

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MARCH 26, 2018 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

Council Member, Andrew Mitcham

Council Member, Greg Holden

Council Member, Bobby Warren

Council Member, Sheri Sheppard

Council Member, Gary Wubbenhorst

City Manager, Austin Bless

City Secretary, Lorri Coody

City Attorney, Leah Hayes

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Isabel Kato, Finance Director; Jason Alfaro, Director of Parks and Recreation, Kevin T. Hagerich, Director of Public Works and Trelena Collins, HR Generalist.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

1. Prayer and Pledge by: Pulpit Minister, John Gooch, Jersey Village Church of Christ.

**C. 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 comment 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 comments to the City Council.

**Bruce Bowden, 16325 Lewis, Jersey Village, TX (713-410-9766)**: Mr. Bowden spoke to City Council about the volume of traffic on Rio Grande and about the traffic crossing the bridge at the golf course. He suggested placing a sign at the bridge on the golf course indicating only one car at a time may cross. He wants the police to better monitor the traffic and he would like TxDOT or the County to synchronize the traffic lights on Jones Road.

**Merrilee Beasley, 14910 Lakeview Drive, Jersey Village, TX 77040 (713-443-8091)**: Ms. Beasley thanked staff for all their help. She told City Council that there is a lot of trash in merchant parking lots and she would like the merchants to have the trash picked up. She also asked City Council if they could provide a space behind City Hall for people to place twigs to be donated to Camp Hope. She closed by asking City Council to change the rules in order that they can respond to citizen comments.

**Mark Maloy, 7803 Hamilton Circle, Jersey Village, TX 77040 (713-553-8625)**: Mr. Maloy spoke to City Council about golf course losses and flooding issues. He presented a handout containing research he had done about golf course expenditures and explained the research to the Council.

**Jim Fields, 16413 Saint Helier, Jersey Village, TX 77040 (713-203-1184)**: Mr. Fields told City Council that the Easter Egg Hunt was a big success and was well managed. He agreed that something needs to be done about traffic crossing over the bridge at the golf course. He thanked the City Manager for working with him on Code Enforcement issues and he stated that he supports the golf course.

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**Bill Schuster, 8 Peach Tree Court, Jersey Village, TX 77040 (832-407-9011)**: Mr. Schuster thanked the City Council for the time and effort put into mitigating flooding in the City. He agreed that something needs to be done with the bridge at the golf course.

**Jo Hewett, 15917 Lakeview Drive, Jersey Village, TX 77040 (713-806-8453)**: Ms. Hewett is the President of Jersey Village Senior Outreach, which is a membership organization for seniors 55 and over. She explained that membership is either basic or premium. The basic membership was launched in January 2018. She thanked the Council for attending the membership event. She closed by telling City Council the following highlights concerning the program:

1. 71 members
2. 38 volunteers
3. Good traffic on the website
4. Program Committee
5. Special Events

**D. CITY MANAGER'S REPORT**

City Manager, Austin Bless, began his report with an update concerning flood mitigation. He told City Council that the County Commissioners Court has an item on their agenda tomorrow for the White Oak Bayou project. The agenda item is to authorize negotiation for the deepening and widening of White Oak Bayou from Tidwell to FM 1960. This includes the bayou through Jersey Village. It is just the E-100, not the E-127. But in speaking with Flood Control today they anticipate the design process to take about a year, and the construction process to take a year or so as well. Therefore, we should see progress on that happening in 2019.

Additionally, he told Council that earlier today he spoke with the Texas Water Development Board about the status of the City's grant application to elevate 17 homes. As a reminder, only \$90 million was allocated nationwide for these types of projects. Our total grant request was \$3,355,448, or nearly 4% of the total grant amount available.

In speaking with the State, he learned that the City's project has been "Identified for further review." Over the next two (2) months they will be giving the project another look before formally awarding the funds; but in the meantime the state will be readying the contracts necessary with the City to issue the funds once approved. Within the next 3-6 months the first phase of the elevation project will begin to move forward. This is great news concerning two projects of the Long Term Flood Recovery Plan that are moving forward!

