

## M I N U T E S

A regular meeting of the City Council of the City of Pinehurst was held on December 9, 2025, at 6:00p.m. at Pinehurst City Hall Council Room. The following council members were present: Cynthia Adams, J. Michael Shahan, Joey Vance, Troy Pierce, and Greg Willis. Mayor Sarah McClendon was absent. Mayor Pro-Tem J. Michael Shahan 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. The following business was transacted.

On a motion made by Councilwoman Cynthia Adams and seconded by Councilman Troy Pierce, council members unanimously voted to approve the minutes of the regular session on November 4, 2025.

Justin Meyer with Traylor & Associates gave a presentation on the City of Pinehurst grant applications and grant funded projects.

On considering awarding a construction contract in the amount of \$271,712.00 per the engineer's recommendation, to the lower bidder CZ Construction for the city's CDBG grant #CDV23-0265 to complete sewer improvements, a motion was made by Councilman Joey Vance to award the contract to CZ Construction in the amount of \$271,712.00 and seconded by Councilman Troy Pierce and the motion unanimously carried.

On considering authorization of the City Administrator to proceed forward with the TDA CDBG CDV23-0265 contract with additional design to extend from 40<sup>th</sup> Street from Sparrow Street to Highway 90, procurement of a second construction contract for sewer line improvements to utilize the remaining grant funds, a motion was made by Councilman Joey Vance to authorize the City Administrator to proceed forward with the TDA CDBG CDV23-0265 contract with additional design to extend from 40<sup>th</sup> Street from Sparrow Street to Highway 90, procurement of a second construction contract for sewer line improvements to utilize the remaining grant funds. Councilman Troy Pierce seconded the motion and the motion unanimously carried.

The adoption of the resolution regarding the civil rights policies for the GLO Community Development Block Grant – Disaster Recovery Reallocation Program (CDBG-DRRP) Program, Application DRRP-252-1336 & Application DRRP-252-1337. City Attorney, Tommy Gunn read the resolution in its entirety. Mayor Pro-Tem J. Michael Shahan made the motion and all council voted by saying aye.

On considering approving the resolution designating authorized signatories for contractual and financial documents pertaining to the GLO Community Development Block Grant – Disaster Recovery Reallocation Program (CDBG-DRRP) Program, Application DRRP-252-1336 & Application DRRP-252-1337, City Attorney, Tommy Gunn read the resolution in its entirety. Councilwoman Cynthia Adams made a motion to approve the resolution and Councilman Joey Vance seconded the motion and the motion unanimously carried.

The adoption of the resolution regarding the civil rights policies for the GLO Community Development Block Grant – Resilient Communities Program (RCP), Application RCP-100395,

City Attorney, Tommy Gunn read the resolution in its entirety. Councilman Joey Vance made a motion to approve the resolution and Councilman Greg Willis seconded the motion and the motion unanimously carried.

On considering approving the resolution designating authorized signatories for contractual and financial documents pertaining to the GLO Community Development Block Grant – Resilient Communities Program (RCP), Application RCP-100395. Councilman Joey Vance made a motion to approve the resolution and Councilwoman Cynthia Adams seconded the motion and the motion unanimously carried.

On considering approving an application by Susan Peveto to place a manufactured home on property located at 3621 Lark, Mr. Good, Code Enforcement explained Mr. and Mrs. Peveto would like to put a mobile home on the backside of the property. Mr. Good stated he has explained they will need to meet all the requirements once it is moved in skirting, etc. Mr. Good also stated that this mobile home is for a family member and will not become rental property. Mayor Pro-Tem J. Michael Shahan made the motion to approve a manufactured home at 3621 Lark and all council voted by saying aye.

On considering approving a minor plat for 1.038 acres of land into four lots. Lot 1, Lot 2, Lot 3, and Lot 4 in the Theron strong survey, abstract no. 26 and authorize signatories, Mr. Good stated that the owner would like to split the 4 acres into lots and this is located at 35<sup>th</sup> and Redbird. Councilman Joey Vance made a motion to approve the minor plat for 1.038 acres of land into four lots. Councilman Greg Willis seconded the motion and the motion unanimously carried.

On considering Budget Amendments FY 2025-2026, Mr. Hood explained that this is needed to move money from the Police Department budget and back to the City Administrator budget. Councilman Joey Vance made a motion to approve the budget amendments, Councilwoman Cynthia Adams seconded the motion and the motion unanimously carried.

On considering the adoption of a resolution for approval and authorization with Master Lease Purchase Agreement for the city administrator to sign on behalf of the city, Mr. Hood explained that a few meetings ago we gained approval to seek funding for a fire truck for the Fire Department. Mr. Hood stated that Governmental capital is the source we have reached out to and secured funding, the agency is also where the Gradall is financed. This resolution gives the City Administrator the authority to sign any documents on behalf of the city. The first payment will not be due until January 2027. City Attorney, Tommy Gunn read the resolution in its entirety. A motion was made by Councilman Joey Vance to approve the authorization with Master Lease Purchase Agreement for the city administrator to sign on behalf of the city. Councilman Troy Pierce seconded the motion and the motion unanimously carried.

On the City Administrators report Mr. Hood stated the water department has been working very hard to keep up with the leaks and some of these were caused by contractors. The Police Department has been very proactive in the community. The Annual Audit was the week of December 5, 2025, and that report should be presented in January 2026. Mr. Hood also stated that the Country Christmas will be December 11, 2025, and looking forward to the first event.

On discussion regarding residency for appointed positions Councilman Troy Pierce stated he would just like everyone to read over the handout for what the advantages and the disadvantages would be to having appointed positions living within the City.

On discussion regarding job descriptions and job requirements Councilman Troy Pierce stated that he would like to see job descriptions and would like to know that employees are qualified for the positions they are in. Councilman Pierce stated that he would like the City Administrator to find a 3<sup>rd</sup> party to look at job classifications and do a comprehensive review on them. Councilman Pierce also stated that the 3<sup>rd</sup> party would recommend if changes needed to be made and they would recommend industry standards concerning education and work experience. Councilman Pierce stated he never wants to be put in the position again that an employee cannot be defended whether said employee is qualified for their job.

At 7.05 p.m. council members convened in a closed meeting pursuant to the Texas Local Government Code Section 551.074, Personnel Matters to interview for the Chief of Police position.

At 7:51 p.m., council members reconvened in open session. The interview of Chief of Police, Councilman Troy Pierce made a motion to appoint Jason Hollyfield as Chief of Police with a salary of \$70,720 with benefits. Councilman Joey Vance seconded the motion and the motion unanimously carried.

There being no further business to transact, Councilman Greg Willis made a motion to adjourn, and Councilwoman Cynthia Adams seconded the motion and the unanimously carried. Mayor Pro-Tem J. Michael Shahan adjourned the meeting.

p.m.

  
Sarah McFadden  
Mayor  
Michaela Adams  
City Secretary