

Justin Ray, Mayor
Andrew Mitcham, Council Position No. 1
Greg Holden, Council Position No. 2
Bobby Warren, Council Position No. 3
James Singleton, Council Position No. 4
Gary Wubbenhorst, Council Position No. 5



Austin Bleess, City Manager
Lorri Coody, City Secretary
Scott Bounds, City Attorney

Jersey Village City Council – Special Session Meeting Agenda

Notice is hereby given of a Special Session Meeting of the City Council of the City of Jersey Village to be held on Monday, May 6, 2019, at 6:00 p.m. at the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

B. COUNCIL MEMBERSHIP ITEMS

1. Receive presentation of qualifications from interested applicants. *Justin Ray, Mayor*

C. RECESS THE SPECIAL SESSION

Recess the Special Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 - Appointment of a public officer.

D. EXECUTIVE SESSION

1. Pursuant to the Texas Open Meetings Act Section 551.074 - Conduct an Executive Session in order to deliberate the appointment of a public officer (Councilmember Place 1). *Justin Ray, Mayor*

E. ADJOURN EXECUTIVE SESSION

Adjourn the Executive Session, stating the date and time the Executive Session ended and Reconvene the Special Session.

F. RECONVENE THE SPECIAL SESSION - COUNCIL MEMBERSHIP ITEMS CONTINUED

1. Conduct possible follow-up questioning of applicants, and consider Resolution No. 2019-19, making an appointment to fill the vacancy of City Councilmember, Place 1 effective upon the position becoming vacant when Councilmember Mitcham is sworn in as Mayor, which is anticipated to be on or about Monday, May 13, 2019 acknowledging that the position shall be filled by election at the next city general election. *Justin Ray, Mayor*

2. Discuss and take appropriate action concerning an update on the Golf Course Clubhouse and Convention Center Project. *Jason Alfaro, Director of Parks and Recreation*

G. ADJOURN

CERTIFICATION

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: May 01, 2019 at 3:30 p.m. and remained so posted until said meeting was convened.

Lorri Coody, City Secretary

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending City Council meetings. Request for accommodations must be made to the City Secretary by calling 713 466-2102 forty-eight (48) hours prior to the meetings. Agendas are posted on the Internet Website at www.jerseyvillage.info.



**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: May 06, 2019 **AGENDA ITEM:** B1

AGENDA SUBJECT: Receive presentation of qualifications from interested applicants.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** May 1, 2019

EXHIBITS: [Listing of Applicants](#)

Applications: [Nora R. Hahn](#)
 [Robert Ottmann](#)
 [Judy Tidwell](#)
 [Simon Hughes](#)
 [Michael Stembridge](#)
 [Michael Drew Wasson](#)
 [Joe Pennington](#)

BACKGROUND INFORMATION:

On March 18, 2019, City Council directed staff to post notice in the April issue of the JV Star, on the City website, and on social media pages, seeking applicants interested in being appointed to the vacant Councilmember Place 1 position until the next General Election.

In the notice, applicants were asked to file application for the position with the City Secretary by 12 PM on May 1, 2019. They were also invited to attend the May 06, 2019 Special City Council Meeting in order to deliver a three to five minute presentation concerning their qualifications for office and to give an explanation outlining their desire to hold office. The notice was followed up with a formal letter to each candidate that filed an application reminding them of the May 06, 2019 meeting date and time.

This item is to receive presentations from the applicants. Presentations will be given by the applicants in the order in which their applications were received in the City Secretary's Office. A list has been provided indicating the presentation order. In addition to the listing of the applicants, an electronic copy of each application is provided for Council's review.

The Mayor will begin the process by roll call of the applicants to insure all are present. In completing the roll call, he will give a brief explanation to the applicants of the process (presentations, executive session, vote, oath, and sworn applicant takes council place at council table.)

Upon completion of the presentations, Council may convene into Executive Session pursuant to the Texas Open Meetings Act, Section 551.074.

