



**TOWN OF BROCK
SPECIAL COMMISSION MEETING
AGENDA PACKET**

SEPTEMBER 30, 2025



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

MAYOR BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE
COMMISSIONER CODY NELSON
ATTORNEY WHITT L. WYATT

MEETING DATE AND TIME:
TUESDAY, SEPTEMBER 30, 2025

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

**SPECIAL COMMISSION MEETING AGENDA
BEGINS AT 4:00P.M.**

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 of the following**

3.1 PUBLIC HEARING to consider approval of an ordinance Conditional Use Permit for the sale of alcoholic beverages upon the premises located at 137 Olive Branch Road, 140 Olive Branch Road, 219 Olive Branch Road, and 6021 Quanah Hill Road in Brock, Texas.

3.2 PUBLIC HEARING to consider approval of an ordinance adopting the proposed FY 25-26 budget.

3.3 PUBLIC HEARING to consider approval an ordinance providing health inspections

REPORTS:

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

Limited reply by the Commission is allowed under The Texas Open Meetings Act as follows: (a) If, at a meeting of a governmental body, a member of the public or of the governmental body 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.

- **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 the meeting was posted on or before Wednesday, September 24, 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 Administrator

Accessibility Statement

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

be received 24 hours prior to the meeting. Please contact the Town Administrator at 817-396-5333.



**TOWN OF BROCK
SPECIAL COMMISSION MEETING BRIEFING
SEPTEMBER 30, 2025**

AGENDA ITEM 3.1

Title

Ordinance – Conditional Use Permit

Item Summary

This item is a public hearing to consider an Ordinance approving the sale of alcoholic beverages upon the premises located at 137 Olive Branch Road, 140 Olive Branch Road, and 6021 Quanah Hill Road in Brock, Texas

1. Proposed Ordinance
2. CUP application including site plan

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE BY GRANTING A CONDITIONAL USE PERMIT (CUP) EXPANDING THE AREA ALLOWED FOR THE SALE OF WINE AND MALT BEVERAGES ON APPROXIMATELY 129.768± ACRES OF LAND GENERALLY LOCATED AT 137 OLIVE BRANCH ROAD, 140 OLIVE BRANCH ROAD, 219 OLIVE BRANCH ROAD, AND 6021 QUANAH HILL ROAD IN BROCK, TEXAS; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; PROVIDING A REPEALING AND SAVINGS CLAUSE, SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

WHEREAS, on March 18, 2024, the Town Commission adopted Ordinance No. O-24-02, amending the Comprehensive Zoning Ordinance for the Town of Brock (Ordinance No. 2018-006) to change the zoning for Saddlerock Vineyards & Safari, approximately 129.768 acres of land generally located at 137 Olive Branch Road, 140 Olive Branch Road, 219 Olive Branch Road, and 6021 Quannah Hill Road (the "Subject Property"), to the current planned development zoning PD-2024-02; and

WHEREAS, under Ordinance No. O-24-02 and the current zoning of the Subject Property as PD-2024-002, the sale of wine and malt beverages is currently restricted to sale and consumption within the structures identified in the Subject Property's development regulations and site plans; and

WHEREAS, under the zoning of the Subject Property as PD-2024-002, any change to the areas permitted for sale of wine and malt beverages require a Conditional Use Permit; and

WHEREAS, on July 31, 2025, the owner of the Subject Property submitted an application for a Conditional Use Permit attached as Exhibit "A", requesting to expand the areas approved for the sale of wine and malt beverages to include the outdoor and other areas of the Subject Property as required by the current zoning PD-2024-002; and

WHEREAS, after due deliberations and consideration of the recommendation of the Town Commission, the information received at a public hearing, and other relevant information and materials, the Town Commission of the Town of Brock, Texas finds that this amendment for conditional use promotes the general welfare and safety of this community and meets additional criteria set forth in Section 10.2.12(E) of the Zoning Ordinance of the Town of Brock, as amended.

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

SECTION 1. The recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

SECTION 2. A Conditional Use Permit (CUP) authorizing expansion of the areas approved for the sale of wine and malt beverages to include the outdoor and other areas of Subject Property is hereby granted subject to the following conditions:

- All provisions of the development regulations and requirements for the Subject Property contained in Ordinance No. O-24-02 and planned development zoning PD-2024-02 not hereby modified by this CUP remain in full force and effect.

SECTION 3. Any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the Town of Brock, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00).

SECTION 4. Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or of the Comprehensive Zoning Ordinance of the Town of Brock, as amended hereby, be adjudged or held, in whole or in part, to be invalid, voided, or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinances, as amended hereby, which shall remain in full force and effect.

SECTION 5. 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 6. 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 September 30, 2025.

