



**TOWN OF BROCK
COMMISSION MEETING
AGENDA PACKET**

JANUARY 12, 2026



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

MAYOR BEN DAVIS
COMMISSIONER CODY NELSON
COMMISSIONER JAMES CARROLL
ATTORNEY WHITT L. WYATT

MEETING DATE AND TIME:
MONDAY, JANUARY 12, 2026

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**
- **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) December 15, 2025, Meeting Minutes

3.2 Review Monthly Financial Reports

3.3 Review Town of Brock accounts payable
1. Provenance Solutions Group (Town Hall January rent) \$855.00
2. Wyatt Hamilton Findlay (Legal Services) invoice #323 \$6,420.00

3. TJH Accounting (Town Payroll)- invoice #2576 \$75.00
4. Nextlink (Phone Service/phone installation new office) \$157.30
5. CivicPlus (Website upgrade/standard annual fees) invoice #359521 \$6,916.00
6. BMY (2024 Audit fee) invoice #253699 \$8,000.00
7. Victor Insurance Managers DBA Victor Insurance Services (Public Official Bond) \$130.00

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

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

4.2. Discuss and take action to approve Provenance Engineering invoice # 007.23.01-15 \$19,100.00

4.3. Discuss and take action to approve an Ordinance for the Town of Brock, Texas Establishing a Permit Requirement for Special Events; Providing for the establishment of a fee applicable to special events; Authorizing the Mayor or their designee to administer the special event permit; Providing a Severability Clause, repealing and savings clause, and an effective date.

4.4 Discussion and possible action on an ordinance formally establishing the office of Town Clerk, designating the powers and duties of the office, and approving the incumbent Melanie Matheus to serve as the Town Clerk.

4.5 Future meeting items and date

REPORTS:

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

Limited reply by the Commission is allowed under The Texas Open Meetings Act as follows: (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquiries about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response; or (2) A recitation of existing policy in response; (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

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

- Discuss Future Real Estate needs for the Town of Brock

8. ADJOURN

CERTIFICATION

I hereby certify that the above notice of the meeting was posted on or before January 6, 2026, prior to 6:30 P.M. at the Brock Community Center, 2115 FM 1189 Brock, Texas 76087 and at the Brock Town Hall 2491 FM 1189, Brock Texas 76087.

Melanie Matheus

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 AGENDA BRIEFING
JANUARY 12, 2026**

AGENDA ITEM 3.1

Title

Meeting Minutes

Item Summary

Review and take action to consider approval of the following Town of Brock Commission meeting minutes
December 15, 2026

Attachments

1. December 15, 2025, meeting minutes



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

MAYOR BEN DAVIS
COMMISSIONER CODY NELSON
COMMISSIONER JAMES CARROLL
ATTORNEY WHITT L. WYATT

MEETING DATE AND TIME:
MONDAY, DECEMBER 15, 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 Davis called the Commission meeting to order and announced a quorum at 6:30 P.M.**
- **INVOCATION** **Mayor Davis led the community in prayer**
- **PLEDGES OF ALLEGIANCE** **The Commission led the community in the 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) November 17, 2025, Meeting minutes

3.2 Review Monthly Financial Reports

3.3 Review Town of Brock accounts payable

1. Provenance Solutions Group (Town Hall December rent) \$855.00
2. Wyatt Hamilton Findlay (Legal Services) invoice #287 \$5,231.25
3. TJH Accounting (Town Payroll)- invoice # 2566 \$75.00
4. Justice IT (IT services)- invoice# 7884 \$89.31
5. Brock Co-Op (Christmas Tree donation) \$7,500.00
6. Nextlink (Town phone) \$45.45

Commissioner Nelson made the motion to approve items 3.1, 3.2, 3.3, seconded by Commissioner Carroll. Motion approved, 3-0.

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

4.1 Review and take action for the following permit application

A. Chef's Pantry -Alcohol permit

Commissioner Nelson made the motion to approve Chef's Pantry alcohol permit, seconded by Commissioner Carroll. Motion approved, 3-0.

4.2. Discuss Mayor Pro-Tem position

Mayor Davis discussed the need for replacing former Commissioner Scrimshire as Mayor Pro-Tem in case he cannot be available for his Mayoral duties.

Commissioner Nelson volunteered for the Mayor Pro-Tem position as needed.

Commissioner Carroll made the motion to approve Commissioner Nelson as Mayor Pro-Tem as needed, seconded by Mayor Davis. Motion approved, 3-0.

4.3. Discuss and take action to approve Provenance Engineering invoice # 007.23.01-15 \$19,100.00

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

Kent Riker provided a final Wastewater plan report including Provenance Engineering's recommendations for the Town of Brock future wastewater infrastructure. Mr. Riker stated that growth will continue within the town limits and within the Greater Brock community. Water infrastructure will attract economic development which will equate to more town revenue to achieve long-term town goals, such as police and fire departments. The wastewater infrastructure development will take several years due to permitting requirements and funding. Mr. Riker stated that funding costs could be offset through creative economic development arrangements. Mr. Riker will provide a final 100-page report along with the final water plan report at the next meeting. The Commission did not make any decisions about any future wastewater infrastructure plans.

