

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 15, 2017 AT 7:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor Ray at 7:00 p.m. with the following present:

Mayor, Justin Ray	City Manager, Austin Bless
Council Member, Andrew Mitcham	City Secretary, Lorri Coody
Council Member, Greg Holden	City Attorney, Leah Hayes
Council Member, C. J. Harper	
Council Member, Sheri Sheppard	
Council Member, Gary Wubbenhorst	

Council Member Elect, Bobby Warren, was not present at this meeting.

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Isabel Kato, Finance Director; Kevin T. Hagerich, Public Works Director; and Kimberly Terrell, Director of Parks and Recreation.

1. Prayer and Pledge by: Frank Maher, Assistant Fire Chief

**B. ELECTION MATTERS**

1. **Discussion with possible action to consider Ordinance No. 2017-15, canvassing the returns and declaring the results of the General Election held on May 06, 2017 for the purpose of electing a Mayor and two City Council Members (Place 2 and Place 3).**

Mayor Ray called the item and opened the sealed envelope containing the canvass report for the May 06, 2017 General Election for the City of Jersey Village. He instructed the members of council to open their envelopes containing the canvass report and to review same. A summary is as follows:

<i>Name of Candidate</i>	<i>Early</i>	<i>Election Day</i>	<i>Total</i>
<b>Mayor</b>			
Justin Ray	<b>502</b>	<b>183</b>	<b>685</b>
<b>Councilmember Place No. 2</b>			
Greg Holden	<b>476</b>	<b>179</b>	<b>655</b>
<b>Councilmember Place No. 3</b>			
C. J. Harper	<b>257</b>	<b>108</b>	<b>365</b>
Bobby Warren	<b>370</b>	<b>113</b>	<b>483</b>

Mayor Ray read the returns and announced the following: Justin Ray, Greg Holden and Bobby Warren were duly elected to their respective positions.

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Once the Council Members had completed their review of the canvass, Mayor Ray called for a motion to approve Ordinance No. 2017-15, canvassing the returns and declaring the results of the General Municipal Election held May 06, 2017.

Council Member Sheppard moved to approve Ordinance No. 2017-15, canvassing the returns and declaring the results of the General Municipal Election held May 06, 2017. Council Member Holden seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-15

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON MAY 06, 2017.

After the Ordinance passed, Mayor Ray stated the following:

This concludes the canvass of the election of the General Election held on May 06, 2017 for the City Jersey Village with a total of **850** voters.

*Mayor Ray called the next two items (2 and 3) together.*

**2. Issuance of Certificate of Election to Newly Elected Officials.**

City Secretary, Lorri Coody, delivered Certificates of Election to the newly elected officials Justin Ray, Mayor; and Greg Holden, Council Member, Place 2

Newly elected Council Member for Place 3, Bobby Warren, was not present at this meeting. His certificate will be delivered to him at a later date.

**3. Administer Oath of Office to Elected and newly Appointed Officials.**

City Secretary, Lorri Coody, administered the Oath of Office to newly elected officials Justin Ray, Mayor; and Greg Holden, Council Member, Place 2.

Newly elected Council Member for Place 3, Bobby Warren, was not present at this meeting. His oath will be administered at a later date.

**4. Recognition and Presentation of Service Award to C. J. Harper outgoing Council Member – Place 3, for his years of service to the City of Jersey Village.**

Mayor Ray recognized and presented a service plaque to outgoing Council Member C. J. Harper for his years of service to the City of Jersey Village.

*Council Member Harper left the Council dais at 7:08 p.m.*

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**D. CITIZENS COMMENTS**

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens are limited to five (5) minutes for their presentation to the City Council.

**Mark Malov, 7803 Hamilton Circle, Jersey Village, Texas 77040 (713) 553-8625**: Mr. Malov spoke to City Council about his disapproval of the amount of tax dollars spent by the City on the Jersey Meadow Golf Course. He believes that the golf course should be repurposed into an effective storm water detention basin that can also be designed into a low maintenance park space for all residents to enjoy. Mr. Malov also voiced his concern for run-off water from the golf course containing fertilizer and other harmful chemicals.

**E. CITY MANAGER'S REPORT**

City Manager, Austin Bless, gave his monthly report as follows:

- 1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – March 2017, General Fund Budget Projections as of April 2017, and Utility Fund Budget Projections – April 2017.**
- 2. Open Records Requests – Non-Police, Recreational Vehicle Registration Update**
- 3. Fire Departmental Report and Communication Division's Monthly Report**
- 4. Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, and Police Open Records Requests**
- 5. Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report.**
- 6. Public Works Departmental Report and Construction and Field Projects Update**
- 7. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, and the Parks and Recreation Departmental Report**
- 8. Report from Code Enforcement**
- 9. City Social Media Summary Report**

**F. CONSENT AGENDA**

The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

- 1. Consider approval of the Minutes for the Regular Session Meeting held on April 17, 2017.**

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Council Member Holden moved to approve item 1 on the consent agenda. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

**G. REGULAR AGENDA**

*Mayor Ray called the next item on the agenda out of order as follows:*

- 6. Receive presentation by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324, recognizing the Jersey Village Police and Fire Departments for their assistance with the Jersey Village American Legion 5K Fun Run.**

Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324 recognized the Jersey Village Police and Fire Departments for their assistance with the Jersey Village American Legion 5K Fun Run.

*Mayor Ray resumed the regular order of the agenda by calling the following item:*

- 1. Consider Resolution No. 2017-35, electing a Mayor Pro Tem.**

Mayor Ray called the item and explained the Charter requirements for electing a Mayor Pro tem. With limited discussion, Council Member Holden moved to approve Resolution No. 2017-35, electing Sheri Sheppard as Mayor Pro Tem. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ELECTING A MAYOR PRO TEM.