RECOMMENDED ACTION:

N/A

**CITY OF JERSEY VILLAGE
 APPLICANT LIST FOR
 APPOINTMENT TO COUNCILMEMBER PLACE 1
 UNTIL THE MAY, 2020 ELECTION**

Applicant Name	Rec'd Date	Address	Telephone Number
Nora R. Hahn	3-22		
Robert Ottmann	04-08		
Judy Tidwell	04-09		
Simon Hughes	04-22		
Michael Stembridge	04-23		
Michael Drew Wasson	04-29		
Joe Pennington	05-01		

CITY COUNCIL SPECIAL SESSION MEETING PACKET FOR MAY 6, 2019

C. RECESS THE SPECIAL SESSION

Recess the Special Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 - Appointment of a public officer.

D. EXECUTIVE SESSION

1. Pursuant to the Texas Open Meetings Act Section 551.074 - Conduct an Executive Session in order to deliberate the appointment of a public officer (Councilmember Place 1). *Justin Ray, Mayor*

E. ADJOURN EXECUTIVE SESSION

Adjourn the Executive Session, stating the date and time the Executive Session ended and Reconvene the Special Session.

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: May 06, 2019

AGENDA ITEM: F1

AGENDA SUBJECT: Conduct possible follow-up questioning of applicants, and consider Resolution No. 2019-19, making an appointment to fill the vacancy of City Councilmember, Place 1 effective upon the position becoming vacant when Councilmember Mitcham is sworn in as Mayor, which is anticipated to be on or about Monday, May 13, 2019, acknowledging that the position shall be filled by election at the next city general election.

Department/Prepared By: Lorri Coody, City Secretary

Date Submitted: March 20, 2019

EXHIBITS: [Resolution No. 2019-19](#)
[Script](#)

BACKGROUND INFORMATION:

Councilmember Mitcham, who currently serves in Place 1, has submitted his application for a place on the May 4, 2019 ballot as Mayor. Given that there are no other applicants for this position; Councilmember Mitcham is running unopposed. Once Councilmember Mitcham takes the oath as Mayor on May 13, 2019, he will automatically resign his position as Councilmember Place 1, creating a vacancy on City Council.

The City Charter provides that vacancies on the council arising from any cause shall be filled by a vote of the council. Additionally, the City Charter, Section 2.03 also provides that a council position filled by appointment shall be filled by election at the next city general election.

This item is to conduct possible follow-up questioning of the applicants, conduct roll call voting, and to make an appointment to fill the vacancy of City Councilmember, Place 1. It acknowledges that once the appointment is made, it becomes effective May 13, 2019 after Councilmember Mitcham takes the oath as Mayor and that the position shall be filled by election at the next city general election (May 2020).

RECOMMENDED ACTION:

MOTION: I move to approve Resolution No. 2019-19, appointing _____ to fill the vacancy of City Councilmember, Place 1 effective upon the position becoming vacant when Councilmember Mitcham is sworn in as Mayor, which is anticipated to be on or about Monday, May 13, 2019, acknowledging that the position shall be filled by election at the next city general election.

RESOLUTION NO. 2019-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, MAKING AN APPOINTMENT TO FILL THE VACANCY OF CITY COUNCILMEMBER, PLACE 1 EFFECTIVE UPON THE POSITION BECOMING VACANT WHEN COUNCILMEMBER MITCHAM IS SWORN IN AS MAYOR, WHICH IS ANTICIPATED TO BE ON OR ABOUT MONDAY, MAY 13, 2019, ACKNOWLEDGING THAT THE POSITION SHALL BE FILLED BY ELECTION AT THE NEXT CITY GENERAL ELECTION.

