



**TOWN OF BROCK
COMMISSION MEETING
AGENDA PACKET**

OCTOBER 20, 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:
MONDAY, OCTOBER 20, 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**
- **INVOCATION BY PASTOR GREG BOWMAN, BROCK BAPTIST CHURCH**
- **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) September 22, 2025, Meeting Minutes
- (b) September 30, 2025, Meeting Minutes

3.2 Review Monthly Financial Reports

3.3 Review Town of Brock accounts payable

1. Learn to Live- monthly rent for Town of Brock office \$700.00 (OCTOBER RENT)
2. Wyatt Hamilton Findlay invoice #246 \$5,456.25
3. TJH Accounting- invoice #2492 \$75.00
4. BMY (2023 Financial Audit) invoice #252959 \$3,175.50

5. CNHI -Weatherford Democrat (Public Notice #136412) \$60.00
6. CNHI- Weatherford Democrat (Public Notice #132765 \$74.00
7. CNHI-Weatherford Democrat (Public Notice #132770) \$64.40
8. CNHI-Weatherford Democrat (Public Notice #132770 \$64.40
9. Nextlink (phone service) \$90.78
10. Provenance Solutions -Town Hall security deposit \$500.00
11. Provenance Solutions -Town Hall lease November 2025/October 2026 \$1,710.00
12. Parker County PCT 3 (Tree Trimming/Summer Stone) \$1,812.11

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

4.1 Brock citizen Gil Blackburn to discuss plans Spur FM 1189 project

4.2 ARPA/Brock Water/Wastewater study plan project update from Provenance Engineering (PE) Kent Riker

4.3 Brock business owner John King to discuss offsite sign located at The Spot on FM1189

4.4 Rhyolite Resources LLC to present business development to be located on Quanah Hill

4.5 Farmers & Merchants Bank, President Jeff Stewart to present bank plans to be located on the corner of Spur FM 1189 and Quanah Hill

4.6 Review and take action on the following permit applications:
(a) Saddlerock Safaris- sign permit

4.7 PUBLIC HEARING to consider approval of an ordinance providing health inspections within the Town of Brock

4.8 Resolution allowing the Town Administrator to procure and pay expenses related to IT services; and providing an effective date.

4.9 Resolution cancelling the general municipal election to be held on November 4, 2025; declaring the unopposed candidates for Mayor and City Commission elected to office; directing clerk to post notice at each polling place; and providing an effective date.

4.10 Future meeting items and date

REPORTS:

Final report on financial audit from BMY from the Town Administrator

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

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

governmental body inquiries about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response: or (2) A recitation of existing policy in response: (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

- **EXECUTIVE SESSION:** The Commission reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed on the agenda, as authorized by Texas Government Code Section 551.071, CONSULTATION WITH ATTORNEY.

8. ADJOURN

CERTIFICATION

I hereby certify that the above notice of the meeting was posted on or before October 14, 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
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 3.1

Title

Meeting Minutes

Item Summary

Review and take action to approve the minutes from the following Town of Brock
Commission meetings

September 22, 2025

September 30, 2025

Attachments

1. September 22, 2025, meeting minutes
2. September 30, 2025, meeting minutes



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

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

MEETING DATE AND TIME:
MONDAY, SEPTEMBER 22, 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** Mayor Ben Davis announced a quorum and called the meeting to order at 6:30 P.M.
- **INVOCATION AND PLEDGE** Mayor Ben Davis led the community in prayer and Pledges of Allegiance
- **CONSENT AGENDA:** All items listed under the Consent Agenda are considered routine by the Town Commission and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.

3.1 Review and Approve

(a) August 18, 2025, Meeting Minutes **APPROVED**

3.2 Review Monthly Financial Reports

3.3 Review Town of Brock accounts payable

1. Learn to Live- monthly rent for Town of Brock office \$700.00 (SEPT RENT)
2. Wyatt Hamilton Findlay invoice #210 \$3,543.75
3. TJH Accounting- invoice #2458 \$75.00
4. Verdunity- invoice #132-01-08 \$1,107.50

5. Bureau Veritas-project 2025-006574 (Brock Crossing) \$12,417.84
6. Texas Municipal League- annual insurances- \$1,009.75

3.2, **Commissioner Debbie Scrimshire made a motion to approve agenda items 3.1, 3.3, seconded by Commissioner Cody Nelson. Motion passed.**

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

4.1 Brock citizen Gil Blackburn to discuss plans for Spur FM 1189 project
Mr. Blackburn requested this item to be tabled until the October Commission meeting

4.2 ARPA/Brock Water/Wastewater study plan project update from Provenance Engineering (PE) Kent Riker
Kent Riker from PE updated the Commission that the plan study is wrapping up. He informed the Commission of needed information for a potential water district creation within Parker County. Information includes what the future water needs would be as well as when water would be needed for the community of Brock. He stated that the potential future water district could be 10-20 years in the future. He mentioned that the town had not explored a possible, short-term water consideration which could include groundwater, albeit a precious limited resource. He will present final findings and report at the next meeting.

4.3 Review and take action to approve reimbursement requests to Parker County for work done in July 2025 by Provenance Engineering
(A) PE Invoice # 007.23.01-14 \$ 13, 550.00
Commissioner Debbie Scrimshire made a motion to approve invoice #007.23.01-14 for \$13, 550.00, seconded by Cody Nelson. Motion passed.

4.4 Discuss findings of illegal dumping located at 1700 FM 1189
Mayor Ben Davis discussed the need to find an expert to determine the effects of this illegal dumping. Commissioner Scrimshire stated she witnessed illegal dumping therefore she called Parker County and FEMA, who told her that dumping in a floodplain requires a FEMA permit. Mayor Ben Davis stated he will call Parker County and then the Commission can rediscuss at the October Commission meeting.

4.5 Review and take action to approve permit requests
1. Mama Veras- Mobile Food Vendor Application
Commissioner Cody Nelson made a motion to approve the Mama Veras Mobile Food Vendor Application, seconded by Commissioner Debbie Scrimshire. Motion passed.
2. The Spot- sign permit – **NOT APPROVED per Ordinance 2020-003**

4.6 Review and take action to approve Parker County estimate for Country Place Road repairs

Commissioner Cody Nelson made a motion to approve the patching order for \$2,039.40, seconded by Commissioner Debbie Scrimshire. Motion passed. The mayor stated he will reach out to PCT 3 for a third estimate.

4.7 Review and discuss Parker County Hospital District –EMS Station

4 Commercial Permit Application for station renovations

The Town Administrator stated plan review payment was recently received therefore the plans would be sent to Bureau Veritas for official plan review services.

4.8 Discuss and take action regarding Town Hall annual lease

The Commission discussed the differences between the two lease options and opted to relocate the office to 2491 FM 1189, Weatherford, Texas 76087 which is also within the Brock Community. Commissioner Cody Nelson made a motion to approve the relocation to 2491 FM 1189, seconded by Commissioner Debbie Scrimshire as long as the town attorney reviews the lease contract.

The Commission then discussed the need for additional office furniture. Commissioner Cody Nelson authorized the Town Administrator to purchase office furniture no more than \$2,000.00, seconded by Debbie Scrimshire. Motion passed.

4.9 Discuss light pollution ordinance proposal

The Town of Brock received a few complaints regarding overly bright lights located at 1421 FM 1189 Brock, Texas. Per Mayor Ben Davis request, the Town Administrator will call the shopping center owner to request a change in the lights which will lower the light pollution. If needed, the Commission will revisit the item at a future Commission meeting.

4.10 Discuss and take action regarding Town of Brock oversight of future Brock Hometown Christmas events

Hannah Conniff approached the Commission to request the Town of Brock take complete responsibility for Brock Hometown Christmas as the BBC board has somewhat dismantled. BHC has been held on the first Sunday of December since 2019 when it established the event as a family friendly fundraiser to give back to local non-profit organizations. After presenting event details including event overview, logistics, financials, marketing & outreach, what worked well along with the challenges, as well as event needs, the Commission broke into Executive Session to discuss this with the Town Attorney.

Mayor
that the
event(s).
After consultation with the town attorney during the Executive Session, the explained that the Town of Brock supports Brock Hometown Christmas but town cannot accept responsibility for the Brock Hometown Christmas

4.11 Future meeting items and date **The Town of Brock Commission Meeting was scheduled for Monday, October 20, 2025.**

REPORTS:

Final report on financial audit from BMY from the Town Administrator
Tabled until the October Commission meeting

- **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.

Brock Citizen Tanya Taylor thanked Mayor Ben Davis and Commissioner Cody Nelson for stepping up to serve the community. Ms. Taylor recommended that the Town of Brock Commission consider making Commission positions a part-time, payable position to incentivize Brock citizens to run for office. The Commission stated they will consider her recommendation.

- **EXECUTIVE SESSION:** The Commission reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed on the agenda, as authorized by Texas Government Code Section 551.071, CONSULTATION WITH ATTORNEY.

Mayor Ben Davis made the motion to open the Executive Session at 7:17 P.M., seconded by Commissioner Debbie Scrimshire. Motion passed.

Discuss Town Hall office real estate needs

Mayor Ben Davis made the motion to close the Executive Session at 7:37 P.M., seconded by Commissioner Cody Nelson. Motion passed.

8. ADJOURN

Mayor Ben Davis made the motion to adjourn the meeting at 8:27 P.M., seconded by Commissioner Cody Nelson. Motion passed.

CERTIFICATION

I hereby certify that the above notice of the meeting was posted on or before Tuesday, September 16, 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.



**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

Mayor Ben Davis announced a quorum and called the meeting to order at 4:13pm

2. INVOCATION AND PLEDGE

Mayor Ben Davis led the community in prayer and the Pledge of Allegiance

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.

Mayor Ben Davis made the motion to open the public hearing at 4:14pm, seconded by Commissioner Debbie Scrimshire. Motion passed.

Mr. Ronnie Semler approached the Commission to request a Conditional Use Permit for the Saddlerock Safaris mobile bar which will provide additional access to alcoholic beverages when the venue is busy. Mr. Semler stated the anticipated opening date for Saddlerock Safaris is tentatively set for November 19, 2025. Commissioner Cody Nelson inquired about the operating hours of the venue, in which Mr. Semler stated he was unsure but probably

10am-6pm. Mr. Semler added that the venue will initially provide safari tours including animal interaction with wine offerings on the patio at the conclusion of the safari tours. Future plans include lodging and a possible wedding venue. No other public comments were made against the CUP approval. Commissioner Debbie Scrimshire made the motion to approve the Saddlerock Safaris Conditional Use Permit, seconded by Commissioner Cody Nelson. Motion approved unanimously 3-0.

Commissioner Debbie Scrimshire made the motion to close the public hearing at 4:21 pm, seconded by Commissioner Cody Nelson. Motion passed.

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

Commissioner Debbie Scrimshire made the motion to open the public hearing at 4:22pm, seconded by Commissioner Cody Nelson. Motion passed.

No public comments were made. Commissioner Debbie Scrimshire made the motion to approve the Fiscal Year 25-26 budget beginning October 1, 2025, through September 30, 2026, seconded by Commissioner Cody Nelson. Motion approved unanimously 3-0.

Commissioner Debbie Scrimshire made the motion to close the public hearing at 4:23pm, seconded by Commissioner Cody Nelson. Motion passed.