The rest of his monthly report follows. Additionally, Eric Foerster, Chief of Police, introduced Officers Dusty Bryant, Frank Cobas, and Brent Zatzkin who have joined the Jersey Village Police Department.

1. **Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – January 2018, General Fund Budget**

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**Projections as of February 2018, and Utility Fund Budget Projections – February 2018.**

- 2. Open Records Requests – Non-Police**
- 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, Parks and Recreation Departmental Report, and Carol Fox Park Playscape Rendering**
- 8. Report from Code Enforcement**
- 9. City Social Media Summary Report**
- 10. Officer Introductions**
- 11. Transparency Stars**

**E. 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 February 19, 2018 and the minutes for the Work Session Meeting held on March 8, 2018.**

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

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

Nays: None

The motion carried.

**F. REGULAR AGENDA**

- 1. Consider Resolution No. 2018-11, reviewing and accepting the 2017 Comprehensive Annual Financial Report (CAFR).**

Isabel Kato, Finance Director, introduced the item. She told Council that the City of Jersey Village is required to publish each year a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (GAAP), and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

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She introduced the Consultant Robert Belt from Belt Harris & Associates LLLP who gave an overview of the audit findings and the financial position of the City.

After a brief question and answer session concerning the findings, Council Member Sheppard moved to approve Resolution No. 2018-11, reviewing and accepting the 2017 Comprehensive Annual Financial Report (CAFR). Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, REVIEWING AND ACCEPTING THE 2017 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR).

**2. Consider Ordinance No. 2018-06, approving Revision No. 3 to the City's Personnel Policy to begin April 1, 2018; providing for severability; and providing for repeal.**

Trelena Collins, Human Resources Generalist, introduced the item. Background information is as follows: The personnel policy was adopted January 1, 1998, first amended March 19, 2001 and again September 19, 2011.

In an effort to reflect good practice, the personnel policy should adapt to changing circumstances. Revisions of the personnel policy can be found throughout. Honorable mention changes include, but are not limited to, the following:

- Chapter VIII – Emergency Management Staffing
  - We are incorporating the separate emergency management staffing policy into the personnel policy, rather than having it be stand alone. We are proposing changes in how exempt employees will be paid in an emergency situation. We are basing this on how other cities in our pay.
- Chapter IX, Section 11 – FMLA
  - This section has been substantially re-written to better reflect current FMLA guidelines.
- CHAPTER X, Section 10 - Weapon-Free Workplace Policy
- CHAPTER X, Section 12 - Harassment Prohibited
  - We are creating this section and basing it on the policies that have been approved by the US Department of Justice so that we are following best practices.
- CHAPTER X, Section 19 - Computer Use
- CHAPTER X, Section 20 - Mother-Friendly Worksite Policy
  - This is in response to recent changes in Texas State Law.

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Council engaged in discussion about the revisions to the policy. It was noted that the policy revisions do not contain a drug policy. Ms. Collins explained that the drug policy was not included because it would be a part of the NEOGOV Service. Nonetheless, some Members felt that the personnel policy should contain a drug policy that includes provisions for post-accident testing. City Manager Bless told the Council that drug testing is included in the City's Vehicle Accident Review Policy.

With no further discussion on the matter, Council Member Wubbenhorst moved to approve Ordinance No. 2018-06, approving Revision No. 3 to the City's Personnel Policy to begin April 1, 2018; providing for severability; and providing for repeal. Council Member Holden seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2018-06

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING REVISION NO. 3 TO THE CITY'S PERSONNEL POLICY TO BEGIN APRIL 1, 2018; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR REPEAL.