4.5 Discuss Fire Services Interlocal Agreement with Parker County

Town Administrator, Melanie Matheus, explained the need for an interlocal agreement as the town is growing where there will be future fire inspections required. Per Frank Watson, Parker County will not do fire inspections without an agreement in place. Parker County Fire Marshal Frank Watson attended the Commission meeting to explain a proposed interlocal agreement between the Town of Brock and Parker County. The interlocal agreement would provide services for the Town of Brock which would include fire services, investigative services, inspection services as well as permitting services. Town Administrator Melanie Matheus inquired about the Inspection360-data software costs in which Frank Watson explained that the \$5,000.00 annual fee was for all the above-mentioned services which would include up to 100 hours service time. Mayor Davis inquired

as to whether the annual costs could be negotiated because Brock is a very small town, with limited fire services needs. Frank Watson stated that Stephen Watson would be the person to make such decision. Town Administrator Melanie Matheus stated she would follow up with Stephen Watson as well as forward the proposed interlocal agreement to the town attorney for review.

4.6. Discuss and take action to approve Resolution of the Town Commission of the Town of Brock, Texas directing Town Staff to Assist in the Procurement of Bonds for the Mayor and Commissioners: Providing that the Town Shall pay Premiums for the Bonds Required of Town Officers; and Providing an Effective Date

Commissioner Nelson made the motion to approve the Resolution, seconded by Commissioner Jim Carroll. Motion approved 3-0.

4.7 Discuss Town of Brock Fire Appeals Board

The Town Commission discussed the Fire Appeals Board as a follow up to discuss who may serve on the Appeals Board. Mayor Davis questioned whether those serving are required to live within town limits. Town Administrator Melanie Matheus will inquire with the Town Attorney regarding such policies. Mayor Davis discussed appointing Commissioner Carroll and Brock Fire Chief Scrimshire for now, and that the Commission will continue to search for a third person to fulfill the Board seats. **Commissioner Nelson made the motion to appoint Brock Fire Chief Scrimshire and Commissioner Jim Carroll to serve on the Fire Appeals Board, seconded by Commissioner Carroll. Motion approved 3-0.**

4.8 Discuss and take action for the Canyon West Phase Four replat

Surveyor James Stephens approached the Commission to request a replat for Canyon West, Phase Four. Mr. Stephens explained that when Canyon West Golf Course was gifted to Weatherford College by the Stuarts, the gift did not include the servicing water wells for the golf course, therefore the Stuart family requested a replat approval to ensure Canyon West Golf Course has water resources. Mr. Stephens stated that once the replat is completed, the Stuart family plans to convey the water wells to Weatherford College/Canyon West Golf Course with the intention of selling the remaining lots (without water wells) and that future water needs for the remaining lots will be left up to whoever buys those remaining lots. Future water is expected to be utilized via water wells since Parker County SUD does not service Canyon West. Commissioner Nelson explained that there is currently a two-acre minimum requirement for groundwater permits/water wells and the remaining lots will be less than one acre, as he believes replating the water wells would be considered as stripping the water rights from the future owners of the remaining lots. Mr. Stephens stated they were aware of this and that they were waiting to hear back from Upper Trinity Water District on this issue. Also discussed and notated was the clouded title for lot XR listed on the replat application. No action was taken and it was tabled for the next meeting.

4.9 Discuss Special Events located in the Town of Brock

Town Administrator Melanie Matheus discussed the need for a Special Event Ordinance due to number of planned events within Town limits such as Brock Hometown Christmas and crawfish boil/concert planned events. It was stated it is in the Town's best interest to create a Special Event Ordinance so the town could benefit from permitting and sales tax revenues. The Commission agreed and proposed adding this item to the next Commission meeting agenda.

4.10 Future meeting items and date

The next Commission meeting was scheduled for Monday, January 12, 2020.

REPORTS:

2024 Audit Update

Town Administrator Melanie Matheus stated that the 2024 financial audit is almost complete, and the Commission should expect to receive a draft copy of the audit before the next 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.

- **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.

The Commission entered executive session at 6:57PM to discuss future Town of Brock staffing needs and future Town of Brock real estate needs. The Commission returned to open session at 7:39 P.M. No votes were taken.

- Discuss future Town of Brock staff needs
- Discuss Town of Brock future real estate needs

8. ADJOURN Mayor Davis made the motion to adjourn the Town of Brock Commission meeting at 8:27PM, seconded by Commissioner Nelson. Motion approved 3-0.

CERTIFICATION

I hereby certify that the above notice of the meeting was posted on or before December 9, 2025, prior to 6:30 P.M. at the Brock Community Center, 2115 FM 1189 Brock, Texas 76087 and at the Brock Town Hall 2491 FM 1189, Brock Texas 76087.

