

**WORK SESSION AGENDA OF THE CITY COUNCIL OF HURST, TEXAS  
CITY HALL, 1505 PRECINCT LINE ROAD  
FIRST FLOOR CONFERENCE ROOM  
TUESDAY, FEBRUARY 13, 2018 – 5:30 P.M.**

---

**I. Call to Order**

**II. Informational Items**

- ) Staff update and discussion of Town Hall Forum
- ) Staff update and discussion of solid waste and recycling program
- ) Staff update and discussion of proposed Animal Control Shelter
- ) Staff update and discussion of police reporting and Police Department's presentation of Annual Racial Profiling Report

**III. Discussion of Agenda Item(s) 4**

Conduct a public hearing to consider SUP-18-01, Virtuoso Tattoo, a Special Use Permit to operate a tattoo studio on Lot 12A, Block 14 Bellvue Addition, being .25 acre located at 117 W. Pipeline Road. **(The applicant has requested this item be withdrawn)**

**IV. Discussion of Agenda Item(s) 5**

Consider authorizing the city manager to proceed with the replacement of the Jaycee-Baker Park playground

**V. Discussion of Agenda Item(s) 6**

Consider authorizing the city manager to purchase six MSA G1 self-contained breathing apparatus from Casco Industries, Inc., for the fire department

**EXECUTIVE SESSION in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Government Code, 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City and to reconvene in Open Session at the conclusion of the Executive Session**

**VI. Adjournment**

Posted by: \_\_\_\_\_

This the 9th day of February 2018, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

**This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (817) 788-7041 or FAX (817) 788-7054, or call TDD 1-800-RELAY-TX (1-800-735-2989) for information or assistance.**

**REGULAR MEETING AGENDA OF THE CITY COUNCIL OF HURST, TEXAS  
CITY HALL, 1505 PRECINCT LINE ROAD  
TUESDAY, FEBRUARY 13, 2018**

---

**AGENDA:**

**5:30 p.m. - Work Session (City Hall, First Floor Conference Room)**

**6:30 p.m. - City Council Meeting (City Hall, Council Chamber)**

---

**CALL TO ORDER**

**INVOCATION (Councilmember Trasa Cobern)**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION(S)**

1. Presentation and Introduction of Hurst 101 Citizen's Academy Class of 2018

**CONSENT AGENDA**

2. Consider approval of the minutes for the January 23, 2018 City Council meetings
3. Consider canceling the March 13, 2018 City Council meeting

**PUBLIC HEARING AND RELATED ITEM(S)**

4. Conduct a public hearing to consider SUP-18-01, Virtuoso Tattoo, a Special Use Permit to operate a tattoo studio on Lot 12A, Block 14 Bellvue Addition, being .25 acre located at 117 W. Pipeline Road. **(The applicant has requested this item be withdrawn)**

**ACTION ITEM(S)**

5. Consider authorizing the city manager to proceed with the replacement of the Jaycee-Baker Park playground
6. Consider authorizing the city manager to purchase six MSA G1 self-contained breathing apparatus from Casco Industries, Inc., for the fire department

**OTHER BUSINESS**

7. Review of the following advisory board meeting minutes:
  - Ñ Library Board - December 19, 2017 and January 16, 2018
  - Ñ HEB Teen Court Advisory Board

- Ñ Senior Citizens Advisory Board
- Ñ Parks and Recreation Board

8. Review of upcoming calendar items
9. City Council Reports - Items of Community Interest

**PUBLIC INVITED TO BE HEARD – A REQUEST TO APPEAR CARD MUST BE COMPLETED AND RETURNED TO THE CITY SECRETARY TO BE RECOGNIZED**

**EXECUTIVE SESSION in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Government Code, 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City and to reconvene in Open Session at the conclusion of the Executive Session**

**ADJOURNMENT**

Posted by: \_\_\_\_\_

This 9th day of February 2018, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

**This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary’s office at (817) 788-7041 or FAX (817) 788-7054, or call TDD 1-800-RELAY-TX (1-800-735-2989) for information or assistance.**

**Minutes  
Hurst City Council  
Work Session  
Tuesday, January 23, 2018**

On the 23rd day of January 2018, at 4:30 p.m., the City Council of the City of Hurst, Texas, convened in Work Session at Hurst City Hall, 1505 Precinct Line Road, Hurst, Texas, with the following members present:

Richard Ward	)	Mayor
Henry Wilson	)	Mayor Pro Tem
Bill McLendon	)	Councilmembers
Nancy Welton	)	
Larry Kitchens	)	
David Booe	)	
Trasa Cobern	)	
Clay Caruthers	)	City Manager
Allan Heindel	)	Deputy City Manager
John Boyle	)	City Attorney
Rita Frick	)	City Secretary
Greg Dickens	)	Executive Director of Public Works
Duane Hengst	)	City Engineer
Clayton Fulton	)	Executive Director of Fiscal and Strategic Services
Michelle Lazo	)	Managing Director of Planning and Development

With the following Councilmembers absent: none, constituting a quorum; at which time, the following business was transacted:

**I. Call to Order** – The meeting was called to order at 4:30 p.m.

**EXECUTIVE SESSION in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Government Code, 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City, and Section 551.071, Consultation with City Attorney to seek advice regarding Pending or Contemplated Litigation or Settlement Offers (CN Churchill IV LLC) and to reconvene in Open Session at the conclusion of the Executive Session.**

Mayor Ward recessed the meeting to Executive Session at 4:31 p.m. in compliance with the provisions of the Texas Open Meetings Law, authorized by Government Code, 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City, and Section 551.071, Consultation with City Attorney to seek advice regarding Pending or Contemplated Litigation or Settlement Offers (CN Churchill IV LLC) and reconvened Open Session at 5:29 p.m.

The work session items were discussed in the following order III, VIII, IX, VII, IV, V

**II. Informational Items - None**

**III. Discussion of Agenda Item(s) 2**

Consider Ordinance 2382, second reading, to consider Z-17-04 Sprouts Crossing, a zoning change with a site plan from GB to GB-PD for Lot 5, Block A, The Haven Addition and a site plan revision for Lots 5 and 3R1A, Block 2, Woodbridge Plaza Addition, being 7.48 acres located at 200, 300 and 316 Grapevine Highway.

City Manager Clay Caruthers and Managing Director of Development Michelle Lazo briefed Councilmembers on the second reading for Ordinance 2382 noting the language regarding music and prohibited business uses were added to the site plan. Ms. Lazo stated the new exhibits to Ordinance 2382, provided tonight, are the same as presented to the Council on first reading, they just include additional detailed information.

**IV. Discussion of Agenda Item(s) 3**

Consider Ordinance 2383, second reading, amending Ordinance No. 1 regarding the City Council's Rules of Procedure.

**V. Discussion of Agenda Item(s) 6**

Consider Resolution 1691 amending the City Council's Rules of Procedure manual.

City Manager Clay Caruthers briefed Councilmembers on Agenda Item IV and V and provided a handout of a proposed change to the proposed Council's Rules of Procedure Manual to clarify 3(d) regarding conduct of meetings. Councilmembers discussed the proposed changes and existing rules.