3.3 PUBLIC HEARING to consider approval an ordinance providing health inspections

Mayor Ben Davis made the motion to open the public hearing at 4:24pm, seconded by Commissioner Cody Nelson. Motion passed.

Mayor Ben Davis stated the need for routine health inspection enforcement for the Town of Brock. Commissioner Cody Nelson inquired about the related costs for health inspections in which Mayor Ben Davis explained pass-through fees would be paid for required inspections by Brock businesses. Brock citizens verbally supported the proposed Ordinance.

Item was tabled until October 20, 2025, Commission meeting as the Ordinance draft was not ready.

Commissioner Cody Nelson made the motion to table the Ordinance approval until October 20, 2025, Commission meeting, seconded by Commissioner Debbie Scrimshire. Motion unanimously approved 3-0.

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.

No citizen comments were made.

- **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

Commissioner Debbie Scrimshire made the motion to adjourn the meeting at 4:28pm, seconded by Commissioner Cody Nelson. Motion passed.

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

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**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 3.2

Title

Monthly Financial Reports

Item Summary

Review the following monthly financial reports
Public Funds Checking Account
First Financial EOM Report

Attachments

1. Public Funds Checking Account report
2. First Financial EOM report

Town of Brock - Public Funds Checking Account
07/01/2025-09/30/2025

Per Bank Activity:

Beginning Balance (as of July 1, 2025)	\$1,534,309.91
Deposits	\$51,217.25
Sales Tax Income	\$33,367.25
Franchise Tax Income	
Permit Revenue	
Interest Deposit	\$157.87
Disbursements	\$23,220.88
ARPA Funding Release	\$17,850.00
Ending Balance (As of July 31, 2025)	\$1,562,464.15
Beginning Balance (as of August 1, 2025)	\$1,562,464.15
Deposits	\$67,790.58
Sales Tax Income	\$37,342.59
Franchise Tax Income	\$20,930.25
Permit Revenue	\$8,134.59
Interest Deposit	\$5,172.39
Disbursements	\$28,310.76
ARPA Funding Release	
Ending Balance (As of August 29, 2025)	\$1,607,116.36
Beginning Balance (as of September 1, 2025)	\$1,607,116.36
Deposits	\$55,342.02
Sales Tax Income	\$54,147.43
Franchise Tax Income	
Permit Revenue	\$150.00
Interest Deposit	\$4,692.67
Disbursements	\$7,029.75
ARPA Funding Release	
Ending Balance (As of September 30, 2025)	\$1,660,121.30



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 3.3

Title

Town of Brock Account Payables

Item Summary

Review the following account payables

Learn to Live

Wyatt Hamilton Findlay

TJH Accounting

BMV

CNHI

CNHI

CNHI

CNHI

Nextlink

Provenance Solutions

Provenance Solutions

Parker County PCT 3

Attachments

1. Learn to Live- (no invoice) \$700.00
2. Wyatt Hamilton Findlay- invoice #246 \$5,456.25
3. TJH Accounting \$64.40-invoice #2492 \$75.00
4. BMV- invoice # 292959 \$3,175.50
5. CNHI- \$60.00
6. CNHI-\$74.00
7. CNHI-\$64.40
8. CNHI-\$64.40
9. Nextlink-\$90.78
10. Provenance Solutions- (no invoice) \$500.00
11. Provenance Solutions -(no invoice) \$1710.00
12. Parker County PCT 3- \$1,812.11



Wyatt Hamilton Findlay, PLLC

Invoice to:
Town of Brock
2451 FM 1189
Suite B
Brock, Texas 76087

INVOICE

Invoice # 246
Date: 09/30/2025
Due Upon Receipt

Invoice Number	Total
246	\$5,456.25
Subtotal	\$5,456.25
Tax	\$0.00
Amount Due	\$5,456.25

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.: 2492
Terms: Net 15
Invoice date: 09/30/2025
Due date: 10/15/2025

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

Ways to pay



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

View and pay

BMV

Certified Public Accountants

P O Box 203

Stephenville, TX 76401

Phone: (254) 965-7321

E-mail: mweber@bmy-cpa.com

Web: www.bmy-cpa.com

Invoice: 252959

Date: 09/30/2025

ID: 98037

Town of Brock
2451 FM 1189, Suite B
Brock, TX 76087

For professional service rendered as follows:

Assurance- Final Bill 2023 Audit

3,175.50

Billed Time & Expenses

\$3,175.50

Invoice Total

\$3,175.50

<u>09/30/2025</u>	<u>08/31/2025</u>	<u>07/31/2025</u>	<u>06/30/2025</u>	<u>05/31/2025+</u>	<u>Total</u>
3,175.50	0.00	0.00	0.00	0.00	\$3,175.50

Please return this portion with payment.

Invoice: 252959

ID: 98037

Date: 09/30/2025

Town of Brock

Mastercard or Visa: _____ Exp Date: _____ V Code: _____

Card #: _____ Amount Enclosed: \$ _____

Signature: _____

**Due Upon Receipt. A finance charge will be added to invoices not paid
within 30 days from date of invoice.**

A surcharge of 3% will be added to all credit card transactions.

ORDER CONFIRMATION

Salesperson: LEGALS (WEATHERFORD)

Printed at 10/01/25 10:40 by bdahn-bv

Acct #: 23431

Ad #: 136412

Status: New

TOWN OF BROCK
ALYSSA VANESIER
2451 FM 1189
WEATHERFORD TX 76087

Start: 10/08/2025 Stop: 10/08/2025
Times Ord: 1 Times Run: ***
10LEG 2.00 X 1.45 Words: 80
Total 10LEG 2.90
Class: J105 PUBLIC NOTICES
Rate: LEGAL Cost: 60.00
Affidavits: 1
Ad Descrpt: PH HEALTH INSPECTIONS
Descr Cont: NOTICE OF PUBLIC HEARING
Given by: *
P.O. #:
Created: bdahn 10/01/25 10:36
Last Changed: bdahn 10/01/25 10:40

Contact:

Phone: (817) 396-5333

Fax#: (000) 000-0000

Email: melanie.a.matheus2@gmail.com

Agency:

PUB ZONE EDT TP RUN DATES
WD A 95 S 10/08
WDOL A 94 S 10/08

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 PUBLIC HEARING
TOWN OF BROCK, TEXAS**

Notice is hereby given hat the Town Commission of The Town of Brock, Texas will hold a Public Hearing to consider approval of adopting an ordinance providing for health inspections. The Commission meeting will be held on Monday, October 20, 2025 at 6:30pm at the Brock Community Center, 2115 FM 1189 Brock TX 76087. All interested persons may appear and be heard. Please contact the Town Administrator at 817-396-5333 for additional information.

CNHI NORTH TEXAS

ORDER CONFIRMATION

Salesperson: LEGALS (WEATHERFORD)

Printed at 09/18/25 13:16 by bdahn-bv

Acct #: 23431

Ad #: 132765

Status: New WHOLD

TOWN OF BROCK
ALYSSA VANESIER
2451 FM 1189
WEATHERFORD TX 76087

Start: 09/20/2025 Stop: 09/20/2025
Times Ord: 1 Times Run: ***
10LEG 2.00 X 1.80 Words: 109
Total 10LEG 3.60
Class: J105 PUBLIC NOTICES
Rate: LEGAL Cost: 74.00
Affidavits: 1
Ad Descrpt: PH CUP 137 OLIVE BRANCH R
Descr Cont: NOTICE OF PUBLIC HEARING
Given by: *
P.O. #:
Created: bdahn 09/18/25 13:14
Last Changed: bdahn 09/18/25 13:16

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 09/20/25	1	Sat 09/20/25	W S
WDOL	A	94	W	Sat 09/20/25	1	Sat 09/20/25	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 PUBLIC HEARING
TOWN OF BROCK, TEXAS**

NOTICE IS HEREBY GIVEN that the Town Commission of The Town of Brock, Texas will hold a 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. The special-called meeting will be held on Tuesday, September 30, 2025 at 4:00pm at the Brock Community Center, 2115 FM 1189 Brock TX 76087. All interested persons may appear and be heard. Please contact the Town Administrator at 817-396-5333 for additional information.

CNHI NORTH TEXAS

ORDER CONFIRMATION

Salesperson: LEGALS (WEATHERFORD) Printed at 09/18/25 13:21 by bdahn-bv

Acct #: 23431 Ad #: 132770 Status: New WHOLD

TOWN OF BROCK Start: 09/20/2025 Stop: 09/20/2025
 ALYSSA VANESIER Times Ord: 1 Times Run: ***
 2451 FM 1189 10LEG 2.00 X 1.56 Words: 79
 WEATHERFORD TX 76087 Total 10LEG 3.12

Class: J105 PUBLIC NOTICES
 Rate: LEGAL Cost: 64.40
 # Affidavits: 1
 Ad Descrpt: PH HEALTH INSPECTIONS
 Descr Cont: NOTICE OF PUBLIC HEARING
 Given by: *
 P.O. #:
 Created: bdahn 09/18/25 13:19
 Last Changed: bdahn 09/18/25 13:21

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 09/20/25	1	Sat 09/20/25	W S
WDOL	A	94	W	Sat 09/20/25	1	Sat 09/20/25	SMTWTFS

AUTHORIZATION

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Name (print or type)

Name (signature)

**NOTICE OF PUBLIC HEARING
TOWN OF BROCK, TEXAS**

NOTICE IS HEREBY GIVEN that the Town Commission of The Town of Brock, Texas will hold a Public Hearing to consider approval of adopting an ordinance providing for health inspections. The special-called meeting will be held on Tuesday, September 30, 2025 at 4:00pm at the Brock Community Center, 2115 FM 1189 Brock TX 76087. All interested persons may appear and be heard. Please contact the Town Administrator at 817-396-5333 for additional information.

CNHI NORTH TEXAS

ORDER CONFIRMATION

Salesperson: LEGALS (WEATHERFORD) Printed at 09/18/25 13:18 by bdahn-bv

Acct #: 23431 Ad #: 132768 Status: New WHOLD

TOWN OF BROCK
 ALYSSA VANESIER
 2451 FM 1189
 WEATHERFORD TX 76087

Start: 09/20/2025 Stop: 09/20/2025
 Times Ord: 1 Times Run: ***
 10LEG 2.00 X 1.56 Words: 84
 Total 10LEG 3.12
 Class: J105 PUBLIC NOTICES
 Rate: LEGAL Cost: 64.40
 # Affidavits: 1
 Ad Descrpt: PH ADOPT BUDGET
 Descr Cont: NOTICE OF PUBLIC HEARING
 Given by: *
 P.O. #:
 Created: bdahn 09/18/25 13:17
 Last Changed: bdahn 09/18/25 13:18

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 09/20/25	1	Sat 09/20/25	W S
WDOL	A	94	W	Sat 09/20/25	1	Sat 09/20/25	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 PUBLIC HEARING
 TOWN OF BROCK, TEXAS**

NOTICE IS HEREBY GIVEN that the Town Commission of The Town of Brock, Texas will hold a Public Hearing at a special-called meeting to consider approval of an ordinance adopting the proposed FY 25-26 budget. The hearing will be held on Tuesday, September 30, 2025 at 4:00pm at the Brock Community Center, 2115 FM 1189 Brock TX 76087. All interested persons may appear and be heard. Please contact the Town Administrator at 817-396-5333 for additional information.



