



*The City of Bruceville-Eddy Rising into the Future*

144 Wilcox Drive  
Eddy, Texas 76524

[www.bruceville-eddy.us](http://www.bruceville-eddy.us)

Phone: (254) 859-5964  
Fax: (254) 859-5779

**Special Called City Council Meeting  
November 15, 2023, 6:00 p.m.  
Minutes**

**1. Meeting call order at 6:00 pm by Mayor Linda Owens**

**Councilmembers present: Connally Bass-Mayor Pro-tem, Cecil Griffin, Richard Prater, Graham McGruer, Joyce McGlothlin, and Ricky Wiggins.**

**Staff Present: Kent Manton-City Administrator, Pam Combs-City Secretary, Gene Sprouse-Public Work Director, Thomas Arnold-Code Enforcement, Chief Dorsey, Johnny Tabor, and Chris Hill-Sewer engineers.**

**2. Community Announcements**

**Eddy United Methodist Church is going to offer cookies and pictures with Santa on December 16, 2023 from 11:00 am until 1:00 pm, also cookies fund raiser.**

**The city offices will be closed November 23<sup>rd</sup> and 24<sup>th</sup> for Thanksgiving holidays. Council meeting for December will be canceled and a Special Called Meeting with be December 21<sup>st</sup> at 6:00 pm**

**3. Citizen Presentations**

The City Council welcomes public comments at this point on items **not** specifically listed on the agenda. Speakers must sign up before the meeting begins. Speakers are limited to five (5) minutes each. The Council cannot respond to matters not listed on the agenda until a future meeting. **None**

**4. Canvassing of General Election**

Council to hear the reading of the official election results as certified by McLennan County Elections Department and approved by the McLennan County Commissioners Court.

Council to discuss, consider, and possibly take action to officially canvas the results of the November 7<sup>th</sup>, 2023 general election for the 2023-2025 terms of one (1) Mayoral seat, two (2) Council seats, and the called elections for two (2) ballot propositions.

**Motion made by Ricky Wiggins to approve Resolution 11-15-2023-3, 2<sup>nd</sup> by Connally Bass, yeas 5, nay 0, motion passes.**

**5. Swearing in of Newly Elected Council Members**

New elected Mayor and Councilmembers will be sworn in into their respective offices.

**City Secretary, Pam Combs, swore in re-elected Mayor Linda Owens. Mayor Linda Owens swore in re-elected Councilmember Richard Prater and newly elected councilmember Joyce McGlothlin.**

**6. Police Chief's Report – Chief Michael Dorsey**

**October 2023 Activity Report:**

**Calls of Service: total 118; Arrest, Offense, Incident Reports: total 16; Crash Report: total 9; Citations & Warnings: total 188; Citations Total:68 Warnings Total: 120**



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**PD Activity report for October 2023; Security checks-151; School Zone Enforcement-32; Neighborhood Patrol-68; and Directed Traffic Enforcement-60**

**SRO Officer Report for October 2023**

**Calls for service-12; Security checks-93; Citation & Warnings-4; Arrests-1; K-9 check-1**

**7. Public Works Director's Report – Gene Sprouse**

**Fixed 9 leaks**

**8. Engineering Reports-See attachment "A"**

**Johnny Tabor was present to give an updated report on the sewer.**

**Motion made by Ricky Wiggins for us to put this on our next month agenda for December and for Kent and staff to check and see if the delay was on the city's part for Johnny Tabor to file for an extension, 2<sup>nd</sup> by Graham McGruer, yeas 5, nay 0, motion passes.**

**9. Community Development Report – Thomas Arnold-For Code Enforcement- 67 active case, 12 closed, 13 new cases.**

**10. City Administrator's Report – Kent Manton**

**City Administrators Report: 11/15/2023**

**City Attorney update**

Nicole Warren, our municipal prosecutor and associate City Attorney has left MFM for other opportunities. Megan Brua has been brought in to serve in conjunction with Brad Bullock and will begin transitioning into the role as our new municipal prosecutor over the coming months.

**Chapter 54 Case**

The sale of the property involved with the Chapter 54 Case is still pending. A private investigator has been hired to track down a deed signer for the manufactured home before the sale can be finalized.

**Elections Update**

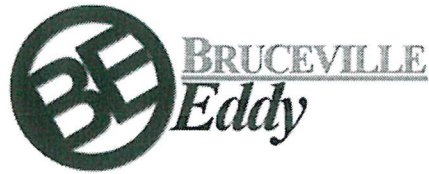
The November 7<sup>th</sup> general and special elections have since come and gone. With this, we say thank you to the service of former Mayor, long term Councilman, and current Mayor Pro Tem Connally Bass and welcome to newly elected Councilmember Joyce McGlothlin.

