

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MARCH 8, 2018 AT 6:00 P.M AT THE JERSEY MEADOW GOLF COURSE CLUBHOUSE, 8502 RIO GRANDE STREET, JERSEY VILLAGE, TEXAS 77040.

A. The meeting was called to order by Mayor Ray at 6:00 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	
Council Member, Bobby Warren	
Council Member, Sheri Sheppard	
Council Member, Gary Wubbenhorst	

Council Member Sheri Sheppard was not present when the meeting was called to order, but joined the meeting in progress at 6:08 p.m.

Staff in attendance: Kevin T. Hagerich, Director of Public Works; Jason Alfaro, Director of Parks and Recreation; Matt Jones, Jersey Meadow Golf Course Golf Pro; Ben Johnson, Assistant Golf Professional; and Jennifer Johnson, Tournament Coordinator.

B. Discuss and take appropriate action regarding the scope/design criteria for the Jersey Meadow Golf Course Clubhouse and other City facilities.

City Manager, Austin Bless, introduced the item. Background information is as follows: Since the Council meeting we have come up with a rough estimate of what we believe is needed in order to construct a new clubhouse in such a manner that is not only appealing for golf activities but also for wedding receptions, business meetings, tournaments, etc. The breakdown of these ideas/needs is listed below.

Additionally, we have gathered several sample layouts of clubhouse buildings to help guide the conversation for what Council would like to see in the new clubhouse. These samples have some great ideas for layouts, locker rooms, board rooms for meetings, etc.

This information will serve as a starting point for discussing layout ideas and what Council would like to see included in this project. Once we understand Council's ideas for design/layout the next step is to go out for an RFQ for design services to help plan the building in more specific detail.

When considering the scope/design of the golf course clubhouse project, it is important to not only consider it in the context of other building projects that the City currently has underway, but also in conjunction with projects being considered in the near future. For example, we are currently in the design phase for a new public works building, and the CIP for the upcoming budget year lists design work for a new city hall. Accordingly, it is prudent to include these projects in tonight's discussions in order to accurately assess the needs of the City and make the best overall decision to accomplish all tasks in the most efficient and effective manner.

In considering the public works building, we all agree that there are some major challenges with the Taylor Road site. This site is approximately 1.4 acres, and we are looking to build a 6,000 square foot facility on that location. The area consistently floods even during nominal

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – March 8, 2018

rain events, making it difficult to get to/from this location when it is raining. In addition to flooding concerns, all of the City's Parks and Recreation equipment is stored at the Taylor Road site and staff currently spends a lot of time moving equipment from Taylor Road to this side of US HWY 290 in order to maintain City property.

In considering the construction of a new City Hall, it is important to note that this project has been listed in the CIP for several years as needing to be replaced. The 2016 Comprehensive Plan stated the building is in poor condition, and noted several deficiencies. The plan recommends that City Hall should be replaced.

In an effort to accommodate all three projects in the most efficient and effective manner, we should look first at the option of combining City Hall with the Golf Course Clubhouse into one project. Staff believes that one state of the art building that is energy efficient, meets our needs, and serves two or more purposes will better serve the tax payers in the long run. In considering this combination, the golf course clubhouse area could be housed on the first floor, and the upper floors could house city offices and the city council chambers. It would likely need to be a three floor building.

In the option of combining the City Hall and Golf Course Clubhouse, the clubhouse banquet room could replace our existing civic center, eliminating it as a competing space, and providing the ability to host events such as weddings, conferences, or large public meetings. Additionally, the board room could be rented out for private meetings, smaller gatherings, and could also be used as the Executive Session room for the council. The City Council chambers could be properly sized and made into an efficient use of space.

Municipal office space could be located on the second and third floors of the building. Assuming a 9,000 sq. foot clubhouse, would mean approximately 18,000 sq. feet for city hall functions which would be enough room for city hall.

In combining the City Hall with the Golf Course Clubhouse, we could then consider moving the Public Works activities to and building a new facility for public works at the current City Hall location and forgo building a new construction at the Taylor Road location. The City Hall parcel is approximately 3.6 acres.

In this scenario, we would want the Public Works building to have a nice front façade so it fits the neighborhood and the other city buildings at this location. All of the trucks and parking would be housed to the rear of the building bordering the car lots. Given the noise levels that already occur with the collision center right behind City Hall, this should add no extra noise to the area. It would also not be operating on the weekends, or into the evening. Shrubs, fencing, and other means could be taken to address any visual concerns.

Moving public works to the current City Hall location would allow for all storage and equipment to be on this side of 290. The efficiencies of not having to move equipment back and forth every day would add up quickly. This move also eliminates flooding concerns.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – March 8, 2018

Moving Public Works activities to the current City Hall location opens up the possibility of selling the Taylor Road property, and the proceeds from that sale could offset the construction costs of the public works building. We would also save some money on the construction of the building since we would not have to haul in as much fill and earth work would be less.