BILLING STATEMENT

NextLink Internet
P.O. Box 224704
Dallas, TX 75222-4704
855-698-5465
www.nextlinkinternet.com

Melanie Matthews
City Of Brock
2451 FM 1189, STE B,
BROCK, TX 76087-5602

Billing Statement Summary

Account	125199003
Reference	Trial Billing Statement
Date	10/07/2025
Beginning Balance (\$)	90.78
Amount Due (\$)	90.78
Due Date	11/06/2025

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

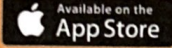
TOTAL DUE

90.78



DOWNLOAD THE NEXTLINK CONNECT APP

Manage your Nextlink account and internet service
all in one place!





If you have a billing question, email us at billing@team.nxlink.com or call us at 855-698-5465.

*Please tear off and return the bottom portion below with your check
to expedite the payment being applied to your account. Thank you.*

Melanie Matthews
City Of Brock
2451 FM 1189
BROCK, TX 76087-5602



Payment Summary

Account	125199003
Reference	Trial Billing Statement
Due Date	11/06/2025
Amount Due (\$)	90.78
Amount Enclosed	
Check Number	

Please make checks payable to NextLink Internet

NextLink Internet
P.O. Box 224704
Dallas, TX 75222-4704



PARKER COUNTY PRECINCT #3

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

October 1, 2025

Tree Trimming Summer Stone

Labor - \$605.52
Equipment - \$1206.59
Total - \$1812.11

This is the cost of trimming the trees on Summer Stone. Please remit check to Parker County Precinct #3, 1111 FM 1189, Weatherford, TX 76087.

Thank you,

A handwritten signature in blue ink, reading "Kim Hardin", is written over the printed name.

Kim Hardin
Office Manager



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.1

Title

Spur FM 1189 Project

Item Summary

Brock citizen Gil Blackburn to discuss Spur FM 1189 project

Attachments

1. none



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.2

Title

Brock Water/Wastewater Plan Study Update

Item Summary

Provenance Engineer Kent Riker to update Commission on Brock Water/Wastewater Plan Study

Attachments

1. PE to provide



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.3

Title

Off Site Sign Permit application appeal

Item Summary

Brock business owner, John King, to discuss permit disapproval of the offsite sign located at 110 Young Bend Road and FM 1189.

Attachments

1. sign photograph





**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.4

Title

Business Development presentation by Rhyolite Resources LLC

Item Summary

Rhyolite Resources LLC to present business development including a plant nursery and steakhouse to be located on Quanah Hill Road. *No action can be taken* by the Commission until all supporting preliminary plat documents have been submitted to the Town Administrator and a public hearing has been scheduled.

Attachments

1. Preliminary plat application



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: 10/13/2025 Address (if assigned): PENDING- QUANNAH HILL RD

Legal description of subject property (metes & bounds must be described on an attached sheet)

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

Gross Acreage: 3.7 Present Zoning Classification: _____ # of New Street Intersections: 1

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) RHYOLITE RESOURCES LLC Contact: R. DEAN WILLIAMS

Address: PENDING- QUANNAH HILL RD Phone: 817-946-1158

City: BROCK State: TEXAS Email: info@riobrazosplants.com

Zip: 76087

Signature: R. D. J. H.

APPLICANT: (If different from Owner)

Name: (printed) Westford Builders

Contact: Tom L. Struhs

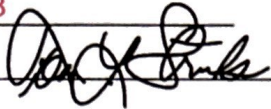
Address: 11255 Camp Bowie West Blvd. Suite 105

Phone: _____

City: Aledo State: TX

Email: _____

Zip: 76008

Signature: 

SURVEYOR: (Required)

Name: (printed) PRICE SURVEYING, LP, FIRM #10034200

Contact: PHILIP E. COLVIN, JR. R.P.L.S. # 6258

Address: 213 S OAK AVE

Phone: 940-325-4841

City: MINERAL WELLS State: TEXAS

Email: _____

Zip: 76067

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: Tri-County Electric

Water Provider: Wells until City Water available

Wastewater Provider: Septic

Gas Provider (if applicable): n/a

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: _____

Affidavit for Groundwater Availability Received on: _____

Fees Collected: _____ Receipt #: _____ Project #: _____

SIGNATURE TO AUTHORIZE PLAT/ZONING REQUEST

Rhyolite Resources, LLC R.D. Sill, Member, Mgr.
Applicant's Name (Print): Applicant's Signature:

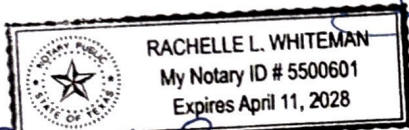
The State of Texas

County of Tarrant

Before Me Rachelle L. Whiteman on this day personally appeared R.D. Williams
(notary) (applicant)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this 8th day of October, A.D. 2025



Rachelle L. Whiteman
Notary In and For State of Texas

Rhyolite Resources, LLC
Property Owner's Name (Print):

R.D. Sill, Member, Mgr.
Property Owner's Signature:

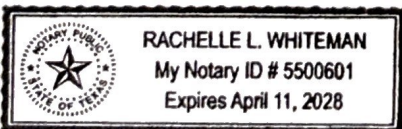
The State of Texas

County of Tarrant

Before Me Rachelle L. Whiteman on this day personally appeared R.D. Williams
(notary) (property owner)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this 8th day of October, A.D. 2025



Rachelle L. Whiteman
Notary In and For State of Texas

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.

R. D. Till Member, Mgr 10/8/25
Applicant's Signature Date

Rhyolite Resources, LLC
Applicant's Name (Print)

Owner's Signature (If different)

Date

Owner's Name (Print)

CONDITIONAL USE APPLICATION/SITE PLAN APPLICATION CHECKLIST

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

I. GENERAL:

Name of Addition: _____
Applicant: RHYOLITE RESOURCES LLC
Property Owner(s): RHYOLITE RESOURCES LLC
Location of Addition: _____

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.

PLAT REVIEW CHECKLIST

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

II. GENERAL:

Name of Addition: _____
Applicant: RHYOLITE RESOURCES LLC
Property Owner(s): RHYOLITE RESOURCES LLC
Location of Addition: _____

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

- ☒ Preliminary Plat Application (original signatures) 10/13/25
- ☐ Preliminary Plat Drawing (5 paper copies & 1 digital)
- ☐ Preliminary Drainage Analysis (5 paper copies & 1 digital)
- ☐ Concept Construction Plan (5 paper copies & 1 digital)
- ☐ Tree Survey
- ☐ Location and Dimensions of Existing Structures
- ☐ Sectionalizing or Phasing of Plats
- ☐ Zoning Classification of All Properties Shown on the Plat
- ☐ Dimensions of all Proposed or Existing Lots
- ☐ Location of 100-year Flood Limits Where Applicable
- ☐ Underground water study
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

- ☐ Final Plat Application (original signatures)
- ☐ Final Plat Drawing (5 paper copies & 1 digital)
- ☐ Drainage Study (5 paper copies & 1 digital)
- ☐ Submit 1 mylar copy and 1 paper copy from county filing
- ☐ Written Metes and Bounds Description
- ☐ Dimensions of All Proposed or Existing Lots
- ☐ Area in acres for each lot
- ☐ Any Existing Structures which Encroach and Setback Lines
- ☐ Parker County Tax Certificate
- ☐ Plans for all water & sewer lines
- ☐ Plans for fire hydrants
- ☐ Plans for all proposed streets and sidewalks
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

IV. REQUIRED DOCUMENTS FOR A REPLAT

- ☐ Replat Application (original signatures)
- ☐ Plat Drawing (5 paper copies & 1 digital)
- ☐ Original Plat for comparison
- ☐ Drainage Study (5 paper copies & 1 digital copy)
- ☐ Submit 1 mylar copy and 1 paper copy from county filing
- ☐ Written Metes and Bounds Description
- ☐ Dimensions of All Proposed or Existing Lots
- ☐ Area in acres for each lot
- ☐ Any Existing Structures which Encroach and Setback Lines
- ☐ Parker County Tax Certificate
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

- ☐ Amended Plat Application (original signatures)
- ☐ Final Plat Drawing (5 paper copies & 1 digital)
- ☐ Original Plat for comparison
- ☐ Drainage Study (5 paper copies & 1 digital copy)
- ☐ Submit 1 mylar copy and 1 paper copy from county filing
- ☐ Written Metes and Bounds Description
- ☐ Dimensions of All Proposed or Existing Lots
- ☐ Area in acres for each lot
- ☐ Any Existing Structures which Encroach and Setback Lines
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

VI. REQUIREMENTS ON ALL PLATS

- ☐ Adjacent Property Lines, Streets, Easements
- ☐ Names of Owners of Property within 200 feet
- ☐ Names of Adjoining Subdivisions
- ☐ Front and Rear Building Setback Lines
- ☐ Side Setback Lines
- ☐ City Boundaries Where Applicable
- ☐ Date the Drawing was Prepared
- ☐ Location, Width, Purpose of all Existing Easements
- ☐ Location, Width, Purpose of all Proposed Easements
- ☐ Consecutively Numbered or Lettered Lots and Blocks
- ☐ Map Sheet Size of 18"x 24" to 24"x 36"
- ☐ North Arrow
- ☐ Name, Address, Telephone of Property Owner
- ☐ Name, Address, Telephone of Developer
- ☐ Name, Address, Telephone of Surveyor
- ☐ Seal of Registered Land Surveyor
- ☐ Consecutively Numbered Plat Notes and Conditions
- ☐ Town of Brock Plat Dedication Language
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

- ___ Location and Dimensions of Public Use Area
- ___ Graphic Scale of Not Greater than 1" =200'
- ___ All Existing and Proposed Street Names
- ___ Dimensions of All Existing and Proposed Right-of-way as Specified on Master Thoroughfare Plan
- ___ Subdivision Boundary in Bold Lines
- ___ Subdivision Name
- ___ Title Block Identifying Plat Type
- ___ Key Map at 1" =200'
- ___ Surveyor's Certification of Compliance
- ___ Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)
- ___ Show relationship of plat to existing "water, sewage, and drainage."

VII. ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS

- A. A written and notarized statement describing the minimum Improvements which the subdivider agrees to provide, conditional upon Town Commission approval of the final plat.
- B. A written and notarized statement that all property taxes and assessments have been paid for past years and up to current date. This statement shall be signed by the owner or owners (original and one copy)
- C. A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property (if applicable).

PLEASE NOTE: After staff approval, additional paper copies may be required for review by the Town Commission.

TOWN HALL CONTACT INFORMATION

Please direct questions to the Town Clerk: townclerk@brocktx.net or (817) 396-5333

Delivery and Correspondence Address (Please schedule an Appointment)

Town of Brock
2451 FM 1189 Ste B
Brock, TX. 76087



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.5

Title

Business Development presentation by Farmers & Merchants Bank

Item Summary

Farmers & Merchants Bank President, Jeff Stewart to present bank plans to be located at the corner of Spur FM 1189 and Quanah Hill Road. *No action can be taken* by the Commission until all supporting preliminary plat application documents have been submitted to the Town Administrator and a public hearing has been scheduled.