- 3. Consider Ordinance No 2018-07, amending the City's General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by transferring \$11,500 from 01-13-3055 to 01-13-4504 to cover costs associated with the NEOGOV Service for HR software; authorizing the City Manager to enter into a service agreement with NEOGOV; and providing for severability.**

Trelena Collins, Human Resources Generalist, introduced the item. Background information is as follows: A great deal of the HR procedures, including hiring and onboarding, are manual paper based processes. NEOGOV, the market leader in on-demand human resources software for the public sector, provides software to automate, manage and retain HR information as outlined in Exhibit B. This is a request to Transfer an existing \$11,500 in funds from the General Fund 01-13-3055 to 01-13-4504 to cover the associated cost for this Fiscal Year. There will be an annual recurring cost estimated to be \$8,000.

Ms. Collins walked City Council through her written justification for this service. In completing the step by step justification, Council engaged in discussion about the anticipated upgrade to the INCODE Software. Some Members wondered if the upgrade would provide the same service being requested in this item. City Manager Bless stated that there would be no overlap in services, but the NEOGOV software does integrate with INCODE.

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With no further discussion on the matter, Council Member Wubbenhorst moved to approve Ordinance No 2018-07, amending the City's General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by transferring \$11,500 from 01-13-3055 to 01-13-4504 to cover costs associated with the NEOGOV Service for HR software; authorizing the City Manager to enter into a service agreement with NEOGOV; and providing for severability. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2018-07

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CITY'S GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018 BY TRANSFERRING \$11,500 FROM 01-13-3055 TO 01-13-4504 TO COVER COSTS ASSOCIATED WITH THE NEOGOV SERVICE FOR HR SOFTWARE; AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE AGREEMENT WITH NEOGOV; AND PROVIDING FOR SEVERABILITY.

**4. Consider Resolution No. 2018-12, adopting a wellness plan for City employees.**

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

Staff is requesting that City Council approve a formal Employee Wellness Plan for all City Employees. There are several benefits that can be realized from a wellness program which include a reduction in sick leave, a reduction in absenteeism, a reduction in injuries both workplace and non-workplace, a reduction in health care costs, improvement in employee morale and improvement in productivity.

The employee wellness program can be implemented with little costs to the city. The majority of the educational materials and support networks that are being proposed are free for the city to use from our health insurance company. We are proposing to provide free swim passes for employees only during the pool season as another way for the employees to exercise.

Our health insurance already offers a Healthy Initiative Incentive Program that provides a \$150 check to employees if they complete the program. We have a dismal rate of usage of this program, which is less than 10%. There are various things that are required for employees to do in order to participate in this program. The blood screenings, and body measurement checks are offered for free to all employees at City Hall once a year and they can do it for free with their primary care physician as well. Depending on an employees' age and risk factors there may be things they need to go to their primary care physician for,

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but the costs of that visit are all covered 100% by our health insurance. Doing these preventative screenings is key to catching health problems early and correcting them today before they become a more expensive health insurance claim in the future.

One of the things that the Affordable Care Act allows employers to do is to provide incentives that reward for participation in the wellness program. The reward must not exceed 30% of the cost of employee-only health insurance coverage. As such we are proposing, as part of this plan, a Health Initiative health insurance rate. In order to qualify for this rate an employee must complete the Healthy Initiative Incentive Program that is offered through our health insurance provider and provide proof of successful completion to Human Resources.

The Health Initiative rate would be 5% of the employee only health insurance coverage cost, which is what it currently is today. The standard rate of health insurance for an employee who does not complete the incentive program would be 25%.

In talking with other communities and tying health insurance rates to these types of screenings is the best way to get employees to participate in them.

Council engaged in discussion about the proposed wellness plan, asking the City Manager if other communities have this type of plan for a healthy lifestyle. City Manager Bleess told the Council that other communities do have such programs with a focus on weight loss and other healthy lifestyle programs.

Some Members felt that there is no penalty in the plan for those who have health problems. As a result, they felt that the plan should establish benchmarks to improve health. City Attorney Hayes told Council that the HIPPA rules would not permit benchmarks. She pointed out that screening enables early detection. In response, some wanted to know if there were any other provisions that could be added to the policy to verify that employees are trying to improve health. Others felt that the wellness policy would be beneficial.