Melanie Matheus

Melanie Matheus
Town Administrator

Accessibility Statement

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**TOWN OF BROCK
COMMISSION MEETING AGENDA BRIEFING
JANUARY 12, 2026**

AGENDA ITEM 3.2

Title

Town of Brock Financial Reports

Item Summary

Review of the following financial reports

Public Funds Report

First Financial EOM Report (December)

FY2025-2026 Budget, QTR. 1 Actuals

Attachments

1. Public Funds Report
2. Bank EOM Report (December)
3. FY2025-2026 Budget, QTR. 1 Actuals

Town of Brock - Public Funds Checking Account**10/01/2025-12/31/2025**

Per Bank Activity:	
Beginning Balance (as of October 1, 2025)	\$1,660,121.30
Deposits	\$68,547.61
Sales Tax Income	\$46,576.79
Franchise Tax Income	
Permit Revenue	\$7,988.25
Interest Deposit	\$5,236.87
Disbursements	\$32,584.25
ARPA Funding Release	13,550.00
Ending Balance (As of October 31, 2025)	\$1,701,321.53
Beginning Balance (as of November 1, 2025)	\$1,701,321.53
Deposits	\$75,313.54
Sales Tax Income	\$46,723.63
Franchise Tax Income	27,262.94
Permit Revenue	\$1,100.00
Interest Deposit	\$4,414.46
Disbursements	\$35,349.39
ARPA Funding Release	
Ending Balance (As of November 30, 2025)	\$1,745,700.14
Beginning Balance (as of December 1, 2025)	\$1,745,700.14
Deposits	\$59,105.63
Sales Tax Income	\$58,600.63
Franchise Tax Income	
Permit Revenue	\$505.00
Interest Deposit	\$4,969.83
Disbursements	\$9,352.95
ARPA Funding Release	
Ending Balance (As of December 31, 2025)	\$1,800,422.65

Reportolio

First Financial Bankshares, Inc., Abilene, TX

Published: 1/2/2026 11:14:00 AM

Management Report

Pledged To: TOWN OF BROCK

Date: 31-Dec-25

Section V-C

Page: 30

Safekeeping

Code	Cusip Trans#	Description Maturity	Prerefund	Pool Coupon	Moody StdPoor	Original Face Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
Location		FAS 115								
FNBK1	3140XBTR1	FNMA Pool #FM7759		FM7759		\$19,155,639.00	\$350,000.00	\$204,847.82	\$210,076.90	\$189,744.39
	622164202108111	7/1/2036			2.000		1.83%			
FROST NATIONAL BANK		AFS								
FNBK1	3140XBTR1	FNMA Pool #FM7759		FM7759		\$19,155,639.00	\$200,000.00	\$117,055.90	\$120,043.94	\$108,425.36
	622164202108111	7/1/2036			2.000		1.04%			
FROST NATIONAL BANK		AFS								
FNBK1	3132D9F33	FHLMC Pool #SC0186		SC0186		\$19,550,145.00	\$500,000.00	\$330,713.45	\$342,333.25	\$297,986.05
	639689202111151	9/1/2041			2.500		2.56%			
FROST NATIONAL BANK		AFS								
FNBK1	3140XCWG9	FNMA Pool #FM8746		FM8746		\$26,845,280.00	\$1,000,000.00	\$704,500.48	\$728,224.47	\$636,297.79
	633248202110121	9/1/2041			2.500		3.73%			
FROST NATIONAL BANK		AFS								
4 MBS - Fixed Rate							\$2,050,000.00	\$1,357,117.64	\$1,400,678.57	\$1,232,453.59
FNBK1	346766WR5	FORT BEND CNTY TX			Aa1	\$2,740,000.00	\$1,240,000.00	\$1,240,000.00	\$1,281,987.61	\$1,260,435.20
	556331202006091	3/1/2027			5.000		45.26%			
FROST NATIONAL BANK		AFS								
1 Muni Taxable - Fixed Rate							\$1,240,000.00	\$1,240,000.00	\$1,281,987.61	\$1,260,435.20
FNBK1	31392WDL1	FHR 2514 ZA				\$24,500,000.00	\$1,250,000.00	\$39,030.93	\$40,335.09	\$40,511.19
	333010201308271	10/15/2032			5.500		5.10%			
FROST NATIONAL BANK		AFS								
1 CMOs - Fixed Rate							\$1,250,000.00	\$39,030.93	\$40,335.09	\$40,511.19
FNBK1	3137HAMS2	FHMS K507 A2				\$25,000,000.00	\$250,000.00	\$250,000.00	\$250,101.15	\$255,336.03
	723884202501091	9/25/2028			4.800		1.00%			
FROST NATIONAL BANK		AFS								
1 CMBS - Fixed CMO							\$250,000.00	\$250,000.00	\$250,101.15	\$255,336.03
Total Pledged	Z To:	BRO	TOWN OF BROCK				\$4,790,000.00	\$2,886,148.57	\$2,973,102.42	\$2,788,736.01

