	\$352,976.72	\$365,866.67	\$304,463.60
	639689202111151	9/1/2041	2.500		2.56%				
FROST NATIONAL BANK		AFS							
FNBK1	3140XCWG9	FNMA Pool #FM8746	FM8746		\$26,845,280.00	\$1,000,000.00	\$741,525.08	\$767,471.80	\$642,798.43
	633248202110121	9/1/2041	2.500		3.73%				
FROST NATIONAL BANK		AFS							
<u>3 MBS - Fixed Rate</u>						<u>\$1,700,000.00</u>	<u>\$1,224,180.94</u>	<u>\$1,266,529.52</u>	<u>\$1,064,503.64</u>
FNBK1	3137HAMS2	FHMS K507 A2			\$25,000,000.00	\$250,000.00	\$250,000.00	\$250,238.12	\$253,730.38
	723884202501091	9/25/2028	4.800		1.00%				
FROST NATIONAL BANK		AFS							
<u>1 CMBS - Fixed CMO</u>						<u>\$250,000.00</u>	<u>\$250,000.00</u>	<u>\$250,238.12</u>	<u>\$253,730.38</u>
<u>Total Pledged 4 To: BRO TOWN OF BROCK</u>						<u>\$1,950,000.00</u>	<u>\$1,474,180.94</u>	<u>\$1,516,767.64</u>	<u>\$1,318,234.02</u>
		\$0.00	Munis with Maturity Under 2 Years		\$0.00	Other securities with Stated Maturity Under 2 Years			
		\$0.00	Munis with Maturity Over 2 Years		\$1,474,180.94	Other securities with Stated Maturity Over 2 Years			

** If no data is shown, then there are no pledges for the current period.



TOWN OF BROCK COMMISSION MEETING BRIEFING

JUNE 16, 2025

Agenda Item 3.3

Title

Town of Brock account payables for the month of June

Item Summary

Review attached invoices for payment

Attachments:

1. Verdunity - \$537.50
2. Wyatt Hamilton Findlay, PLLC – invoice #1117 \$7962.75
3. Learn to Live- monthly rent for Town of Brock office \$700.00
4. TJH Accounting- Town payroll processing- invoice #2357 \$75.00
5. CNHI North Texas (Weatherford Democrat) Public Ad Notice \$82.80



VERDUNITY

INVOICE FOR PROFESSIONAL SERVICES

For Services Performed Through: 5/31/2025

SEND PAYMENT TO:

VERDUNITY, Inc.
2931 Ridge Road, Ste 101, #670
Rockwall, TX 75032
214-425-6720 phone
Federal EIN# 45-1743690

Contract Date: 6/17/2024
Invoice Date: 5/30/2025
Invoice No.: 132-01-06
Due Date: 6/29/2025
Terms: 30 days

ATTN: Melanie Matheus, Town Clerk **RE: Mapping Services**
Town of Brock
2451 FM 1189, Ste B
Brock, TX 76087

DESCRIPTION	HOURS THIS PERIOD	BILLING RATE	THIS INVOICE	PREVIOUSLY BILLED
Principal	0	\$ 275.00	\$ -	\$ -
Associate	0	\$ 230.00	\$ -	\$ -
Project Manager	0	\$ 200.00	\$ -	\$ -
Senior Planner	2.5	\$ 165.00	\$ 412.50	\$ -
Planner	0	\$ 125.00	\$ -	\$ -
Data Analyst	1.25	\$ 100.00	\$ 125.00	\$ -
GIS/CAD Tech	0	\$ 90.00	\$ -	\$ -
Admin	0	\$ 80.00	\$ -	\$ -
Reimb Exp	0	\$ -	\$ -	\$ -
TOTAL	3.75		\$ 537.50	\$ 6,500.00

TOTAL AMOUNT DUE - THIS INVOICE: \$ 537.50

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	TOTAL CONTRACT	AMT REMAINING
\$ 7,037.50	\$ 9,098.75	\$ 15,000.00	\$ 7,962.50
CURRENT	A/R (<60 DAYS)	A/R (>60 DAYS)	TOTAL BALANCE
\$ 537.50	\$ -	\$ -	\$ 537.50

If there are questions regarding this invoice, please contact us immediately for clarification.