Council then discussed adding rules to the policy such as a “no smoking” rule or having guidelines for pedometers.

There was discussion about the program and how it might reduce insurance premiums. City Manage Bleess explained that insurance premiums typically increase, but the wellness plan could help. Council then engaged in discussion about the recent salary increases and how some members thought that in giving the increases there would be parity with benefits.

In completing their discussion, it was the consensus of Council that more information is needed in order to make a decision on this item. Council would like to see information on (1) how the plan works; (2) what other cities are doing; (3) what is the private sector doing; (4) what kind of benchmarks can be added; and (5) what information is included in the new hire employee packet.

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With no further discussion on the matter, Council Member Mitcham moved to table Resolution No. 2018-12, adopting a wellness plan for City employees until the next Regular Session agenda. Council Member Warren seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-12 - TABLED

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING A WELLNESS PLAN FOR CITY EMPLOYEES.

**5. Consider Resolution No. 2018-13, setting Saturday, May 19, 2018 at 9:00 a.m. as the date and time for the annual Council/Staff Budget Retreat.**

Austin Bless, City Manager, introduced the item. He told City Council that every year, after the May Election, Staff meets with Council in a retreat setting to discuss the financial condition of the city. During this retreat, in addition to receiving information about the overall condition of the City, Council receives information about:

- Accomplishments achieved since the last retreat
- Supplemental requests being made for the upcoming budget year
- Short-term concerns for the City with a review of both short and long-term incentives
- Departmental presentations

This item is to set Saturday, May 19, 2018 at 9:00 a.m. as the date and time for the annual Council/Staff Budget Retreat.

With limited discussion on the matter, Council Member Mitcham moved to approve Resolution No. 2018-13, setting Saturday, May 19, 2018 at 9:00 a.m. as the date and time for the annual Council/Staff Budget Retreat. Council Member Warren seconded the motion. The vote follows:

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

Nays: None

Abstain: Council Member Wubbenhorst

The motion carried.

RESOLUTION NO. 2018-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SETTING SATURDAY, MAY 19, 2018 AT 9:00 A.M. AS THE DATE AND TIME FOR THE ANNUAL COUNCIL/STAFF BUDGET RETREAT.



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**6. Consider Resolution No. 2018-14, rescheduling the Monday, May 21, 2018, Regular City Council Meeting for Monday, May 14, 2018 at 7 PM.**

Lorri Coody, City Secretary, introduced the item, telling City Council that the General Election for the City of Jersey Village is May 5, 2018. Upon completion of the General Election, the local canvassing authority (City Council) must conduct an official canvass of the precinct returns in order to declare the returns official. The duty to conduct the canvass is a mandatory, ministerial duty and not subject to the discretion of the governing body.

Section 67.003 of the Texas Election Code sets the time frame in which the City Council must conduct its official canvass at not later than the 11th day after Election Day. With this in mind, and taking into consideration the traditions of this City concerning the official canvass and the swearing in ceremony for newly elected officials, it is recommended that the official canvass be conducted on May 14, 2018.

Accordingly, it is suggested that City Council consider rescheduling the May 21, 2018 Regular Session City Council Meeting for May 14, 2018 in order to conduct the official canvass and swearing in ceremony of newly elected officials in accordance with the City's traditions.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2018-14, rescheduling the Monday, May 21, 2018, Regular City Council Meeting for Monday, May 14, 2018 at 7 PM. Council Member Warren seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, RESCHEDULING THE MONDAY, MAY 21, 2018, REGULAR CITY COUNCIL MEETING FOR MONDAY, MAY 14, 2018 AT 7 PM.

