



THE CITY OF

JARRELL

City of Jarrell

Special Called City Council Meeting

Jarrell City Council Chambers

161 Town Center Blvd. Jarrell, Texas 76537

Tuesday, January 30, 2024, at 7:00 p.m.

AGENDA

Mayor Patrick Sherek
Alderman Place 1, Daniel Klepac
Alderman Place 2, Jeff Seidel

Mayor Pro Tem Place 3, Tanya Clawson
Alderman Place 4, Adam Marsh
Alderman Place 5, Daniel Islas

1. **CALL MEETING TO ORDER**

- Roll Call
- Invocation
- Pledge of Allegiance

2. **PUBLIC COMMENTS**

Those wishing to speak to the City Council must complete the appropriate color card listed below and present the card to the Municipal Clerk prior to the beginning of the meeting. Please wait to be invited to approach the podium and observe a **three-minute** time limit when speaking.

Orange Sign in Card – Items not listed on the agenda

An individual may speak; however, the topics presented are considered informational only and may result in placement on a future agenda. No formal discussion or action will be conducted at this time.

Yellow Sign in Card – Item listed on the agenda

An individual may speak once the regular agenda item is announced for consideration and/or when the speaker is invited to approach the podium.

3. **ADJOURN INTO CLOSED SESSION/EXECUTIVE SESSION:**

- 3.1 Closed Executive Session pursuant to Texas Government Code Section 551.074 of the Texas Government Code to deliberate the appointment, employment evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: Conduct interviews for a new member(s) of the Jarrell Economic Development Corporation.





THE CITY OF

JARRELL

- 3.2 Closed Executive Session pursuant to Texas Government Code Section 551.074 of the Texas Government Code to deliberate the appointment, employment evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: Executive Director, Jarrell Economic Development Corporation
- 3.3 Closed Executive Session pursuant to 551.087 of the Texas Government Code to deliberate economic development negotiations regarding Project Lunch Lady.

4. RECONVENE INTO OPEN SESSION.

- 4.1 Discussion and possible action regarding the appointment, employment evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: a new member(s) of the Jarrell Economic Development Corporation.
- 4.2 Discussion and possible action regarding the appointment, employment evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: Executive Director, Jarrell Economic Development Corporation
- 4.3 Discussion and possible action regarding economic development negotiations regarding Project Lunch Lady.

5. REGULAR AGENDA ITEMS

- 5.1 Discussion, consideration, and possible action regarding compensation for the Executive Director of the Jarrell Economic Development Corporation for FY 22-23 and FY 23-24.
- 5.2 Discussion, consideration, and possible action regarding the Jarrell Economic Development Corporation entering into an agreement with HDR, Inc. for scope of services related to a City of Jarrell Gateway Sign.
- 5.3 Discussion, consideration, and possible action regarding entering into an agreement with REsimplifi for commercial building and site data subscription.
- 5.4 Discussion, consideration, and possible action regarding hiring a third-party consultant for a joint workshop with the City Council and Jarrell Economic Development Corporation.

6. Adjournment.

CERTIFICATION

I certify that the above Notice of Meeting of the City of Jarrell City Council was posted on the city's website at www.cityofjarrell.com and on the Bulletin Board located at Jarrell City Hall - 161 Town Center Blvd, Jarrell, Texas 76537 pursuant to Chapter 551 of the Texas Government Code.





THE CITY OF

JARRELL

January 26, 2024, at 6:00 p.m.

Quamie Peace

Posted by: City Secretary's Office

This meeting will be conducted pursuant to the Texas Government Code Section 551.001 et seq. At any time during the meeting the Council reserves the right to adjourn into executive session on any of the above posted agenda items in accordance with the sections 551.071 [litigation and certain consultation with attorney], 551.072 [deliberations about real property], 551.073 [deliberations about gifts and donations to city], 551.074 [deliberations on certain personnel matters] or 551.076 [deliberations about deployment/ implementation of security personnel or devices] and 551.087 [Economic Development]. The City of Jarrell is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the Municipal Clerk at 512/ 746-4593 for assistance.