**VI. Discussion of Agenda Item(s) 7**

Consider Resolution 1692 approving an Economic Development Program Agreement pursuant to Chapter 380 of the Texas Local Government Code with EREP Sprouts Crossing I, LLC, a Texas Limited Liability Company.

There was no discussion on this item during work session.

**VII. Discussion of Agenda Item(s) 8**

Consider confirming the City Manager's appointment of the Police Chief.

City Manager Clay Caruthers stated this item is his recommendation for the appointment of Assistant Chief Steve Niekamp to Police Chief.

**VIII. Discussion of Agenda Item(s) 9**

Consider designating Sheri Lane from Reed Street to Cavender Drive as the FY 2018 – 44th Year Community Development Block Grant (CDBG) Program Project.

Executive Director of Public Works Greg Dickens briefed Councilmembers on the proposed designation of Sheri Lane from Reed Street to Cavender Drive as the FY 2018 – 44<sup>th</sup> Year Community Development Block Grant Program Project and reviewed the public hearing process, program criteria and costs associated with the proposed project. In response to Councilmembers' questions, Mr. Dickens stated he believes sidewalks are proposed on one side of the road.

**IX. Discussion of Agenda Item(s) 10**

Consider approval of an Interlocal Agreement with Tarrant County for the 2018 Street Overlay Program.

Executive Director of Public Works Greg Dickens briefed Councilmembers on the Interlocal Agreement with Tarrant County for the 2018 Street Overlay Program and reviewed the two proposed projects on Hurstview Drive and Cannon Drive, including scope of work, costs and timeline.

City Manager Caruthers recommended the order of items to be heard on the regular agenda.

**X. Adjournment - The work session adjourned at 6:13 p.m.**

**APPROVED** this the 13th day of February 2018.

**ATTEST:**

**APPROVED:**

---

Rita Frick, City Secretary

---

Richard Ward, Mayor

**City of Hurst  
City Council Minutes  
Tuesday, January 23, 2018**

On the 23rd day of January 2018, at 6:30 p.m., the City Council of the City of Hurst, Texas, convened in Regular Meeting at City Hall, 1505 Precinct Line Road, Hurst, Texas, with the following members present:

Richard Ward	)	Mayor
Henry Wilson	)	Mayor Pro Tem
Bill McLendon	)	Councilmembers
Nancy Welton	)	
Larry Kitchens	)	
David Booe	)	
Trasa Cobern	)	
Clay Caruthers	)	City Manager
Allan Heindel	)	Deputy City Manager
John Boyle	)	City Attorney
Rita Frick	)	City Secretary
Greg Dickens	)	Executive Director of Public Works
Clayton Fulton	)	Executive Director of Fiscal and Strategic Services
Malaika Marion Farmer	)	Executive Director of Administration and Customer Service
Michelle Lazo	)	Managing Director of Development
Kara McKinney	)	Public Information Officer
Steve Moore	)	Police Chief
Steve Niekamp	)	Assistant Police Chief

With the following Councilmembers absent: none, constituting a quorum; at which time, the following business was transacted:

The meeting was called to order at 6:30 p.m.

Councilmember Booe gave the Invocation.

The Pledge of Allegiance was given.

**PRESENTATION(S)** – No presentations were given.

Mayor Ward announced Agenda Item 8 will be considered prior to the Consent Agenda.

8. Considered confirming the City Manager’s appointment of the Police Chief.

Mayor Ward recognized City Manager Clay Caruthers who stated this item is for the Council to consider the city manager’s appointment of Police Chief and expressed how

honored and privileged he is to work with the City's police and fire departments. He expressed his appreciation for their professionalism and asked Assistant Chief Steve Niekamp to come forward to introduce his family. Chief Niekamp introduced his family and expressed how important family and friends are in a public safety career. Councilmembers expressed appreciation for the exemplary job provided by both the police and fire departments and spoke of the respect for Assistant Chief Steve Niekamp held by the Council and his peers.

Councilmember Wilson moved to confirm the city manager's appointment of Steve Niekamp as the Chief of Police for the City of Hurst effective February 1, 2018. Motion seconded by Councilmember Welton. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson, and Welton  
No: None

### **CONSENT AGENDA**

1. Considered approval of the minutes for the January 9, 2018 City Council meetings.
3. Considered Ordinance 2383, second reading, amending Ordinance No. 1 regarding the City Council's Rules of Procedure.
4. Considered authorizing the city manager to purchase (2) two vehicles from approved vendors in the amount of \$86,152.
5. Considered authorizing the city manager to enter into an annual Contract with D.C.C., Inc., for aquatics center chemicals, for the duration of the existing Buyboard Agreement.

Councilmember Cobern moved to approve the consent agenda removing Agenda Item 2. Motion seconded by Councilmember Booe. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson, and Welton  
No: None

Mayor Ward moved to Agenda Item 2

2. Considered Ordinance 2382, second reading, to consider Z-17-04 Sprouts Crossing, a zoning change with a site plan from GB to GB-PD for Lot 5, Block A, The Haven Addition and a site plan revision for Lots 5 and 3R1A, Block 2, Woodbridge Plaza Addition, being 7.48 acres located at 200, 300 and 316 Grapevine Highway.

Councilmember Wilson moved to pass Ordinance 2382 with the additions to the existing site plan approved on first reading, with the delineation of the types of business to not be allowed in the center, and the Clerestory feature be optional. Motion seconded by Councilmember Cobern. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson, and Welton  
No: None

**RESOLUTION(S)**

6. Considered Resolution 1691 amending the City Council's Rules of Procedure manual.

Councilmember Kitchens stated that after discussion in work session, the Council reviewed the rules of procedures, which governs how the Council conducts its business; and moved to approve Resolution 1691, as amended, adopting amended rules of procedure. Motion seconded by Councilmember Welton. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson, and Welton  
No: None

7. Considered Resolution 1692 approving an Economic Development Program Agreement pursuant to Chapter 380 of the Texas Local Government Code with EREP Sprouts Crossing I, LLC, a Texas Limited Liability Company.

Councilmember Wilson moved to pass Resolution 1692 approving an Economic Development Program Agreement pursuant to Chapter 380 of the Texas Local Government Code with EREP Sprouts Crossing I, LLC, a Texas Limited Liability Company. Motion seconded by Councilmember McLendon. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson, and Welton  
No: None

**ACTION ITEMS(S)**

9. Considered designating Sheri Lane from Reed Street to Cavender Drive as the FY 2018 – 44th Year Community Development Block Grant (CDBG) Program Project.

Mayor Ward recognized Executive Director of Public Works who stated this is the 44th Year Community Development Block Grant (CDBG) that Tarrant County will administer. He stated, typically, the City received \$160,000 for past program years, and reviewed the project criteria. Mr. Dickens stated, pursuant to the requirements, the City held a public hearing, and did not receive any project suggestions. He stated staff is recommending a continuation of the 42nd year project on Sheri Lane. The proposed project recommendation is to reconstruct Sheri Lane from Reed Street to Cavender Drive, with an estimated cost of construction, including contingencies, of \$407,600. He stated staff estimated the City will receive a CDBG grant amount of \$160,000 from Tarrant County.