Attachments

1. Preliminary plat application
2. Preliminary plat
3. Page 1 of Preliminary Bank Plans



TOWN OF BROCK APPLICATION FOR ZONING AND LAND DEVELOPMENT

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	

Submittal Date: 10/15/2025 Address (if assigned): pending with Parker County 911 Addressing

Legal description of subject property (metes & bounds must be described on an attached sheet)

Lot Number 1 Number of Lots: 1 Block 11A Name of Addition Eagles Nest Commercial
Park - Phase 2
Gross Acreage: 2.0 Present Zoning Classification: GR # of New Street Intersections: _____

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

PROPERTY OWNER: (Required)

Name: (printed) Farmers and Merchants Bank Contact: Jeff Stewart
Address: 240 S. Texas St, Mailing: PO Box 230 Phone: 254-893-2031
City: De Leon State: TX Email: jdstewart@fmbank-tx.com
Zip: 76444
Signature: Jeff Stewart

Architect - Grace Design Studio
APPLICANT: (If different from Owner)

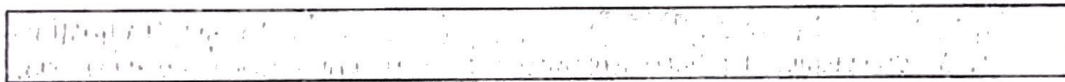
Name: (printed) Michael Hoffer Contact: Michael Hoffer
Address: 200 Bailey Avenue Phone: 2173716728
City: Fort Worth State: TX Email: mhoffer@
Zip: 76107 grace-design.com
Signature: Michael Hoffer

SURVEYOR: (Required)

Name: (printed) Philip E. Colvin, Jr. Contact: Philip Colvin
Address: 213 S Oak Ave Phone: 940-325-4841
City: Mineral Wells State: TX Email: philip@pricesurveying.com
Zip: 76067
Signature: Philip E. Colvin, Jr.

ENGINEER: (If applicable)

Name: (printed) _____ Contact: _____
Address: _____ Phone: _____
City: _____ State: _____ Email: _____
Zip: _____
Signature: _____



☒ Owner ☐ Applicant ☐ Surveyor ☐ Engineer

UTILITY PROVIDERS:

Electric Provider: _____
Water Provider: well & Parker SUD
Wastewater Provider: _____
Gas Provider (if applicable): _____

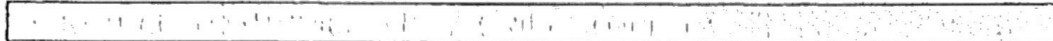
See *Town of Brock Master Fee Schedule*. All reasonable fees and/or costs, which are required by the City of Brock for a proper review of this request, are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property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

City Use Only

Project #: _____ Completed Application Received on: _____

Affidavit for Groundwater Availability Received on: _____

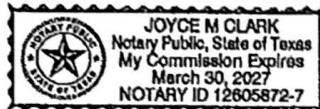
Fees Collected: _____ Receipt #: _____ Project #: _____



Farmers & Merchants Bank
Applicant's Name (Print): _____ Applicant's Signature: JMS Stewart
The State of Texas
County of Comanche
Before Me Joyce Clark on this day personally appeared Jess Stewart
(notary) (applicant)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this 15 day of October, A.D. 2025.

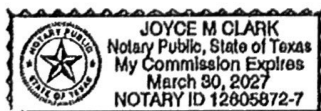


J. M. Clark
Notary in and For State of Texas

Farmers & Merchants Bank
Property Owner's Name (Print): _____ Property Owner's Signature: JMS Stewart
The State of Texas
County of Comanche
Before Me Joyce Clark on this day personally appeared Jess Stewart
(notary) (property owner)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this 15 day of October, A.D. 2025.



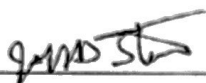
J. M. Clark
Notary in and For State of Texas

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.

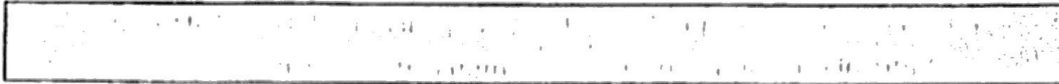
All public hearings will be opened, and testimony given by applicants and all interested persons.

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	<u>10-15-25</u> _____ Date
Jeff D. Stewart _____ Applicant's Name (Print)	

_____ Owner's Signature (if different)	_____ Date
_____ Owner's Name (Print)	

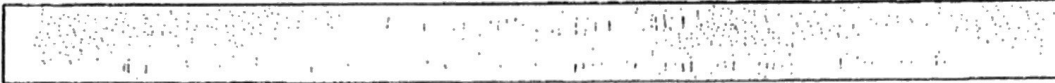


I. GENERAL:

Name of Addition: commercial use building - not in addition
Applicant: Farmers & Merchants Bank
Property Owner(s): Farmers & Merchants Bank
Location of Addition: Quannah Hill & Brock Spur Intersection

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.



II. GENERAL:

Name of Addition: Eagles Nest Commercial Park, Phase 2
Applicant: Farmers and Merchants Bank
Property Owner(s): _____
Location of Addition: Intersection of Quasah Hill + Bruck Spur

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

- ☒ Preliminary Plat Application (original signatures) 10/15/2025
- ☒ Preliminary Plat Drawing (5 paper copies & 1 digital) 9/25/2025
- ☒ Preliminary Drainage Analysis (5 paper copies & 1 digital) 9/25/2025
- ☒ Concept Construction Plan (5 paper copies & 1 digital) 10/9/2025
- ☐ Tree Survey
- ☒ Location and Dimensions of Existing Structures
- ☒ Sectionalizing or Phasing of Plats
- ☒ Zoning Classification of All Properties Shown on the Plat
- ☒ Dimensions of all Proposed or Existing Lots
- ☒ Location of 100-year Flood Limits Where Applicable
- ☐ Underground water study
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

- ☐ Final Plat Application (original signatures)
- ☐ Final Plat Drawing (5 paper copies & 1 digital)
- ☐ Drainage Study (5 paper copies & 1 digital)
- ☐ Submit 1 mylar copy and 1 paper copy from county filing
- ☐ Written Metes and Bounds Description
- ☐ Dimensions of All Proposed or Existing Lots
- ☐ Area in acres for each lot
- ☐ Any Existing Structures which Encroach and Setback Lines
- ☐ Parker County Tax Certificate
- ☐ Plans for all water & sewer lines
- ☐ Plans for fire hydrants
- ☐ Plans for all proposed streets and sidewalks
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

IV. REQUIRED DOCUMENTS FOR A REPLAT

- ☐ Replat Application (original signatures)
- ☐ Plat Drawing (5 paper copies & 1 digital)
- ☐ Original Plat for comparison
- ☐ Drainage Study (5 paper copies & 1 digital copy)
- ☐ Submit 1 mylar copy and 1 paper copy from county filing
- ☐ Written Metes and Bounds Description
- ☐ Dimensions of All Proposed or Existing Lots
- ☐ Area in acres for each lot
- ☐ Any Existing Structures which Encroach and Setback Lines
- ☐ Parker County Tax Certificate
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

- ☐ Amended Plat Application (original signatures)
- ☐ Final Plat Drawing (5 paper copies & 1 digital)
- ☐ Original Plat for comparison
- ☐ Drainage Study (5 paper copies & 1 digital copy)
- ☐ Submit 1 mylar copy and 1 paper copy from county filing
- ☐ Written Metes and Bounds Description
- ☐ Dimensions of All Proposed or Existing Lots
- ☐ Area in acres for each lot
- ☐ Any Existing Structures which Encroach and Setback Lines
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

VI. REQUIREMENTS ON ALL PLATS

- ☐ Adjacent Property Lines, Streets, Easements
- ☐ Names of Owners of Property within 200 feet
- ☐ Names of Adjoining Subdivisions
- ☐ Front and Rear Building Setback Lines
- ☐ Side Setback Lines
- ☐ City Boundaries Where Applicable
- ☐ Date the Drawing was Prepared
- ☐ Location, Width, Purpose of all Existing Easements
- ☐ Location, Width, Purpose of all Proposed Easements
- ☐ Consecutively Numbered or Lettered Lots and Blocks
- ☐ Map Sheet Size of 18"x 24" to 24"x 36"
- ☐ North Arrow
- ☐ Name, Address, Telephone of Property Owner
- ☐ Name, Address, Telephone of Developer
- ☐ Name, Address, Telephone of Surveyor
- ☐ Seal of Registered Land Surveyor
- ☐ Consecutively Numbered Plat Notes and Conditions
- ☐ Town of Brock Plat Dedication Language
- ☐ Affidavit for Groundwater Availability (if applying to waive the groundwater study requirement for plats with 10 lots or less)

- ___ Location and Dimensions of Public Use Area
- ___ Graphic Scale of Not Greater than 1" = 200'
- ___ All Existing and Proposed Street Names
- ___ Dimensions of All Existing and Proposed Right-of-way as Specified on Master Thoroughfare Plan
- ___ Subdivision Boundary in Bold Lines
- ___ Subdivision Name
- ___ Title Block Identifying Plat Type
- ___ Key Map at 1" = 200'
- ___ Surveyor's Certification of Compliance
- ___ Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)
- ___ Show relationship of plat to existing "water, sewage, and drainage."

VII. ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS

- A. A written and notarized statement describing the minimum Improvements which the subdivider agrees to provide, conditional upon Town Commission approval of the final plat.
- B. A written and notarized statement that all property taxes and assessments have been paid for past years and up to current date. This statement shall be signed by the owner or owners (original and one copy)
- C. A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property (if applicable).

PLEASE NOTE: After staff approval, additional paper copies may be required for review by the Town Commission.

Please direct questions to the Town Clerk: townclerk@brocktx.net or (817) 396-5333

Delivery and Correspondence Address (Please schedule an Appointment)

Town of Brock
2451 FM 1189 Ste B
Brock, TX. 76087

STATE OF TEXAS
COUNTY OF PARKER

§
§
§

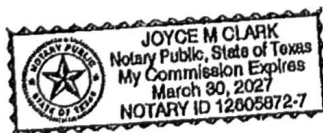
Before me, the undersigned authority, personally appeared Jeff Stewart who, after first being by me duly sworn, stated upon oath as follows:

1. My name is Jeff Stewart. I am above the age of eighteen years, and I am fully competent to make this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.
2. I have submitted a plat application for the subdivision of a tract of land, being 10 lots or less, for which the source of the water supply intended is groundwater. The purpose of the subdivision of property is solely to rearrange lot lines, and no new development or structures are proposed. No increase in water supply is needed and no new wells or water sources will be required, as there is continued groundwater availability in the vicinity of the proposed subdivision.
3. I request the Town of Brock determine that sufficient groundwater is available and will continue to be available to the subdivided tract of land and waive the groundwater study requirement.

FURTHER AFFIANT SAYTETH NOT.

Jeff Stewart
AFFIANT

SUBSCRIBED and SWORN TO BEFORE ME, the undersigned authority, on this the 15
day of October, 2024. 5



Joy M. Clark
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

LEGAL DESCRIPTION

Of a 3,000 acres tract of land out of Section No. 294, T. & P. RR. Co. Survey (A.B. Glover Survey), Abstract No. 2785, Parker County, Texas; being part of a certain 11 acres tract described in Document No. 202512635 and all of a certain 2,000 acres tract described in Document No. 202514991, both in the Official Public Records of Parker County, Texas; and being further described by metes and bounds as follows:

Beginning at a set 1/2" iron rod with cap (PRICE SURVEYING) in the south right of way line of Wolf Hollow Road and in the north line of said 11 acres tract for the northwest and beginning corner of this tract. Whence a found 5/8" iron rod at the northeast corner of Lot 1 in Block A of Eagles Nest Commercial Park, according to plat recorded in Cabinet E, Slide 615 of the Plat Records, bears S. 42 deg. 21 min. 38 sec. W. 200.69 feet to the northwest corner of said 11 acres tract is called to bear S. 42 deg. 26 min. 11 sec. W. 134.75 feet.

