

**JACKSONVILLE CITY COUNCIL MEETING  
TUESDAY, DECEMBER 13, 2022  
JACKSONVILLE CITY HALL COUNCIL CHAMBERS  
315 S. RAGSDALE  
6:00 PM**

**Meeting Items**

**5:15 PM CLOSED EXECUTIVE SESSION CITY HALL  
CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER  
TEXAS GOVERNMENT CODE SECTION:**

**551.072 REAL PROPERTY**

**CALL TO ORDER**

**Mayor Randy Gorham 6:02 pm**

**Present: Mayor Randy Gorham, Mayor Pro tem Rob  
Gowin, Councilman Hubert Robinson, Councilman Tim  
McRae, Councilwoman Mindy Gellock**

**INVOCATION**

**Councilman Hubert Robinson**

**PLEDGE OF ALLEGIANCE US & TEXAS FLAGS**

**Mayor Randy Gorham led everyone in the pledges to the  
United States and Texas flags.**

**SPECIAL PRESENTATION –**

**EMPLOYER OF THE MONTH PRESENTED BY JEDCO  
PRESIDENT SHANE PACE - PEBBLEBROOK  
APARTMENTS**

**JEDCO President Shane Pace presented Tiffany Billingsly of  
Pebblebrook Apartments with the employer of the month  
award.**

**CITIZEN PARTICIPATION**

**Mrs. Shannon Smyrl came forward to express her concerns  
regarding the new trash bins. She would like to be able to  
hire a private company for trash service.**

**CONSENT AGENDA - ITEMS UNDER CONSENT  
AGENDA REQUIRE LITTLE OR NO DELIBERATIONS  
BY COUNCIL. APPROVAL OF CONSENT AGENDA  
AUTHORIZES THE CITY MANAGER OR HIS  
DESIGNEES TO PROCEED WITH CONCLUSION OF  
EACH ITEM IN ACCORDANCE WITH STAFF  
RECOMMENDATION**

**Councilman Hubert Robinson made a motion to approve the  
consent agenda. Second, by Councilman Tim McRae. All  
voted "Aye"**

**MINUTES APPROVAL - NOVEMBER 8, 2022 REGULAR  
COUNCIL MEETING; NOVEMBER 14, 2022 SPECIAL  
CALLED COUNCIL MEETING; DECEMBER 8, 2022  
AGENDA WORKSHOP**

**RE-APPOINT JANIE BARBER AND BARBARA  
HUGHINS AND APPOINT KIM HANSEN TO THE  
VANISHING TEXANA MUSEUM BOARD**

**APPOINT JANIE BARBER AS CHAIR AND JERRY  
MCDONALD AS CO-CHAIR FOR THE VANISHING  
TEXANA MUSEUM BOARD**

**ANY ACTION OUT OF EXECUTIVE SESSION IF  
NECESSARY**

**No action was taken.**

**PUBLIC HEARING - FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT PROJECT**

**City Manager James Hubbard told council this hearing is  
the next step in the process for the Community Development  
Block Grant. Mayor Randy Gorham opened the hearing at  
6:09 pm. No one came forward. Mayor Randy Gorham  
closed the hearing at 6:10 pm.**

**DISCUSS AND CONSIDER WITH POSSIBLE ACTION  
AN ORDINANCE UPDATING CHAPTER 9 - GARBAGE,  
TRASH, SANITATION RATES, WEEDS AND  
ABANDONED PERSONAL PROPERTY**

**City Manager James Hubbard told council the changes are  
just cleaning up some items in the existing ordinance. Mr.  
Hubbard reviewed some of the changes with the council.  
Councilwoman Mindy Gellock made a motion to approve  
the ordinance. Second, by Councilman Hubert Robinson.  
All voted "Aye"**

**DISCUSS AND CONSIDER WITH POSSIBLE ACTION  
AN ORDINANCE MODIFYING WATER AND  
WASTEWATER RATES**

**City Manager James Hubbard told the council this  
ordinance is a result of the utility rate study that was recently  
completed. Mr. Hubbard reviewed the rate study process and  
some of the findings with the council. Mr. Hubbard stated  
the utility fund must receive sufficient funding to maintain  
and expand infrastructure as needed. Mr. Hubbard reviewed  
a few ways citizens can save on their utility bills. Councilman  
Tim McRae made a motion to approve the utility rate**