TOWN OF BROCK, TEXAS

Ben Davis, Mayor

ATTEST:

APPROVED AS TO FORM:

Melanie Matheus, Town Secretary

Whitt Wyatt, Town Attorney

APPLICANT: (if different from Owner)

Name: (printed) 2012 LAS Children's Trust & 2012 RHS Children's Trust

Address: 219 Olive Branch Road

City: Brock

State: TX



Phone: (818) 606-1729

Phone: (818) 606-1729

Phone: (818) 606-1729

TOWN OF BROCK APPLICATION FOR ZONING AND LAND DEVELOPMENT

TYPE OF APPLICATION: (CHECK ALL THAT APPLY)		
PLATS	ZONING	DEVELOPMENT PLAN APPROVAL
☐ Preliminary Plat	☐ Zoning Change	☐ Preliminary Site Plan
☐ Final Plat	☒ Conditional Use Permit	☐ Site Plan
☐ Replat/Amended Plat	☐ Planned Development	☐ Other: _____
☐ Subdivision variance	☐ Zoning Variance	

PROPERTY DESCRIPTION:

Submittal Date: _____ Address (if assigned): 137 Olive Branch Road, Brock, TX 76087

Legal description of subject property (metes & bounds must be described on an attached sheet) Subject address is contained within the attached metes & bounds description

Lot Number _____ Number of Lots: _____ Block _____ Name of Addition _____

Gross Acreage: 102.048 Present Zoning Classification: AG # of New Street Intersections: 0

PROPERTY OWNER/APPLICANT:

I hereby certify that the information in this application is true and correct to the best of my knowledge.

PROPERTY OWNER: (Required)

Name: (printed) 2012 LAS Children's Trust & 2012 RHS Children's Trust

Contact: Ronald H. Semler, Trustee of the 2012 LAS Children's Trust
Lisa A Semler, Trustee of the 2012 RHS Children's Trust

Address: 219 Olive Branch Road

Phone: (818) 606-1729

City: Brock

State: TX

Email: evan.bardo@semlercompanies.com

Zip: 76087

Signature: _____

Signature: (if applicant)

APPLICANT: (If different from Owner)

Name: (printed) Saddlerock Safaris

Contact: Madison Semler / Brett Phillips

Address: 137 Olive Branch Road

Phone: (214) 364-4015 / (817) 727-7252

City: Brock State: TX

Email: madison@saddlerocksafaris.com

Zip: 76087

Signature: 

SURVEYOR: (Required)

Name: (printed) _____

Contact: _____

Address: _____

Phone: _____

City: _____ State: _____

Email: _____

Zip: _____

Signature: _____

ENGINEER: (If applicable)

Name: (printed) _____

Contact: _____

Address: _____

Phone: _____

City: _____ State: _____

Email: _____

Zip: _____

Signature: _____

PRINCIPAL CONTACT:

(APPLICABLE DOCUMENTS WILL BE DISTRIBUTED ONLY TO DESIGNATED PRINCIPAL CONTACT)

☐ Owner

☒ Applicant

☐ Surveyor

☐ Engineer

UTILITY PROVIDERS:

Electric Provider: _____

Water Provider: _____

Wastewater Provider: _____

Gas Provider (if applicable): _____

FEES:

See ***Town of Brock Master Fee Schedule***. All reasonable fees and/or costs, which are required by the City of Brock for a proper review of this request, are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

City Use Only

Project #: _____

Completed Application Received on: 7/31/2025

Affidavit for Groundwater Availability Received on: _____

Fees Collected \$ 250.00

Receipt #: _____

Project #: _____

ACKNOWLEDGEMENT FOR PLAT AND ZONING APPLICATIONS

All Plat and Zoning applications, including Conditional Use Permits (CUPs), are subject to administrative review for completeness. Only complete applications will be considered filed and eligible to be scheduled for public hearing and consideration by the Town Commission.

All public hearings will be opened, and testimony given by applicants and all interested persons.

Any changes to a site plan (no matter how minor or major) approved in connection with a Conditional Use Permit (CUP) are required to be approved by the Town Commission through the public hearing process.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS AS SET FORTH BY THE APPLICATION FOR AND ACKNOWLEDGE THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT AND THAT ALL REQUIREMENTS OF THIS APPLICATION HAVE BEEN MET AT THE TIME OF SUBMITTAL.