- 2. Consider Resolution No. 2017-36, assigning Council Members to serve as liaison to various city committees and boards.**

Mayor Ray called the item, stating that the only Board/Committee without a liaison is the Building Board of Adjustment and Appeals. He asked for discussion on the matter, and if there would be any changes in the current assignments. The consensus was that Council Member Warren should be the liaison for the Building Board of Adjustment and Appeals.

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With limited discussion on this item, Council Member Wubbenhorst moved to approve Resolution No. 2017-36, by assigning all Council Members to their previously assigned liaison positions with the exception of Council Member Warren, who shall be assigned as Liaison to the Building Board of Adjustment and Appeals. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Sheppard and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING COUNCIL LIAISONS TO VARIOUS BOARDS AND COMMITTEES.

**3. Consider Resolution No. 2017-37, accepting the resignation of Crime Control and Prevention District Board Member C. J. Harper, and appointing a new member to the Crime Control and Prevention District for the term ending August 31, 2017.**

Lorri Coody, City Secretary, introduced the item. She told Council that the Jersey Village Crime Control and Prevention District (“District”), organized and existing under Chapter 363, Texas Local Government Code, is governed by a board of directors of seven members appointed by the City Council for terms of two years.

The current members of the board of directors and the termination dates of their terms of office are Greg Holden, August 31, 2017; Justin Ray, August 31, 2017; C. J. Harper, August 31, 2017; Gary Wubbenhorst, August 31, 2018; Sheri Sheppard, August 31, 2018; Andrew Mitcham, August 31, 2018; and J. Lane DuBois-Freeman, August 31, 2018.

C. J. Harper has resigned as member of the Board of Directors. Bobby Warren is the newly elected Council Member.

With limited discussion on this item, Council Member Mitcham moved to accept the resignation of Crime Control and Prevention District Board Member C. J. Harper, and appoint Bobby Warren to the Crime Control and Prevention District for the term ending August 31, 2017. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Sheppard and Wubbenhorst

Nays: None

The motion carried.

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RESOLUTION NO. 2016-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ACCEPTING RESIGNATION OF C. J. HARPER DIRECTOR OF THE JERSEY VILLAGE CRIME CONTROL DISTRICT AND APPOINTING REPLACEMENT.

- 4. Consider Ordinance No. 2017-16, amending the City’s General Fund budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, in the amount of \$20,000 in order to cover additional costs associated with outsourcing fleet repairs.**

Kevin T. Hagerich, Director of Public Works, introduced the item. Background information is as follows: The Fleet Services department is entrusted with maintaining the City’s fleet, including emergency response vehicles. Due to the increased cost and frequency of outsourced repairs, and unforeseen vehicle collisions, Fleet Services is in need of immediate funding.

City Staff requests the approval of this Ordinance in order to increase line item 01-36-4520 (Auto Outsource) by \$20,000. The additional funding will allow for the continued maintenance and repair of the City’s vehicles.

With limited discussion on the matter, Council Member Holden moved to approve Ordinance No. 2017-16, amending the City’s General Fund budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, in the amount of \$20,000 in order to cover additional costs associated with outsourcing fleet repairs. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Sheppard and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-16

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 BY INCREASING LINE ITEM 01-36-4520 IN THE AMOUNT OF \$20,000 IN ORDER TO COVER ADDITIONAL COSTS ASSOCIATED WITH OUTSOURCING FLEET REPAIRS.

- 5. Consider Resolution No. 2017-38, reviewing and approving the City of Jersey Village Purchasing Procedures in compliance with the Texas Government Code Chapter 252 Purchasing and Contracting Authority of Municipalities.**

Austin Bleess, City Manager, introduced the item. Background information is as follows:

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In looking at ways to streamline work and make things more efficient throughout the city, City Manager Bless recommends updates to the Purchasing Policy in order to make it more reflective of the times. The original purchasing policy was approved in 1993, and while there have been some tweaking over the years, there are a few areas that need updating.

City Manager Bless is proposing to raise the dollar amount threshold for purchase orders so Department Heads can approve up to \$3,000, the Finance Director can approve up to \$5,000 and the City Manager can approve up to \$10,000 for items that require a purchase order only.

The other big policy change is that all purchase orders will be done electronically, rather than via paper. This will save staff time, decrease our physical storage needs, and make the process flow much smoother.

A few of the other changes in the policy allow for the city to donate equipment to a non-profit organization if it has not sold at public auction, updates the policy to reflect current practices, and other various housekeeping edits.

With limited discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2017-38, reviewing and approving the City of Jersey Village Purchasing Procedures in compliance with the Texas Government Code Chapter 252 Purchasing and Contracting Authority of Municipalities. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-38

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, REVIEWING AND APPROVING THE CITY OF JERSEY VILLAGE PURCHASING PROCEDURES IN COMPLIANCE WITH THE TEXAS GOVERNMENT CODE CHAPTER 252 PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES.

**H. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make a reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or

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public employment is not an honorary or salutory recognition for purposes of this subdivision;

- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

**Council Member Wubbenhorst:** Council Member Wubbenhorst had no comments.

**Council Member Sheppard:** Council Member Sheppard announced that the Jersey Village Women’s Club will host a Health and Wellness Fair on July 15 at the Civic Center.

**Council Member Mitcham:** Council Member Mitcham had no comments.

**Council Member Holden:** Council Member Holden had no comments.

**Mayor Ray:** Mayor Ray thanked everyone for a very productive Budget Work Session that was held on Saturday, May 13, 2017. He thanked Staff and City Council for their hard work.

**L. ADJOURN**

There being no further business on the Agenda the meeting was adjourned at 7:25 p.m.

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Lorri Coody, City Secretary