

MINUTES

A regular meeting of the City Council of the City of Pinehurst was held on August 13, 2024, 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. Mayor Sarah McClendon called the meeting to order and established a quorum. Councilwoman Cynthia Adams gave the invocation followed by the reciting of the United States and Texas Pledges of Allegiance, led by Mayor Pro-Tem J. Michael Shahan. The following business was transacted.

On a motion made by Councilwoman Cynthia Adams and seconded by Councilman Greg Willis, council members unanimously voted to approve the minutes of the Regular Session of July 9, 2024 and the Special Session of August 5, 2024.

Council members reviewed the Budgeted Expenditures for June 2024. City Secretary Debbie Cormier began the financial report by noting that there were no new capital outlays in June. She continued by saying that General Fund YTD revenue as of June 2024 exceeded June 2023 General Fund YTD revenue by about \$117,500. She stated that the 2023 YTD revenue in the Garbage Fund was still ahead of 2024 YTD revenue by about \$13,600 due to the temporary dumpster rentals in 2023. She advised that the 2024 YTD revenue in the Water/Sewer Fund appeared to be very far behind the previous year; however, she explained that once all one-time events were removed from the equation, 2024 Water/Sewer YTD revenue actually exceeded the 2023 figure by slightly more than \$23,000. She noted that the current year Debt Service YTD revenue exceeded the prior year by almost \$12,000. Overall, she advised that 2024 YTD revenue exceeded 2023 YTD revenue by about \$139,000, with one-time events removed. Ms. Cormier proceeded by saying that YTD revenue exceeded YTD expenditures in the General Fund by more than \$280,000. She noted that YTD revenue exceeded YTD expenditures in the Garbage Fund by almost \$43,000. She reported that YTD expenditures exceeded revenue in the Water/Sewer Fund by about \$86,000. She stated that YTD revenue exceeded YTD expenditures in the Debt Service Fund by approximately \$5,000. Overall, she advised that YTD revenue surpassed YTD expenditures by almost \$242,000. Ms. Cormier summarized by saying that the city had 7.51 months of cash reserves in May 2024 and 7.44 months of cash reserves in June 2024.

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

On consideration of approving an application submitted by Raychell King and Corey Rodgers to place a manufactured home on property located at 3636 Nightingale Street, Code Enforcement Official Leonard Roff reported that Mr. Rodgers currently owned the home on that property but stated that it was in bad shape. He called attention to the photographs that were included in council member packets. Mr. Roff advised that the couple planned to purchase a new double-wide manufactured home. He stated that Ms. King & Mr. Rodgers wanted to demolish the old home and place the double-wide manufactured home on the property. He noted that it would be a big improvement over the existing home. Mr. Roff reviewed drawings of the placement of the manufactured home and stated that it was within required guidelines from the neighboring property lines. He stated that he had sent out 14 letters to area property owners. He noted that he had 12 returns with 11 approvals and 1 disapproval. On a motion made by Councilman Joey Vance and

seconded by Mayor Pro-Tem J. Michael Shahan, council members unanimously voted to approve the application for placement of the manufactured home.

City Administrator Jerry Hood reported that department heads would be coming to future council meetings to give departmental reports to council members.

Mr. Hood reported that Hurricane Beryl had caused some roof damage to the Fire Department. He stated that he had met with the adjustor and was still awaiting the report.

Mr. Hood advised that the \$300,000 resiliency grant for codification of ordinances had been moved up for final approval.

Mr. Hood reported that Pinehurst was currently at a 59.5% low-to-moderate income level. He explained that this classification was used when determining eligibility for many grants. He stated that this percentage would be used for five years and would increase the city's chances of receiving grant funds.

Mr. Hood reported that the Tyler system had been installed for police dispatching. He noted that the system was quite expensive but stated that ARPA funds had been used to pay for the system. He advised that this system would speed up the process and improve safety for the police officers.

Mr. Hood reported that the new Ford Explorer Police Unit would be ready in one to two months. He stated that all the equipment packages were being installed by Silsbee Ford prior to delivery.

Mr. Hood advised that the city had hired a K-9 officer, Justin Brown. He noted that Mr. Brown had already been an asset to area cities.

Mr. Hood commended Pinehurst resident and former Pinehurst police officer Josh Lockett for assisting Chief Stephen Stroud with credentialling of officers.

Mr. Hood advised that Chief Stroud would be updating the city's website.

Mr. Hood informed council members that city crews would be searching for street light outages and reporting those to Entergy for repair.

Mr. Hood reported that he would be working toward revamping the employee award program.