In response to Councilmembers' questions, Mr. Dickens stated the City will be responsible for all design costs estimated at \$50,000 and for all project construction costs above the CDBG grant amount, which is approximately \$247,600. He stated this project will be budgeted in next year's budget. Councilmember Booe noted the City has received approximately 3.1 million dollars through the CDBG program and Councilmembers expressed how valuable these federal funds are to the cities. Also, noted is the constant attempt by the federal government to cut these funds from the budget each year.

Councilmember Booe moved the City Council designate the reconstruction of Sheri Lane from Reed Street to Cavender Drive as the FY 2018 – 44<sup>th</sup> Year Community Development Block Grant Program Project for the City of Hurst. Motion seconded by Councilmember Cobern. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson, and Welton

No: None

10. Considered approval of an Interlocal Agreement with Tarrant County for the 2018 Street Overlay Program.

Mayor Ward recognized Executive Director of Public Works Greg Dickens who reviewed the Interlocal Agreement with Tarrant County, noting this is part of the City's street maintenance program. He state the County has been very good to work with the City in a combined effort to improve the arterial collector type streets for the region. He stated two street segments are proposed for rehabilitation, Hurstview Drive from Barbara Ann Drive to Pipeline Road and Cannon Drive from Hurstview Drive to Norwood Drive. Mr. Dickens reviewed the scope of work for each project and stated the projects are estimated to be less than \$180,000, with the projects starting in late March or April.

Councilmember Welton moved to authorize the city manager to enter into an Interlocal Agreement with Tarrant County for the 2018 Street Overlay Program, for an amount not to exceed \$180,000. Motion seconded by Councilmember Kitchens. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson, and Welton

No: None

### **OTHER BUSINESS**

11. Review of upcoming calendar items – City Manager Clay Caruthers reviewed the following items and requested Executive Director of Fiscal and Strategic Services Clayton Fulton share information for the survey to be presented at the Town Hall Forum:
  - ) Thursday, March 1, 2018, 6:00 p.m. Town Hall Forum, Hurst Conference Center. Executive Director of Fiscal and Strategic Services Clayton Fulton noted the Citizen Survey is currently available for citizen input and the results will be presented at the Town Hall Forum.

12. City Council Reports - Items of Community Interest – Councilmember Kitchens announced his invitation to participate with the Texas Municipal League to visit Washington D.C. and meet with the Federal Communication Commission regarding local control and net neutrality. He explained the importance of net neutrality and how the FCC has continued to erode the ability of cities to control what is in the City’s right-of-way and how taking away net neutrality allows internet providers to control the speed and content of programming. He stated several states have filed suit against the FCC to prevent them from implementing legislation, but Texas has not filed suit.

Councilmember Cobern announced the Teen Court Gala will be held April 12, 2018, at the Hurst Conference Center, and explained the benefits of the program for the teen participants.

Mayor Ward did not convene to Executive Session.

**EXECUTIVE SESSION in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Government Code, 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City, and Section 551.071, Consultation with City Attorney to seek advice regarding Pending or Contemplated Litigation or Settlement Offers (CN Churchill IV LLC) and to reconvene in Open Session at the conclusion of the Executive Session.**

13. Conducted any and all action necessary ensuing from Executive Session.

Councilmembers Kitchens moved to approve Resolution 1693 as amended, to enter into a modification agreement with CNN Churchhill, LLC. Councilmember Cobern clarified Resolution 1693 is not an amendment, but provides a modification to the existing agreement. Motion seconded by Councilmember McLendon. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson, and Welton

No: None

**PUBLIC INVITED TO BE HEARD – A REQUEST TO APPEAR CARD MUST BE COMPLETED AND RETURNED TO THE CITY SECRETARY TO BE RECOGNIZED**

Mayor Ward recognized the Boy Scouts in attendance, who asked questions regarding how Council decisions are made, who deals with the sanitation and how the Council handles opposition. Council and staff responded to the Scouts and thanked them for attending. Also recognized were the Scout sponsors, Sabrina Talley and Tina Talley, who stated they truly enjoyed the meeting and thanked the Council for their courtesy.

**ADJOURNMENT**

The meeting adjourned at 7:22 p.m.

**APPROVED** this the 13th day of February 2018.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Rita L. Frick, City Secretary

\_\_\_\_\_  
Richard Ward, Mayor

City Council Staff Report

SUBJECT: Consider canceling the March 13, 2018 regular City Council meeting	
Supporting Documents:	
	Meeting Date: 2/13/2018 Department: Legislative and Judicial Services Reviewed by: Rita Frick City Manager Review:
Background/Analysis:	
This item provides for City Council to cancel the March 13, 2018 regular City Council meeting.	
Funding and Sources:	
There is no fiscal impact.	
Recommendation:	
Staff recommends City Council cancel the March 13, 2018 regular City Council meeting.	

City Council Staff Report

SUBJECT: Conduct a public hearing to consider SUP-18-01 Virtuoso Tattoo, a Special Use Permit to operate a tattoo studio on Lot 12A, Block 14, Bellvue Addition, being .25 acre located at 117 W. Pipeline Road.

Supporting Documents:

Meeting Date: 2/13/2018  
Department: Development  
Reviewed by: Steve Bowden  
City Manager Review:

Background/Analysis:

The applicant requested the item be withdrawn.

Funding and Sources:

There is no fiscal impact.

Recommendation:

There is no recommendation.

City Council Staff Report

SUBJECT: Consider approval of the replacement of the Jaycee-Baker Park Playground

Supporting Documents:

Meeting Date: 2/13/2018  
 Department: Community Services  
 Reviewed by: Allan Heindel  
 City Manager Review:

Background/Analysis:

Staff developed a plan for the replacement of the Jaycee-Baker Park playground based on the success and popularity of the new playgrounds recently installed at Echo Hills and Redbud Park. Jaycee-Baker Park playground is 20 years old, showing advanced signs of high usage, and is becoming very difficult to maintain. Staff worked with GameTime, a playground manufacturer and installer, who the City has successfully worked with, to design the components of the new playground.

The City of Hurst is a member of the BuyBoard purchasing consortium, which provides substantial cost savings for the purchase of playground equipment from GameTime. When making purchases through BuyBoard, the City can purchase directly from GameTime as a BuyBoard low bidder. Staff received a quote from GameTime, in the amount of \$263,910, for the playground replacement equipment.

In addition, the project includes \$10,000 to replace and upgrade the site amenities. This includes, but is not limited to, picnic tables, trashcans, park signage, landscaping, and fencing.

The Hurst Parks and Recreation Advisory Board reviewed the Jaycee-Baker Park playground replacement plan at the January 18, 2018 meeting, and recommended the City Council proceed with the purchase and installation of the new playground.

Funding Sources and Community Sustainability:

Funding, in the amount of \$300,000, (includes an approximate 10% contingency) has been identified within the Half Cent Sales Tax Fund FY2017 PAYGO Project, Jaycee-Baker Park Playground Replacement Project, and the Park Donation Fund.

In an effort to remain a vibrant community, this project addresses the City Council's Strategic Priorities for Redevelopment and Infrastructure by dramatically improving the City's park system.

