M I N U T E S

A regular meeting of the City Council of the City of Pinehurst was held on December 12, 2023, at 6:00p.m. at Pinehurst City Hall Council Room. The following council members were present: Sarah McClendon, Cynthia Adams, J. Michael Shahan, Troy Pierce, Joey Vance, and Greg Willis. City Administrator Jerry Hood was absent. Mayor Sarah McClendon called the meeting to order and established a quorum. Mayor Pro Tem J. Michael Shahan gave the invocation followed by the reciting of the United States and Texas Pledges of Allegiance, led by Councilwoman Cynthia Adams. The following business was transacted.

On a motion made by Mayor Pro Tem J. Michael Shahan and seconded by Councilman Troy Pierce, council members unanimously voted to approve the minutes of the Regular Session held on November 14, 2023.

No one signed up to address the Council under the Citizen Comment section of this agenda.

Due to City Administrator Jerry Hood’s absence, there was no City Administrator Report.

Regarding the discussion and possible action to reject all construction bids for project CDV21‑0385 and to authorize Schaumburg & Polk, Inc. to readvertise the project for bid, Grant Administrator Susan Stover of David J. Waxman, Inc. advised that this project was for a generator at the Wastewater Treatment Plant (WWTP) and rehabilitation of the electrical system at the Water Treatment Plant. She informed council members that the bids for this project were “insanely” out of budget. She stated that the budget for the construction portion of the project was $295,000 but the lowest bid was $506,000 and the only other bid was for more than $800,000. Mrs. Stover noted that neither her company nor the engineering firm would recommend accepting either of those bids. Consequently, she advised that the Council needed to formally reject all bids and authorize the engineer to readvertise the project. She reported that she, Engineer Nestor Barroeta, City Administrator Jerry Hood, and the Public Works employees would meet after the beginning of the new year to discuss options. She stated that the city might be able to purchase the generator through Buy Board or HGAC and then bid out the electrical portion. She noted that she had priced generators through both agencies in the last week and found the cost to be $125,000 - $165,000. Nestor Barroeta of Schaumburg & Polk, Inc. stated that the most important part of this project was the generator at the WWTP. Mrs. Stover informed council members that the lead time for the generator was about six months. On a motion made by Mayor Pro Tem J. Michael Shahan and seconded by Councilwoman Cynthia Adams, council members unanimously rejected all bids and authorized Schaumburg & Polk to readvertise the project for bid.

Concerning the discussion and possible action to approve a resolution authorizing signatories for contractual and financial documents for the City’s GLO CDBG-DR Imelda Infrastructure Contracts (#24067-011-E198 and #24-067-012-E199), City Secretary Debbie Cormier explained that one of these projects was for generators and the other was for continued pipe bursting throughout the city. City Attorney Tommy Gunn read the resolution aloud and in its entirety. On a motion made by Councilman Greg Willis and seconded by Councilman Joey Vance, council members unanimously voted to approve the resolution.

Regarding the discussion and possible action to approve a resolution reaffirming Civil Rights policies for the City’s GLO CDBG-DR Imelda Infrastructure Contracts (#24067-011-E198 and #24-067-012-E199), Ms. Cormier explained that there were six policies associated with this resolution. She noted that these policies must be reviewed and/or revised and reapproved from time to time. City Attorney Tommy Gunn read the resolution aloud and in its entirety, including details of each of the six policies. On a motion made by Councilwoman Cynthia Adams and seconded by Councilman Troy Pierce, council members unanimously voted to approve the resolution.

Concerning the discussion and possible action to approve an update to the City’s procurement policies to ensure compliance with federal regulations in accordance with CDBG-DR Imelda program requirements, City Attorney Tommy Gunn read the addendum aloud and in its entirety. On a motion made by Councilman Joey Vance and seconded by Councilman Greg Willis, council members unanimously voted to approve the addendum to the City’s procurement policies.

Regarding the Certification of the 2023 Current Assessed Tax Roll (Agenda Item 9) and the Certification of the 2023 Delinquent Tax Roll (Agenda Item 10), City Secretary Debbie Cormier requested that these two items be discussed and approved together. Ms. Cormier explained that this information was provided annually by Karen Fisher, the Orange County Tax Assessor‑Collector. She noted that property tax collections were recorded by fiscal year. She stated that Mrs. Fisher sent these reports for council members’ approval after closing out one fiscal year and starting a new fiscal year. Ms. Cormier advised that the Delinquent report was broken down by amounts owed for each tax year since 1996. On a motion made by Councilman Joey Vance and seconded by Mayor Pro Tem J. Michael Shahan, council members unanimously voted to approve the Certification of the 2023 Current Assess Tax Roll and the Certification of the 2023 Delinquent Tax Roll.

Under the Announcements, Comments, and Requests from Council, Ms. Cormier advised that the annual Christmas party had been cancelled due to City Administrator Jerry Hood’s family member’s medical issues. She stated that it might be rescheduled after the new year.

There being no further business to transact, Mayor McClendon adjourned this meeting at 6:30p.m.

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City Secretary