Applicant's Signature

7/24/25

Date

Saddlerock Safaris by Madison Semler

Applicant's Name (Print)



Owner's Signature (If different)

7/24/25

Date

Ron Semler

Owner's Name (Print) Ronald H Semler, Trustee
Lisa A. Semler, Trustee

CONDITIONAL USE APPLICATION/SITE PLAN APPLICATION CHECKLIST

****This checklist must be submitted with the initial application****

I. GENERAL:

Name of Addition: Semler
Applicant: Saddlerock Safaris
Property Owner(s): 2012 LAS Children's Trust & 2012 RHS Children's Trust
Location of Addition: 137 Olive Branch Road, Brock, TX 76087

II. REQUIRED DOCUMENTS FOR A CONDITIONAL USE APPLICATION/SITE PLAN APPLICATION

- ☒ Application with original/notarized signatures of owner and applicant
- ☒ Filing and publication fee (see *Town of Brock Master Fee Schedule*)
- ☒ Site plan drawing showing the existing structures and proposed requested structure.
- ☒ Drainage and elevations may be required.
- ☒ Submit a letter describing the proposed Conditional use and note the request on the site plan document, describe or show on the site plan special requirements or conditions imposed upon the particular conditional use by applicable district regulations (example: buffer yards, distance between users), describe whether the proposed conditional use will , or will not cause substantial harm to the value, use, or enjoyment of other property in the neighborhood.



**TOWN OF BROCK
SPECIAL COMMISSION MEETING BRIEFING
SEPTEMBER 30, 2025**

AGENDA ITEM 3.2

Title

Ordinance - Annual Budget for Fiscal Year 2025-2026

Item Summary

This item is a public hearing to consider an Ordinance approving and adopting the annual budget for FY beginning October 1, 2025, through September 30, 2026.

1. FY 25-26 Budget
2. Proposed Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, APPROVING AND ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026, AND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE ADOPTED BUDGET; PROVIDING A SEVERABILITY, REPEALING, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a proposed general budget for the Town covering the fiscal year beginning October 1, 2025 and ending September 30, 2026 has been filed with the Town Clerk's office and made available for public inspection in accordance with applicable law; and

WHEREAS, the Town, in accordance with law, properly posted the proposed budget and held a public hearing regarding the proposed budget and provided notice of such public hearing by publication in the official newspaper of the Town at least ten (10) days before the date of the public hearing, and during the public hearing on the budget, all interested persons were given the opportunity to be heard for or against any item contained in said budget, and all said persons were heard, after which the public hearing was closed; and

WHEREAS, the Town Commission finds that all legal notices, hearings, procedures and publishing requirements for the adoption of the budget have been performed or completed in the manner and form set forth by law, and is of the opinion that the budget hereinafter set forth is proper and should be approved and adopted.

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

SECTION 1. Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2. Adoption of Budget. That the budget for the Town of Brock, Texas for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026, a true and correct copy of which is attached to this ordinance as Exhibit "A" is hereby adopted and approved.

SECTION 3. Publication of Budget. The budget as adopted hereby shall be deemed the official budget for the Town of Brock, Texas for the said fiscal year and a copy of the same attached hereto and marked as Exhibit "A" shall be filed with the county clerk as provided by state law.

SECTION 4. Appropriation of Funds. For the Town's fiscal year beginning October 1, 2025 and ending September 30, 2026, the amounts reflected in the budget to provide for the payment of expenditures shown in the budget, are hereby officially appropriated for maintenance and operations and such other expenditures and appropriated recited therein.

SECTION 5. Amendments to the Budget. Pursuant to state law, expenditures during the 2025-2026 Fiscal Year shall be made in accordance with this budget and this ordinance, unless amended in accordance with Chapter 102 of the Texas Local Government Code.

SECTION 6. Authority of Mayor. That specific authority is given to the Mayor to make transfers of budgeted appropriations from one account/fund classification to another account/fund classification within the same fund or department.

SECTION 7. Repealing Clause. 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 8. Severability Clause. The sections, paragraphs, sentences, phrases, and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, or word in this Ordinance or application thereof to any person or circumstance is held invalid, void, unlawful or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the Town Commission hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, voidness, unlawfulness or unconstitutionality, which remaining portions shall remain in full force and effect.

SECTION 9. Effective Date. This Ordinance shall take effect upon its passage.

PASSED AND APPROVED BY THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS ON THIS THE 30TH DAY OF SEPTEMBER, 2025.