Recommendation:

It is recommended that the City Council authorize the city manager to proceed with the replacement of the Jaycee-Baker Park playground, for an amount not to exceed \$300,000, with funding from the Half Cent Sales Tax Fund and the Park Donation Fund.

City Council Staff Report

SUBJECT: Consider authorizing the city manager to purchase six MSA G1 self-contained breathing apparatus' (SCBA) from Casco Industries, Inc., for the Fire Department

Supporting Documents:

MSA Quote

Meeting Date: 2/13/2018

Department: Fire

Reviewed by: David Palla

City Manager Review:

Background/Analysis:

Two years ago, the Fire Department purchased seventeen MSA G1 Self Contained Breathing Apparatus (SCBA) to modernize the front line SCBA. We did not purchase any reserve units as we were going to use some of the replaced units as reserve units. This plan has proven to be ineffective, as the service, training (knowing two systems), another face-piece (for the old system) is too difficult to manage, and presents a safety problem. Having six spare MSA G1 units will allow for both a reserve capacity and the ability to place another two fire units in service, if necessary. It will also provide the ability to immediately take units out of service that have been exposed to carcinogens due to a fire or training and allow for better decontamination of the exposed units. At a typical structure fire, not all units are exposed to products of combustion to the same degree, so having six will be more than adequate most of the time. The pricing for six demo units, including the full warranty, is \$27,900.00, and this includes a \$2,000.00 trade-in allowance for twenty of the old units. These units are available through the Buy Board Cooperative Purchasing Program.

Funding Sources and Community Sustainability:

The Funding Source for the units is the Fire Grant Fund. This equipment will allow the Fire Department to have the most innovative equipment available at all times allowing for safe and responsive services to the citizens of Hurst; hopefully reducing the exposure to carcinogens, reducing the potential for cancer and the associated costs.

Recommendation:

The Fire Department requests the City Council approve the purchase of six MSA G1 self-contained breathing apparatus, from Casco Industries, Inc., for a total purchase price, not to exceed \$27,900.00.



STATE OF TEXAS

On the 19<sup>th</sup> day of December 2017, at 5:30 p.m., the Library Board of the City of Hurst, Texas, convened in Regular Meeting at the Library, 901 Precinct Line Road, Hurst, Texas, with the following members present:

Betty Whiteside	)	Chair
Ruth Kennedy	)	Members
Joyce Davis		
Janie Melton-Judy		
Lou Farris		
Peggy Moore		
Gus Nixon		
Margaret Coleman	)	Alternate
Allan Heindel	)	Deputy City Manager
Kyle Gordon	)	Managing Director of Community Services
Jesse Loucks	)	Library Director
Hannah Titony	)	Administrative Assistant

with the following members absent: none, constituting a quorum, at which time the following business was transacted:

**I. Call to Order**

Chair Betty Whiteside called the meeting to order at 5:30 p.m.

**II. Roll Call of Members**

Hannah Titony conducted the Roll Call of Members.

**III. Approval of Minutes**

The minutes of the October 17, 2017 regular meeting were reviewed and approved as written.

**IV. Librarian's Report**

**A. Statistical Reports for October and November:** The Library Statistical Reports for October and November were distributed to the Board. Jesse Loucks reviewed the reports.

<u>October</u>	
Circulation.....	31,030
Number of Active Patrons.....	34,711
Volunteer Hours.....	285
Door Count.....	11,734
Electronic Usage Sessions.....	5,969
Page Views.....	7,303
Net Revenue .....	\$ 2,309
Children's Programming.....	1,151
Adult Programming.....	492
Outreach Programs .....	612

<u>November</u>	
Circulation.....	33,561
Number of Active Patrons.....	38,403
Volunteer Hours.....	181
Door Count.....	10,094
Electronic Usage Sessions.....	5,608
Page Views.....	5,692
Net Revenue .....	\$1,783
Children’s Programming.....	767
Adult Programming.....	615
Outreach Programs .....	250

**B. Program & Events Reports for October and November:** The Program & Events Reports for October and November were distributed to the Board. Jesse Loucks reviewed the reports. Pictures of events were displayed for the Board.

**C. Upcoming Programs and Events:** The Upcoming Programs and Events report was reviewed by Jesse Loucks. Pictures were displayed for the Board.

**D. Works in Progress**

1. **Tech Truck Update:** Allan Heindel stated that the City Council approved the agreement (memorandum of understanding) between Hurst, Euless, and Bedford Libraries and HEB ISD for the Tech Truck. He noted that the truck, that is currently in the design process, should be in operation in February.
2. **Wifi Update:** Jesse Loucks reported that the Library Staff noticed some discrepancy in the statistics for internet access by Library patrons and immediately contacted the City’s IT department who corrected the problem and numbers are now being reported correctly.
3. **Windows 10 Update:** Mr. Loucks noted that Windows 10 has been deployed throughout the City offices. This will enable staff to provide extra security for our patrons.
4. **Furniture Update:** Allan Heindel reported that the final delivery of the chairs for Library Staff has been made. This completes all of the furniture improvements for the Library.

**E. Staff Activities**

1. **Personnel Training:** Jesse Loucks explained that City Staff is currently undergoing sexual harassment training to ensure that all employees have adequate training in all areas of their responsibility.
2. **United Way Committee Chair Update:** Hannah Titony gave a brief overview of the City’s 2017 United Way Campaign. This is a Citywide cooperative effort during the month of October and all funds raised go directly to United Way. This year, City employees raised \$18,000 donated to United Way.

3. **Service Awards:** Allan Heindel informed the Board of the Employee Service Awards luncheon this year where several Library employees received gold coins and service awards. Gold coin recipients were Michele Haynes and Vanessa Patchen. Service awards were presented to Hannah Titony for 5 years of service, Brandon Clifford for 10 years, Dorothy Batich for 15 years, and Jesse Loucks for 20 years of service.
4. **Personnel Update:** Jesse Loucks informed the Board of the retirement of Judy Schilling and Ramona DeMeglio.
5. **PLANT Conference Review:** Mr. Loucks explained that every year Cities send their Library Directors to the Public Library Administrators of North Texas Conference. This year the conference was held at the Wild Catter Ranch in West Texas. There were several very informative presentations on Outreach best practices for Texas Libraries and internal customer service practices.

## V. Reports of the Committees

### A. Friends of the Hurst Public Library

1. **October and November Revenue Reports:** The Board was provided the Friends revenue reports for October and November.

## VI. Communications

- ### A. Citizen Comments:
- Jesse Loucks stated that the Library received several positive comments from Facebook reviews and a thank you note from Hurst Hills Elementary School.

## VII. Unfinished Business

None at this time.

## VIII. New Business

None at this time.

## IX. Informational Items

- ### A. Stem Kit Update:
- Beverly Kirkendall gave a brief overview of the Library's Stem Kits explaining that the word stem stands for science, technology, engineering, and math. The Library currently has 14 Stem Kits in circulation that include information, tools, and experiments for furthering education.
- ### B. Oral History Project Update:
- Jesse Loucks reported that the Oral History Project is progressing to stage 4 with the completion of interviews of John Barfield, Nancy Welton, Patsy Smith, and Jeff Burnett. Videos of Betty Whiteside, Mayor Richard Ward, Joe Fuchs, and Anna Holzer have been completed and sent to a professional studio for editing and will be returned to

the Library soon for the committee’s final approval before posting on the City’s website.