There are concerns about moving municipal court to the golf course and all of the extra traffic that it would generate in the area. This concern could be mitigated by building/incorporating the required space for Municipal Court with the new public works building. We estimate 3,000 – 4,000 sq. feet of space for Court operations. If a public works and court building were built new it could be done in an L-Shape building that would further limit sight from the street or neighbors of public works vehicles. There are several other options that could work as well to make sure aesthetically the public works facility would not be a detriment to the neighborhood areas.

In closing, this is an opportunity for the city to take a broader look at projects we have underway and projects that are upcoming. Looking at all of the possibilities that we have for this project will allow for us to make the best and most responsible decision.

Before engaging in discussion about the possibility of combining the Jersey Meadow Golf Course Clubhouse and a City Hall facility, Mayor Ray gave a brief overview of the events leading up to this work session meeting. He explained that during this past budget session, City Council approved the use of Hotel Occupancy Tax (HOT) Funds for a remodel of the golf course clubhouse because it is needed to improve operations. Only certain kinds of projects are eligible for funding by HOT funds and our City Attorney has approved the use of these funds in this instance. During the last City Council Meeting, City Council received a report prepared by Ray+Hollington Architects, Inc. concerning the golf course remodel project. The report proved that a remodel of the existing structure at the golf course was cost prohibitive. Therefore, City Council asked to have this work session meeting to discuss the options for the clubhouse rebuild as opposed to a remodel. Since the February City Council Meeting, Staff has come up with several options for City Council to discuss that involve combining current and future CIP projects.

In completing the overview from the Mayor, City Council discussed the option of combining the City Hall project with the Golf Course Clubhouse project and the relocation of the public works facility as explained in the City Manager's introduction of this item. Each Council Member presented their thoughts on the matter. After receiving this input and discussing same, it was the consensus of Council that these two facilities should not be combined and the public works facility should not be relocated to the current City Hall site.

Having reached this consensus, Mayor Ray guided the discussion toward the criteria for the clubhouse rebuild. In discussing same, it was pointed out that it is important to determine what the golfers need such as:

1. A Pro Shop and a check in area for the golfers;

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – March 8, 2018

2. A nice place for a meal; and
3. Locker rooms with restrooms.

Anything ancillary should be considered after these important features.

Council discussed the size of the proposed clubhouse. The current facility is 6,000 sq. ft. It was the consensus of Council that the rebuild should be at least 8,000 sq. ft.

Golf Pro, Matt Jones, stated that the clubhouse must accommodate large tournaments. He suggested a pavilion on the backside of the clubhouse. He said that he has seen this feature in many golf courses and it works well for large tournaments and is cost effective. He also told City Council that the clubhouse needs a private room to accommodate 12 to 20 people for a party or small business meeting. He felt that this could be accomplished by having a large room with the ability to divide it off into smaller, more private rooms. He felt that an 8,000 sq. ft. building with a pavilion will be sufficient to accommodate the golfing needs.

City Council discussed parking, which is currently a problem. Golf Pro Jones stated that with the rebuild, the building could be located closer to Holes 9 and 18, which would provide more space in the front of the building for additional parking.

Council discussed the size of the Pro Shop. Golf Pro Jones stated that the existing size is sufficient. It does not need to be any larger than the current set-up.

Council discussed meeting space. All members agreed with the need to provide a space for meetings. Some members felt that the rebuild should be a place for families to visit to play golf, enjoy the restaurant and should include a small area with a sandbox for young children.

In recapping the discussions, Mayor Ray listed the following criteria for the golf course clubhouse rebuild:

1. The building should be 8,000 sq. ft. in size;
2. It should include a large banquet room that can be divided into small meeting rooms;
3. The Pro Shop should be the same size as the existing set-up;
4. The restaurant should be a “real restaurant” with a nice kitchen and all the necessary equipment;
5. There should be an outdoor patio area, possibly with TV’s and a bar service, to accommodate tournament play;
6. There needs to be adequate parking;
7. The new facility should have locker rooms and restrooms;
8. It should provide office space for staff;
9. It should have a grand entrance with a porte cochère and a circle drive;
10. It should have an entry way with golf course memorabilia; and
11. It should include cart barn repairs.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – March 8, 2018

Next, City Council discussed setting a budget for the new building. It was the consensus of City Council that there should be a budget of \$1.2 million to include furnishings. \$750,000 will be funded from HOT funds and \$500,000 from the General Fund.

City Manager Bless stated that he had enough information to move forward. He explained that the next step will be going out for RFQ. The results will be presented at the April City Council Meeting.

C. ADJOURN

With no further discussion, the meeting was adjourned at 7:25 p.m.

Lorri Coody, City Secretary