TOWN OF BROCK, TEXAS

Ben Davis, Mayor

ATTEST:

APPROVED AS TO FORM:

Melanie Matheus, Town Secretary

Whitt Wyatt, Town Attorney

Town of Brock, Texas Fiscal Year 2025-2026 Budget

	APPROVED 10/01/2023-09/30/2024	ACTUAL 10/01/2023-09/30/2024	PROPOSED 10/01/2024-09/30/2025	ACTUAL 10/01/2024-07/30/2025	ESTIMATED August & Sept 2025	PROPOSED FY2025-2026	COMMENTS
INCOME							
408 Franchise Fee Revenue	88,000.00	77,892.53	100,000.00	89,145.45	25,000.00	99,000.00	Tri-County Electric Co-Op
Permit Revenue	3,500.00	6,343.92	6,000.00	20,561.32	4,000.00	26,000.00	Permits/Applications/Misc. Revenue
440 Sales and Use Tax Revenue	306,000.00	331,150.81	320,000.00	445,617.29	64,000.00	450,000.00	
Mixed Beverage Tax	3,000.00	3,135.37	3,000.00	3,414.87	440.00	3,200.00	
430 Misc Income (ARPA Grant)	518,500.00	381,800.00	231,200.00	330,800.00	37,400.00		Parker County Treasurer
Refund				12.76			Stamps subscription cancellation
TOTAL INCOME	919,000.00	800,322.63	660,200.00	889,551.69	130,840.00	578,200.00	
EXPENSES							
510 Advertising and Marketing				3,271.77		6,500.00	Website Redesign + Civic Plus Annual Subscription
520 Publications Expense	1,200.00	856.55	1,200.00	422.40	200.00	500.00	Weatherford Democrat Public Notice
Legal	85,600.00	50,565.00	75,000.00	55,643.34	16,000.00	90,000.00	
Services		20,431.77	15,000.00	5,875.15		5,000.00	Bureau Veritas, BMY, Jamie Tierce, and CPA
ARPA Water/Wastewater Plan Study	518,500.00	381,800.00	231,200.00	330,800.00	37,400.00		
540 Insurance/Bond	5,000.00	2,690.74	5,000.00	3,097.46		3,100.00	TML
545 Office Supplies & Software		7,362.05		5,706.69	1,070.00	8,190.00	
546 Postage		292.28		154.69	20.00	100.00	
565 Office Expense/Payroll/Contractor Expense	37,500.00	15,885.00	7,500.00	N/A	N/A	N/A	
Payroll Wages	25,000.00	15,406.25	39,000.00	10,443.75	2,800.00	249,304.00	Town Manager, Town Administrator, Town Code Enforcement Officer
Payroll Expenses (Bookkeeping Services)				300.00	225.00	900.00	TJH Accounting LLC
Payroll Expenses (Taxes)		1,337.58		1,221.20	280.00	20,000.00	
580 Telephone Expense		518.67		477.43	94.00	564.00	
590 Street/Bridge Repair & Maint. Expense	130,000.00	237.80	65,000.00		20,000.00	65,000.00	
595 Misc Expenses	5,000.00	10,000.00					
Bank Fees				35.00			
Comprehensive Plan/Map Project	60,000.00	3,281.25	60,000.00	6,355.00	4,000.00	40,000.00	
Reimbursable Expenses				125.44			
Election Expenses	7,500.00		7,500.00			7,500.00	
Uncategorized Expense		206.00		1,383.15			
Town Hall Office-Rent/Lease	9,200.00	7,385.00	9,200.00	7,550.00	1,400.00	9,600.00	Town Hall rent + Brock Community Center lease
Real Estate Asset Purchase for Town Hall	N/A	N/A	N/A	N/A	N/A	36,000.00	
Real Estate Asset Purchase for WW TP	N/A	N/A	N/A	N/A		28,800.00	
Donations/Community Events			10,000.00	10,000.00			
TOTAL EXPENSES	894,500.00	517,955.94	525,600.00	442,862.47	83,489.00	571,058.00	
OVER/UNDER TOTAL		282,366.69		446,689.22		7,142.00	
						1,562,464.15	Public Fund Checking Account Balance as of 7/31/2025
						47,351.00	Estimated August 2025 & September 2025
						7,142.00	Projected Un-allocated case reserves for FY 2025-2026
						1,616,957.15	Estimated Account Balance for FY 2025-2026

TOWN OF BROCK, TEXAS
FISCAL YEAR 2025-2026 BUDGET
BUDGET COVER SHEET

Record Vote on Adoption of the Budget

On September 30, 2025, the Town Commission of the Town of Brock, Texas approved Ordinance Number _____ approving the Town of Brock, Texas Fiscal Year 2025-2026 Budget by roll call vote as follows:

Motion by _____: "I move to approve the ORDINANCE adopting the Town of Brock, Texas budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026, as presented";

Motion seconded by _____

FOR

AGAINST

_____, Mayor

Debbie Scrimshire



**TOWN OF BROCK
SPECIAL COMMISSION MEETING BRIEFING
SEPTEMBER 30, 2025**

AGENDA ITEM 3.3

Title

Ordinance- Health Inspections

Item Summary

This item is a public hearing to consider approving an Ordinance providing health inspections

1. Proposed Ordinance