**C. Library Outreach Program**

1. **Annual Christmas Tree Lighting Event:** Allan Heindel explained how the Library Staff continually stays engaged with the community through their outreach programs. Some of these programs include holding a booth at the Fall Festival and Senior Center Craft and Holiday Market and involvement in the Annual Christmas Tree Lighting event.

**D. Heritage Village Presents:** Kyle Gordon gave a brief overview of the Heritage Village Presents events including a recap of the Movie in the Park event featuring *Moana* that was held on November 3<sup>rd</sup> at 7:00 p.m. There were approximately 275 attendees at this very successful event. The events for 2018 are currently in the planning stages and will be presented to the Board in January 2018.

**E. HEB Reads! Update:** Jesse Loucks explained that, while the next HEB Reads! event is several months away, area library directors have been sorting the books that were received in preparation for the event.

**F. BISD Reads Update:** Mr. Loucks noted that the Hurst Library also participates in the BISD Reads event. Planning is currently underway for this event. Plans are tentatively in place for a rock climbing wall and the In-N-Out Burger truck has been reserved for both events.

**G. Holiday Schedules:** Allan Heindel reminded the Board that the Library will close at 2:00 p.m. on December 23<sup>rd</sup>, open from 10:00 a.m. until 2:00 p.m. on the 24<sup>th</sup>, and will be closed on December 25<sup>th</sup> and 26<sup>th</sup> in observance of Christmas. The Library will be closed on January 1<sup>st</sup> in observance of New Year’s Day.

**X. Board Member and Citizen Comments**

None at this time.

**XI. Adjournment**

There being no further business, the meeting was adjourned by Chair Betty Whiteside at 6:38 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
RECORDING SECRETARY

COUNTY OF TARRANT

STATE OF TEXAS

On the 16<sup>th</sup> day of January 2018, at 5:30 p.m., the Library Board of the City of Hurst, Texas, convened in Regular Meeting at the Library, 901 Precinct Line Road, Hurst, Texas, with the following members present:

- Betty Whiteside ) Chair
- Joyce Davis ) Members
- Janie Melton-Judy
- Lou Farris
- Peggy Moore
- Gus Nixon
- Margaret Coleman ) Alternate
  
- Kyle Gordon ) Managing Director of Community Services
- Jesse Loucks ) Library Director
- Teri Smith ) Community Services Administrative Assistant
- Hannah Titony ) Library Administrative Assistant

with the following members absent: Ruth Kennedy, constituting a quorum, at which time the following business was transacted:

**I. Call to Order**

Chair Betty Whiteside called the meeting to order at 5:30 p.m.

**II. Roll Call of Members**

Teri Smith conducted the Roll Call of Members.

**III. Approval of Minutes**

The minutes of the December 19, 2017 regular meeting were reviewed and approved as written.

**IV. Librarian’s Report**

**A. Statistical Report for December:** The Library Statistical Report for December was distributed to the Board. Jesse Loucks reviewed the report.

<u>December</u>	
Circulation.....	30,557
Number of Active Patrons.....	34,393
Volunteer Hours.....	199
Door Count.....	9,251
Electronic Usage Sessions.....	5,397
Page Views.....	4,817
Net Revenue .....	\$ 2,562
Children’s Programming.....	568
Adult Programming.....	573

**B. Program & Events Report for December:** The Program & Events Report for December was distributed to the Board. Jesse Loucks reviewed the report. Pictures of events were displayed for the Board.

**C. Upcoming Programs and Events:** The Upcoming Programs and Events report was reviewed by Jesse Loucks. Pictures were displayed for the Board.

**D. Works in Progress**

1. **Tech Truck Update:** Jesse Loucks stated that the HEB Tech Truck is currently in the design process and should be in operation in February.

2. **Holiday Decoration Review:** Kyle Gordon informed the Board that there are 20 Parks Department employees who spend approximately 2 weeks putting up the holiday decorations on several City facilities to increase the aesthetics of City facilities during the holiday season and approximately 2 weeks removing the decorations. Photos were displayed for the Board.

**E. Staff Activities**

1. **Library Manager Retirement:** Jesse Loucks informed the Board that Circulation Manager, Ramona DeMeglio is retiring from the Hurst Library and invited them to attend the retirement celebration that is planned for her on February 1<sup>st</sup> at 2:00 p.m. at the Library.

2. **Good to Great Ambassador of the Month:** Mr. Loucks announced that Danyelle Weise was hired this year in the middle of Summer Reading Club to work with the teens. She brought some new ideas to the Library teens group that have proven to be very successful. Danyelle received the Ambassador of the Month award in December for her efforts.

3. **Professional Development:** Kyle Gordon informed the Board that Hannah Titony is working on her Master's Degree in Public Administration. As part of her internship, she will attend several Board meetings to gain knowledge of city government operations.

**V. Reports of the Committees**

**A. Friends of the Hurst Public Library**

1. **December Revenue Report:** The Board was provided the Friends revenue report for December.

2. **Customer Service Initiative:** Brandon Clifford explained that the Library will soon begin the use of credit cards in the Library Computer Center to increase the efficiency of library services.

**VI. Communications**

- A. Citizen Comments:** Jesse Loucks presented some positive comments on social media regarding the Library's Game Night event and a local area blog regarding cost savings by utilizing library services.

**VII. Unfinished Business**

None at this time.

**VIII. New Business**

None at this time.

**IX. Informational Items**

- A. Library Trends Presentation:** Brandon Clifford shared some statistics on Library Services with the Board including book check outs, DVD's, Wi-Fi, computer usage, Gimlet (customer service interactions), Facebook, notary service, etc.
- B. Heritage Village Presents:** Kyle Gordon informed the Board of the new logo change for Heritage Village and gave a brief overview of the Spring events including the Grand Family Picnic on Wednesday, March 14<sup>th</sup>, Concert in the Park on Friday, April 27<sup>th</sup>, Summer Kickoff on Thursday, May 31<sup>st</sup> and the Fall events including Salsa y Salsa on Thursday, September 6<sup>th</sup>, Dogtoberfest on Thursday, October 4<sup>th</sup>, and Movie in the Park on Friday, November 2<sup>nd</sup>.
- C. HEB/BISD Reads! Update:** Jesse Loucks explained that Library Directors from the HEB and BISD areas and other city employees have attended several planning meetings this year for the 2018 HEB Reads! and BISD Reads events in an effort to expand on the events. He noted that the HEB Reads! event will be held on May 5<sup>th</sup> and the BISD Reads event will be held on June 2<sup>nd</sup> this year.
- D. Interlibrary Loan Grant Report:** Mr. Loucks noted that the City of Hurst uses a State required computer management system. Due to the use of this system, the State issued an Interlibrary Loan Grant in the amount of \$10,746. The funds were placed into an account that will allow for one of the Library's part time employees to work more hours, thereby increasing customer service.
- E. Customer Service Initiatives:** Mr. Loucks reported that in an effort to enhance the Library Patron experience, RFID tags have been placed on all magazines to make self-service checkout easier for patrons. Additional staff has been trained to operate the digital sign in front of the Library and keep it updated. The computer system that controls the informational screens in the lobby and Friends Café has been overhauled and is being maintained by the Library's Technical Services division.