Payment Receipt**\$7,962.75**

Wyatt Hamilton Findlay PLLC
923 Roslyn Ct
Denver, Colorado 80230
(972) 415-5348

Account Holder
Town of Brock
2451 FM 1189 STE B
Brock, 76087

Payment Summary

Account:	Operating eCheck	Amount Paid:	\$7,962.75
Reference:	invoice #117	Payment Method:	eCheck Via FIRST FINANCIAL BANK, N.A.
		Account Number:	*****2744
		Auth Code:	VB7RG1
		Payment Date:	June 03, 2025 10:29 am
		Transaction Id:	137185887
		Payment Id:	JqnRYpFPQ1iOrWIFaFLvRg



www.whflegal.com
kim@whflegal.com

INVOICE

TJH Accounting
131 Coldwater Creek Ln
Weatherford, TX 76088

Teresa.Hand@TJHaccounting.com
+1 (817) 992-7054



Bill to
Town of Brock
2451 FM 1189
Brock, TX 76087

Ship to
Town of Brock
2451 FM 1189
Brock, TX 76087 USA

Invoice details

Invoice no.: 2357
Terms: Net 15
Invoice date: 05/30/2025
Due date: 06/14/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Accounting Services	May Payroll	1	\$75.00	\$75.00

Ways to pay



Thank you for your business! I accept credit card, ACH direct deposit, and online payments.

Total	\$75.00
Payment	-\$75.00
Balance due	\$0.00

Paid in Full

CNHI NORTH TEXAS

ORDER CONFIRMATION

Salesperson: LEGALS (WEATHERFORD)

Printed at 06/05/25 15:41 by bdahn-bv

Acct #: 23431

Ad #: 109692

Status: New WHOLD

TOWN OF BROCK
ALYSSA VANESIER
2451 FM 1189
WEATHERFORD TX 76087

Start: 06/07/2025 Stop: 06/07/2025
Times Ord: 1 Times Run: ***
10LEG 2.00 X 2.02 Words: 130
Total 10LEG 4.04
Class: J105 PUBLIC NOTICES
Rate: LEGAL Cost: 82.80
Affidavits: 1
Ad Descrpt: ORDS
Descr Cont: NOTICE OF ORDINANCE ADOPT
Given by: *
P.O. #:
Created: bdahn 06/05/25 15:39
Last Changed: bdahn 06/05/25 15:41

Contact:

Phone: (817) 396-5333
Fax#: (000) 000-0000
Email: sarahwalsh@whflegal.com
Agency:

PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTFS
WD	A	95	W	Sat	06/07/25	1 Sat	06/07/25 W S
WDOL	A	94	W	Sat	06/07/25	1 Sat	06/07/25 SMTWTFS

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

NOTICE OF ORDINANCE ADOPTION

The Town of Brock, Texas held a Public Hearing on Tuesday, May 27, 2025 whereat the Town Commission approved an ordinance No. amending the adoption of the 2015 International Fire Code and corresponding local amendment specifying when a fire suppression system is required and providing for a penalty not to exceed \$2,000 per violation.

The Town of Brock, Texas will hold a Public Hearing to consider approval of an ordinance adopting a permit process for the sale of fireworks within the Town of Brock. The hearing will be held on June 16, 2025 at 6:30 at the Brock Community Center, 2115 FM 1189 Brock TX, 76087. All interested persons may appear and be heard. Please contact the Town Clerk via email at townclerk@brocktx.net for additional information.



TOWN OF BROCK COMMISSION MEETING BRIEFING

JUNE 16, 2025

Agenda Item 4.1

Title

Public Hearing

Item Summary

Consider approval of an ordinance adopting a permit process for the sale of fireworks within the Town of Brock.

Attachments:

1. To be determined

ORDINANCE NO 0-2025-003

AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, PROHIBITING THE SALE OF FIREWORKS WITHIN THE TOWN LIMITS, INCLUDING THE TOWN'S EXTRATERRITORIAL JURISDICTION WITHOUT OBTAINING A PERMIT FROM THE TOWN; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A REPLEAING CLAUSE; PROVIDING FOR A PENALTY NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500) PER OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission for the Town of Brock, Texas ("Town") desires to protect the health, safety, and welfare of the Town's residents by regulating the sale of fireworks with the territorial limits of the Town; and

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

SECTION 1. Regulations regarding the sale of fireworks within the Town, permit requirements for the sale of fireworks within the Town are hereby adopted for the Town of Brock, as follows:

Sec. 1-1. Authority.