WHEREAS, Councilmember Mitcham, who currently serves in Place 1, has submitted his application for a place on the May 4, 2019 ballot as Mayor; and

WHEREAS, given that no one else has submitted an application for the position of Mayor, Councilmember Mitcham is running unopposed; and

WHEREAS, once Councilmember Mitcham takes the oath as Mayor on May 13, 2019, he will automatically resign his position as Councilmember Place 1, creating a vacancy on City Council; and

WHEREAS, consistent with section 2.03 of the City Charter, the position of Councilmember, Place 1, is considered vacant effective with the taking of Oath for Mayor by Councilmember Mitcham; and

WHEREAS, the City Charter provides that vacancies on the council arising from any cause shall be filled by a vote of the council; and

WHEREAS, the City Charter, section 2.03 also provides that a council position filled by appointment shall be filled by election at the next city general election; **NOW THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

Section 1. That the City Council of the City of Jersey Village hereby appoints _____ to the position of City Councilmember, Place 1 effective upon the position becoming vacant when Councilmember Mitcham is sworn in as Mayor, which is anticipated to be on or about Monday, May 13, 2019.

Section 2. Consistent with section 2.03 of the City Charter, the position shall be filled by election at the next city general election.

PASSED AND APPROVED this the **6th** day of **May**, 2019.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

MAYOR

Script for Roll Call Vote on Appointment

Upon returning from Executive Session, call item F1 on the agenda as follows:

Conduct possible follow-up questioning of applicants, and consider Resolution No. 2019-19, making an appointment to fill the vacancy of City Councilmember, Place 1 effective upon the position becoming vacant when Councilmember Mitcham is sworn in as Mayor, which is anticipated to be on or about Monday, May 13, 2019, acknowledging that the position shall be filled by election at the next city general election.

After questioning, then read:

As part the appointment process, Council will conduct a roll call vote at this time. Each member of the Council will have an opportunity to vote for anyone of the applicants who made a presentation.

I will now call upon each Council Member by name to take the roll call vote. Once your name is called, please state the name of the applicant of your choice.

	Name of Desired Applicant
Council Member Mitcham, state your vote	_____
Council Member Holden, state your vote	_____
Council Member Warren, state your vote	_____
Council Member Singleton, state your vote	_____
Council Member Wubbenhorst, state your vote	_____

Once the roll call vote is complete:

If result is 3 or 4 votes or a 2-2 tie broken by the Mayor – Announce the Following:

Applicant _____ has received a majority of _____ votes.

With no additional voting necessary, is there a motion to approve Resolution No. 2019-19, appointing _____ to fill the vacancy of City Councilmember, Place 1 effective upon the position becoming vacant when Councilmember Mitcham is sworn in as Mayor, which is anticipated to be on or about Monday, May 13, 2019, acknowledging that the position shall be filled by election at the next city general election.

Upon receiving a motion and second, call for the vote on the Resolution. Announce Motion Carried, if that is the case, and adjourn the meeting.

If result of the first roll call vote is not a majority – Announce the Following:

Since the first roll call vote did not result in a majority decision, the top 3 applicants chosen by the Council will now be given an opportunity to give an answer to 3 prepared questions that have been approved by the Council. Questions will be asked in a round-robin format so each

applicant will be the first to answer one of the questions. There will be no follow up or discussion with applicants; however, upon completing the question/answer period Council may discuss the responses amongst themselves.

Conduct questioning – Begin by calling applicants in alpha order by last name. Mayor will read questions.

I will now call upon each Councilmember by name to take the roll call vote. Once your name is called, please state the name of one of three applicants, indicating your choice.

	Name of Desired Applicant
Councilmember Mitcham, state your vote	_____
Councilmember Holden, state your vote	_____
Councilmember Warren, state your vote	_____
Councilmember Singleton, state your vote	_____
Councilmember Wubbenhorst, state your vote	_____

If result is 3 or 4 votes or a 2-2 tie broken by the Mayor – Announce the Following:

Applicant _____ has received a majority of _____ votes.