I certify that the above Agenda of the Jarrell City Council was removed from the Bulletin Board located at Jarrell City Hall; 161 Town Center Blvd. in Jarrell, Texas on:

Removed on _____, 2024 at _____ am/pm
City of Jarrell, Texas

Removed by: City Secretary's Office







Date: November 16, 2023

Re: JEDC Executive Director Compensation

TO: City of Jarrell Finance Officer

On June 13, 2023 the JEDC Board unanimously approved within the FY 23 budget an Executive Director bonus of \$5,000 per month for June, July, August and September 2023 for a total of \$20,000.

The City Council approved the JEDC FY 24 budget on August 22, 2023 and on September 20, 2023, the JEDC Board approved the amended budget, which included separate motions JEDC approved on June 13 and July 11, 2023. In the FY 24 budget the following are annual compensation and allowances authorized the Executive Director, effective October 1, 2023.

- Salary: \$120,000
- Auto Allowance: \$12,000
- Cell Phone Allowance: \$1,000

Please work with Traci to affect these financial transactions.

If you have any questions, please contact me directly.

Sincerely,

A handwritten signature in blue ink that reads "Wayne Cavalier".

Wayne Cavalier
JEDC Board President



THE CITY OF
JARRELL

City of Jarrell
4A - Type A Economic
Development Corporation Board
Regular Called Meeting
Jarrell City Hall Council Chambers
161 Town Center Blvd. Jarrell, Texas 76537
Tuesday, June 13, 2023, at 1:30 p.m.

MINUTES

Wayne Cavalier, President - Present
Hugh Taylor, Secretary - Present
Dr. Toni Hicks, Member - Present

Barry Cryer, Vice-President - Present
Thomas Hertel, Treasurer - Present
Traci Anderson, Executive Director - Present

1. **CALLED MEETING TO ORDER at 1:30 PM.**

- Roll Call - Quorum Present

2. **PUBLIC COMMENTS** - None

3. **CONSENT AGENDA ITEMS**

- 3.1. Possible action on review and acceptance of the JEDCO Regular called Board meeting minutes on May 9, 2023.
Thomas Hertel made a motion to approve the consent agenda item as presented. Second by Hugh Taylor. The motion was approved by a unanimous vote.

4. **REGULAR AGENDA ITEMS**

- 4.1. Discussion and update by Interim City Manager, Grace Matlock.
Ms. Matlock was not in attendance. No update was provided.
- 4.2. Discussion and possible action regarding the adoption of the IEDC Code of Ethics for JEDC staff and Board of Directors.
Dr. Toni Hicks made a motion to adopt the IEDC Code of Ethics as presented. Second by Thomas Hertel. The motion was approved by a unanimous vote.





THE CITY OF

JARRELL

4.3. Discussion and possible action regarding FY 23-24 Budget and projects.

Executive Director Anderson presented the budget for review. Anderson explained that the first column was a budget for keeping the conference room at City Hall; the second column was a budget based on some initial figures on moving the EDC to another location. The first column would pull \$300,000 from reserves and the second column would pull \$400,000 from reserves. The Board wanted to move forward with discussions for the second column and see the most recent financials to see where the EDC is currently. Anderson explained a public hearing and approval of the budget to go to city council would be on the next agenda.

5. **UPDATES** – Executive Director Anderson gave the following updates.