\$1,240,000.00 Munis with Maturity Under 2 Years

\$0.00 Munis with Maturity Over 2 Years

\$0.00 Other securities with Stated Maturity Under 2 Years

\$1,646,148.57 Other securities with Stated Maturity Over 2 Years

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

Town of Brock, Texas FY2025-2026 QTR. 1

	Approved FY2025-2026	Actuals (October 1, 2025-December 31, 2025)	COMMENTS
INCOME			
408 Franchise Fee Revenue	99,000.00	27,262.94	Tri-County Electric Co-Op
Permit Revenue	26,000.00	9,593.25	Permits/Applications/Misc. Revenue
440 Sales and Use Tax Revenue	450,000.00	150,587.16	
Mixed Beverage Tax Revenue	3,200.00	1,315.89	
430 Misc Income (ARPA Grant)		13,550.00	Parker County Treasurer/ARPA Grant
Refund		659.54	Account Analysis/Tres. Mngmt Services
Interest		14,621.16	
TOTAL INCOME	578,200.00	217,589.94	
EXPENSES			
510 Advertising and Marketing	6,500.00	79.80	.Gov Domain Registration
520 Publications Expense	500.00	262.80	Weatherford Democrat Public Notices
Legal	90,000.00	20,418.75	
Services	5,000.00	15,682.65	Bureau Veritas, BMY, Justice IT
ARPA Water/Wastewater Plan Study		13,550.00	Provenance Engineering
540 Insurance/Bond	3,100.00	1,386.00	TML
545 Office Supplies & Software	8,190.00	1,910.47	
546 Postage	100.00	34.08	
565 Office Expense/Payroll/Contractor Expense		N/A	
Payroll Wages	249,304.00	5,812.28	Town Clerk
Payroll Expenses (Bookkeeping Services)	900.00	225.00	TJH Accounting LLC
Payroll Expenses (Taxes)	20,000.00	962.94	
580 Telephone Expense	564.00	136.23	
590 Street/Bridge Repair & Maint. Expense	65,000.00	3,866.59	
595 Misc Expenses		N/A	
Bank Fees		226.97	Account Analysis/Tres. Mngmt Services
Comprehensive Plan/Map Project	40,000.00	1,107.50	Verduny Map Project
Reimbursable Expenses		712.00	New Town Hall office furniture
Election Expenses	7,500.00	N/A	
Uncatagorized Expense		347.53	New Town Hall office sign, Appreciation Plaques
Town Hall Office-Rent/Lease	9,600.00	3,065.00	Town Hall rent + Brock Community Center lease
Real Estate Asset Purchase for Town Hall	36,000.00	N/A	
Real Estate Asset Purchase for WW TP	28,800.00	N/A	
Donations/Community Events		7,500.00	Brock Co-Op/Town Christmas Tree
TOTAL EXPENSES	571,058.00	77,286.59	
OVER/UNDER TOTAL	7,142.00	140,303.35	
		1,800,422.65	Public Fund Checking Account Balance as of 12/31/2025
		2,295,422.65	Estimated Account Balance for FY 2025-2026



**TOWN OF BROCK
COMMISSION MEETING AGENDA BRIEFING
JANUARY 12, 2026**

AGENDA ITEM 3.3

Title

Town of Brock Accounts Payable

Item Summary

Review of the monthly financial accounts payable
Provenance Solutions Group (town hall rent)
Wyatt Hamilton Findlay (legal services)
TJH Accounting (town payroll)
Nextlink (phone service/phone installation new office)
CivicPlus (annual website)
BMY (2024 audit)
Victor Insurance Managers DBA Victor Insurance Services (public official bond x 1)

Attachments

1. Provenance Solutions Group (no invoice) \$855.00
2. Wyatt Hamilton Findlay invoice #323 \$6,420.00
3. TJH Accounting invoice #2576 \$75.00
4. Nextlink \$157.30
5. CivicPlus invoice #359521 \$6,916.00
6. BMY invoice #253699 \$8,000.00
7. Victor Insurance Managers DBA Victor Insurance Services \$130.00



Wyatt Hamilton Findlay, PLLC

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

INVOICE

Invoice # 323
Date: 12/31/2025
Due Upon Receipt

Invoice Number	Total
323	\$6,420.00
	Subtotal \$6,420.00
	Tax \$0.00
	Amount Due \$6,420.00

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.: 2576
Terms: Net 15
Invoice date: 01/05/2026
Due date: 01/20/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Accounting Services	Dec 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](#)

**BILLING STATEMENT**

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

Melanie Mattheus
Town Of Brock
2451 FM 1189, STE B,
BROCK, TX 76087-5602

Billing Statement Summary

Account	125199003
Reference	Billing Statement B125199003-63
Date	12/06/2025
Beginning Balance (\$)	45.45
Amount Due (\$)	157.30
Due Date	01/05/2026

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

SALES

Installation	25.00
Account Setup Fee	15.00
Regulatory Recovery Fee	3.12
Preferred	20.00
Service Dates: 11/06/2025 to 12/05/2025	
DID	0.00
Service Dates: 11/06/2025 to 12/05/2025	
Phone Rental	7.00
Service Dates: 11/06/2025 to 12/05/2025	
VoIP Line	19.95
Service Dates: 12/06/2025 to 01/05/2026	
Phone Rental	11.00
Service Dates: 12/06/2025 to 01/05/2026	
Phone Rental	0.00
Service Dates: 12/06/2025 to 01/05/2026	
Preferred	20.00
Service Dates: 12/06/2025 to 01/05/2026	
DID	0.00
Service Dates: 12/06/2025 to 01/05/2026	
Phone Rental	7.00
Service Dates: 12/06/2025 to 01/05/2026	

Sub Total**128.07**

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

Melanie Mattheus
Town Of Brock
2451 FM 1189
BROCK, TX 76087-5602

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

**Payment Summary**

Account	125199003
Reference	Billing Statement B125199003-63
Due Date	01/05/2026
Amount Due (\$)	157.30
Amount Enclosed	
Check Number	