Thence northeasterly along the arc of a 03 deg. 03 min. 51 sec. curve to the right with a radius of 1869.86 feet, a central angle of 17 deg. 03 min. 52 sec., a chord of N. 52 deg. 07 min. 10 sec. E. 554.85 feet and an arc length of 556.90 feet to a found 1/2" iron rod at the intersection of the south right of way line of said Wolf Hollow Road and the west right of way line of Brock Spur (paved) for the northeast corner of this and said 2,000 acres tract.

Thence southeasterly along the arc of a 02 deg. 56 min. 18 sec. curve to the left with a radius of 1949.90 feet, a central angle of 08 deg. 52 min. 10 sec., a chord of S. 23 deg. 06 min. 49 sec. E. 301.54 feet and an arc length of 301.84 feet along the west right of way line of said Brock Spur to a found 1/2" iron rod with cap (PRICE SURVEYING) for the southeast corner of this and said 2,000 acres tract.

Thence S. 62 deg. 33 min. 36 sec. W. 270.64 feet to a found 1/2" iron rod with cap (PRICE SURVEYING) at the southwest corner of said 2,000 acres tract for a corner of this tract.

Thence N. 39 deg. 17 min. 33 sec. W. 42.80 feet along the west line of said 2,000 acres tract to a set 1/2" iron rod with cap (PRICE SURVEYING) for an ell corner of this tract.

Thence S. 44 deg. 35 min. 06 sec. W. 182.77 feet to a set 1/2" iron rod with cap (PRICE SURVEYING) for the southwest corner of this tract.

Thence N. 45 deg. 24 min. 54 sec. W. 225.66 feet to the place of beginning.

CURVE	DEGREE OF CURVE	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH
C1	37.03.51	1869.86	17.03.52	N 52.07.10 E	554.85	556.90
C2	37.03.51	1949.90	8.52.10	N 23.06.49 E	301.54	301.84
C3	37.03.51	1869.86	17.03.52	N 52.07.10 E	554.85	556.90
C4	37.03.51	1869.86	17.03.52	N 52.07.10 E	554.85	556.90

SURVEYOR'S CERTIFICATE

This is to certify that I, PHILIP E. COLVIN, JR., Registered Professional Land Surveyor of the State of Texas, have plotted the above tract from an actual survey on the ground and that all lot corners, angle points, and points of curves are properly marked on the ground, and that this plat correctly represents that survey made by me or under my direct supervision on JUNE 30, 2025.

PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

Philip E. Colvin, Jr., R.P.L.S. No. 6258
JN25564 25564A.dwg 20720.crd FN250779

BEARING BASIS:
TEXAS STATE PLANE COORDINATE SYSTEM, NAD83
NORTH CENTRAL, TX ZONE, US SURVEY FOOT
NOTE: ALL DISTANCES ARE SURFACE DISTANCES

NOTE: THIS TRACT IS NOT IN A FLOOD ZONE
ACCORDING TO FIRM MAP NO. 48367C0375C,
DATED SEPTEMBER 26, 2008

NOTE: SELLING A PORTION OF THIS ADDITION BY
METES AND BOUNDS IS A VIOLATION OF COUNTY
REGULATIONS AND STATE LAW AND IS SUBJECT
TO FINES OR OTHER PENALTIES

NOTE: THIS PLAT REPRESENTS PROPERTY WHICH
HAS BEEN PLATTED WITHOUT A GROUNDWATER
CERTIFICATION AS PRESCRIBED IN THE TEXAS
LOCAL GOVERNMENT CODE, SECTION 23B.002.
BUYER IS ADVISED TO QUESTION THE SELLER
AS TO THE GROUNDWATER AVAILABILITY.

NOTE: WATER WILL BE SUPPLIED BY:
PARKER COUNTY S.U.D.
500 BROCK SPUR
WILLSAP, TX 76066
PH. 817-594-2900

NOTE: SEWER SERVICE WILL BE ON-SITE SEWER
FACILITIES SUBJECT TO APPROVAL BY
OFFICIALS OF PARKER COUNTY

NOTE: THIS TRACT IS CURRENTLY ZONED
GP - GENERAL RETAIL

NOTE: REFLECTIVE ADDRESS NUMBERS ARE
REQUIRED AND SHALL BE ERECTED BY THE
LANDOWNER'S DRIVEWAY SO THEY ARE VISIBLE
AND READABLE FROM THE PUBLIC ROAD

NOTE: THESE LOTS ARE SUBJECT TO TxDOT
REGULATIONS REGARDING THE INSTALLATION OF
A NEW DRIVE ALONG A FARM TO MARKET
HIGHWAY

SCALE - 1" = 60 FEET



TOWN OF BROCK
PARKER COUNTY, TEXAS

CERTIFICATE OF ACCEPTANCE BY THE TOWN PLANNING AND ZONING COMMISSION:

ACCEPTED THIS _____ DAY OF _____, 2025,
BY THE TOWN PLANNING AND ZONING COMMISSION OF THE TOWN OF BROCK, TEXAS

CHAIRMAN, Brock Planning and Zoning Commission

ATTEST:
SECRETARY, Brock Planning and Zoning Commission

FILED FOR RECORD
PARKER COUNTY, TEXAS PLAT RECORDS
CABINET _____ SLIDE _____
DATE _____

TOWN CLERK, TOWN OF BROCK, TEXAS

TOWN OF BROCK
PARKER COUNTY, TEXAS

CERTIFICATE OF ACCEPTANCE BY THE TOWN COMMISSION:

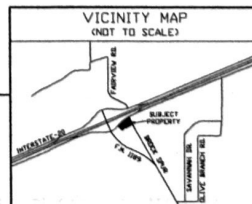
ACCEPTED BY THE TOWN COMMISSION OF THE TOWN OF BROCK:

MAYOR, TOWN OF BROCK

DATE:

The undersigned, Notary Public of the State of Texas, hereby certifies that the foregoing final plat of EAGLES NEST COMMERCIAL PARK, PHASE 2, an addition to the Town of Brock, was submitted to the Town Commission on the _____ day of _____, 2025, and the Town Commission, by formal action then and there, accepted the dedication of streets, alleys, easements, and public places as shown and set forth in and upon said map of plat, and said Town Commission further authorized the mayor to note the acceptance thereof by signing his/her name as hereinabove subscribed.

WITNESS MY HAND THIS _____ DAY OF _____, 2025



OWNER INFORMATION
GILDEN B. BLACKBURN
8131 OLD BROCK ROAD
BROCK, TX 76087
817-565-5255
FARMER & MERCHANTS BANK
JEFF STEWART, PRESIDENT
240 S TEXAS ST
DELEON, TX 76444
254-893-2031

OWNER'S CERTIFICATE

That I, GILDEN B. BLACKBURN the owner of the land shown hereon, of which there is no lien holder, do hereby adopt this plan for platting the same according to the lines, lots, streets and easements shown, and designate said plat as EAGLES NEST COMMERCIAL PARK, PHASE 2. This plat being a subdivision of 3,000 acres out of Section No. 294, T. & P. RR. Co. Survey (A.B. Glover Survey), Abstract No. 2785, Parker County, Texas. I, by the recordation of this plat, do hereby plat the property shown hereon, said tract to be hereafter known by the lot numbers as indicated hereon.

I do hereby certify that this tract is within the City Limits of Brock, Texas.

EXECUTED THIS THE _____ DAY OF _____, 2025

BY: _____
GILDEN B. BLACKBURN

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared GILDEN B. BLACKBURN, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity stated.

GIVEN under my hand and seal of office this _____ day of _____, 2025

Signature

OWNER'S CERTIFICATE

That I, F & M BANK, the owner of the land shown hereon, of which there is no lien holder, do hereby adopt this plan for platting the same according to the lines, lots, streets and easements shown, and designate said plat as EAGLES NEST COMMERCIAL PARK, PHASE 2. This plat being a subdivision of 3,000 acres out of Section No. 294, T. & P. RR. Co. Survey (A.B. Glover Survey), Abstract No. 2785, Parker County, Texas. I, by the recordation of this plat, do hereby plat the property shown hereon, said tract to be hereafter known by the lot numbers as indicated hereon.

I do hereby certify that this tract is within the City Limits of Brock, Texas.

EXECUTED THIS THE _____ DAY OF _____, 2025

BY: _____
JEFF D. STEWART, PRESIDENT & CEO

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared JEFF D. STEWART, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity stated.

GIVEN under my hand and seal of office this _____ day of _____, 2025

Signature

PRELIMINARY PLAT
EAGLES NEST
COMMERCIAL PARK
PHASE 2
LOT 1 & LOT 2
A SUBDIVISION OF 3,000
ACRES OUT OF SECTION NO.
294, T. & P. RR. CO. SURVEY
(A.B. GLOVER SURVEY)
ABSTRACT NO. 2785
PARKER COUNTY, TX
PLAT DATE: SEPTEMBER 25, 2025

SURVEYOR
PHILIP E. COLVIN, JR.
PRICE SURVEYING
FIRM #10034200
213 SOUTH DAK AVENUE
MINERAL WELLS, TX 76067
940-325-4841



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.6

Title

Permit Applications

Item Summary

Review and take action on the following permit applications
Saddlerock Safaris-

Attachments

1. Saddlerock Safaris sign permit application
2. Photographs/renderings of proposed signage

Sign Permit Application

NOTICE: One application per sign is required. All blanks must be filled in for application to be complete.