- MOU and Facility Lease Agreement – these are being reviewed by the new city manager and planned to be brought to council in July
- Activity update – leads were submitted for two projects; Wilco EDP and County are heading up a presence in Korea; several good applicants for the Board replacement came in; monument signage project to be discusses with new City Manager
- ICSC: May 21-23, 2023
- Jarrell Chamber events – Chamber hired a new President/CEO to start in the next week or two.
 - o Monthly Luncheon: June 21, 11:30 am – 1 pm, Speaker: Dave Porter with Wilco EDP
- City of Jarrell events/news/upcoming meetings
 - o City Council meeting
 - June 27
 - o P&Z meetings
 - June 13 – Regularly Scheduled, check for posting
- Jarrell EDC Board
 - o July 11, 2023
 - o Traci out – July 17-22

6. **ADJOURNED INTO EXECUTIVE SESSION AT 2:06 PM.**

The Jarrell EDC will recess its open meeting and adjourn into Executive Session, pursuant to the Texas Government Code, Chapter 551, to deliberate the following:

6.1. Section 551.074 to deliberate on personnel matters including the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or City of Jarrell employee, to wit: (1) Executive Director.

7. **RECONVENED INTO OPEN SESSION AT 2:26 PM.**

The Jarrell EDC Board of Directors reconvenes into open session to discuss, consider, and/or take any action necessary related to any of the items noticed for discussion during executive session including by not limited to the following:



7.1. Discussion and possible action regarding the Jarrell EDC Executive Director evaluation, salary, and future goals.

Dr. Hicks made a motion to approve a monthly bonus for June, July, August and September, of \$5,000 per month for the JEDC Executive Director. Second by Barry Cryer. The motion was approved by a unanimous vote.

Thomas Hertel made a motion to increase the Executive Director base salary to \$120,000 in the FY 23-24 budget, which begins October 1, 2023. Second by Hugh Taylor. The motion was approved by a unanimous vote.

FUTURE AGENDA ITEMS

- Social Media Policy
- Incentive Policy / Application
- **The following were added:**
 - o **Outgoing presentation for Hugh Taylor**
 - o **Budget Public Hearing / Adoption**


9. ADJOURNED AT 2:32 PM.

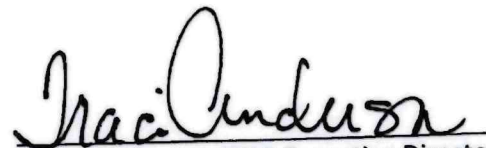
CERTIFICATION

Passed and approved on this 27th day of September 2023.

CITY OF JARRELL, TEXAS

Attest:


Wayne Cavalier, JEDC Board President


Traci Anderson, JEDC Executive Director







Date: January 30, 2024

Subject: Regular Agenda Item

Item: Discussion, consideration, and possible action regarding Jarrell EDC entering into an agreement with HDR, Inc. for Scope of Services related to a City of Jarrell Gateway Sign.

Department: JEDC

Staff Member: Traci Anderson

Justification: At the September 27, 2023, Board meeting, the Board approved for the Executive Director to enter into negotiations with HDR, Inc. for Scope of Services related to a City of Jarrell gateway sign.

On November 14, 2023, the Board approved to enter into an agreement with HDR.

Funding:

Cost: \$74,000

Source of Funds: Jarrell EDC; Budget line item: Other Professional Services – 62001-5 – current budget \$100,000

Outside Resources: N/A

Background Information:

HDR first provided a scope of services totaling \$82,000. In negotiations, we got them down to \$74,000.

The Scope of Work has 4 components to it.

- Visioning Services - \$7,500
- Design Services - \$52,000
- Project Management - \$4,000
- ROW Acquisition - \$10,500

Public Comment: N/A

Supporting Documentation:

Scope of Work and Fee



SCOPE OF WORK CITY OF JARRELL GATEWAY SIGN

A. VISIONING SERVICES

1. 1 meeting with HDRs ROW acquisition team and 1 field visit and with City of Jarrell to choose sign location.
2. Visioning workshops to be conducted in one-day.
 - a) Stakeholder Workshop (2 hours) – Joint Planning and Zoning Commission, Economic Development Corporation Board, and City Council.
 - Workshop will be staffed by 2 HDR employees.
 - Includes preparation and facilitation of up to 2 visioning activities.
 - b) Public Workshop (2 hours) – This could be combined with a City of Jarrell community event.
 - Workshop will be staffed by 2 HDR employees and will need 2 to 3 City of Jarrell staff to assist.
 - Includes preparation and facilitation of up to 3 visioning activities.