This ordinance is adopted under the authority of the constitution and laws of the state.

Sec. 1-2. Purpose of ordinance.

The purpose of this ordinance is to provide for the orderly, safe, and healthful development of the area within the Town and within the area surrounding the Town and to promote the health, safety, morals, and general welfare of the community.

Sec. 1-3. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Those words not expressly prescribed in this section are to be construed in accordance with customary usage in municipal planning practices.

Fireworks means a composition or device designed for entertainment to produce a visible or audible effect by combustion, explosion, deflagration or detonation.

Permit means a written permit or certification issued by the Town under the provisions of this chapter and regulations issued under this chapter.

Person means any natural person, corporation, limited liability company, trust, joint venture, association, company, partnership, governmental authority or other entity.

Retail Firework Stand means a structure from which fireworks are sold over the counter to members of the general public.

Retail Sales Period means the authorized period for the sale of the fireworks within the Town.

1. Independence Day season: from June 24 to midnight on July 4.
2. New Years Eve season: from December 20 to midnight on January 1 of the following year.

Town means the Town of Brock, Texas incorporated limits and the Town of Brock extraterritorial jurisdiction.

Town Commission means the Town Commission for the Town of Brock, Texas.

Sec. 1-4. Permit Required.

It shall be unlawful for any person to maintain or operate a retail firework stand or otherwise sell fireworks within the Town unless such person has first obtained a valid permit issued by the Town.

Sec. 1-5. Permit Application; Fee.

- a. A permit can only be applied for two weeks prior to an authorized sales period and expires immediately upon the end of each retail sales period.
- b. A permit application must be submitted on the Town's form and shall, at a minimum, include the following information:
 1. Name, address, phone number, email address, driver's license number, or identification card number and state of issuance of the person selling the fireworks;
 2. If the person selling fireworks is a partnership, the name of all the partners, the principal place of business address, and phone number for each partner;
 3. If person is a corporation, the person registering must state whether the corporation is organized under the laws of the state or is a foreign corporation, and must show the mailing address, business location, telephone number, name of the main individual in charge of the local office of such corporation, if any, and the names of all officers and directors and trustees of such corporation, and, if a foreign corporation, the place of incorporation.
 4. The location of the person selling fireworks will operate their retail firework stand;
 5. Proof of permission from landowner where the retail firework stand is located.
 6. Proof of license issued by the Texas Department of Insurance specifically allowing the sale of fireworks.
 7. A copy of Sales and Use Tax permit or proof of exemption.
 8. Any other information reasonably requested by the Town.

- c. A permit shall not be issued until the applicant has submitted the permit fee in conformance with the Town's fee schedule.
- d. The permit shall be posted in a conspicuous location at all times when the sale of fireworks is being conducted within the Town.

Sec. 1-6. Suspension and Termination of Permit.

- a. A permit terminates on the at the end of each authorized sales period and must be reapplied for every time a person wishes to sell fireworks within the Town during a retail sales period.
- b. No permit will be issued during a Parker County, Texas burn ban, if a permit has already been issued and a burn ban goes into effect before or during the retails sales period, the permit is suspended immediately.
- c. The Town Commission may revoke the permit issued for the violation of any of the provision of this Ordinance or state law.

Sec. 1-7. Appeal Hearing

Before a permit is revoked under the provisions of this Ordinance the Town Commission shall set a time and place for a hearing shall give the person who holds the permit at least five (5) calendar days written notice thereof, which shall be given by personal service to the person or person's authorized agent or by certified mail, return receipt requested. At such hearing the person shall be given the opportunity to be heard and to show cause why such license shall not be revoked. The Town Commission may uphold or revers the revocation of the permit by a majority vote. The Town Commission's determination shall be final.

Sec. 1-8 Penalty; Enforcement.