Type of Sign: ☐ Temporary ☒ Permanent

☐ Political ☐ Commercial ☒ Real Estate ☐ Construction ☐ Special Event

Address and location of Proposed Sign: 137 Olive Branch Road, Brock TX 76087

Legal Description: Safari Wine Tour

Zoning Classification of Property: PD

Applicant: Saddlerock Vineyards & Safari ☐ Owner ☒ Agent

Applicant's Address: 137 Olive Branch Road

City, State: Brock, TX **Zip:** 76087 **Phone No.** 682-367-5860

Email Address: francesca@saddlerocksafaris.com

Owner: 2012 RHS Children's Trust, 2012 LAS Children's Trust ☒ Owner ☐ Agent

Owner's Address: 219 Olive Branch Road

City, State: Brock, TX Zip: 76087 Phone No. 817-771-3477

Email Address: rhs@semmlercompanies.com

Style of Sign: ☒ Monument ☐ Façade ☐ Hanging

The following must be submitted along with the completed petition before processing and scheduling:

- 1.) Two Maps. A 1/4" scaled location map clearly showing the placement of the proposed sign in relation to adjacent streets and distance to adjacent streets and other signs on property
- 2.) 1/4" Scaled drawing of proposed sign w/dimensions of the front of the building
- 3.) Description of materials used in construction of sign
- 4.) Filing Fee

Signature of Applicant: _____ **Date:** 10/7/25

Signature of Owner: _____ **Date:** _____

OFFICE USE ONLY

Date completed application received: _____ Amount Due: _____ Check #: _____

Approval Signature: _____ Date: _____

OCT 09 2025
mmather

PHONE: (817) 396 - 5333

MAILING ADDRESS: 2451 FM 1189, Ste.B, Brock, TX 76087

EMAIL: townclerk@brocktx.net

24" From the fence

~~8' x 12' x 12'~~ = ~~8' x 12'~~ 4' high

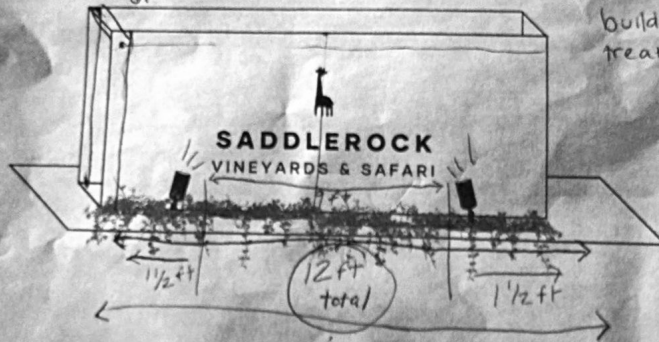
wide 8'

height - 5'



apply to frame with reclaimed wood

build with pressure treated wood



TOWN OF SADDLEROCK
COMMISSIONER OF PUBLIC WORKS
JANUARY 27, 2025

AGENDA ITEM 4.7

Title
Public Hearing

Item Summary:
Public Hearing to discuss and take action on proposed
Landscape Plan for the Town of Saddle Rock.

Attachments:
1. Ordinance NO. 0-2025-007

SADDLEROCK
VINEYARDS & SAFARI





**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.7

Title

Public Hearing

Item Summary

Public hearing to discuss and take action on approving an Ordinance providing health inspections within the Town of Brock

Attachments

1. Ordinance NO. 0-2025-007

ORDINANCE NO. 2025-007

AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, REGULATING FOOD ESTABLISHMENTS; ESTABLISHING FEES FOR PERMITS AND INSPECTIONS; PROVIDING A SUSPENSION AND HEARING PROCEDURE; ESTABLISHING A MAXIMUM \$2,000 FINE OR INJUNCTIVE RELIEF FOR NONCOMPLIANCE; PROVIDING A REPEALING AND SAVINGS CLAUSE, SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 437 of the Texas Health and Safety Code provides the authority for municipalities to regulate and inspect food service establishments, retail food stores, mobile food units, and roadside food vendors; and

WHEREAS, after reviewing the needs of the community, the Town Commission of the Town of Brock, Texas, has determined it is necessary to exercise the authority granted by Chapter 437 of the Health and Safety Code for regulation and inspection of food establishments in the Town, including the collection of necessary fees; and

WHEREAS, the Town Commission finds that the regulations set forth in this Ordinance are a proper exercise of the Town's authority and promote the public health and safety of Town residents.

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

SECTION 1. Adoption of Texas Food Establishment Rules

A. The Town of Brock, Texas, hereby adopts by reference the provisions of the current rules or rules as amended by The Executive Commissioner of the Health and Human Services Commission found in 25 Texas Administrative Code, Chapter 228, regarding the regulation of food establishments in Texas applicable to the Town.

B. Definitions

- i. The words "authorized agent or employee" mean the employees or independent contractors of the regulatory authority.
- ii. The words "food establishment" means a food service establishment, a retail food store, a temporary food establishment, a mobile food unit or vendor, and/or a roadside food vendor, unless the context requires otherwise. After July 1, 2026, mobile food units/vendors will not be regulated by this Ordinance as provided in Section 2.
- iii. The words "state rules" mean the state rules found at 25 Texas Administrative Code, Chapter 228. These rules are also known as the Texas Food Establishment Rules.
- iv. The words "regulatory authority" means the Town of Brock, including any independent contractor(s) working under the delegated authority of the Town to enforce this Ordinance.

SECTION 2. Permits and Exemptions

- A. A person may not operate a food establishment without a permit issued by the regulatory

authority. Permits are not transferrable from one person to another or from one location to another location, except as otherwise permitted by this Ordinance. A valid permit must be posted in or on every food establishment regulated by this Ordinance.

B. A food establishment operated solely by a nonprofit organization is exempt from the permitting requirements of this Ordinance, but is not exempt from compliance with state rules. The regulatory authority may require any information necessary to determine whether an organization is nonprofit for purposes of this exemption

C. A "cottage food production operation" as defined by Texas Health and Safety Code Chapter 437 is exempt from the requirements of this Ordinance to the extent the cottage food production operation qualifies for an exemption under Section 437.0191 and 437.0192 of the Health and Safety Code.

D. On or after July 1, 2026, a "small-scale food business" as defined by Texas Health and Safety Code Chapter 437 is exempt from the requirements of this Ordinance if the small-scale food business has obtained a permit from the Department of State Health Services as provided in Section 437.0063 of the Health and Safety Code.

E. Under Texas Health and Safety Code Section 437.01235, the regulatory authority will not charge a local fee under the authority of the Texas Alcoholic Beverage Code if the premises is a food establishment that has already paid a fee to operate to the regulatory authority under this Ordinance.

F. On or after July 1, 2026, a "mobile food vendor" as defined by Texas Health and Safety Code Chapter 437B is exempt from the requirements of this Ordinance as provided by that chapter. On or after July 1, 2026, a mobile food vendor must obtain a permit as required by Chapter 437B from the appropriate state regulatory agency to lawfully operate within the Town's jurisdiction.

SECTION 3. Application for Permit and Fees

A. Any person desiring to operate a food establishment must make a written application for a permit on forms provided by the regulatory authority. The application must contain the name and address of each applicant, the location and type of the proposed food establishment and the applicable fee. An incomplete application will not be accepted. Failure to provide all required information, or falsifying information required may result in denial or revocation of the permit. Renewals of permits are required on an annual basis and the same information is required for a renewal permit as for an initial permit.

B. Prior to the approval of an initial permit or the renewal of an existing permit, the regulatory authority shall inspect the proposed food establishment to determine compliance with state laws and rules. A food establishment that does not comply with state laws and rules will be denied a permit or the renewal of a permit.

C. The following fee schedule applies to permits issued under this Ordinance:

Annual Permit

Fees

Notes

Food
Establishment
Permit

\$240

*In addition to Food
Establishment Permit
requirement; applicable until July
1, 2026.

Mobile Food
Vendor Permit*

\$150

**Food
Establishment
Inspection Fees**

Notes

General Inspection
Fee*

\$150

*Applicable for all permit types,
initial and renewal.

Required
Reinspection Fee*

\$150

*Applicable if (1) the reinspection
is necessary to cure a violation
that presents a direct and
significant risk to public
health; and (2) not more than one
reinspection fee is charged within
60 days of the previous
inspection, unless the entity on
which the fee is imposed failed to
make reasonable efforts to correct
the violation.

SECTION 4. Review of Plans

A. Whenever a food establishment is constructed or extensively remodeled and whenever an existing structure is converted to use as a food establishment, properly prepared plans and specifications for such construction, remodeling or conversion shall be submitted to the regulatory authority for review before work is begun. Extensive remodeling means that 20% or greater of the area of the food establishment is to be remodeled. The plans and specifications shall indicate the proposed layout, equipment arrangement, mechanical plans and construction of materials of work areas, and the type and model of proposed fixed equipment and facilities. The plans and specifications will be approved by the regulatory authority if they meet the requirements of the rules adopted by this Ordinance. The approved plans and specifications must be followed in construction, remodeling or conversion.

B. Failure to follow the approved plans and specifications will result in a permit denial,

suspension, or revocation.

SECTION 5. Suspension of Permit

A. The regulatory authority may, without warning, notice, or hearing suspend any permit to operate a food establishment if the operation of the food establishment constitutes an imminent hazard to public health. Suspension is effective upon service of the notice required by Paragraph (5)(B) of this Ordinance. When a permit is suspended, food operations shall immediately cease. Whenever a permit is suspended, the holder of the permit shall be afforded an opportunity for a hearing within 20 days of receipt of a request for a hearing.

B. Whenever a permit is suspended, the holder of the permit or the person in charge shall be notified in writing that the permit is, upon service of the notice, immediately suspended and that an opportunity for a hearing will be provided if a written request for a hearing is filed with the regulatory authority by the holder of the permit within ten days. If no written request for hearing is filed within ten days, the suspension is sustained. The regulatory authority may end the suspension at any time if reasons for suspension no longer exist.

SECTION 6. Revocation of Permit

A. The regulatory authority may, after providing opportunity for a hearing, revoke a permit for serious or repeated violations of any of the requirements of these rules or for interference with the regulatory authority in the performance of its duties. Prior to revocation, the regulatory authority shall notify the holder of the permit or the person in charge, in writing, of the reason for which the permit is subject to revocation and that the permit shall be revoked at the end of the ten days following service of such notice unless a written request for a hearing is filed with the regulatory authority by the holder of the permit within such ten day period.

B. If no request for hearing is filed within the ten-day period, the revocation of the permit becomes final.

SECTION 7. Administrative Process

A. A notice as required in these rules is properly served when it is delivered to the holder of the permit or the person in charge, or when it is sent by registered or certified mail, return receipt requested, to the last known address of the holder of the permit. A copy of the notice shall be filed in the records of the regulatory authority.

B. The hearings provided for in these rules shall be conducted by the regulatory authority at a time and place designated by it. Based upon the recorded evidence of such hearing, the regulatory authority shall make final findings, and shall sustain, modify or rescind any notice or order considered in the hearing. A written report of the hearing decision shall be furnished to the holder of the permit by the regulatory authority.

SECTION 8. Remedies

A. Any person who violates a provision of these rules and any person who is the permit holder of or otherwise operates a food service establishment that does not comply with the requirements of these rules and any responsible officer of that permit holder or those persons shall be fined not more than Two Thousand Dollars (\$2,000.00).

B. The regulatory authority may seek to enjoin violations of these rules.

SECTION 9. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION 10. All ordinances or portions thereof of the Town in conflict with the provisions of this Ordinance 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 11. 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 THIS THE 20TH DAY OF OCTOBER, 2025.

TOWN OF BROCK, TEXAS

Ben Davis, Mayor

ATTEST:

APPROVED AS TO FORM:

Melanie Matheus, Town Administrator

Alex M. Phipps III, Town Attorney



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.8

Title

Resolution 2025-002

Item Summary

Review and take action to approve Resolution 2025-002 allowing the Town Administrator to procure and pay expenses related to IT services; and providing an effective date.

Attachments

1. Resolution 2025-002

RESOLUTION NO. 2025-002

**A RESOLUTION OF THE TOWN OF BROCK, TEXAS, AUTHORIZING
THE TOWN ADMINISTRATOR TO PROCURE AND PAY EXPENSES
RELATED TO IT SERVICES; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Town of Brock has previously authorized the Town Secretary/Administrator to perform certain duties and responsibilities related to the maintenance and upkeep of the Town email address and website; and

WHEREAS, the Town Secretary/Administrator requires specialized support from IT services to maintain necessary software for the Town's administration and the functionality of the website and email address; and

WHEREAS, after reviewing relevant qualifications, the Town Secretary/Administrator has provided the Town Commission with a range of possible services and a recommended provider that will be cost effective and within the Town's budget.