B. SIGN DESIGN SERVICES

1. Schematic Design Package and meetings
 - a) Prepare two preliminary gateway sign concepts to include illustrative graphics and visual description of materials for initial city staff review/feedback.
 - b) Conference call with staff to review preliminary concepts and make one revision to present to the City Council.
 - c) Attend City Council meeting to present initial concepts and receive direction to finalize one gateway sign concept.
2. Design Development Package and meetings
 - a) Prepare one final gateway sign concept with refined illustrative graphics and visual description of materials.
 - b) Conference call with staff to review preliminary concepts and make one revision to present to the City Council.
 - c) Attend City Council meeting to present the design for adoption.
3. Construction Documents Package
 - a) Develop working/construction drawings and technical specifications necessary to construct the work. Construction Drawings generally include general construction and project specific notes, utilities, dimension control/layout, site construction details, landscape and irrigation plans/details.
 - b) Grading plan.
 - c) Basic electrical/lighting drawings.

C. CONSTRUCTION ADMINISTRATION AND PROJECT MANAGEMENT

1. Meeting facilitation, invoicing, managing deadlines, deliverables, schedule, and subcontractors and other co-ordination and administration tasks as needed including site visits during construction.

D. ROW ACQUISITION SERVICES (1 Parcel)

1. Administration

- a) Maintain status reports of all parcel activities and provide bi-weekly status reports to City.
- b) Prepare initial property owner list with property owner contact information.
- c) Attend Public Meetings and Council Meetings as requested by City, not to exceed one (1) meetings total.
- d) Prepare proposed conveyance documents and coordinate with the City for approval of form templates.

2. Initial Appraisal

- a) Appraisals shall be based on nationally recognized appraisal standards and techniques to the extent that such principles are consistent with the concepts of value and the rules on the admissibility of evidence of value under the eminent domain law of the State of Texas. If there is a conflict between performance standards, the Contractor shall immediately consult with CITY OF JARRELL and shall recommend a resolution of the conflict.
- b) At a minimum, all appraisals shall be performed, and all appraisal reports will be prepared in accordance with the requirements (as amended from time to time) set forth in the following sources:
 - Uniform Standards of Professional Appraisal Practice (USPAP), as promulgated by the Appraisal Standards Board of The Appraisal Foundation. The Contractor should recognize that compliance with both USPAP and the requirements for appraisals performed for Federal and federally assisted real property acquisitions may require use of the Supplemental Standards Rule and the Jurisdictional Exception Rule of USPAP, where applicable;
 - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC 4601 et seq.) and implementing regulation, 49 CFR Part 24;
 - Texas State Property Code.
 - These reports must conform to CITY OF JARRELL policies and procedures along with the Uniform Standards of Professional Appraisal Practice(USPAP); as they are amended from time to time
- c) ENGINEER shall obtain TCAD information for parcels to be acquired and forward to CITY OF JARRELL for a 10-year appraisal search at the time the appraisals are ordered.
- d) Appraisers shall provide advance notice of the date and time of their appraisal inspections of the subject property to the Contractor's Acquisition Project Manager CITY OF JARRELL in order to coordinate the Appraiser's inspection with (if applicable and practical) the initial interview with the Displacee by the Relocation Agent.
- e) Appraisers shall contact property owners or their designated representative in writing with a letter to offer an opportunity to accompany the appraiser on the appraiser's inspection of subject property. Letter must be a part of the Appraisal. Maintain record of contact in file.