DISCUSS AND CONSIDER WITH POSSIBLE ACTION  
AN ORDINANCE INITIATING THE VOTER APPROVED  
2% VENUE TAX ON HOTEL STAYS

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A  
CITY PERSONNEL POLICY - SICK LEAVE BANK  
(SHORT-TERM DISABILITY LEAVE)

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A  
CITY PERSONNEL POLICY UPDATE - SECTION V  
EMPLOYEE COMPENSATION AND ADVANCEMENT

DISCUSS AND CONSIDER WITH POSSIBLE ACTION  
AWARDING THE RFP FOR BULK FUEL

DISCUSS AND CONSIDER WITH POSSIBLE ACTION  
AWARDING THE RFB FOR MOWING THE  
CEMETERIES

DISCUSS AND CONSIDER WITH POSSIBLE ACTION  
AWARDING THE RFP FOR LAB TESTING AT THE  
TREATMENT PLANTS

DISCUSS AND CONSIDER WITH POSSIBLE ACTION  
APPROVING AN AGREEMENT FOR THE  
ENGINEERING WORK FOR WELL #3 GROUND  
STORAGE TANK REHABILITATION AS PART OF THE  
2022-2023 CAPITAL IMPROVEMENTS BUDGET

OPEN FORUM FOR MAYOR AND COUNCIL

CITY MANAGER REPORT

ADJOURN

ordinance. Second, by Councilman Hubert Robinson. All  
voted "Aye"

City Manager James Hubbard told council this ordinance is  
the result of the November 2022 election where the voters  
approved an additional 2% on the Hotel Occupancy Tax to  
fund the event center at the Cherokee Ranch Golf Club.  
Councilman Tim McRae made a motion to approve the  
ordinance. Second, by Councilwoman Mindy Gellock. All  
voted "Aye"

Assistant City Manager ReNissa Wade told council these  
changes are the result of the compensation and classification  
study. Mrs. Wade stated the study suggested the city  
purchase a short-term disability policy for the employees.  
Mrs. Wade said the policy would be about a \$50,000 expense  
to the city annually. Mrs. Wade said there is already a sick  
leave bank in place. Mrs. Wade said they have decided to  
allow all employees to join the sick leave bank after six  
months of employment without having to donate a shift to the  
bank. Mrs. Wade said if there is open enrollment in the  
future, employees will have to donate a shift to participate.  
Councilman Tim McRae made a motion to approve the  
changes to the personnel policy. Second, by Mayor Pro tem  
Rob Gowin. All voted "Aye"

Assistant City Manager ReNissa Wade told council these  
changes also came out of the compensation and classification  
study. Mrs. Wade reviewed some of the changes with the  
council. Councilwoman Mindy Gellock made a motion to  
approve the changes to the personnel policy. Second, by  
Councilman Hubert Robinson. All voted "Aye"

City Manager James Hubbard told the council the next three  
items all went through the bid process. The bulk fuel request  
received only one proposal and that was from Hubert Glass  
Oil. Councilman Tim McRae made a motion to award the  
bulk fuel contract to Hubert Glass Oil. Second, by  
Councilwoman Mindy Gellock. All voted "Aye"

City Manager James Hubbard told council this proposal is  
for 26 mowing cycles and the low bidder was BCBU mowing.  
Mayor Pro tem Rob Gowin made a motion to award the  
mowing contract to BCBU Mowing. Second, by Councilman  
Tim McRae. Mayor Randy Gorham stated the only local  
bidder was also the low bidder. All voted "Aye"

City Manager James Hubbard told council that only one  
proposal was received and that was from Ana Lab.  
Councilwoman Mindy Gellock made a motion to award the  
lab testing contract to Ana Lab. Second, by Councilman Tim  
McRae. All voted "Aye"

City Manager James Hubbard told the council this project is  
budgeted in the 2023 budget at \$425,000. Mr. Hubbard said  
staff is requesting to engage KSA for this project and this is  
the last ground storage to be refurbished. Councilman Tim  
McRae made a motion to engage KSA as engineers for this  
project. Second, by Councilman Hubert Robinson. All voted  
"Aye"

Mayor Randy Gorham told everyone that Jacksonville's  
National Night Out came in fifth place for cities under 15,000  
in 2021 and came in second in 2022.

City Manager James Hubbard said that the staff is fielding a  
lot of questions in regards to the new trash carts. Mr.  
Hubbard said there are items from the old fire station  
currently up for bid on the GovDeals auction site. Mr.  
Hubbard said the time capsule burial will be this coming  
Saturday.

6:46 pm

---

Randy Gorham, Mayor  
City of Jacksonville

---

Greg Lowe, City Clerk