Please make checks payable to NextLink Internet





BILLING STATEMENT

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

Melanie Mattheus
Town Of Brock
2451 FM 1189, STE B,
BROCK, TX 76087-5602

Billing Statement Summary

Account	125199003
Reference	Billing Statement
	B125199003-63
Date	12/06/2025
Beginning Balance (\$)	45.45
Amount Due (\$)	157.30
Due Date	01/05/2026

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

TAXES AND FEES

FUSF (VoIP)	4.85
FCC Regulatory Fee (VoIP)	0.06
TX Sales Tax	7.94
TX E911 Equalization Surcharge	0.18
TX Texas Universal Service	5.19
County Sales Tax	0.63
County E-911 (VoIP Business)	1.50
City Sales Tax	1.90
E911 Recovery Fee	2.97
State Cost - Recovery Fee	1.02
Paper Statement Fee	2.99
Sub Total	29.23

PAYMENTS AND CREDITS

11/26/2025 Payment - Thank You! Check 001375	-45.45
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TOTAL DUE	157.30
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DOWNLOAD THE NEXTLINK CONNECT APP

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

Available on the App Store GET IT ON Google Play

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



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#359521

Invoice # 28360 1/1/2026

Status: 11/30/2026

ID: 92607

Bill To: 11/30/2026

Accounts Payable
Town of Brock, TX
2457 Farm to Market Road 1189
Suite B
Brock TX 76087

TOTAL DUE

\$6,916.00

Due Date: 1/31/2026

Services rendered as follows:

Services rendered as follows:

Terms	Customer	Quote #	Approving Authority
Net 30	Town of Brock, TX	Q-94842	Melanie Matheus

Qty	Item	Start Date	End Date
1	System Modification Implementation	1/1/2026	12/31/2026
1	All publicly available word / pdf formatted meetings and agendas migrated	1/1/2026	12/31/2026
1	3 seats of pre-scheduled joint training sessions up-to 3-hours per session	1/1/2026	12/31/2026
1	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.	1/1/2026	12/31/2026
1	Municipal Websites Central : Starter Standard Annual Fee	1/1/2026	12/31/2026
1	Municipal Websites Central: Module Based Hosting and Security Annual Fee	1/1/2026	12/31/2026
1	DNS and Domain Hosting Annual Fee: http://brocktx.net/	1/1/2026	12/31/2026
1	SSL Management CivicPlus Provided: http://brocktx.net/	1/1/2026	12/31/2026
1	AudioEye Managed: http://brocktx.net/	1/1/2026	12/31/2026

11/30/2026	11/30/2026	0.00	0.00	\$6,500.00
				Total \$6,500.00
				Tax \$416.00
				Due \$6,916.00

ID: 92607

Date: 11/30/2026

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

Interest: A monthly late fee will be added to invoices not paid within 30 days from date of issuance.

A service charge of 1% will be added to all credit card charges issued.

BMY

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: 253699

Date: 11/30/2025

ID: 98037

Town of Brock

2451 FM 1189, Suite B

Brock, TX 76087

For professional service rendered as follows:

Assurance Services- Progress Bill 2024 Audit8,000.00

Billed Time & Expenses	<u>\$8,000.00</u>
Invoice Total	<u>\$8,000.00</u>

<u>11/30/2025</u>	<u>10/31/2025</u>	<u>09/30/2025</u>	<u>08/31/2025</u>	<u>07/31/2025+</u>	<u>Total</u>
8,000.00	0.00	0.00	0.00	0.00	\$8,000.00

Please return this portion with payment.

Invoice: 253699

ID: 98037

Date: 11/30/2025

Town of Brock

Mastercard or Visa: _____

Exp Date: _____

Card #: _____

V Code: _____

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.**

INVOICE

Page 1

Victor Insurance Managers
DBA: Victor Insurance Services
PO Box 855979
Minneapolis, MN 55485-5979



Town of Brock
2491 FM 1189
Brock, TX 76087

Customer:	CI1290992
Invoice Number:	40412158
Invoice Date:	04-NOV-2025
Invoice Total:	130.00

MAKE CHECK PAYABLE TO:
Victor Insurance Managers

Policy Information

Policy Number:	61BSSBIG4215	Customer:	CI1290992
Policy Desc:	PE Public Official Bond	Invoice Number:	40412158
Insurance Company:	Hartford Casualty Insurance Company	Invoice Date:	04-NOV-2025
Customer:	City of Brock	Invoice Total:	130.00
Policy Period:	06-DEC-2025 to 06-DEC-2028		
Transaction Desc:	Renewal Policy		
Effective Date:	06-DEC-2025		

	Amount
PE POBond - Benjamin Kent Davis Commissioner	130.00
Due on or before: 20-DEC-2025	Total: 130.00

Victor Insurance Managers earns and retains interest on premium payments held by Victor Insurance Managers on behalf of insurers during the period between receipt of such payments from clients and the time such payments are remitted to the applicable insurer, where permitted by law. If you would like to opt out of receiving invoices electronically, please contact us at Accounting.US@victorinsurance.com.