- f) The assignment for an initial and update appraisal are two separate and distinct appraisal assignments. The fee for each assignment must be reflective of the complexity of the specific individual assignment.
- g) For an initial appraisal assignment, the Appraiser must prepare an appraisal report for each parcel to be acquired utilizing applicable CITY OF JARRELL forms.
- h) As necessary, Contractor shall prepare written notification to the CITY OF JARRELL of any environmental concerns associated with the right of way to be acquired, which may require environmental re-mediation.
- i) All completed appraisals must be administratively reviewed and approved by CITY OF JARRELL.
- j) Beyond delivery of the initial appraisal documents, the appraiser can be called to provide preparation and testimony for a Special Commissioners Hearing.
- k) For this appraisal assignment, the fee for the preparation time and testimony must be based on the hourly rate and time agreed to by CITY OF JARRELL and Appraiser.

3. Appraisal Review

- a) ENGINEER must review all appraisal reports for each parcel to determine consistency of values, supporting documentation related to the conclusion reached, compliance with the Uniform Standards of Professional Appraisal Practices.
- b) Prepare and submit to the CITY OF JARRELL Staff a review on a form approved by CITY OF JARRELL Staff for each appraisal.
- c) The fees for the review of an initial and updated appraisal are based on separate appraisal review assignments with the fee for each review assignment based on separate assignments performed.
- d) CITY OF JARRELL coordinates with the ENGINEER (if applicable) regarding revisions, comments, or additional information that might be required. The ENGINEER must coordinate with the Appraiser.

4. Negotiation

- a) The ENGINEER will obtain a Right of Entry (ROE) from the property owner for the purpose of survey and appraisal.
- b) The ENGINEER will secure preliminary title reports for each parcel from a City approved Title Company and secure title report updates when requested by City.
- c) The ENGINEER will analyze preliminary title report to determine potential title problems, propose and inform City Staff of methods to cure title deficiencies.
- d) The curative services necessary to provide clear title to City is the responsibility of the ENGINEER.
- e) The ENGINEER will prepare and send the letter transmitting the Landowners' Bill of Rights by Certified Mail-Return Receipt Requested (CMRRR) to the Property Owner.
- f) The ENGINEER, with the prepared appraisal, confirm City's approved value prior to making the Initial Offer for each parcel.
- g) The ENGINEER will prepare the initial offer letter, purchase contract, and instruments of easement conveyance approved by City.
- h) The written initial offer must be sent to each property owner or the property owner's designated representative CMRRR.

- i) The ENGINEER will maintain follow-up contacts and secure the necessary instruments upon acceptance of the offer for the closing. Retain copies of signed and unsigned CMRRR receipts.
- j) The ENGINEER will respond to property owner inquiries verbally or in writing within five (5) business days.
- k) The ENGINEER will prepare a negotiator contact report for each parcel, per contact.
- l) The ENGINEER will maintain parcel files related to the purchase of the fee acquisition.
- m) The ENGINEER will advise property owner of the counteroffer process if approved by the City.
- n) The ENGINEER will transmit to City written counteroffer from property owners including supporting documentation, and recommendation regarding the counteroffer.
- o) The ENGINEER will coordinate with the City for acquisition payments required for closing.
- p) The ENGINEER will coordinate and/or attend parcel closings at the Title Company. Request title insurance from the Title Company if requested by City for parcels closing.
- q) Prepare the final offer letter and instruments of conveyance, and any other documents required or requested by the CITY OF JARRELL on applicable CITY OF JARRELL forms.

Assumptions for ROW Acquisition:

- ENGINEER refers to the City of Jarrell staff/consultant engineer.
- ENGINEER does not anticipate the need for condemnation to acquire the right of way as part of this project and services related to condemnation services are not included in the scope of work.
- All title services and fees associated with preliminary Title Reports, Closing Costs, and Title Policies shall be obtained and paid by the City.
- Curative services do not include costs/expenses that qualify as payment of incidental expenses to transfer real property to the City.
- Any fee related to obtaining certified court documents and fees for recording same which are not collected at the closing of the parcel shall be direct pass-through fees at the exact cost supported by the county courthouse receipts.