With no additional voting necessary, is there a motion to approve Resolution No. 2019-19, appointing _____ to fill the vacancy of City Councilmember, Place 1 effective upon the position becoming vacant when Councilmember Mitcham is sworn in as Mayor, which is anticipated to be on or about Monday, May 13, 2019, acknowledging that the position shall be filled by election at the next city general election.

Upon receiving a motion and second, call for the vote. Announce Motion Carried, if that is the case, adjourn the meeting.

If result of the second roll call vote is not a majority – Announce the Following:

Since the second roll call vote did not result in any one applicant receiving a majority decision, Council will now vote to eliminate one of the 3 applicants by a third roll call vote. I will now call upon each Council Member by name to take the roll call vote. Once your name is called, please state the name of one of three applicants, indicating your choice for elimination.

	Name of Desired Applicant
Councilmember Mitcham, state your vote	_____
Councilmember Holden, state your vote	_____
Councilmember Warren, state your vote	_____
Councilmember Singleton, state your vote	_____
Councilmember Wubbenhorst, state your vote	_____

Applicant _____ has received a majority of _____ votes and has been eliminated from consideration for appointment to Councilmember Place 1. With only two eligible applicants for consideration, Council will now conduct a fourth roll call vote to determine which applicant will be appointed.

I will now call upon each Councilmember by name to take the roll call vote. Once your name is called, please state the name of one of the applicants, indicating your choice.

	Name of Desired Applicant
Councilmember Mitcham, state your vote	_____
Councilmember Holden, state your vote	_____
Councilmember Warren, state your vote	_____
Councilmember Singleton, state your vote	_____
Councilmember Wubbenhorst, state your vote	_____

Applicant _____ has received a majority of _____ votes.

With no additional voting necessary, is there a motion to approve Resolution No. 2019-19, appointing _____ to fill the vacancy of City Councilmember, Place 1 effective upon the position becoming vacant when Councilmember Mitcham is sworn in as Mayor, which is anticipated to be on or about Monday, May 13, 2019, acknowledging that the position shall be filled by election at the next city general election.

Upon receiving a motion and second, call for the vote. Announce Motion Carried, if that is the case, and adjourn the meeting.

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: May 6, 2019

AGENDA ITEM: F2

AGENDA SUBJECT: Discuss and take appropriate action concerning an update on the Golf Course Clubhouse and Convention Center Project.

Department/Prepared By: Parks and Recreation Director, Jason Alfaro

Date Submitted: April 30, 2019

EXHIBITS: Clubhouse and Convention Center [Update Packet](#)

BUDGETARY IMPACT:	Required Expenditure:	\$0
	Amount Budgeted:	\$0
	Appropriation Required:	\$0

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

During February's regularly scheduled council meeting the convention center and clubhouse layout/design was approved as substantially presented. Since that time, staff has been working with PGAL to complete the interior designs and materials selection. We have had multiple meetings with PGAL over the past few months and have discussed various options in regards to the interior materials. In the handout provided, we have included an updated site plan and an interior materials list. Staff feels that the materials selected will create an upscale feel to the facility, keep maintenance to a minimum, and stay in line with our budget.