At this election the voters of Bruceville-Eddy also approved both the EDC and the Streets Maintenance sales and use taxes.

**TML Small Cities Advisory Council**

The City of Bruceville-Eddy falls within Region 9 of the Texas Municipal League. Currently there is a vacancy for one member to serve on the Small Cities Advisory Council.

If you are interested in serving in this capacity, please see the link below for the Council's current makeup. Contact Jacqueline Redin at [jredin@tml.org](mailto:jredin@tml.org) or 512-231-7400 if you would like to be considered for a SCAC position.



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[Small Cities Advisory Council | Texas Municipal League, TX \(tml.org\)](#)

### **Rene Bates Auction Update**

The auction of surplus goods kicked off last week and is scheduled to close out on December 7<sup>th</sup>, 2023. A few of the items have already received bids! Checkout the progress here: [https://renebates.com/a\\_main\\_2.php?id=59](https://renebates.com/a_main_2.php?id=59)

I have begun preparing for the public auction of 115 Hungry Hill Road which has been owned by the city and has remained vacant since 2015. The title search has come back clean, and the next step will be ordering a survey of the property. There are several additional steps outlined in State law when it comes to the sale of real property by municipalities. Our City Attorney is advising on this sale and is currently working on drafting the proper documentation.

### **Grants Updates**

We have not heard any additional information regarding our application for CDBG funding from Texas Department of Agriculture for the waterline project between 3<sup>rd</sup> and 4<sup>th</sup> street.

TXDOT recently released their list of selected projects for the Transportation Alternatives grant and the City of Bruceville-Eddy was not among the finalists this go round. As a reminder, this project was for the proposed sidewalk installation between downtown Eddy and the school campus.

### **Sewer System**

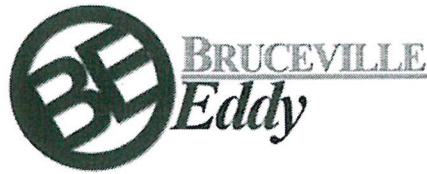
On 9/29/2023, we received the draft discharge permit renewal from the TCEQ. Approval was granted from Tabor and Associates on 10/4/2023 and on 10/16/2023 we received a combined notice of receipt of application and intent to obtain water quality permit from TCEQ.

We have since finished the publishing requirements for the renewal of this water quality permit and have provided all publishing verifications to TCEQ for review.

On 11/6/2023 I had a conversation with Jeff from BVRT regarding their proposal for wastewater treatment services. At this time, and after a great deal of due diligence, BVRT does not believe that they are in a position to install a WWTP that would be both financially solvent for their investors and at a reasonable price for our end of the line customers.

BVRT is still considering and researching different financing structures to make this project a reality, but in the meanwhile, we will continue full steam with our current course with full USDA funding. Once bids are announced, we will also be in touch with Congressman Pete Sessions office to request the additional funding needed for the project through the appropriations process.

Approval for the bidding process has been granted and advertisements for these bids is slated to launch on November 13<sup>th</sup> and will run until bid opening.



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Speaking of the bid opening, I want to personally thank BEISD Superintendent Mr. Richard Kilgore and the Board of Trustees for opening their Special Events Center to host the expected crowd this event will bring.

### **Water System**

#### **Friendly Oaks**

As of 10/31/2023, all information requested by SKE to begin working on the electrical review of this site have been provided. Don Minnis, our Electrical Engineer, is moving forward with his investigation and has stated he will ensure we are updated with the progress on a regular basis.

Jurgensen Pump completed the camera bore of the water well. No obstructions were observed; however, the video feed did indicate that the pump screen is in need of a good cleaning. A quote for these services is forthcoming from the vendor.

Wallace Electric is still in the process of installing the voltmeter at the site. They have been busy responding to several emergencies in other communities. We continue to follow up with them until the work is complete!

#### **Westridge**

On 10/9/2023 the well was reset at the Westridge site except for a connection to the power grid. We were planning on getting a proposal for electrical upgrades to this site, but we will move our priorities back to Friendly Oaks due to the pumping capacity differences between these two sites.

#### **Water Company of America**

The contract with Water Company of America is still under review by our City Attorney.