- a. Injunctive relief. Any person, firm or corporation who violates any provision of this ordinance, or fails to comply therewith, is subject to suit for injunctive relief as provided in V.T.C.A. Local Government Code Section 54.016, as amended, in a court of competent jurisdiction.
- b. Civil Penalty Authorized. In addition to any other enforcement authority provided by law, the Town Commission may, by written order, after holding a hearing, assess a civil penalty against a person as provided for herein for failure to comply with a notice or order issued by the Town Commission.
- c. Amount of Penalty. The civil penalty may be assessed in an amount not to exceed five hundred dollars (\$500.00) per day for each violation or, if the owner shows that the property is the owner's lawful homestead, in an amount not to exceed ten dollars (\$10.00) per day for each violation.
- d. Notice of hearing for civil penalties. Note less than five days prior to the date on which a hearing to assess the civil penalties is set the person shall be served with a notice of the hearing by personal service or certified mail, return receipt requested.
- e. Copy of order filed with district clerk. After the civil penalty is assessed, the Town Mayor shall file with the district clerk of the county in which the property is located a certified copy of the order assessing the civil penalty stating the amount and duration of the penalty.

- f. Enforcement. The civil penalty may be enforced by the Town in a suit brought by the Town in a court of competent jurisdiction for a final judgment in accordance with the assessed penalty. A civil penalty under this section is final and binding and constitutes prima facie evidence of the penalty in any suit. All remedies shall be and are hereby declared to be nonexclusive and the pursuit of one may be in addition to the pursuit of any others.
- g. Nothing in this ordinance shall be interpreted or construed as prohibiting the Town from enforcing the provisions contained herein by or through any other civil or criminal remedy allowed by law.

SECTION 4. Any person, firm or corporation violating any of the provisions or terms of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500.00) for each offense. Every day that a violation occurs shall constitute separate offense.

SECTION 5. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance, which shall remain in full force and effect.

SECTION 6. All provisions of the ordinances of the Town Brock, Texas in conflict with the provisions of this ordinance are hereby repealed, and all other provisions not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7. This ordinance shall take effect immediately from and after its passage, and publication of the caption, as the law in such cases provides.

APPROVED AND ADOPTED by the Town Commission of the Town of Brock, Texas this ___ day of June 2025.

By: _____
Jay Hamilton, Mayor

APPROVED AS TO FORM:

Sarah Walsh, Town Attorney



TOWN OF BROCK
2451 FM 1189 STE B
BROCK, TX 76087

PHONE: (817)396-5333
EMAIL: TOWNCLERK@BROCKTX.NET

TEMPORARY RETAIL FIREWORKS STAND USE PERMIT APPLICATION

Ordinance No. 2025-003 contains regulations specific to the sale of fireworks and the permitting of a retail stand. An application for a Temporary Retail Fireworks Stand permit application must be submitted to the Town Clerk at **least 30 days prior** to offering fireworks for sale at the site listed below and comply with the submittal requirements specified in this application and applicable code sections.

Permit application fees shall be paid to the Town Clerk via check.

Date: _____

APPLICATION FOR RETAIL SALES PERIOD:

JUNE 20- JULY 4 _____ DECEMBER 17- DECEMBER 31 _____ BOTH JUNE/DEC _____

NAME OF BUSINESS: _____ SALES TAX I.D. #: _____

COMPANY OWNER: _____ PHONE NUMBER: _____

POC ON SITE: _____ PHONE NUMBER: _____

COMPANY ADDRESS: _____

EMAIL: _____

ADDRESS LOCATION OF TEMPORARY STAND: _____

EMERGENCY CONTACT NAME/PHONE: _____

DESCRIPTION OF FIREWORKS SOLD:

HOW WILL FIREWORKS PRODUCTS BE SECURED WHEN NOT OPEN FOR SALES:

INSURANCE COVERAGE *Applicant must provide a copy of the Certificate of Insurance*

Amount of Liability Coverage _____

Insurance Company Name _____

Company Address _____

Name of Insurance Agent _____

Phone Number _____ EMAIL _____

No permit shall be granted to any person or company until the applicant has provided proper documentation demonstrating the applicant has public liability insurance coverage for personal injury and property damage. *Applicant must provide a copy of the Certificate of Insurance.*

TYPE OF PERMIT REQUESTED:

_____ FIREWORKS RETAIL SALES PERMIT (JUNE 20- JULY 4)

\$200.00

_____ FIREWORKS RETAIL SALES PERMIT (DECEMBER 17-31)

\$200.00

_____ FIREWORKS RETAIL SALES PERMIT (BOTH JUNE/JULY AND DECEMBER)

\$400.00

FOR TOWN USE ONLY:

DATE APPLICATION RECEIVED:	AMOUNT PAID:	PERMIT NUMBER:





TOWN OF BROCK COMMISSION MEETING BRIEFING

JUNE 16, 2025

Agenda Item 4.2

Title

Concept Presentation for 1421 FM 1189

Item Summary

CUA/Civil Urban Associates to present plans/plat for project at 1421 FM 1189

Attachments:

1. Plan/Plat hard copies to be provided to Commission by CUA/Civil Urban Associates



TOWN OF BROCK COMMISSION MEETING BRIEFING

JUNE 16, 2025

Agenda Item 4.4

Title

Town of Brock Water/Wastewater Study

Item Summary

Review and Take Action to approve funding for ARPA/Brock Water/Wastewater study plan invoices

Attachments:

1. Project Status Report- Wastewater
May 2025
2. Invoice# 007.23.02-13
3. Project Status Report- Water
May 2025
4. Invoice# 007.23.01.13



June 11, 2025

Mr. Jay Hamilton
Town of Brock
2451 FM 1189
Brock, Texas 76087

Subject: Brock Wastewater Master Plan – Project Status Report May 2025

Dear Mr. Jay Hamilton:

Provenance Engineering is pleased to provide this Project Status Report (PSR) for the Wastewater Master Plan. The following table shows the work completed to date.

Task	Prior % Complete	Current % Complete	Status
1 Project Management	98%	99%	In Progress
2 Data Gathering & Review	100%	100%	Completed
3 Wastewater Flow Projections	100%	100%	Completed
4 Wastewater Infrastructure Analysis	100%	100%	Completed
5 Wastewater Treatment & Disposal Analysis	100%	100%	Completed
6 Capital Improvements Plan	98%	100%	In Progress
7 Rate Study Analysis	90%	93%	In Progress
8 Regulatory & Stakeholder Coordination	90%	93%	In Progress
Total Project	98%	99%	In Progress

The main wastewater infrastructure needed for over 20,000 acres of the Brock community has been laid out in GIS and broken down into different phases into a capital improvements plan. We continue to coordinate with Brock ISD and developers to coordinate long-term objectives and ways to collaborate. Should you have any questions, please do not hesitate to call me at 817.694.6324.

Sincerely,

Kent Riker, PE
President | Servant Leader



PROVENANCE
ENGINEERING
Rooted to Be Uniquely Different

Provenance Engineering, LLC.
ATTN: Kent Riker
2491 FM 1189
Brock, TX 76087
817.373.5714

INVOICE

INVOICE #007.23.02 - 13
DATE: 06/11/25

BILLED TO:
Town of Brock
2451 FM 1189
Brock, Texas 76087
email: townclerk@brocktx.net

FOR:
Engineering Master Services Agreement
Brock Wastewater Master Plan
Provenance Engineering PN 007.23.02

PHASE	CONTRACT AMOUNT	PERCENT COMPLETE	PRIOR BILLED	CURRENT BILLED	TOTAL BILLED
1.0 - Project Management	\$20,000.00	99%	\$19,500.00	\$250.00	\$19,750.00
2.0 - Data Gathering & Review	\$10,000.00	100%	\$10,000.00	\$0.00	\$10,000.00
3.0 - WW Flow Projections	\$25,000.00	100%	\$25,000.00	\$0.00	\$25,000.00
4.0 - WW Infrastructure Analysis	\$40,000.00	100%	\$40,000.00	\$0.00	\$40,000.00
5.0 - WW Treatment & Disposal Analysis	\$40,000.00	100%	\$40,000.00	\$0.00	\$40,000.00
6.0 - Capital Improvements Plan	\$60,000.00	100%	\$59,000.00	\$1,000.00	\$60,000.00
7.0 - Rate Study Analysis	\$35,000.00	93%	\$32,500.00	\$1,050.00	\$33,550.00
8.0 - Regulatory and Stakeholder Coordination	\$20,000.00	93%	\$18,500.00	\$600.00	\$19,100.00
	\$250,000.00	99%	\$244,500.00	\$2,900.00	\$247,400.00

We appreciate the opportunity to serve you and your staff.
Thank you in advance for payment of **\$2,900.00**
TERMS Net 30 days

Thank you for your business!