Victor Insurance Managers (fka Victor O. Schinnerer & Company, Inc.) recently filed in all U.S. jurisdictions to re-brand and change its name. This name change has become effective in almost all states while still pending in several states, which we expect will complete their approval processes shortly. In CA, dba Victor Insurance Services | CA Ins. Lic. # 0156109
301-961-9800 • info.us@victorinsurance.com • 7700 Wisconsin Avenue, Suite 400, Bethesda, MD 20814

@DS: 162319780

Invoice prepared by: NMA
Your Contact is: Elizabeth Torres 713-787-2413

0004019999990123300CI1290992404121580001300020251220



**TOWN OF BROCK
COMMISSION MEETING AGENDA BRIEFING
JANUARY 12, 2026**

AGENDA ITEM 4.1

Title

Water/Wastewater Plan Study Update

Item Summary

Final update on Water Plan Study from Provenance Engineering, Kent Riker.

Attachments

1. none



**TOWN OF BROCK
COMMISSION MEETING AGENDA BRIEFING
JANUARY 12, 2026**

AGENDA ITEM 4.2

Title

ARPA/Water/Wastewater Funding Request

Item Summary

Discuss and take action to approve Provenance Engineering funding request
Invoice # 007.23.01

Attachments

1. Invoice # 007.23.01-15 \$19,100.00



Provenance Engineering, LLC.
ATTN: Kent Riker
2495 FM 1189
Brock, TX 76087
817.373.5714

INVOICE

INVOICE #007.23.01 - 15
DATE: 11/16/25

BILLED TO:

Town of Brock
2481 FM 1189
Brock, Texas 76087
email: townclerk@brocktx.net

FOR:

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

PHASE	CONTRACT AMOUNT	PERCENT COMPLETE	PRIOR BILLED	CURRENT BILLED	TOTAL BILLED
1.0 - Project Management	\$40,000.00	99%	\$38,000.00	\$1,600.00	\$39,600.00
2.0 - Data Gathering & Review	\$25,000.00	100%	\$25,000.00	\$0.00	\$25,000.00
3.0 - Demand Projections	\$20,000.00	100%	\$20,000.00	\$0.00	\$20,000.00
4.0 - Water Supply Planning	\$250,000.00	100%	\$250,000.00	\$0.00	\$250,000.00
5.0 - Capital Improvements Plan	\$100,000.00	100%	\$97,000.00	\$3,000.00	\$100,000.00
6.0 - Rate Study Analysis	\$35,000.00	95%	\$26,250.00	\$7,000.00	\$33,250.00
7.0 - Regulatory and Stakeholder Coordination	\$30,000.00	100%	\$22,500.00	\$7,500.00	\$30,000.00
	\$500,000.00	99%	\$478,750.00	\$19,100.00	\$497,850.00

We appreciate the opportunity to serve you and your staff.

Thank you in advance for payment of **\$19,100.00**

TERMS Net 30 days

Thank you for your business!

Kent Riker, PE
President | Servant Leader



**TOWN OF BROCK
COMMISSION MEETING AGENDA BRIEFING
JANUARY 12, 2026**

AGENDA ITEM 4.3

Title

Special Events Ordinance

Item Summary

Discuss and take action to approve an Ordinance for the Town of Brock, Texas establishing a permit requirement for special events; providing for the establishment of a fee applicable to special events; authorizing the Mayor or their designee to administer the special event permit; Providing a Severability Clause, repealing and savings clause, and an effective date.

Attachments

1. Ordinance No. O-2026-__

ORDINANCE NO. _____

**AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, ESTABLISHING
A PERMIT REQUIREMENT FOR SPECIAL EVENTS; PROVIDING FOR
THE ESTABLISHMENT OF A FEE APPLICABLE TO SPECIAL EVENTS;
AUTHORIZING THE MAYOR OR THEIR DESIGNEE TO ADMINISTER
THE SPECIAL EVENT PERMIT; PROVIDING A SEVERABILITY
CLAUSE, REPEALING AND SAVINGS CLAUSE, AND AN EFFECTIVE
DATE.**

WHEREAS, the Town Commission of the Town of Brock, Texas, is empowered to enact ordinances for the protection of public health and safety through the use of its police powers; and

WHEREAS, special events that create additional traffic, public safety risks, and pedestrian hazards require additional attention and scrutiny from Town staff to ensure the protection of public health and safety; and

WHEREAS, due to these additional burdens created by certain special events, the Town Commission has determined that it is necessary to create a permit requirement and empower the Mayor, or their designee, to administer the permit program.

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

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

SECTION 2. There is hereby created a "Special Event Permit" for certain events of an infrequent occurrence and temporary nature, to be administered as provided by this ordinance. It shall be unlawful for any person to hold a Special Event within the Town of Brock without holding a Special Event Permit issued by the Town.

SECTION 3. **Applicability** – Any person holding a Special Event within the Town Limits of the Town of Brock must apply for and receive a Special Event Permit under the deadlines and application requirements provided by this ordinance. A "Special Event" is a temporary event, gathering, or organized activity, including but not limited to parades, bike and foot races, block parties, street fairs, concerts, carnivals, holiday festivals, or other attractions or gatherings of people. Special Events are conducted primarily outdoors in public locations and may interfere with the normal flow or regulation of pedestrian or vehicular traffic, and may require special town services, including but not limited to, street closure, provisions of barricades, special parking arrangements, special electrical services or special police or emergency services. The term does not include events held inside residential structures on private property. The Mayor, or their designee, shall determine whether or not an event requires a Special Event Permit under this ordinance.