**7. Consider Resolution No. 2018-15, authorizing the City to apply for a grant from the Texas Division of Emergency Management for a grant to reduce flooding risks.**

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

As part of the disaster recovery funds from Hurricane Harvey, FEMA is funding a Hazard Mitigation Grant Program (HMGP), which is being administered by the State of Texas through the Texas Division of Emergency Management (TDEM). This program is a mitigation grant with a single mission to provide financial assistance to eligible applicants to prevent or reduce future losses to lives and property through the identification and

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funding of cost-effective mitigation measures and to minimize the costs of future disaster response and recovery.

There are several types of projects that are eligible to apply for funding under this funding announcement. The state has prioritized funding for non-localized flood risk reduction projects (large-scale, regional, hydraulically linked), and localized drainage and flood risk reduction projects to include retention ponds, storm sewer improvement.

Based upon the notice of funding opportunity and the stated funding priorities the City submitted a Notice of Intent to apply for grant funds for two projects.

The first project is to improve the localized drainage in the Wall Street neighborhood to reduce the risk of flooding. This is a project that the Council has set aside engineering costs for in this fiscal year.

The second project we submitted for is the berm project. This project would also be considered a localized drainage and flood risk reduction project.

On February 27 the state informed us we are an eligible applicant and our projects may be eligible for funding under this program. They have invited us to submit a full application which is due by June 30, 2018.

The funding could be up to 75% of the project costs for each project, or a total of \$4,709,178. Total project costs are estimated at \$6,278,904 for both projects. That means the city would need to fund the remaining 25% of the project which is \$1,569,726.

Tonight we are requesting the City Council to approve the following resolution authorizing the City Manager to submit the applications to the state and committing to funding the 25% cost share of the projects.

Council engaged in discussion about the timing of this request and if there is enough information to apply for the grant. City Manager Bless explained that he has enough information to apply for the grant. The applications are due in June and funding will be near the end of the year.

With no further discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2018-15, authorizing the City to apply for a grant from the Texas Division of Emergency Management for a grant to reduce flooding risks. Council Member Holden seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-15

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY TO APPLY FOR A GRANT FROM THE TEXAS DIVISION OF EMERGENCY MANAGEMENT FOR A GRANT TO REDUCE FLOODING RISKS.

**8. Discuss and take appropriate action concerning the delivery of services for residential curbside collection of household trash and recyclables.**

Kevin T. Hagerich, Director of Public Works, introduced the item, telling City Council that our current contract for residential curbside collection of household trash and recyclables is with Waste Corporation of Texas, L.P. This contract began on October 1, 2015, and will end on September 30, 2018.

Since this contract will expire on September 30, 2018, this item is to discuss the Council's wishes for moving forward with the delivery of services for residential curbside collection of household trash and recyclables. Following are two (2) possible avenues for moving forward:

1. Authorize the City Manager to negotiate a new contract with WCA for residential curbside collection of household trash and recyclables; or
2. Direct Staff to go out for bid for these services.

In considering these two (2) options, the City Attorney has directed that the City is not required to competitively bid waste collection services. Accordingly, Staff recommends authorizing the City Manager to negotiate a new contract with WCA for these services.

WCA has been the City's vendor for these services for the past nine (9) years. During this time, they have provided the City with exceptional service and their follow-up on complaints and/or other issues has been excellent.

Council engaged in discussion about the City's residential curbside collection of household trash and recyclables. The current rates were discussed. Some members wondered if there is a cost savings to trash pick-up since more residents are participating in the recycle program. City Manager Bleess told the Council that the rates would be part of the negotiations.

With no further discussion on the matter, Council Member Mitcham moved to authorize the City Manager to negotiate a new contract with WCA for residential curbside collection of household trash and recyclables. Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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**9. Discuss and take appropriate action to eliminate the oil recycling station located in the rear parking lot of City Hall due to inappropriate dumping of hazardous materials.**

Kevin T. Hagerich, Director of Public Works, introduced the item. He told City Council that Staff is requesting to eliminate the oil recycling station located in the rear parking lot of City Hall. Several years ago, when recycling oil was an issue, a station was constructed and Public Works personnel dropped the collected oil off at a recycling center. This recycle center has since closed as many places have become available that provide this service at no charge.