**X. Board Member and Citizen Comments**

None at this time.

**XI. Adjournment**

There being no further business, the meeting was adjourned by Chair Betty Whiteside at 6:40 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
RECORDING SECRETARY

**TEEN COURT ADVISORY BOARD MINUTES  
MEETING OF JANUARY 4, 2018**

**DRAFT**

**STATE OF TEXAS           §**

**COUNTY OF TARRANT   §**

**CITY OF BEDFORD       §**

**The Teen Court Advisory Board of the cities of Hurst, Euless and Bedford, Texas met at 6:00 p.m. at Bedford City Hall on the 4th day of January 2018, with the following members present:**

HURST: Bien Camungol, Lorrie Dickerson  
EULESS: Robin Edwards, Renu Sloan, Moses Vakalahi  
BEDFORD: Kelley Hall, Kathleen Toms  
TEEN REPRESENTATIVES:  
Hurst Council Liaison – Trasa Cobern  
Bedford Council Liaison – Dave Gebhart  
Euless Council Liaison – Eddie Price  
HEB Teen Court Coordinator – Mindy Eichorst  
HEB Teen Court Assistant – Ruby Flores  
Also present:  
Hurst City Secretary – Rita Frick  
Euless Staff Liaison –  
Bedford Court Manager – Doug Campbell  
Hurst Court Manager –  
HEB Teen Court Teen Liaison-  
Bedford Administrative Services Director-

**CALL TO ORDER**

Chairperson Kathleen Toms called the meeting to order at 6:03 p.m. with a quorum of seven Board Members present.

**APPROVAL OF MINUTES**

- 1. Consider approval of the following Teen Court Advisory Board minutes:  
a) November 2, 2017 Regular Meeting**

Robin Edwards made a motion to approve the November 2, 2017 minutes and Moses Vakalahi seconded the motion and all were in favor.

## **2. Introductions**

New Advisory Board Member, Kelley Hall, Bedford, was present. He was introduced to all of the Advisory Board Members and staff that were also present.

## **OFFICER ELECTIONS**

### **3. Hold Election and vote for 2018 officer positions of Chairperson, Vice-Chairperson, and Secretary.**

Current Chairperson Kathleen Toms went over the bylaws and explained the different positions and their duties. Renu Sloan nominated Kathleen Toms as Chairperson, and she accepted the nomination. Moses Vakalahi nominated Renu Sloan and she declined the nomination. No one else was nominated and the Board Members voted for Kathleen Toms as Chairperson for 2018 and all were in favor.

Kathleen Toms nominated Lorrie Dickerson as Vice-Chairperson and she accepted the nomination. There were no other nominations and the Board Members voted for Lorrie Dickerson as Vice-Chairperson for 2018 and all were in favor.

Kathleen Toms nominated Moses Vakalahi as Secretary and he declined the nomination. Kathleen Toms then nominated Kelley Hall as Secretary and he accepted the nomination. No one else was nominated and the Board Members voted for Kelley Hall as Secretary for 2018 and all were in favor.

## **OLD BUSINESS**

### **4. Discuss ideas for fundraisers/sponsorships.**

There was some brainstorming as to ideas or projects with how to let the community know about the Scholarship Gala and participate as a sponsor, donator, or attendee.

Lorrie Dickerson asked should the Board Members approach businesses or individuals for donations or to be a sponsor. The discussion concluded with whoever they feel more comfortable approaching and if there is a contact person(s) that is available.

### **5. Discuss and possibly take action on items as they relate to the 2018 annual Teen Court Gala.**

The Advisory Board Members discussed possible speakers for the Scholarship Gala. Moses Vakalahi spoke about the 2017 speaker, Mr. Charles Clarke, from Euless Trinity High School. Hurst Councilwoman Trasa Cobern gave a speaker suggestion of Anthony Hardy, Life Changers Recipient. Teen Court Coordinator Mindy Eichorst suggested Dr. Nathaniel Hearne, retired Administrator with HEBISD. Vice-Chairperson Lorrie Dickerson asked if the silent auction company, All For Gooooood, is going to be able to be at the Scholarship Gala. Coordinator Mindy Eichorst advised she had emailed them with the date of the Scholarship Gala and is still waiting to hear back on confirmation. Eichorst mentioned that the company suggested that more emphasis is placed on bringing more attendees to the Gala.

Renu Sloan shared an idea for the silent auction tables which was to have decorative plates with gift cards attached to the bottom of the plate and attendees can buy the plates.

## **NEW BUSINESS**

- 6. Discuss and possibly take action on a date for the Teen Court Scholarship Gala Committee to meet.**

On Wednesday, January 10, 2018 at 5:00 p.m., the Gala Committee will meet in the downstairs conference room at 2000 Forest Ridge Dr. Building A. The following Board Members have said they will be present at the meeting: Kathleen Toms, Kelley Hall, Bien Camungol, and Lorrie Dickerson.

- 7. Discuss and possibly take action on a date for the Teen Court Scholarship Application Committee to meet and review applications.**

On Thursday, February 1, 2018 at 5:00 p.m., the Scholarship Committee Application Committee will meet to go over the applications. The following Board Members have said they will be present: Robin Edwards, Moses Vakalahi, Bien Camungol, Renu Sloan, and Kathleen Toms.

- 8. Discuss and possibly take action on a date for the next Teen Court Advisory Board meeting.**

The next Advisory Board meeting will be on Thursday, February 1, 2018 at 6:00 p.m. at Bedford City Hall.

## **REPORTS**

Teen Court Coordinator Mindy Eichorst went over the Coordinator's Report for the months of November and December 2017 and provided the Finance Report for the fiscal year of 2017 along with the months of October and November 2017 for the fiscal year of 2018.

## **ADJOURNMENT**

Moses Vakalahi entered a motion for the meeting to be adjourned. Renu Sloan seconded the motion and all voted in favor. The meeting was adjourned at 7:20 p.m.

---

**Kathleen Toms, Chairperson**

COUNTY OF TARRANT

STATE OF TEXAS

On the 18<sup>th</sup> day of January 2018 at 11:00 a.m., the Hurst Senior Citizens Advisory Board of the City of Hurst, Texas, convened in Regular Meeting at the Hurst Senior Center, 700 Heritage Circle, Hurst, Texas, with the following members present:

- Marcy Davis ) Chair
- Gerald Grieser ) Vice-Chair
  
- Bob Hampton ) Members
- Joan Stinnett )
- Durwood Foote )
- Doris Young )
- Barbara Albright )
- Marie Perry ) Alternate
  
- Kyle Gordon ) Managing Director of Community Services
- Linda Rea ) Senior Center Director
- Michelle Varley ) Activities Coordinator
- Teri Smith ) Senior Administrative Assistant

with the following members absent: John Smith, constituting a quorum, at which time the following business was transacted.

- I. Call to Order**  
Marcy Davis called the meeting to order at 11:00 a.m.
  