SECTION 4. Exceptions – The following types of events are excluded from the requirement to hold a Special Event Permit under this ordinance:

- (a). An event conducted on the property of a school or other educational institution with the approval of the administration governing that school or educational institution.
- (b). An event held entirely on private property specifically designed for the event, for which the property has a valid certificate of occupancy for the attendance of the event, adequate existing parking and street access designed for the vehicular traffic of the event, and all necessary fire code and building code approvals for the type of event.
- (c). Funeral or dignitary processions.
- (d). Gatherings for athletic events that are held in facilities designed for those athletic events.
- (e). Town sponsored events.
- (f). Expressive activities protected under the United States and Texas Constitutions that do not obstruct pedestrian access or the flow of vehicular traffic on public streets or highways.

SECTION 5. Permit Application and Fee – The Mayor, or their designee, shall prepare and make available the necessary permit application and associated documentation for a Special Event Permit. The Town Commission shall establish a fee for the issuance of a Special Event Permit and provide the fee in the Master Fee Schedule adopted by the Commission from time to time. An applicant for a Special Event Permit must apply on forms provided by the Town and pay the required fee prior to issuance of the Special Event Permit. Failure to complete all necessary portions of the application form or to submit the required fee shall be grounds for denial of the Special Event Permit application.

SECTION 6. Timeframe and Deadlines – The Mayor, or their designee, shall establish necessary timeframes and deadlines for the submission of the Special Event Permit application form and supporting documentation, including any approvals or plans required from third parties and traffic control diagrams. An application shall not be filed more than 365 days before the first day of the planned Special Event.

SECTION 7. Issuance or Denial of Permit – The Mayor or their designee shall determine whether to approve or deny an application for a Special Event Permit based upon the public health and safety of the residents of the Town. The Mayor or their designee shall consider whether the event will interrupt the safe and orderly flow of traffic or divert public safety resources from other portions of the Town, whether the event will pose an unnecessary risk to the safety of attendees or nearby residents, whether the event is likely to cause injury to persons or property in the Town, whether adequate sanitation facilities and parking are available for the event, and whether the applicant and all participants hold the necessary federal, state, or local permits, licenses, or authorizations required for the nature of the event. If the Mayor determines that it is in the best

interest of the Town, they may request that the Town Commission approve or deny a permit application at a public meeting.

SECTION 8. Special Requirements – The Mayor or their designee may determine, in their sole discretion, that additional special requirements are necessary prior to the issuance of a Special Event Permit. These requirements shall be related to ensuring the public health and safety of the residents of the Town and the adherence to all applicable laws and ordinances. Special requirements may include, but are not limited to:

- (a). Providing proof of a valid license or permit issued by TABC for serving or selling alcoholic beverages.
- (b). Providing notice to adjoining landowners or other stakeholders that may be impacted by the traffic and noise created by the event.
- (c). Providing proof of current Texas Sales and Use Tax Permit(s) for all vendors.

SECTION 9. Duration of Permit – No Special Event Permit issued under this ordinance shall be valid for more than three consecutive days. The Mayor, or their designee, may grant an exception to this limitation at their sole discretion.

SECTION 10. Inspection and Revocation – The Mayor, or their designee, may inspect the premises of any event held under a Special Event Permit to ensure compliance with applicable requirements. If it is determined that the holder of a Special Event Permit is not complying with the applicable requirements for their permit, or if the continued operation of the event is unlawful or otherwise threatens the public health and safety of residents of the Town, the Mayor shall revoke the Special Event Permit and order the event to cease operation.

SECTION 11. Insurance – The Mayor or their designee shall establish required insurance amounts for each Special Event Permit in an amount adequate to ensure liability coverage for all damages to public property or personal injury suffered as a consequence of the event. Each applicant for a Special Event Permit must provide proof of the required insurance coverage prior to the issuance of a permit. The insurance policy must be in effect during the duration of the event and must list the Town as an additional insured. The applicable insurance coverage amount may be satisfied by a special policy issued solely for the event or by a standing liability policy in an amount adequate to satisfy the requirements of this ordinance.

SECTION 12. Indemnity – The applicant for a Special Event Permit, the eventual permit holder, and each sponsor of the Special Event agrees to defend, indemnify, protect, and hold harmless the Town, its officers, directors, employees, agents, successors, contractors, subcontractors, assigns, and volunteers, from and against any and all claims, demands, liens, lawsuits, liability, costs, expenses, damages, and causes of action for or because of injury to persons and injury or damage to property arising from or caused by, in whole or in part, the acts and/or omissions of the applicant, eventual permit holder, and each sponsor of the Special Event, including their officers, directors, agents, employees, contractors, subcontractors, volunteers, and participants in the Special Event.

SECTION 13. Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance be adjudged or held, in whole or in part, to be invalid, voided, or unconstitutional, the same shall not affect the validity of the remaining portions of the ordinance, which shall remain in full force and effect.

SECTION 14. All ordinances 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 15. 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 ____ DAY OF JANUARY, 2026.

