

## MINUTES

A regular meeting of the City Council of the City of Pinehurst was held on October 8, 2024, at 6:00p.m. at Pinehurst City Hall Council Room. The following council members were present: Sarah McClendon, J. Michael Shahan, Joey Vance, Troy Pierce, and Greg Willis. Councilwoman Cynthia Adams was absent. Mayor Sarah McClendon called the meeting to order and established a quorum. Councilman Greg Willis 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 Mayor Pro-Tem J. Michael Shahan and seconded by Councilman Greg Willis, council members unanimously vote to approve the minutes of the Regular Session of September 10, 2024.

Council members reviewed the Budgeted Expenditures for August 2024. City Secretary Debbie Cormier began the financial report by noting that there was one capital outlay in August 2024. She advised that a 30 x 30 carport was purchased with ARPA funds and installed at the Operations & Maintenance yard. She continued by saying that year to date (YTD) revenue as of August 2024 exceeded YTD revenue from August 2023 in the General Fund by \$217,494. She informed council members that the Garbage fund YTD revenue had fallen short of the prior year by slightly more than \$18,000. Ms. Cormier noted that the Water/Sewer revenue for 2024 YTD appeared to be substantially lower than 2023 YTD revenue. However, she advised with grant funds removed from the equation, 2024 YTD was actually leading by \$36,993. She reported that the Debt Service Fund revenue exceeded the prior year by \$10,591. Overall, she stated that August 2024 YTD revenue exceeded August 2023 YTD revenue by \$246,960 when all grant funds were disregarded. Ms. Cormier went on to say that YTD revenue exceeded YTD expenditures in the General Fund by \$240,532 and in the Garbage Fund by slightly more than \$50,000. She reported that YTD expenditures exceeded YTD revenue in the Water/Sewer Fund by \$67,362 and in the Debt Service Fund by \$845. Overall, she advised that YTD revenue exceeded YTD expenses by \$244,362. Regarding months of cash reserves, Ms. Cormier stated that each fund reflected slight gains. She noted that cash reserves in July 2024 were 7.34 months and 7.44 months in August 2024, a minor 0.10 gain. Council members had no questions regarding this financial report.

Mr. Lee Hays of 4015 Whippoorwill addressed council members regarding tree trimming. He stated that he was amazed that there were no permits required for tree trimming. He recommended a \$100 permit fee for planting sod or tree trimming. He stated the permit would keep Code Enforcement informed of contractors working within the City. In addition, he stated that it would protect senior citizens that might otherwise be taken advantage of by contractors.

Tabitha Brooks of 904 Cooper Street addressed council members regarding the procedure for viewing body camera footage from a traffic stop. Mrs. Brooks stated that she felt like her rights had been violated and the situation was handled wrong. She advised that she and her husband would like to see the video. Mrs. Brooks asked what she needed to do in order to take the next step in this situation. Mayor McClendon instructed her to speak with the City Secretary in order to be placed on the next agenda.

City Administrator Jerry Hood reported that the Ford Explorer police unit had been received. He stated that the department was awaiting the arrival of an antenna cable to connect the radar and the application of the graphics prior to the vehicle being placed in service.

Mr. Hood reported that the City had experienced numerous water leaks due to lack of rain and ground shifting. He noted that those leaks were expensive to repair and stated that was part of the reason for the increased expenses in the Water/Sewer Fund, as reported earlier.

Mr. Hood reported that crews were targeting key areas of the City for mowing. He noted that West Park near Camelot Apartments had been mowed recently.

Mr. Hood reported that the digging crew was waiting for a line locate, then they would be continuing on 40<sup>th</sup> Street. He stated that the crew would be hitting key areas of the City first.

Mr. Hood reported that the installation of the new Wastewater facility generator would begin in about two weeks. He noted that this was the only backup for that facility.

Mr. Hood reported that the City was preparing for another surplus equipment auction. He stated that it would be discussed in more detail at the next meeting.

Mr. Hood reported that the employee/council Christmas party was tentatively scheduled for December 20<sup>th</sup>.