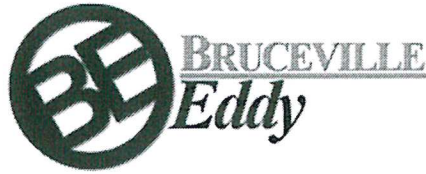
#### **Violation Notice**

On 10/17/2023 we received an initial notice letter from the Texas Railroad Commission alleging three violations to TAC 16 along with penalties stemming from an incident that occurred in July of 2022 where our Public Works crews accidentally stuck a gas line while repairing a broken water line that was caused by the gas line's contractor. We have been in conversation with the agency on this issue and since this was our first violation, they offered a training course in lieu of penalties.

The course has been completed and documentation submitted. The docket has since been dismissed.

#### **Unauthorized Water Connections**

Staff have initiated investigations and enforcement on five (5) separately identified unauthorized connections to our water system as of September based on guidance from our City Attorney's office.



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The goal of this enforcement is straightforward, to ensure compliance with the Texas Administrative Code and TCEQ's established guidelines in order to properly protect the health and safety of our existing water customers.

A few of the residents have requested reconsideration from our City Attorney's office due to their personal and extenuating circumstances. To date, each reconsideration request has been denied because the city cannot grant consent for an action that is inconsistent with State law and therefore does not have the authority to subjugate.

We are working to overcome some of the issues that these residents are facing and are continuing to hold conversations on alternative solutions. It should be noted that in some cases, there are few, if any options as most of these illegal water connections are in areas that are maxed out on the number of connections allowed per line size or due to other infrastructure limitations such as pumping and storage capacity. One unauthorized connection is even located in the area where Council has decreed a water meter moratorium.

I'm happy to provide additional information on this matter by request.

### **Committee Updates**

#### **Infrastructure Planning Committee**

As of writing this, the IPC is set to meet the afternoon of 11/9/2023 to discuss the following items: improvement recommendations and designs for waterline upgrades in Falls County, electrical issues with Friendly Oaks water plant, and the 4/8/2024 total solar eclipse.

#### **Street Repair Committee**

The initial street repair committee meeting has been scheduled for the morning of 11/13/2023. Members were provided with a preliminary report of priority listed streets for initial consideration.

The goal of the committees' is to be able to present some solid recommendations to Council on how to proceed with some of our larger projects. We will hopefully have some of these to you within the next couple of months.

### **Development**

#### **Commercial Activity**

Mrs. Heaven's Childcare is in the process of upgrading the electrical components inside their building. They are also working a list of tasks in order to obtain further licensing and registration with the Texas Department of State who is responsible for the oversight of childcare facilities.

#### **WBW (Fowler Land):**

No additional updates to provide at this time



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**KBAR - Eagle Ranch:**

Clark and Associates dropped off preliminary plats for the Eagle Ranch subdivision on 8/14/2023. A plat along with a drainage plan has been provided to the Mayor and each Councilmember.

MRB group completed their review of the plats on 8/28/2023. Comments were then sent back over to KBAR for corrections along with a request for additional information.

On 9/6/2023 MRB Group Engineers visited the site to take a firsthand look at some of the current drainage improvements in the area and how these will tie into the proposed subdivision. Both Anthony Beach and Lee Lingenfelter (the reviewing engineer on this project) are taking these findings into consideration and will make themselves available when the plat comes before Council for any questions.

On 9/12/2023, we received returned comments and revisions from the developer and forwarded these to MRB Group for further review.

On 9/27/2023 MRB completed their second review of the preliminary plat based off the additional information that was provided from Kbar. The comments address drainage considerations at length. Comments were forwarded to the developer promptly for resolution. Kbar reached out on 10/15/2023 with some questions regarding our new 'pass thru' fee ordinance and how billing was working to which we have replied. At this time, their engineering team is in contact with MRB Group getting specific questions addressed.

10/30/2023 saw the provision of the revised preliminary plat addressing outstanding deficiencies and comments from MRB Group. All information was pushed to MRB Group for further review as of 10/31/2023.

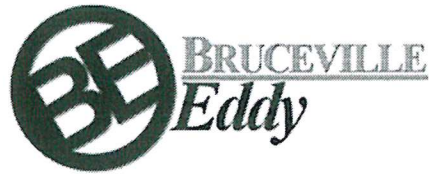
On 11/7/2023 Lee Lingenfelter with MRB Group reached out to me to let me know that almost all comments on the preliminary plat have been resolved and he expects to get a final review sheet over to us shortly.

We are however still awaiting the submission of the owner's probable deed restrictions before scheduling a date for Council's consideration of the preliminary plat.

**BE Travel Center (Ascent):**

Plans for this project were once again reviewed by our engineering firm and unfortunately, they are still lacking significant information and have failed to address previously provided comments.