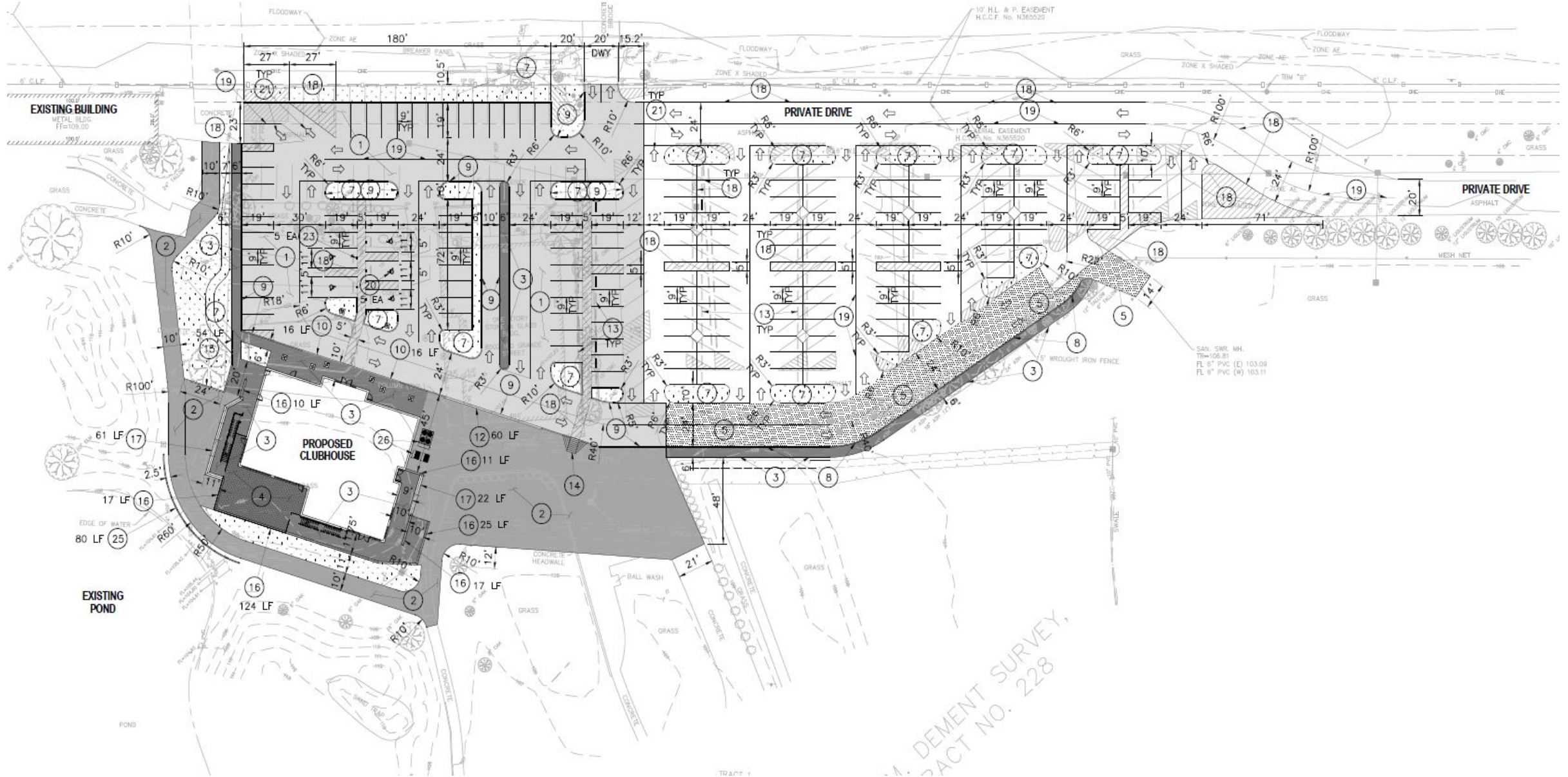
RECOMMENDED ACTION:

N/A

MOTION: N/A

Clubhouse and Convention Center Update

May 2019



...EMENT SURVEY,
 ...ACT NO. 228



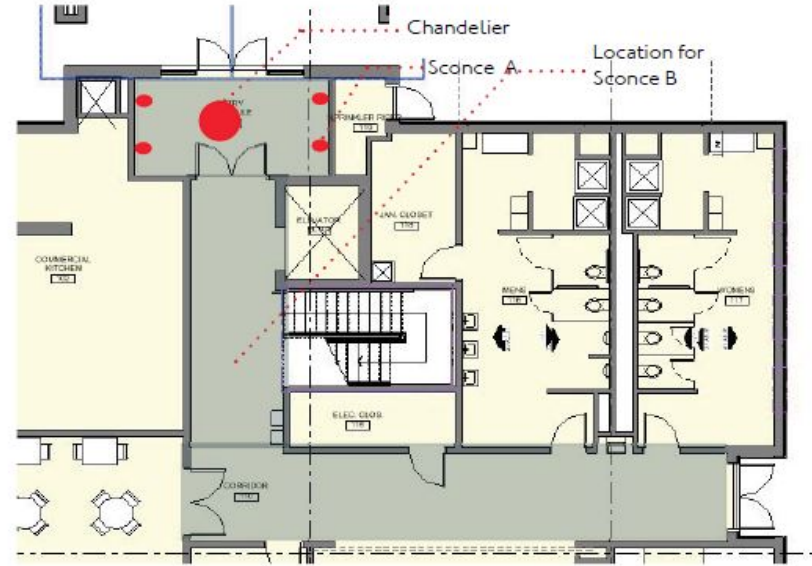
Corridor Concept: Molding and Wood Base



Porcelain Wood Tile Flooring



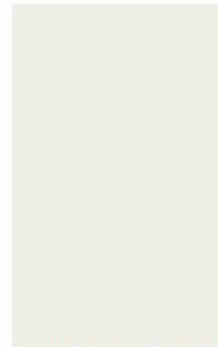
Entry Floor Pattern



Entry Chandelier



Sconces



Paint Color in Corridor



JERSEY MEADOW GOLF COURSE: ENTRY AND CORRIDOR

SCHEMATIC DESIGN
MARCH 29, 2019

303 BRIARPARK DR.
SUITE 200
HOUSTON, TX 77042

[T] 713 622 4444
[F] 713 968 9333

Joe # 100.4129
WWW.PGAL.COM





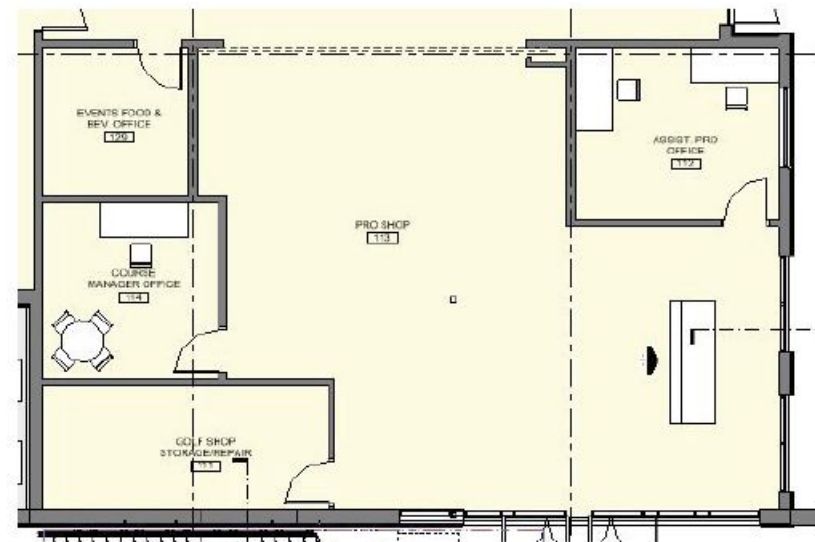
Inspiration Image



Carpet 1



Carpet 2



Pro Shop Floor Plan



Wood Finish Options for Display Wall and Cashwrap.