- II. Roll Call of Members**  
Teri Smith conducted the Roll Call of Members.
  
- III. Approval of Minutes**  
The minutes from the November 16, 2017 meeting were approved as written.
  
- IV. Senior Center Director’s Report**
  - A. Statistical Reports for November and December:** The Statistical Reports for November and December were distributed to the Board and reviewed by Linda Rea.

<b><u>November</u></b>	
Center Attendance.....	11,407
Number of Members.....	1,904
Volunteer Hours.....	842
Net Revenue.....	\$ 11,189
Fitness Center Attendance.....	2,565
Class Attendance.....	2,295
Aquatics.....	146

**December**

Center Attendance.....	9,154
Number of Members.....	1,917
Volunteer Hours.....	630
Net Revenue.....	\$ 10,871
Fitness Center Attendance.....	1,996
Class Attendance.....	1,933
Aquatics.....	89

**B. Programs & Events Reports:** The Programs & Events Reports for November and December were distributed to the Board and reviewed by Michelle Varley.

**C. Upcoming Programs & Events:** A list of Upcoming Programs & Events was distributed to the Board and reviewed by Michelle Varley.

**D. Works in Progress**

1. **East Door Repairs:** Kyle Gordon reported that the parts to repair the east door have been delivered and the door has been completely repaired by Staff and the IT department.
2. **Exterior Concrete Repairs:** Mr. Gordon noted that the areas of exterior concrete that were starting to deteriorate have been repaired by Facilities and Public Works. Before and after photos were displayed for the Board.
3. **Interior Light Replacement:** Mr. Gordon informed the Board that the interior light fixture that was damaged has been replaced and all light bulbs have been replaced with LED bulbs.
4. **Game Room Cabinet Door Repairs:** Mr. Gordon explained that the cabinet doors in the game room have not been functioning properly and Staff will switch these cabinets with the cabinets in the computer room.

**E. Staff Activities**

1. **Northeast Senior Community Forum:** Linda Rea stated that she attends the Northeast Senior Community Forum on the 3<sup>rd</sup> Tuesday of every month at the North Richland Hills Library from 9:00 to 10:30 a.m. She noted that in December they planned meetings for the coming year and will finalize the plans this month. She encouraged the Board Members to attend these meetings.

**V. Communications**

**A. February Senior Pipeline:** Michelle Varley distributed copies of the February Senior Pipeline.

**VI. New Business**

None at this time.

**VII. Informational Items**

- A. Program Highlight – Soup and Salad Lunch:** Michelle Varley informed the Board of a new program that will start soon. The Soup and Salad event will take place on the second Thursday of each month.
- B. Heritage Village Presents:** Kyle Gordon informed the Board of the new logo change for Heritage Village and gave a brief overview of the Spring events including the Grand Family Picnic on Wednesday, March 14<sup>th</sup>, Concert in the Park on Friday, April 27<sup>th</sup>, Summer Kickoff on Thursday, May 31<sup>st</sup> and the Fall events including Salsa y Salsa on Thursday, September 6<sup>th</sup>, Dogtoberfest on Thursday, October 4<sup>th</sup>, and Movie in the Park on Friday, November 2<sup>nd</sup>.
- C. Holiday Decoration Program:** Mr. Gordon stated that there are 20 Parks Department employees who spend approximately 2 weeks putting up the holiday decorations on several City facilities to increase the aesthetics of City facilities during the holiday season and approximately 2 weeks removing the decorations. Photos were displayed for the Board.
- D. Aquatics Program Update:** Michelle Varley informed the Board that in October there were a few changes to the Aquatics Program with the addition of a Silver Sneakers Splash class and Aqua Zumba. Unstructured Swim will now be open on Fridays only.

**VIII. Board Member and Citizen Comments**

Marcy Davis stated that she would like for the Board to remain a 9-member Board with Marie Perry as a regular member and no alternate. All Board Members were in agreement.

Kyle Gordon stated that he will consult with City Management and bring an update to the February Board Meeting.

**IX. Adjournment**

There being no further business, the meeting was adjourned by Marcy Davis at 11:46 a.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDING SECRETARY

CITY OF HURST

Final Draft

COUNTY OF TARRANT

STATE OF TEXAS

On the 18<sup>th</sup> day of January, 2018 at 6:00 p.m., the Parks and Recreation Board of the City of Hurst, Texas, convened in its Regular Meeting at the Hurst Public Library, 901 Precinct Line Road, Hurst, Texas, with the following member's present to-wit:

Ralph Hurd	)	Members
Pat King	)	
Rod Robertson	)	
Karen Spencer	)	
Cathy Thompson	)	
Gary Waldron	)	Alternates
Jessica Martin	)	
Kyle Gordon	)	Managing Director of Community Services
Chris Watson	)	Recreation Director
Kristie Weaver	)	Parks Director
Eric Starnes	)	Director of Facilities & Project Management
Paige Lutz	)	Recreation Administrative Assistant

With the following members, Alan Neace and Bob Walker, absent, constituting a quorum, at which time the following business was transacted:

- I. **Call to Order:** Karen Spencer called the meeting to order at 6:00 p.m.
- II. **Roll Call of Members:** Paige Lutz conducted the Roll Call of Members.
- III. **Approval of Minutes:** Ralph Hurd made a motion to approve the minutes of the November 16, 2017 regular meeting as written; Gary Waldron seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Thompson, Waldron,

NOES: None

IV. **Staff Report:**

A. **Director's Reports:**

1. **November and December Participation Reports:** Chris Watson, Recreation Director, presented the following statistics for the November and December Participation Reports:

November

Recreation Center	12,839
Classroom Programs	1,839
Fitness Center	4,300
Tennis Center	1,029
Facility Rentals	52
Active Members	2,890

December

Recreation Center	11,197
Classroom Programs	333
Fitness Center	4,096
Tennis Center	1,213
Facility Rentals	41
Active Members	2,835

2. **Program Highlight:** Chris Watson reported that the January Program Highlight features the Hurst Men's Adult Basketball League Program. Mr. Watson presented a chart of the number of teams participating over the past five years. He noted that the numbers are trending upward following the recent gym floor renovations.
3. **New Program Preview:** Mr. Watson reported that the Hurst Recreation Center is offering two new programs this year. Adult Co-Ed Kickball will be offered, beginning in the 2018 spring season. The league will play on Tuesday nights and will coincide with the Adult Softball Program at the Hurst Athletics Complex.

He also noted that a Dog/Puppy Training class will be offered in the spring. This seven-week program will offer obedience training.

**B. Special Events:**

1. **2017 Chisholm Fish Stocking Program:** The dates for the upcoming fish stocking at the Chisholm Park Pond were displayed.
2. **Heritage Village Presents:** Kyle Gordon, informed the Board of the new logo change for Heritage Village and gave a brief overview of the Spring events including the Grand Family Picnic on Wednesday, March 14<sup>th</sup>, Concert in the Park on Friday, April 27<sup>th</sup>, Summer Kickoff on Thursday, May 31<sup>st</sup> and the Fall events including Salsa y Salsa on Thursday, September 6<sup>th</sup>, Dogtoberfest on Thursday, October 4<sup>th</sup>, and Movie in the Park on Friday, November 2<sup>nd</sup>.