I held a joint phone call with the RSK Engineering team on 10/31/2023 over several concerns they had about the most recent review. Unfortunately, the bulk of the questions were related to engineering so I had to defer to them MRB Group. I highly recommended that they look at setting up an in person meeting with MRB Group to finish hashing out their questions and concerns and mitigate any future issues and/or miscommunications.



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They plan on requesting a remote meeting with MRB Group in the coming weeks. The developer will be charged for the time they engage with MRB Group through our pass thru fee ordinance. The developer is currently up to date on all invoicing.

**CEFCO:**

CEFCO and BEISD are now beginning the process of working out a joint access agreement for the use of Miracle Lane. The initial draft of this agreement is being prepared to be included on the Board's December agenda.

**FM Land Holdings**

No additional updates to provide at this time.

**RV Park – Hodge Road**

No additional updates to provide at this time.

**RV Park – Bruce Street**

The property owner of 100 Bruce Street reached out over the past couple of weeks to inquire about the necessary steps for the creation of an RV Park. The property is currently zoned for single-family dwellings and would need to be rezoned to general business before this type of business activity can take place. I provided the resident with the necessary documentation and instructions to submit a rezoning request.

**Deer Creek MUD**

No additional updates to provide at this time.

**11. Consent Agenda**

*All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.*

**A. Approval of Minutes**

Council to discuss, consider, and possibly take action to approve the minutes from the October 26, 2023 Regular City Council Meeting.

**B. Write-Off Bad Debt**

Council to discuss, consider, and possibly take action to write off bad debt for specific utility accounts.

**C. Renewal of Agreement for Professional Services – Wendy Milliman**

Council to discuss, consider, and possibly take action to approve the City Administrator to enter into a one-year renewal agreement with Mrs. Wendy Milliman; for the purposes of providing cleaning services to City Hall.

**Motion made by Graham McGruer to approve the consent agenda as listed on the agenda, 2nd by Cecil Griffin, yeas 5, nay 0, motion passes**



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**12. Selection of Mayor Pro Tempore**

Council to discuss, consider, and possibly take action to select a Mayor Pro Tempore for 2023-2024. The Mayor Pro Tempore, commonly known as the Mayor Pro Tem, presides over Council Meetings in the Mayor's absence.  
**Motion made by Richard Prator we nominated Graham McGruer for Mayor Pro-tem, 2<sup>nd</sup> by Cecil Griffin, yeas 5, nay 0, motion passes.**

**13. Agreement for Interlocal Cooperation**

Council to discuss, consider, and possibly take action to approve the Mayor, City Administrator, and Chief of Police to enter into an interlocal cooperation agreement with the City of Troy for the purpose of providing mutual aid through their law enforcement agencies.

**Motion made by Cecil Griffin approving the Mayor, City Administrator, and Chief of Police to enter into an interlocal cooperation agreement with the City of Troy for the purpose of providing mutual aid through their law enforcement agencies. 2<sup>nd</sup> by Graham McGruer, yeas 5, nay 0, motion passes.**

**14. Police Chief's Annual Evaluation**

Council to discuss, consider, and possibly take action on setting up a date & time to meet with the Chief to present, and discuss distributed performance evaluations.

**No action taken. Council will turn the evaluations into Kent Manton, City Administrator and Mayor Owens.**

**15. Bruceville-Eddy EDC - Resolution Appointing Director**

Council to discuss, consider, and possibly take action on resolution 11-15-2023-1; appointing a Director to the Bruceville-Eddy Economic Development Corporation; amending the Certificate of Formation of the corporation by the addition of said appointee.

The nominate Mr. Bass selected was Daren Weaver

**Motion made by Ricky Wiggins that we approve Resolution 11-15-2023-1, 2<sup>nd</sup> by Cecil Griffin, yeas 5, nay 0, motion passes.**

**16. Office Personnel Salary Adjustments**

Council to discuss, consider, and possibly take action to temporarily adjust the pay rates of certain office personnel to provide compensation for increased work responsibilities.

**Motion made by Ricky Wiggins to split the salary from the court clerk/water clerk between Esther, Laura, and Pam until a new water clerk is hired. This will be retroactive from the time the court clerk left. 2<sup>nd</sup> by Richard Prater, yeas 5, nay 0, motion passes.**

**17. Friendly Oaks and Westridge Water Plants – Repairs to Groundwater Wells**

Council to discuss, consider, and possibly take action to address electrical and mechanical issues at the Friendly Oaks Water Plant site and the Westridge Water Plant site that has resulted in their inoperability, including the approval of any needed repairs and related expenditures.