Countertop



Carpet Pattern



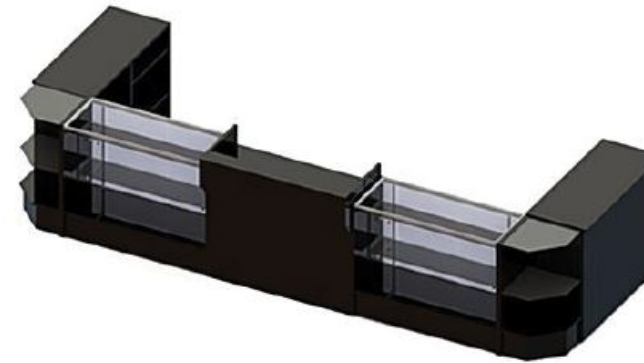
Chandelier



Down Light



Back Counter



Cashwrap: Front

JERSEY MEADOW GOLF COURSE- GOLF SHOP

SCHEMATIC DESIGN
MARCH 29, 2019

301 BRIARPARK DR.
SUITE 200
HOUSTON, TX 77042

[T] 713 622 1444
[F] 713 968 9333

Job # 1004129
WWW.PGAL.COM





Coffered Ceiling Design



High Wainscote



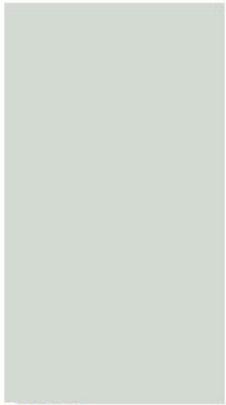
Porcelain Wood Tile



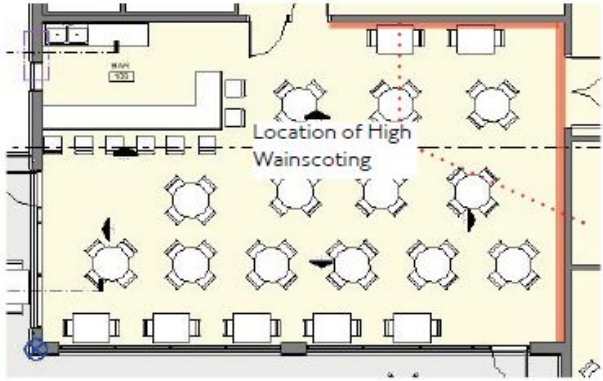
Hardware Finish



Wallcovering



Drapery



Dining Room Floor Plan



Chandelier @ Dining



Bar Pendant



Wood Finish @ Bar



Stone Veneer @ Bar Back Counter



Bar Counter Top.

JERSEY MEADOW GOLF COURSE- DINING / BAR

SCHEMATIC DESIGN
MARCH 29, 2019

301 BRIARPARK DR.
SUITE 200
HOUSTON, TX 77042
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Elevation @ Board Room Millwork