3. **Christmas Tree Lighting Recap:** Chris Watson presented a recap of the 32<sup>nd</sup> Annual Christmas Tree Lighting and Santa's Workshop. The event was held on November 28<sup>th</sup> at the Hurst Conference Center with an estimated 9,000 people in attendance.
4. **Santa's Mailbox Recap:** Mr. Watson presented a recap of the 2017 Santa's Mailbox Program. He reported that 468 letters to Santa were received.
5. **USTA Adult Open Recap:** Mr. Watson presented a recap of the USTA Adult Tennis Tournament. He reported that the tournament was held on December 8<sup>th</sup> and 9<sup>th</sup> at the Hurst Tennis Center.
6. **Lose the LB's:** The Healthy Hurst "Lose the LB's" Program will run from January 1<sup>st</sup> to February 28<sup>th</sup> at the Hurst Recreation Center.
7. **Daddy Daughter Dance Preview:** The 15<sup>th</sup> Annual Daddy & Daughter Valentine's Ball is scheduled for Saturday, February 10<sup>th</sup>, from 2:00 to 4:00 p.m. at the Recreation Center.

**C. Works in Progress:**

1. **TXDOT Green Ribbon Grant Phase 2 Update:** The project started last month. The medians are being excavated and the irrigation work has started.
2. **TXDOT Green Ribbon Grant Phase 3:** The design is underway and should be completed by June of 2018.
3. **TXDOT Green Ribbon Grant Phase 3a:** The medians at the SH 10 and Hwy 820 intersection are being drastically modified with the upcoming highway construction. The City has paid for a consultant to design landscape for the medians and the construction will be paid out of the highway project.
4. **Pipeline Road Phase 2 Improvements:** The construction project should be substantially completed in the fall of 2018. The landscaping part of the project will be installed late fall of 2018.
5. **Echo Hills Playground:**
  - a. **Playground Installation** – The playground is complete.
  - b. **Playground Ribbon Cutting Event** – On December 2<sup>nd</sup> a neighborhood celebration and Ribbon Cutting was held at the park.

**c. Miscellaneous Improvements** – Park improvements include: new cedar rail posts, new benches around swings, new pavilion picnic tables, and new pavilion LED lighting.

- 6. Median Sign Improvements:** The Conference Center logo will be added to the newly renovated Thousand Oaks Drive median monument sign.
- 7. Campus Drive Median:** The median on Campus Drive, adjacent to Harwood Road, will be landscaped next spring.
- 8. Parks Holiday Decorations Removal:** Parks Division has removed the holiday decorations throughout the City.
- 9. Master Plan Update:** The consultant will present the Master Plan to City Council in February for final approval.
- 10. Central Aquatics Center Off-Season Improvements:** The tower open flume slide will be refinished in early April. The light poles have been painted and a new employee gate has been installed.

#### **D. Staff Activities:**

- 1. February Calendar:** Chris Watson reviewed the calendar of events for the month of February.
- 2. Staff Recognition:** Mr. Watson reported that Kelly Langdon, Head Tennis Pro, was selected as Coach of the Year by the Texas Tennis Coaches Association. Mr. Langdon has been the City's Head Tennis Pro since 1998.

#### **V. Report of the Committee:**

- A. Senior Banquet Recap:** A recap of the 39<sup>th</sup> Annual John Butler Memorial Senior Banquet was provided to the Board. Chris Watson reported that to better serve the banquet attendees, staff is looking into the purchase of portable heaters. The heaters will be located by the valet pick-up area.
- B. 2018 Entertainment:** Chris Watson noted that Bekha Hartmann and Timothy Ensz were very well received as the entertainment and pianist at the 2017 banquet. He recommended continuing to use them at the 2018 event. Pat King recommended a senior group that she would like for the Board to consider. She noted that she would bring the name of the group to the next meeting.

- VI. Communications:** Chris Watson presented a complimentary email regarding the Hurst Christmas Tree Lighting and Santa's Workshop event.

**VII. Unfinished Business:** None to discuss at this time.

**VIII. New Business:**

- A. Consider Recreation Center Non-Resident Family Rate:** Chris Watson reported that currently the Hurst Recreation Center does not offer a Non-Resident Family Membership. He asked the Board to consider adding this membership category to the current memberships offered at the Center. A Non-Resident Family Membership would cost \$400.00 for a family of six. Additional family members can be added for an additional \$10.00 per person.

Cathy Thompson made a motion to approve the addition of a Recreation Non-Resident Family Membership as presented; Karen Spencer seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Thompson, Waldron,

NOES: None

**IX. Informational Items:**

- A. Parker Cemetery Update:** Kyle Gordon reported that the Historical Committee meeting was rescheduled from January 11<sup>th</sup> to February 8<sup>th</sup>. Due to the date change, the Parker Cemetery site recommendations to the Master Plan cannot be reviewed until that time. Once the recommendations have been approved by the Committee, the Master Plan will be presented to City Council. Mr. Gordon reviewed the future plans for the project.

- B. Jaycee Baker Park Playground Project:** Kristie Weaver, Parks Director, presented an update to the Jaycee Baker Park Playground Project. She presented a timeline and the funding source for the new playground replacement.

Ralph Hurd made a motion to approve the Jaycee Baker Park Playground Project as presented; Pat King seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Thompson, Waldron,

NOES: None

- C. Recreation Center Interior Improvements:** Chris Watson reviewed the Recreation Center Interior Improvements. He noted that framed and matted photos of the activities offered throughout the City are being displayed on the walls of the Recreation Center.

- D. Recreation Center Maintenance**

1. **Water Line Repair:** Eric Starnes reported that the water line break located on the southeast side of the Recreation Center has been repaired with minimal impact on the patrons at the center.

2. **Automatic Door Installation:** The current double-doors at the front entrance of the Recreation Center will be replaced with automatic sliding glass doors in mid-February.

E. **HEB ISD Sports Hall of Fame Banquet:** Chris Watson reported that the HEB ISD Sports Hall of Fame Banquet is scheduled for Saturday, February 17<sup>th</sup>, at the Hurst Conference Center.

X. **Board Member and Citizen Comments:** Rod Robertson expressed his compliments to the City employee that takes care of the City announcements on Social Media. Kyle Gordon reported that Shelly Klein, Customer Service Technology Administrator, is responsible for reporting City announcements. He noted that he would pass on the compliment to Ms. Klein.

XI. **Adjournment:** Gary Waldron made a motion to adjourn the meeting; Ralph Hurd seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Thompson, Waldron,

NOES: None

Karen Spencer adjourned the meeting at 6:50 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
RECORDING SECRETARY

## Future Event Calendar

February 13, 2018

*Regular City Council meetings are held on the second and fourth Tuesday of each month. Following are additional meetings, canceled meetings and public event dates.*

<b><u>DATE AND TIME</u></b>	<b><u>ACTIVITY</u></b>
Thursday, March 1, 2018 6:00 p.m.	Town Hall Forum Hurst Conference Center
Friday, March 30, 2018	Holiday – City Hall Closed