Other Assumptions:

- Electrical/ lighting drawings for the purpose of this scope and fee are considered as not requiring more than 15 hours of labor. If the City of Jarrell selects a complicated design needing more detailed drawings and utility coordination, we can provide a separate scope and fee for the electrical portion of the project.
- Structural drawings are not a part of this scope. These would be provided by the contractor for the permit set and construction drawing set.

HDR Design Fees based on scope and assumptions stated in this document are \$ 74,000.00.





Date: January 30, 2024

Subject: Regular Agenda Item

Item: Discussion, consideration, and possible action regarding Jarrell EDC entering into an agreement with REsimplifi for a commercial building and site data subscription.

Department: JEDC

Staff Member: Traci Anderson

Justification: Responding to leads needs to be a quick process. This requires knowing what sites/buildings are on the market and available.

Funding:

Cost: \$2,000 for the first year; \$2200 for the second year; yearly subscription renewal

Source of Funds: Jarrell EDC Budget Line Item: App Subscriptions/Online Resources - 62000-7 – current budget \$15,000

Outside Resources: N/A

Background Information:

We are members of Texas ED Connection. They help generate leads and recruitment. [Capital Region - Texas EDC \(texasedconnection.com\)](http://texasedconnection.com)

As a new benefit of being a member of TX ED Connection, they are offering each community to have their available properties/sites to be listed on their website. This a subscription based platform.

If we would like to include it on our website, and have it linked to their website, then they are offering half price for the subscription cost taking it from \$4,000 to \$2,000. This also includes them doing all the work to consistently keep the listings updated.

When we reviewed the listings, the data that is fed to the map, currently only has 6 listings, because they only partner with large real estate firms. With is subscription, they can come into Jarrell to do a complete assessment and get



all real estate that would not show up because they are smaller real estate firms (i.e. Ashby Realty, Sphere Realty, Stockton Realty, BHS Realty Group, etc). The only listings they would not capture are the ones that are “sold by owner”, but we can give them the contact information on these and they will add the information.

The cheapest from another company cost \$5,000 and that did not include them doing the work.

On our current website, there is just a listing that we have to keep up with. [Property | Jarrell Economic Development Corporation \(jarrelledc.org\)](http://jarrelledc.org)

This is an example of what we would be adding to our website and REsimplifi's website if you would like to see more information.

[Cedar Park Prospector: Economic Development Available sites, buildings, demographics, businesses and GIS mapping](#)

[Local Commercial Real Estate Listings & Property Data - REsimplifi](#)

Public Comment: N/A

Supporting Documentation:

REsimplifi Master Subscription Agreement and Purchase Order







Date: January 30, 2024

Subject: Regular Agenda Item

Item: Discussion, consideration, and possible action regarding hiring a third-party consultant for a joint workshop with City Council and Jarrell EDC.

Department: JEDC

Staff Member: Traci Anderson

Justification:

Update: The EDC and City still need to have a joint session to discuss priorities and other items. We feel a mediator would be best to guide the conversations in a productive manner and give their professional opinions and best practices.

November 14, 2023 meeting: The Jarrell EDC is evaluating the hiring of a consultant to come in to mediate a joint workshop between City Council and the Jarrell EDC. This workshop would be for Council and the EDC to discuss visions of Jarrell's future.

Funding:

Cost: up to \$1500

Source of Funds: Jarrell EDC Budget Line Item: TBD

Outside Resources: N/A

Background Information:

On November 14, 2023, this item was presented but it was presented with the intent for the EDC to have an updated strategic plan as well.

This has been changed to not include a strategic plan, but to just have a mediated joint session for the EDC and City Council to get together for the first time and talk about wants, needs and priorities for the community and of the EDC.

City Manager Danielle Singh and I will meet with two chosen consultants and



choose a mediator to move forward with. I would like for the Board to approve an up to \$1500 and for the Executive Director to choose a mediator and enter into an agreement with them for a joint session with the EDC and City Council. This will allow Mrs. Singh and I to meet with the prospective consultants and quickly move forward with them.

Public Comment: N/A

Supporting Documentation: None