Kent Riker, PE
President | Servant Leader



June 11, 2025

Mr. Jay Hamilton
Town of Brock
2451 FM 1189
Brock, Texas 76087

Subject: Brock Water Master Plan – Project Status Report May 2025

Dear Mr. Jay Hamilton:

Provenance Engineering is pleased to provide this Project Status Report (PSR) for the Water Master Plan. The following table shows the work completed to date.

Task	Prior % Complete	Current % Complete	Status
1 Project Management	88%	93%	In Progress
2 Data Gathering & Review	100%	100%	Completed
3 Demand Projections	100%	100%	Completed
4 Water Supply Planning	95%	97%	In Progress
5 Capital Improvements Plan	92%	95%	In Progress
6 Rate Study Analysis	60%	70%	In Progress
7 Regulatory & Stakeholder Coordination	65%	70%	In Progress
Total Project	90%	93%	In Progress

We have refined the water supply options analysis completing 97% of the task; we have greatly refined our a layout of the water infrastructure plan and capital improvements plan after meeting with the potential water supply partners. Should you have any questions, please do not hesitate to call me at 817.694.6324.

Sincerely,

Kent Riker, PE
President | Servant Leader



Provenance Engineering, LLC.
ATTN: Kent Riker
2491 FM 1189
Brock, TX 76087
817.373.5714

INVOICE

INVOICE #007.23.01 - 13
DATE: 06/11/25

BILLED TO:

Town of Brock
2451 FM 1189
Brock, Texas 76087
email: townclerk@brocktx.net

FOR:

Engineering Master Services Agreement
Brock Water Master Plan
Provenance Engineering PN 007.23.01

PHASE	CONTRACT AMOUNT	PERCENT COMPLETE	PRIOR BILLED	CURRENT BILLED	TOTAL BILLED
1.0 - Project Management	\$40,000.00	93%	\$35,200.00	\$2,000.00	\$37,200.00
2.0 - Data Gathering & Review	\$25,000.00	100%	\$25,000.00	\$0.00	\$25,000.00
3.0 - Demand Projections	\$20,000.00	100%	\$20,000.00	\$0.00	\$20,000.00
4.0 - Water Supply Planning	\$250,000.00	97%	\$237,500.00	\$5,000.00	\$242,500.00
5.0 - Capital Improvements Plan	\$100,000.00	95%	\$92,000.00	\$3,000.00	\$95,000.00
6.0 - Rate Study Analysis	\$35,000.00	70%	\$21,050.00	\$3,450.00	\$24,500.00
7.0 - Regulatory and Stakeholder Coordination	\$30,000.00	70%	\$19,500.00	\$1,500.00	\$21,000.00
	\$500,000.00	93%	\$450,250.00	\$14,950.00	\$465,200.00

We appreciate the opportunity to serve you and your staff.
Thank you in advance for payment of **\$14,950.00**
TERMS Net 30 days

Thank you for your business!

Kent Riker, PE
President | Servant Leader



TOWN OF BROCK COMMISSION MEETING BRIEFING

JUNE 16, 2025

Agenda Item 4.5

Title

Summer Stone Court Tree Trimming Request

Item Summary

Review and Take Action to approve estimate from Parker County Precinct #3 to complete tree trimming services on Summer Stone Court

Attachments:

1. Parker County Estimate



PARKER COUNTY PRECINCT #3

Larry Walden
1111 FM 1189
Weatherford, TX 76087
817-594-0371

May 28, 2025

Tree Trimming Summer Stone

Labor - \$859.65
Equipment - \$1737.95
Total - \$2597.60

This is a quote to trim the trees on Summer Stone as shown in the pictures that were sent to me.

Thank you,

A handwritten signature in blue ink that reads "Kim Hardin". The signature is written in a cursive style with a large initial "K".

Kim Hardin
Office Manager



TOWN OF BROCK COMMISSION MEETING BRIEFING

JUNE 16, 2025

Agenda Item 4.6

Title

Country Place Pothole Repair Request

Item Summary

Review request by Brock Citizen Mary Beth Elliot to repair potholes on Country Place and take action to authorize Town Clerk to request an estimate from Parker County Precinct #3

Attachments:

1. Photographs of Country Place Road Potholes