TOWN OF BROCK, TEXAS

Ben Davis, Mayor

ATTEST:

APPROVED AS TO FORM:

Melanie Matheus, Town Secretary

Alex M. Phipps III, Town Attorney



**TOWN OF BROCK
COMMISSION MEETING AGENDA BRIEFING
JANUARY 12, 2026**

AGENDA ITEM 4.4

Title

Ordinance Establishing the Office of Town Clerk

Item Summary

Discuss and take action to approve an Ordinance of the Town of Brock, Texas establishing the Office of Town Clerk; Providing for the Appointment, Term of Office and Removal of the Town Clerk; Designating the Powers and Duties of the Office; Providing a Severability Clause, Repealing and Savings Clause, and an Effective Date.

Attachments

1. Ordinance No. O-2026-__

ORDINANCE NO. _____

**AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, ESTABLISHING
THE OFFICE OF TOWN CLERK; PROVIDING FOR THE
APPOINTMENT, TERM OF OFFICE AND REMOVAL OF THE TOWN
CLERK; DESIGNATING THE POWERS AND DUTIES OF THE OFFICE;
PROVIDING A SEVERABILITY CLAUSE, REPEALING AND SAVINGS
CLAUSE, AND AN EFFECTIVE DATE.**

WHEREAS, the Town of Brock is a Type C General Law Municipality located in Parker County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas;

WHEREAS, Texas Local Government Code, Chapter 24, governs Type C general law municipalities and specifically, Subchapter C governs other municipal officers; and

WHEREAS, pursuant to Texas Local Government Code § 24.051, the Town Commission has the authority to appoint officers as necessary to carry out the Town's functions; and

WHEREAS, although the Town has employed clerks in the past with responsibilities delegated from the Town Commission and the Mayor, the Town Commission finds that clearly establishing the formal duties and responsibilities of the Town Clerk is in the best interest of the Town; and

WHEREAS, Texas Local Government Code § 24.051 allows the Town Commission to prescribe the duties of the Town Clerk; and

WHEREAS, the Town Clerk shall also serve as the tax assessor-collector of the Town pursuant to Texas Local Government Code § 24.052; and

WHEREAS, pursuant to Texas Local Government Code § 51.001, the Town has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the Town and is necessary or proper for carrying out a power granted by law to the Town.

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

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

SECTION 2. The office of the Town Clerk is hereby created and may also be known as the Town Secretary.

SECTION 3. The Town Clerk shall be appointed by the Mayor, subject to an affirmative vote of the Town Commission, and shall serve for such a term that the Town Commission may

desire. The Town Clerk shall receive such compensation as may be fixed from time to time by the Town Commission in the budgetary process.

SECTION 4. The Town Clerk shall execute a bond with a surety company authorized to do business in the State of Texas, payable to the Town, as required by Texas Local Government Code § 24.052, conditioned that the Town Clerk will faithfully perform the duties of the office. The bond amount shall be determined and approved by the Town Commission at least annually and must be sufficient to protect the funds of the Town, but not less than twice the largest amount collected at any one time in the preceding fiscal or calendar year. The bond must be filed and recorded in the Town Commission minutes. The Town Commission may provide for the payment of this bond on the Clerk's behalf from lawfully available public funds of the Town.

SECTION 5. The Town Clerk shall perform all duties prescribed by Texas Local Government Code § 22.073 for a clerk and shall serve as the treasurer and tax assessor-collector of the Town and perform the duties as set forth in Texas Local Government Code § 22.075 for a treasurer and tax assessor-collector. The Town Clerk shall perform other duties that may be required by law, ordinance, or resolution.

SECTION 6. To the extent permitted by the laws and ordinances governing the Town, the Mayor may delegate additional duties and responsibilities for administration and management of the Town to the Clerk or other subordinate employees under the Clerk's supervision, and may refer to the Clerk with appropriate employment titles such Administrator or Manager, to the extent the Mayor determines necessary in their judgment as the chief executive officer of the Town. The Mayor may provide for the payment of supplementary salary and benefits, and may authorize the hiring of additional employees as necessary to perform these delegated duties and responsibilities. The Mayor may revoke these additional delegated duties and responsibilities and the associated employment titles and salary or benefits at any time.

SECTION 7. Removal of the Town Clerk shall be determined pursuant to Texas Local Government Code § 22.077.

SECTION 8. The Town Commission hereby approves and ratifies the incumbent Town Clerk and Secretary, Melanie Matheus, to serve as the Town Clerk and Secretary of the Town of Brock under the terms of this Ordinance.

SECTION 9. Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance be adjudged or held, in whole or in part, to be invalid, voided, or unconstitutional, the same shall not affect the validity of the remaining portions of the ordinance, which shall remain in full force and effect.

SECTION 10. All ordinances 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 ____ DAY OF JANUARY, 2026.**

TOWN OF BROCK, TEXAS

Ben Davis, Mayor

ATTEST:

Melanie Matheus, Town Secretary

APPROVED AS TO FORM:

Alex M. Phipps III, Town Attorney



**TOWN OF BROCK
COMMISSION MEETING AGENDA BRIEFING
JANUARY 12, 2026**

EXECUTIVE SESSION

Title

Town of Brock Future Real Estate Needs

Item Summary

Discuss Town of Brock Future Real Estate Needs