With the oil recycling stations initial purpose no longer needed, the oil recycling station located at City Hall has become a depository for hazardous materials such as paint, lacquer and the like. Consequently, over the years, City Staff has been collecting and storing these hazardous materials resulting in hundreds of cans requiring disposal.

This item is to discuss the elimination of the recycling center. Should City Council approve its removal, Staff will get proposals for the destruction of the currently stored hazardous materials and bring same back to City Council at a later date for approval and appropriation of the needed funds.

With limited discussion on the matter, Council Member Warren moved to eliminate the oil recycling station located in the rear parking lot of City Hall due to inappropriate dumping of hazardous materials and to direct the City Manager to take the appropriate steps to get proposals for the hazardous waste destruction. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**10. Discuss and take appropriate action concerning the proposal of Wallace & Marie Dillard Family Partnership Ltd. to donate to the City a 2.1157 AC / 92,161 SF parcel of land once it is developed as a multi-use location by The Great Age Movement.**

Christian Somers, Building Official, introduced the item. Background information on the item is as follows:

The property in question is 2.1157 AC / 92,161 SF parcel identified on the HCAD website as No. 124-133-004-0003 for LT 3 BLK 1 (DETENTION AREA) WALLACE ACRES PAR R/P @ 0 Dillard Dr. (technically west of 16200 Dillard Dr.)

The proposal is for the property to be donated to the city by the Wallace & Marie Dillard Family Partnership Ltd. after being developed as a multi-use location by same with the assistance of The Great Age Movement.

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The Greater Age Movement is a 501(c) (3) nonprofit organization founded in 2016, whose goal is to build senior playgrounds throughout the Greater Houston Metropolitan area in public parks and provide volunteer programs that promote health, learning, and socialization. They will continue donation drives to support equipment upkeep, replacement and site maintenance.

Conceptually, the proposal will entail converting the detention basin to a retention basin / wetland area, installing docks / quays extending out from the shore into the new body of water with platforms devoted to stretching, yoga and meditation, construction of a covered pavilion, exercise equipment placed around the littoral property -- with a pathway circumnavigating the basin – and some parking spaces.

This item is consider the proposal and whether to direct city staff to proceed with negotiating terms for a privately financed multi-use development, contingent on the City's being donated the property upon completion of the project as designed, and with the City's acceptance. The design and agreement will be subject to city council consideration in the future, if it comes to fruition.

Fritz J. MacDonald, Jr. is the present founder and President of The Greater Age Movement. He addressed City Council. He told the Council that he has a background in senior geriatrics and rehabilitation. He explained his program to Council, giving information about a site in Galveston County. He mentioned that the Dillards are interested in donating land for a park in Jersey Village.

Council engaged in discussion about the difference between a senior park and a regular park. Mr. McDonald explained that the equipment in the senior park is geared toward seniors and would not be suitable for younger participants because it would be too easy. He explained that all the equipment is ADA compliant.

Council wanted to know the costs involved in maintain this type of a park. Mr. MacDonald explained that a feasibility study will be conducted once the City expresses interest. The study will provide information about these costs.

With no further discussion on the matter, Council Member Warren moved to authorize the City Manager negotiate a donation agreement with Wallace & Marie Dillard Family Partnership Ltd. to donate to the City a 2.1157 AC / 92,161 SF parcel of land for the purpose of creating a senior park. Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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**11. Consider Resolution No. 2018-16, accepting the Marketing Study as prepared by BrightBox.**

Jason Alfaro, Director of Parks and Recreation, introduced the item. Background information is as follows: A marketing plan for the Jersey Meadow Golf Course was identified in the City's 2016 Comprehensive Plan as a priority project. It was included in the FY 16/17 budget in an amount of \$15,000. The Parks & Recreation Department submitted a request for proposal to several marketing firms. Two Houston-area firms were interviewed by the Parks and Recreation Director and Golf Course staff. BrightBox was selected unanimously for their experience and service delivery methods.