Boardroom Carpet



Wood Veneer or Plastic Laminate



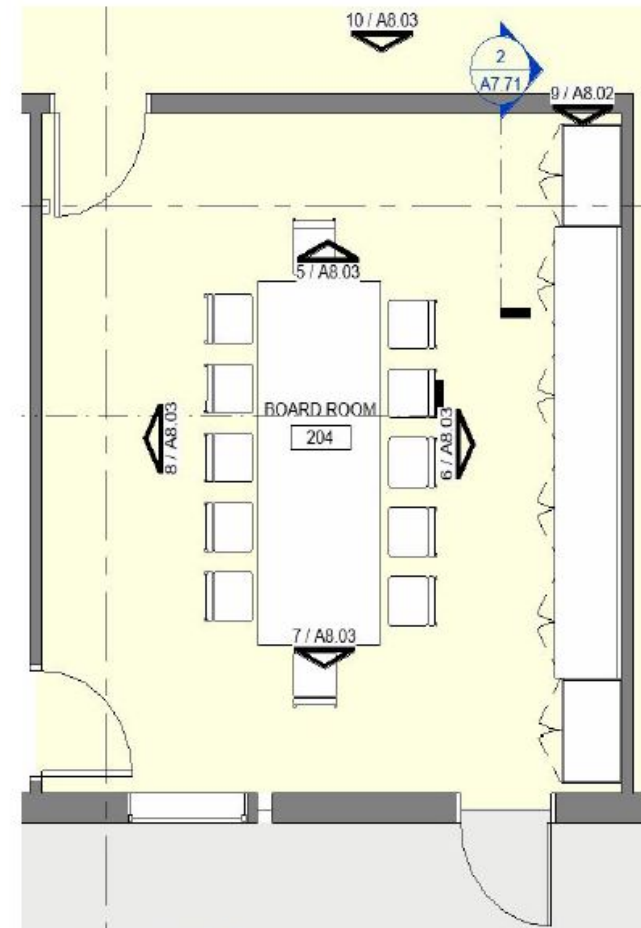
Solid Surface Countertop



2' x 2' Light Fixture



4" Can Light Fixture



Board Room Floor Plan

JERSEY MEADOW GOLF COURSE- BOARD ROOM

SCHEMATIC DESIGN
March 29, 2019

331 BRIARPARK DR.
SUITE 200
HOUSTON, TX 77042

[T] 713 622 1444
[F] 713 968 9333

Job # 1004129
WWW.PGAL.COM





Paneling Inspiration



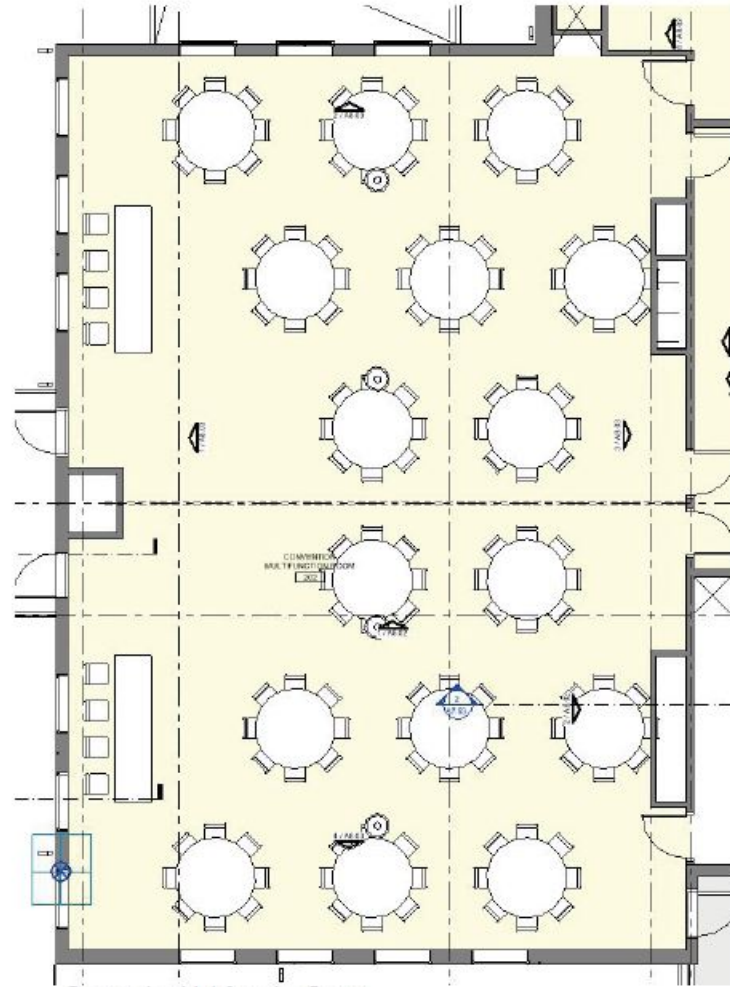
Coffered Ceiling inspiration



Field Carpet



Border Carpet



Convention Multifunction Room



Chandelier



Sconce Option



Wallcovering



Accent Paints

JERSEY MEADOW GOLF COURSE- CONVENTION MULTIFUNCTION ROOM

SCHEMATIC DESIGN
March 29, 2019

339 BRIARPARK DR.
SUITE 200
HOUSTON, TX 77042

T 713 622 1444
F 713 968 9333

Job # 1004129
WWW.PGAL.COM