Lastly, Mr. Hood reported that he would be leaving the following day for Arizona and would be gone for a week and a half. He stated that he finished his master's degree and would be going to Arizona to accept that honor. He noted that Police Chief Stroud would handle anything urgent that may occur.

Regarding the final approval of the Police Contract, City Administrator Jerry Hood briefly reviewed the items already agreed upon and changes in the contract. He noted that those changes included:

Changes in wages on page 9 of the contract and restructuring of the police salary scale

An increase in the Lieutenant salary

\$200 for boots, an increase of \$50

\$600 clothing allowance for the lieutenant, and increase of \$100

The addition of Martin Luther King Jr. holiday

The addition of a birthday or anniversary holiday

Again, Mr. Hood remarked that the contract had already been approved by Council and stated this was simply to view the final copy of the contract, as amended.

At 6:18p.m., council members convened in a closed session pursuant to the Texas Local Government Code, Section 551.074, Personnel Matters to conduct

- a. Performance Evaluation of Municipal Court Judge Derry Dunn
- b. Performance Evaluation of City Attorney Tommy Gunn

- c. Discussion concerning the pending retirement of City Secretary Debbie Cormier
- d. Discussion of appointing Michele Andreu as interim City Secretary and replacement for Ms. Cormier upon her retirement in December 2024
- e. Discussion on Dylan Johnson's appeal of employment termination

At 7:02p.m., council members reconvened in an open session.

Regarding the Performance Evaluation of Municipal Court Judge Derry Dunn, Councilman Greg Willis made a motion to accept the evaluation. Mayor Pro-Tem J. Michael Shahan seconded the motion, and the motion unanimously passed.

Regarding the Performance Evaluation of City Attorney Tommy Gunn, Mayor Pro-Tem J. Michael Shahan made a motion to accept the evaluation. Councilman Troy Pierce seconded the motion, and the motion unanimously passed.


On consideration of accepting the retirement of City Secretary Debbie Cormier, Councilman Joey Vance made a motion to accept. Councilman Troy Pierce seconded the motion, and the motion unanimously passed.

On consideration of appointing Michele Andreu as Interim City Secretary and replacement for Ms. Cormier upon her retirement in December 2024 and approval of the corresponding resolution, City Attorney Tommy Gunn read the resolution aloud and in its entirety. Councilman Joey Vance made a motion to appoint Mrs. Andreu and approve the resolution. Councilman Troy Pierce seconded the motion, and the motion unanimously passed.

Regarding the discussion on Dylan Johnson's appeal of employment termination, Mayor Sarah McClendon advised that there was no action taken.

There were no announcements, comments, or requests from Council.

There being no further business to transact, Councilman Greg Willis made a motion to adjourn. Mayor Pro-Tem J. Michael Shahan seconded the motion, and the motion unanimously passed. Mayor Sarah McClendon adjourned the meeting at 7:07pm.

  
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City Secretary

  
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Mayor

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## **CERTIFIED AGENDA OF CLOSED EXECUTIVE SESSION**

Meeting of Oct. 8, 2024.

- I. The presiding officer announced at the beginning of the executive or closed session:

"The City Council on Oct. 8, 2024, beginning at 6:19 p.m., convened in a closed or executive session in accordance with the Texas Open Meetings Act."

- II. Subjects discussed in the session closed to the public:

1. Evaluation of Judge Dunn
2. Evaluation of Tommy Gunn
3. Retirement of City Secretary
4. Appointing Michele Andrew as City Secretary
5. Dylan Johnson's Appeal

- III. The presiding officer announced at the end of the executive or closed session: "The City Council ended its closed or executive session at 7:02 p.m. on Oct. 8, 2024."

- IV. Record of further action taken, if any, on above items in subsequent open session:

- Subject No. 1. Good Evaluation of Deery Dunn
- Subject No. 2. Good Evaluation of Tommy Gunn
- Subject No. 3. Accepted Retirement of Debbie Cornien
- Subject No. 4. Appointed Michele Andrew as City Secretary
- Subject No. 5. No Action Taken on Dylan Johnson Appeal

- V. Certification by presiding officer:

I hereby certify that the foregoing is a true and correct record of the proceedings on the above date.