**No action taken**





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**18. Cast Ballots for Candidates to the Falls County Appraisal District Board of Directors**

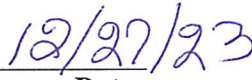
Council to discuss, consider, and possibly take action on resolution 11-15-2023-2, voting on candidates to the Falls County Appraisal District Board of Directors.

**Motion made by Ricky Wiggins approving resolution 11-15-2023-2 nominating those 3, Jesse Martinez, Linda Mitchell, and Shirley Melton, 2<sup>nd</sup> by Richard Prater, yeas 5, nay 0, motion passes.**

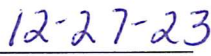
**19. Adjournment**

**Motion made by Joyce McGlothlin to adjourn the meeting at 7:29 pm, 2<sup>nd</sup> by Richard Prater, yeas 5, nay 0, motion passes.**

  
Linda Owens, Mayor

  
Date

  
Pam Combs, City Secretary

  
Date





November 8, 2023

City of Bruceville-Eddy  
Mr. Kent Manton  
144 Wilcox Drive  
Eddy, Texas 76524

**RE: CITY OF BRUCEVILLE-EDDY Monthly Engineering Status Report**

Mr. Kent Manton,

MRB Group is pleased to provide to the City the following Items in regards to the Monthly Engineering Report. This report includes Engineering Tasks from September 24 through November 8, 2023.

#### **DEVELOPMENT REVIEW**

**1. Rajan Plaza / Ascent Travel Center** –MRB received a revised set of construction documents in mid-October from RSK. RSK is the developer's designated Engineer. The Engineering review for this set of documents was completed October 27, 2023. MRB developed an extensive list of comments. MRB and RSK met Friday November 03, via online meeting to discuss latest comments. RSK agreed to address remaining comments and we expect a revised set of drawings within the next few weeks.

**2. Eagle Ranch** –MRB completed the 3<sup>rd</sup> submittal the week of November 6. The last comment remaining to resolve is sizing of the proposed stormwater detention facilities. The final comments for the detention calculations were conveyed to Engineer via phone conference. The Engineer responded that a revised detention basin and outlet structure design will be included in the final construction plans. We anticipate final plans for full approval the week of November 13.

#### **WATER METER FEASIBILITY**

MRB provided meter feasibility studies for (6) residential meters. The analysis results for these meters varied between approval to approval pending connection to a specific existing water main.

**GENERAL DISCUSSION ITEMS**

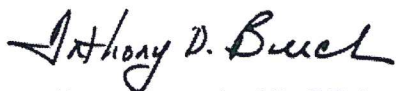
**1. Water System Improvements for Falls County portion of CCN:** The proposed Phase 1 distribution improvements were presented to council on October 12, 2023. MRB shall submit the DRAFT Engineering Proposal for Phase 1 to staff at the Infrastructure Committee meeting on November 09, 2023. We believe the design timeline for this project is 3 months for Engineering and an undetermined schedule for the acquisition of easements. The overall construction schedule for this project is estimated to be 8 months.

**2. New Water Well:** A MRB proposal to prepare a Hydro-Geology study was approved by council in October of 2023. MRB elected to hire a subconsultant (LRE Water Resources) to perform these Services. LRE has begun the study of each of the proposed (3) well sites and will ultimately recommend best location in regards to groundwater availability and to minimize well drawdown. We anticipate the well study to be completed in December 2023.

**3. Deer Creek MUD:** No update this period. MRB is ready for next steps as per City & Developer.

If you have any questions, please feel free to contact me.

Sincerely,



Anthony Beach, PE, CFM  
Project Manager  
[abeach@mrbgroupp.com](mailto:abeach@mrbgroupp.com)



**City of Bruceville-Eddy  
Engineer's Report on New Wastewater System  
Prepared on 11-8-2023**

**1. USDA Rural Development – New Wastewater System:**

**Bid advertisement will be published in Waco Tribune Herald on November 21, 2023 and November 28, 2023**

**Plans, specifications, and bid documents will be listed and available on Civcast ([www.civcastusa.com](http://www.civcastusa.com)) for public viewing and downloading at no charge beginning November 21, 2023. (Civcast USA is a virtual plan room that allows users to view, download, and print documents for bidding projects.)**

**Open Bids for five separate contracts for the New Wastewater System on Tuesday, December 19, 2023 - 11:00 a.m., at the Bruceville-Eddy ISD – Special Events Center.**

**Five contracts include:**

- 1. New Wastewater Treatment Plant**
- 2. New Wastewater Collection System**
- 3. New Lift Stations**
- 4. Street Repair**
- 5. Customer Sewer Lines**

**2. TCEQ Discharge Permit Renewal:**

**The City is currently waiting on the final public comment period to end for their intent to obtain a permit.**