Mr. Hood explained that Pinehurst was almost at the bottom of the list for the FY25-26 CDBG grant. He noted that chances were slim for an award of that grant. He advised that the city was going to apply anyway and try to obtain auto-read water meters, if successful.

Police Chief Stephen Stroud introduced new officers Justin Brown, Brandon Gilley, and K-9 Marshall. He noted that Officer Brown had already seized one vehicle. Both Mr. Brown and Mr. Gilley previously worked with Precinct Four in Newton County. Chief Stroud advised that one more officer, Charles Forsythe, would be joining the force soon.

Chief Stroud announced that the city would be conducting a warrant roundup on August 15. He noted that officers from Vidor, West Orange, and Orange County would be participating in the warrant roundup.

Fleet Services Manager Greg May reported that the Water/Sewer department had replaced six water lines in the last month. He stated that the city was trying to bore under the roads, when possible, in order to keep the roadway intact. He noted that the boring was contracted because the city did not have a machine for that purpose. Mr. May advised that two of the three water towers had been drained, inspected, and cleaned recently. Lastly, he stated that Water/Sewer employees had installed a new water service on Pheasant Street for City Administrator Jerry Hood's new home.

Mr. May reported that the Street department employees had restriped the parking lot at City Hall. He advised that crews had also been working on the police department evidence room at City Hall.

Mr. May reported that employees were getting ready to do another online auction of surplus equipment soon.

Mr. May reported that the generator for the sewer plant would arrive on August 14.

Mr. May finished by saying that the city would be renting a lift in order to power wash the top of City Hall.

Regarding the discussion and possible action to approve a contract with the Pinehurst Police Officers Association for Fiscal Year 2024-2025, pending the approval of the Police Department salary adjustments listed in the FY2024-2025 Proposed Budget, City Administrator Jerry Hood advised that he and Councilman Troy Pierce and Councilman Greg Willis had met with the union president and the TMPA representative. The union wanted a two-year contract with an \$8,000 increase over the two years and an increase in top pay to \$32.00 per hour. In addition, they requested two additional holidays and wanted officers to receive 12 hours for holiday pay, whether they worked or not. The union also requested an increase in the boot allowance and an increase for non-uniform officers' clothing allowance. Lastly, they requested \$75 per month for clothing cleaning allowance. Mr. Hood explained that he did not present a contract at this meeting because he wanted to get council members' list of approved items and then document those changes, along with the union president, in the updated contract. He stated that a written contract would be presented at the next council meeting in September. Mr. Hood reminded council members that there were police department adjustments included in the proposed budget that had been submitted to them earlier this month. He noted that patrol officers would be adjusted from \$28.40 per hour to \$30.50 per hour. He advised that the Lieutenant pay would be increased to \$32.50 according to the proposed budget. Regarding the requested additional holidays, Mr. Hood said that Martin Luther King Day and either the employee's birthday or anniversary date were recommended. He informed council members that the additional holidays would apply citywide, not just to the police department employees. A \$50 increase in the boot allowance was requested. An increase of \$100 was recommended for the non-uniform Lt./Investigator. Mr. Hood said that the city asked for the 12 hours holiday pay for those not working and the clothing cleaning allowance to be removed from the union's requests. Mr. Hood advised that he felt like the aforementioned changes were

manageable and sustainable. On a motion made by Councilman Joey Vance and seconded by Councilman Troy Pierce, council members unanimously voted to approve those changes recommended by the committee members.

On consideration of approving changes to the Organizational Chart, City Administrator Jerry Hood reviewed the changes. He pointed out that Code Enforcement would be reporting to the Police Chief and the City Secretary and staff would be reporting to the City Administrator. On a motion made by Mayor Pro-Tem J. Michael Shahan and seconded by Councilwoman Cynthia Adams, council members unanimously voted to approve the changes to the organizational chart.

On consideration and possible action to approve a contract for management services to Gary R. Traylor & Associates, Inc., for execution of Contract No. CDV23-0265 between the City of Pinhurst and the Texas Department of Agriculture (TDA) regarding the 2024 Texas Community Development Block Grant Program for water improvements, City Administrator Jerry Hood advised that this grant was for pipe bursting on 40th and 41st streets. He stated this was a \$500,000 grant. On a motion made by Councilman Troy Pierce and seconded by Councilman Greg Willis, council members unanimously voted to approve the contract.

Under the announcements, comments, & requests from Council section of this agenda, City Secretary Debbie Cormier announced that the vote for the budget and the vote for the property tax rate would be held at the September 10, 2024 meeting. She noted that the meeting would be held in the Councilroom and would begin at 6:00pm.

There being no further business to transact, Mayor McClendon adjourned this meeting at 6:40pm.


City Secretary


Mayor