The Parks & Recreation Department received a proposal from BrightBox in the amount of \$13,750.00. On June 19, 2017 the City Council approved staff to execute a contract with BrightBox to develop a marketing plan for the Jersey Meadow Golf Course. The project included city staff and the Golf Course Advisory Board's participation.

On February 19, 2018 during a regularly scheduled City Council meeting the Council accepted the Jersey Meadow Clubhouse assessment report. After discussing the findings of the report, City Council unanimously decided to discuss options of designs for a new clubhouse facility. On March 8, 2018 City Council held a workshop to discuss options for the new facility, and directed staff to prepare a request for proposal for the design of a new clubhouse facility.

Since we are moving toward a complete rebuild of the golf course facility we feel that the BrightBox marketing plan correlates well with the rebuild concept. City staff has asked BrightBox consultants to conduct a short presentation to City Council on their findings and recommendations.

In closing the introduction, BrightBox Consultants gave a presentation on their findings to include the following:

1. The Brand Map and what branding revealed
2. Product and Services
3. Previous Customer Perceptions
4. External Market Information
  - a. Blackhorse Golf Course
  - b. Hearthstone Country Club
  - c. Heron Lakes Golf Course
  - d. Houston National Golf Course
  - e. Longwood Golf Course
5. Competitor Summary
6. External Market Research
  - a. What the market need
  - b. Industry weakness
  - c. Market saturation

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7. Market Opportunities – Unique Market Segment
8. Your Brand
  - a. Naming Standards
  - b. Story
  - c. Your Name – Village Links
  - d. Brand Voice
9. Three W's
10. Visual Considerations
11. Color Palette
12. Fonts
13. New Logo
14. Logo Variations
15. Corporate ID
16. Theme
17. Website
18. Literature
19. Pro Shop
20. Facility Renovation Inspiration

Council engaged in discussion about the proposed name “Village Links” and the old name “Jersey Meadow Golf Course.” The golf course was originally named Jersey Meadow Golf Course in 1987.

Council discussed the use of modern technology and social media. Some members wanted to know how we communicate “rare” and “common.” The Consultant explained that we must communicate to customers that they are getting a unique experience.

Council discussed the importance of including the message “new and improved” Jersey Meadow Golf Course since most will still think of the course under its “old” name.

Most felt that the overall product presented was good. There was discussion about the color palette. Some felt that the chosen colors do not coincide with the gateway and wayfinding signage that was recently chosen by City Council. Other members felt that the chosen palette was good and that the golf course needs to stand on its own. The Consultant stated that there are good reasons to separate the identity of the course from the City. In the golfing world “municipal” has a negative connotation. So being separate is better. It needs to be a lifestyle brand and not a municipal brand. The red, white and blue colors are traditionally for government, while the earthy colors do a better job of representing a golf course.

Some members did not like the name “Village Links” and felt that the old name “Jersey Meadow Golf Course” is better. There was discussion that with all the changes going on with the course, it will be a good time to implement the name change.

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The next steps were discussed. Parks Director Alfaro told Council that rolling out the changes will be at least a year long process. It will begin with a social media push and with putting the new logo on some merchandise in order to begin getting the new name out.

With no further discussion on the matter, Council Member Gary moved to approve Resolution No. 2018-16, accepting the Marketing Study as prepared by BrightBox. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE GOLF COURSE MARKETING PLAN AS DEVELOPED BY BRIGHTBOX.

**12. Discuss and take appropriate action concerning the Golf Course Berm Project.**

Austin Bless, City Manager, told City Council that this item is to take any action concerning the Golf Course Berm Project that was discussed in the Council Work Session Meeting earlier in the evening.