**NOW THEREFORE, BE IT RESOLVED 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. The Town Commission grants the Town Secretary/Administrator the authority to procure necessary IT services on behalf of the Town, including the authority to negotiate and enter into service agreements and contracts and to execute any amendments as the Town Secretary/Administrator deems necessary.

SECTION 3. The Town Commission grants the Town Secretary/Administrator the authority to make payments on behalf of the Town for necessary IT services, including any recurring monthly payments or lump sum payments as required by any service agreement or contract, in a total amount not to exceed five thousand dollars (\$5,000.00) per fiscal year, paid from lawful available funds of the Town.

SECTION 4. This resolution is effective from and after its passage and approval.

PASSED AND APPROVED by the Town Commission of the Town of Brock, Texas,
on October 20, 2025.

TOWN OF BROCK, TEXAS

Ben Davis, Mayor

ATTEST:

APPROVED AS TO FORM:

Melanie Matheus, Town Administrator

Alex M. Phipps III, Town Attorney



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

AGENDA ITEM 4.9

Title

Resolution 2025-003

Item Summary

Review and take action to approve Resolution 2025-003 cancelling the general municipal election to be held on November 4, 2025; declaring the unopposed candidates for Mayor and City Commission elected to office; directing clerk to post notice at each polling place; and providing an effective date.

Attachments

1. Resolution 2025-003

RESOLUTION NO. 2025-003

A RESOLUTION OF THE TOWN OF BROCK, TEXAS, CANCELLING THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 4, 2025; DECLARING THE UNOPPOSED CANDIDATES FOR MAYOR AND CITY COMMISSION ELECTED TO OFFICE; DIRECTING CLERK TO POST NOTICE AT EACH POLLING PLACE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Brock has scheduled a November 4, 2025, general municipal election to elect a mayor and two city commission members; and

WHEREAS, the candidate for mayor and the two candidates for city commission have each been certified as unopposed; and

WHEREAS, under these circumstances, Section 2.053(a) of the Texas Election Code directs the Town to cancel the election and hold each candidate elected.

NOW THEREFORE, BE IT RESOLVED 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. In accordance with Section 2.053(a) of the Texas Election Code, the November 4, 2025, general municipal election is hereby cancelled.

SECTION 3. The following candidates have been certified as unopposed and are hereby elected as follows:

Mayor	Ben Davis
City Commissioner	Cody Nelson
City Commissioner	Jim Carroll

SECTION 4. The Town Clerk is hereby directed to post a copy of this Resolution at each polling place that would have been used in the November 4, 2025, general municipal election.

SECTION 5. This resolution is effective from and after its passage and approval.

PASSED AND APPROVED by the Town Commission of the Town of Brock, Texas,
on October 20, 2025.

TOWN OF BROCK, TEXAS

Ben Davis, Mayor

ATTEST:

APPROVED AS TO FORM:

Melanie Matheus, Town Administrator

Alex M. Phipps III, Town Attorney



**TOWN OF BROCK
COMMISSION MEETING BRIEFING
OCTOBER 20, 2025**

Title

Reports

Item Summary

Review and take action to approve 2023 Financial Audit draft dated 10/03/2025

Attachments

1. 2023 Financial Audit draft dated 10/3/2025

DRAFT
10/3/25

TOWN OF BROCK, TEXAS

Annual Financial Report

Fiscal Year Ended

September 30, 2023

TOWN OF BROCK, TEXAS
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Year Ended September 30, 2023

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Town Commission
Town of Brock, Texas

Opinions

We have audited the accompanying financial statements of the governmental activities and major fund of the Town of Brock, Texas (the Town) as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Town as of September 30, 2023, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Granbury, Texas
October 1, 2025

DRAFT
10/3/25

**MANAGEMENT'S DISCUSSION
AND ANALYSIS**

**TOWN OF BROCK, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS**

INTRODUCTION

As management of the Town of Brock Texas, we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2023. We encourage readers to consider the information presented here.

Management's discussion and analysis ("MD&A") has been designed to [1] assist readers and interested parties in focusing on significant financial issues [2] provide an overview of the Town's financial activity, [3] identify changes in the Town's financial position, including its ability to address the next and subsequent years challenges, [4] identify material deviations from the approved budgets adopted by the Town Commission (those charged with governance), and [5] identify individual fund issues or concerns.

Because MD&A focuses on the current year's activity, resulting changes and currently known facts, you are encouraged to read it in conjunction with the basic financial statements including notes thereto, required supplemental information, and other supplementary data provided below. Certain comparative information between the current fiscal year and the prior fiscal year is required to be presented in the MD&A. However, because this is the first year of financial reporting for the Town, comparative information for the government-wide statement of activities and the statement of revenues, expenditures and changes in fund balance – governmental fund does not exist. Subsequent reports will include this comparative information.

FINANCIAL HIGHLIGHTS

- The assets of the Town exceeded its liabilities at the close for the most recent year by \$1,511,867 (net position) for the year reported. This compares to the previous year when assets exceeded liabilities by \$1,402,672.
- The Town's total net position increased by \$109,195 for the year reported.
- As of the close of the current year, the Town's governmental fund reported ending fund balance of \$917,856. This compares to the prior ending fund balance of \$574,959.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business. They present the picture of the Town from an economic resources measurement focus using the accrual basis of accounting. There are two government-wide statements: the statement of net position and the statement of activities.

The statement of net position presents information on all of the Town's assets and liabilities, with the difference between them presented as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes).

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes. The governmental activities of the Town include general government and streets.

The government-wide financial statements can be found on pages 11-12 of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Town has only one governmental fund.

- Governmental fund – The Town's services are reported in a governmental fund, which focuses on how money flows into and out of the fund and the balance left at the end of the year that are available for spending. This fund is reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs.
- The Town adopts an annual appropriated budget for its General Fund. A budgetary comparison schedule has been provided on page 25 for the fund to demonstrate compliance with this budget.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 18-23 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents a budgetary comparison schedule, which can be found on page 25 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following table reflects the condensed statements of net position as of September 30:

	<u>2023</u>	<u>2022</u>
Current Assets	\$ 929,638	\$ 719,520
Capital Assets	<u>594,011</u>	<u>693,048</u>
Total Assets	<u>1,523,649</u>	<u>1,412,568</u>
Current Liabilities	<u>11,782</u>	<u>9,896</u>
Total Liabilities	<u>11,782</u>	<u>9,896</u>
Net Position		
Net Investment		
in Capital Assets	594,011	693,048
Unrestricted	<u>917,856</u>	<u>709,624</u>
Total Net Position	<u>\$ 1,511,867</u>	<u>\$ 1,402,672</u>

As of both September 30, 2023 and 2022, the Town's total assets were primarily comprised of cash and cash equivalents (55% and 38% of total assets, respectively) and capital assets (39% and 49% of total assets, respectively). The Town's net position increased \$109,195 (8%) during the fiscal year to a balance of \$1,511,867. \$594,011 (or approximately 39%) of the Town's net position reflects its investment in capital assets (streets). Given the nature of those assets, they are not available for future spending. \$917,856 (or approximately 61%) of the Town's net position is unrestricted and may be used to meet the government's ongoing obligations to its citizens and creditors.

The following table provides a summary of the Town's changes in net position for the year ended September 30, 2023:

General Revenues	
Sales and use taxes	\$ 309,044
Franchise taxes	99,721
Mixed beverage taxes	3,300
Miscellaneous	<u>2,351</u>
	<u>414,416</u>
Expenses	
General government	116,208
Streets	<u>189,013</u>
	<u>305,221</u>
Change in net position	109,195
Net position, beginning	<u>1,402,672</u>
Net position, ending	<u>\$ 1,511,867</u>

For the year ended September 30, 2023, sales and use taxes comprised 74.6% of total revenues and general government comprised 56.4% of total expenses. The government's net position increased by \$109,195 during the fiscal year.

FINANCIAL ANALYSIS OF THE TOWN'S FUNDS

The focus of the Town's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements; in particular, unassigned fund balance may serve as a measure of a government's net resources available for spending at the end of the fiscal year.

The Town's governmental fund balance at September 30, 2023 and 2022 totaled \$917,856 and \$574,959, respectively, of which 99.8% and 100%, respectively, was unassigned. The governmental fund reported total assets of \$929,638 and \$719,520 at September 30, 2023 and 2022, respectively. The primary reason for the increase in assets was an increase in cash and cash equivalents of \$307,337, which was largely driven by collection during the fiscal year of franchise fees related to fiscal years 2021 and 2022. Total liabilities at September 30, 2023, increased over the balance at September 30, 2022, by \$1,886 or 19.1%. While the Town reported no deferred inflows of resources at September 30, 2023, the balance of deferred inflows of resources at September 30, 2022 was \$134,665. The entirety of this balance related to franchise fees receivable at September 30, 2022 that were not considered to be available because they were not collected within 60 days of the end of the fiscal year.

For the year ended September 30, 2023, sales and use taxes comprised 56.3% of total revenues and general government comprised 56.4% of total expenditures. Fund balance increased by \$342,897 during the year ended September 30, 2023.

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual general fund revenues were more than budgeted revenues by \$220,581 (67.1%) primarily due to franchise fees revenues exceeding budget by \$154,386 during the year. Actual general fund expenditures were less than budgeted expenditures by \$46,816 (18.5%) primarily because actual expenditures for streets were less than the budgeted amount by \$40,024 during the year.

CAPITAL ASSETS

The Town's only capital asset is streets. The only capital asset activity during the year ended September 30, 2023, was depreciation expense of \$99,037.

LONG-TERM DEBT

The Town had no long-term debt outstanding during the year ended September 30, 2023.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The original fiscal year 2024 general fund budgeted revenues are \$400,500 and budgeted expenditures are \$340,550. The majority of the anticipated decrease in revenues relates to franchise fees, as the fiscal year 2023 franchise fees revenue included amounts related to prior periods that were not recognizable in those prior periods because the amounts were not available to pay liabilities of those periods. A portion of the increase in anticipated expenditures relates to an update of the Town's comprehensive plan, including updating Town maps and zoning ordinances.

CONTACTING THE TOWN'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Town's finances. If you have questions about this report or need any additional information, contact the Town Clerk, 2451 FM 1189, Ste. B, Brock, Texas 76087.

DRAFT
10/3/25

BASIC FINANCIAL STATEMENTS

TOWN OF BROCK, TEXAS

Statement of Net Position
September 30, 2023

	<u>Primary Government</u> <u>Governmental</u> <u>Activities</u>
ASSETS:	
Cash and cash equivalents	\$ 842,230
Taxes receivable	85,308
Prepaid expenses	2,100
Capital assets, net of accumulated depreciation	594,011
Total Assets	<u>1,523,649</u>
LIABILITIES:	
Accounts payable	11,782
Total Liabilities	<u>11,782</u>
NET POSITION:	
Net investment in capital assets	594,011
Unrestricted	917,856
Total Net Position	<u>\$ 1,511,867</u>

The accompanying notes are an integral part of this statement.