Mayor Ray recapped the information discussed in the work session meeting as follows:

1. Prepare a chronological listing of events with decision points;
2. Expand detention plans;
3. Provide information on using the existing dirt for the project;
4. Stand-alone berm;
5. Pumping; and
6. Provide a rendering for the path of the berm.

In completing the recap, the consensus of City Council in providing direction to staff for moving forward on this project is as follows:

1. Work with Brooks and Sparks for a recommended design of the golf course berm to include costs and rendering within 30 days;
2. Evaluate additional dredging and water hazard detention to be included in the berm project; and
3. Evaluate pumping and street drainage project for the Wall Street corridor.

**G. CLOSE THE REGULAR SESSION**



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Mayor Ray closed the Regular Session at 9:38 p.m. to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consult with Attorney, Section 551.072 – Deliberation Regarding Real Property, and Section 551.074 Personnel Matters.

**H. EXECUTIVE SESSION**

- 1. Consult with Attorney pursuant to the Texas Open Meetings Act Section 551.071, and Section 551.072, Deliberation Regarding Real Property, regarding proposed settlement offer for one Water Line Easement, being a 0.0395 acre tract of land being out of and a part of a called 0.8232 acre tract as described in the deed to Landmark Industries Energy, LLC recorded under Harris County File Number (H.C.C.F. NO.) 20110508349, located within the City of Jersey Village, Harris County, State of Texas.**
- 2. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Manager.**
- 3. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Secretary.**

**I. ADJOURN EXECUTIVE SESSION**

Mayor Ray adjourned the Executive Session at 10:33 p.m. and reconvened the Regular Session, stating that no final actions, decisions, or votes were had during the Executive Session.

**J. REGULAR SESSION CONTINUED**

- 1. Discuss and take appropriate action on matters discussed in Executive Session, including consideration and possible action on Resolution No. 2018-17, approving a Settlement Agreement with Landmark Industries Energy, LLC for the acquisition of a water line easement across a 0.0395 acre tract of land (Parcel 724) as part of the 290 Water Line Project within the City of Jersey Village; and authorizing the City Manager to execute the settlement agreement and related documents; and making other findings related hereto.**

With limited discussion on the matter, Council Member Warren moved to approve Resolution No. 2018-17, approving a Settlement Agreement with Landmark Industries Energy, LLC for the acquisition of a water line easement across a 0.0395 acre tract of land (Parcel 724) as part of the 290 Water Line Project within the City of Jersey Village; and authorizing the City Manager to execute the settlement agreement and related documents; and making other findings related hereto. Council Member Wubbenhorst seconded the motion. The vote follows:

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

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Nays: None

The motion carried.

RESOLUTION NO. 2018-17

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING A SETTLEMENT AGREEMENT WITH LANDMARK INDUSTRIES ENERGY, LLC FOR THE ACQUISITION OF A WATER LINE EASEMENT ACROSS A 0.0395 ACRE TRACT OF LAND (PARCEL 724) AS PART OF THE 290 WATER LINE PROJECT WITHIN THE CITY OF JERSEY VILLAGE; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SETTLEMENT AGREEMENT AND RELATED DOCUMENTS; AND MAKING OTHER FINDINGS RELATED HERETO.

2. **Discuss and take appropriate action concerning the setting of the City Manager's salary.**

No action was taken on this item.

3. **Discuss and take appropriate action concerning the setting of the City Secretary's salary.**

No action was taken on this item.

**K. 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 salutary 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 public employment is not an honorary or salutary 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 had no comments.

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

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

**Council Member Warren**: Council Member Warren thanked City Manager Bless for arranging to have the Council Meetings broadcasted live.

**Mayor Ray**: Mayor Ray thanked City Council for their hard work. He congratulated the Jersey Village Senior Outreach on getting 71 members to join the organization and he recognized the new Officers joining the City's Police Department.

**L. ADJOURN**

There being no further business on the Agenda the meeting was adjourned at 10:35 p.m.

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Lorri Coody, City Secretary