TOWN OF BROCK, TEXAS
Statement of Activities
For the Year Ended September 30, 2023

Functions/Programs	Expenses	Program Revenues Fines, Fees, and Charges for Services	Net (Expense) Revenue and Changes in Net Primary Government Governmental Activities
PRIMARY GOVERNMENT:			
Governmental Activities:			
General government	\$ 116,208	\$ -	\$ (116,208)
Streets	189,013	-	(189,013)
Total Primary Government	<u>\$ 305,221</u>	<u>\$ -</u>	<u>\$ (305,221)</u>
General revenues:			
Sales and use taxes			309,044
Franchise fees			99,721
Mixed beverage taxes			3,300
Miscellaneous			2,351
Total general revenues			<u>414,416</u>
Change in net position			109,195
Net position - Beginning			1,402,672
Net position - Ending			<u>\$ 1,511,867</u>

The accompanying notes are an integral part of this statement.

DRAFT
10/3/25

TOWN OF BROCK, TEXAS
Balance Sheet - Governmental Fund
September 30, 2023

	<u>General Fund</u>
ASSETS:	
Cash and equivalents	\$ 842,230
Taxes receivable	85,308
Prepaid expenditures	2,100
Total Assets	<u>\$ 929,638</u>
LIABILITIES:	
Accounts payable	<u>\$ 11,782</u>
Total Liabilities	11,782
FUND BALANCE:	
Nonspendable	2,100
Unassigned	915,756
Total Fund Balance	<u>917,856</u>
Total Liabilities and Fund Balance	<u>\$ 929,638</u>

The accompanying notes are an integral part of this statement.

DRAFT
10/3/25

TOWN OF BROCK, TEXAS
Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position
September 30, 2023

Total fund balance - governmental fund balance sheet \$ 917,856

Amounts reported for governmental activities in the statement of net position
are different because:

Capital assets used in governmental activities are not current financial resources and
therefore are not reported in the governmental fund balance sheet.

594,011

Net position of governmental activities \$ 1,511,867

The accompanying notes are an integral part of this statement.

DRAFT
10/3/25

TOWN OF BROCK, TEXAS
Statement of Revenues, Expenditures, and Changes
in Fund Balance - Governmental Fund
For the Year Ended September 30, 2023

	General Fund
REVENUE	
Sales and use tax	\$ 309,044
Franchise fees	234,386
Mixed beverage tax	3,300
Miscellaneous	2,351
Total revenues	<u>549,081</u>
EXPENDITURES	
Current:	
General government	116,208
Streets	89,976
Total expenditures	<u>206,184</u>
Excess of Revenues	
Over Expenditures	342,897
Fund Balance - Beginning	574,959
Fund Balance - Ending	<u><u>\$ 917,856</u></u>

The accompanying notes are an integral part of this statement.

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**Reconciliation of
and Changes in Fund Balance of Governmental Fund
to the Statement of Activities
For the Year Ended September 30, 2023**

Net change in fund balance - total governmental fund **\$ 342,897**

Amounts reported for governmental activities in the Statement of Activities are different because:

Depreciation expense on capital assets is reported in the statement of activities and does not require the use of current financial resources. Therefore, depreciation expense is not reported as expenditures in the governmental fund. (99,037)

Certain revenues in the government-wide statement of activities that do not provide current financial resources are not reported as revenue in the governmental fund. (134,665)

Change in net position of governmental activities **\$ 109,195**

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Town of Brock, Texas (the Town) was incorporated by a majority vote on November 8, 2016 as a Class C general law municipality under the provisions of Chapter 8 Section 8.001 et. seq. of the Texas Local Government Code. The Town is an independent political subdivision of the State of Texas governed by an elected commission and a mayor and is considered a primary government.

The accounting policies of the Town conform to accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. General accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units. The significant accounting policies of the Town are described below:

A. The Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements include the primary government and organizations for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's government body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government (a) is entitled to the organization's resources; (b) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization; or (c) is obligated in some manner for the debt of the organization.

Some organizations are included as component units because of the fiscal dependency on the primary government. An organization is fiscally dependent on the primary government if it is unable to adopt its budget, levy taxes, set rates or charges, or issue bonded debt without approval by the primary government.

The Town has no component unit.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation

Government-wide Statements:

The statement of net position and the statement of activities include the financial activities of the overall government. Governmental activities generally are financed through sales and use taxes and franchise fees.

The statement of activities presents a comparison between each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The Town does not allocate indirect expenses in the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements:

The fund financial statements provide information about the Town's fund. There were no other funds to be aggregated and reported as nonmajor funds.

The Town reports the following major Governmental fund:

The **General Fund** is the Town's primary operating fund. This fund is used to account for all financial resources not reported in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental Fund Financial Statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measureable and available. Revenues are considered to be available when they are collectable within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Budgetary Control

The annual budget is adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The Town Commission follows these procedures in establishing budgetary data reflected in the financial statements:

- a. Prior to the beginning of the fiscal year, proposed operating budget is submitted for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them for the general fund.
- b. Public hearings are conducted to obtain taxpayer comments.
- c. Prior to October 1, the budget is legally enacted through passage of an ordinance.
- d. The budget may be amended with the approval of the Town Commission.
- e. Budgetary control is maintained at the line item level, subject to adjustments permitted as described above.

E. Cash and Equivalents

Highly liquid investments are considered to be cash equivalents if they have an original maturity of three months or less when purchased.

F. Capital Assets

Capital assets purchased or constructed are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of the donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are capitalized along with other capital assets.

Capital assets are defined by the Town as assets with an individual cost of \$1,000 or more and an estimated useful life in excess of one year. Depreciation has been provided over the estimated useful lives using the straight line method. The Town has estimated the useful life of streets to be 30 years.

G. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town had no material deferred outflows of resources as of September 30, 2023.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town had no material deferred inflows of resources as of September 30, 2023.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Fund Balance and Net Position

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- **Non-spendable:** This classification includes amounts that cannot be spent because they are either (a) not in the spendable form or (b) are legally or contractually required to be maintained intact. Non spendable items are not expected to be converted to cash or are not expected to be converted to cash within the next year. All amounts reported by the Town as nonspendable at September 30, 2023, are nonspendable in form (prepaid expenditures).
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed:** This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by board resolution of the Town Commission, the Town's highest level of decision making authority. These amounts cannot be used for any other purpose unless the Town Commission removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- **Assigned:** This classification includes amounts that are constrained by the Town's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Town Commission.
- **Unassigned:** This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts.

In circumstances where expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be extended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly unassigned fund balance. Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvements of those assets, and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislations adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. In circumstances where an expense is to be made for a purpose for which amounts are available in multiple net position classifications, restricted position will be fully utilized first followed by unrestricted as necessary.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

I. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

J. Implementation of New Accounting Standard

In 2023, the Town implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (SBITAs). The objective of this statement is to better meet the needs of financial statement users by improving accounting and financial reporting for SBITAs by governments. This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset – an intangible asset – and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

The Town did not have any SBITAs that met the criteria of GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, for fiscal year 2023.

NOTE 2. DEPOSITS

Cash and equivalents as of September 30, 2023 consist entirely of cash deposits totaling \$842,230. The Town does not have formal policies that limit its allowable deposits or investments or address the specific types of risk to which the Town is exposed. Deposits are subject to the following risk:

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The Public Funds Investment Act requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit).

At September 30, 2023, both the carrying amount of the Town's cash on hand and deposits and the bank balance were \$842,230. \$250,000 of the bank balance was covered by depository insurance under the Federal Depository Insurance Corporation (FDIC) and the remaining \$592,230 was covered by collateral held in the pledging bank's trust department in the Town's name.

TOWN OF BROCK, TEXAS
Notes to the Financial Statements

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NOTE 3. CAPITAL ASSETS

Capital assets activity for the year ended September 30, 2023, is as follows:

	Beginning Balance	Additions/ Completions	Retirements/ Adjustments	Ending Balance
Governmental activities:				
Capital assets, being depreciated:				
Streets	\$ 4,421,091	\$ -	\$ -	\$ 4,421,091
Total capital assets being depreciated	4,421,091	-	-	4,421,091
Accumulated depreciation:				
Streets	3,728,043	99,037	-	3,827,080
Total accumulated depreciation	3,728,043	99,037	-	3,827,080
Total capital assets being depreciated, net	693,048	(99,037)	-	594,011
Governmental activities capital assets, net	\$ 693,048	\$ (99,037)	\$ -	\$ 594,011

NOTE 4. RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Town insures all major categories of risk comparable to that of the prior year with the Texas Municipal League. The Town is responsible only to the extent of premiums paid and contributions made to Texas Municipal League. There have been no significant changes in insurance coverage as compared to last year and settlements have not exceeded coverage in each of the past three fiscal years.

NOTE 5. CONCENTRATION OF REVENUE

A significant source of revenues for the Town is franchise fees collected from an electric cooperative. Any reduction of these revenues could adversely affect the Town's ability to operate effectively.

NOTE 6. COMMITMENT

The Town has entered into a lease agreement for office space under which it is obligated to pay rent of \$700 per month through the expiration date of September 30, 2025. The Town may renew the lease for additional one-year terms.

NOTE 7. AMERICAN RESCUE PLAN ACT FUNDS

Under two beneficiary agreements effective August 15, 2023, the Town was allocated a total of \$750,000 of American Plan Rescue Act (ARPA) funds that had been allocated to Parker County. Under the agreements, the funds are to be used exclusively for the purpose of water and wastewater master planning support during the period April 10, 2023 through April 10, 2024; subsequent to September 30, 2023, this period was extended to September 30, 2026. Any unused funds are subject to reallocation by Parker County unless the Town requests and receives an extension of time from Parker County. Through September 30, 2023, the Town had not incurred any qualifying expenditures under this agreement. During the period October 1, 2023 through the date that these financial statements were available to be issued, the Town had incurred qualifying expenditures under the agreements totaling approximately \$713,000.

As of September 30, 2023, the Town had a contractual commitment of \$500,000 for engineering services to be performed under its beneficiary agreement with Parker County and funded through the related ARPA allocation.

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REQUIRED SUPPLEMENTARY INFORMATION

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TOWN OF BROCK, TEXAS
General Fund
Budgetary Comparison Schedule
For the Year Ended September 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUE				
Sales and use tax	\$ 245,000	\$ 245,000	\$ 309,044	\$ 64,044
Franchise fees	80,000	80,000	234,386	154,386
Other	3,500	3,500	5,651	2,151
Total revenues	<u>328,500</u>	<u>328,500</u>	<u>549,081</u>	<u>220,581</u>
EXPENDITURES				
Current:				
General government				
Administrative & office expenses	50,000	50,000	43,764	6,236
Election	8,000	8,000	-	8,000
Insurance	5,000	5,000	2,455	2,545
Legal and professional fees	60,000	60,000	69,989	(9,989)
Streets	130,000	130,000	89,976	40,024
Total expenditures	<u>253,000</u>	<u>253,000</u>	<u>206,184</u>	<u>46,816</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>75,500</u>	<u>75,500</u>	<u>342,897</u>	<u>267,397</u>
Net Change in Fund Balance	<u>75,500</u>	<u>75,500</u>	<u>342,897</u>	<u>267,397</u>
Fund Balance - Beginning	<u>574,959</u>	<u>574,959</u>	<u>574,959</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 650,459</u>	<u>\$ 650,459</u>	<u>\$ 917,856</u>	<u>\$ 267,397</u>