

**M I N U T E S**

A regular meeting of the City Council of the City of Pinehurst was held on April 9, 2019 at 6:00 p.m. in the City Hall. A quorum having been established, Mayor Joseph L. Runnels called the meeting to order with the following council members present: John Zerko, T.W. Permenter, Dan Mohon, Sarah McClendon, and Cynthia Adams. The following business was transacted.

On a motion made by Councilwoman Sarah McClendon and seconded by Councilwoman Cynthia Adams, council members unanimously voted to approve the minutes of the Regular Session held on March 12, 2019.

At this time, council members reviewed the budgeted expenditures for February 2019. City Secretary Debbie Cormier noted that there were no capital outlays for February 2019. Ms. Cormier noted that the property tax revenues were running substantially behind the February 2018 figure. She reminded council members that they had voted not to raise property taxes as much as would have been needed to bring in the same amount of revenue as the previous year. She cited the 2018-2019 budget statement which indicated that property tax revenues would be less than the prior year by approximately \$25,000. She explained that the property tax revenues reflected a \$36,000 deficit but the sales tax revenues revealed an increase of \$37,000. She pointed out that the Municipal Court Fines were still behind by slightly more than \$11,000. Ms. Cormier commented that the Miscellaneous Income showed a shortfall of \$72,000. She noted that this was due to insurance proceeds from Tropical Storm Harvey in the prior year. She summarized the General Fund revenues by stating that there was a \$44,000 deficit, all due to Tropical Storm Harvey. She remarked that the Garbage Fund was running approximately \$21,000 ahead of the previous year. In contrast, she advised that the Water & Sewer Fund revenues were running about \$13,500 behind of the prior year. She again called attention to the Miscellaneous Income line of the report and stated that the deficit was explained by Tropical Storm Harvey insurance proceeds during 2018. She concluded the Income Comparison by saying that overall, the revenues for February 2019 were about \$36,000 less than February 2018. Ms. Cormier advised that year-to-date revenues exceeded year-to-date expenditures in the General Fund by slightly more than \$200,000. She reported that YTD revenues exceeded YTD expenditures in the Garbage Fund by \$30,000+. She explained that the expenditures exceeded the revenues in the Water & Sewer Fund but stated that some expensive equipment repairs had been required in recent months. She informed that the overall revenues exceeded overall expenditures by \$207,000+. Lastly, she reported that the total reserves increased by ¼ of a month from January 2019 to February 2019.

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

Public Works Director John Toney reported that the City held its Spring Cleanup on Saturday, April 6. He noted that they collected 50-60 yards of debris. He stated that participation had fallen off in the last few years and attributed it to the twice a month bulk pickup by Republic Services. He advised that the City would be considering repurposing the Spring Cleanup in the future. Mr. Toney thanked Eagle Scout Bryce McCallister for the benches and trash can holders that he constructed for West Park. In addition, Mr. Toney thanked the Kiwanis Club for donating a special needs swing for West Park. He informed that he was obtaining bids for

fencing at the proposed dog park. Lastly, he reported that Saturday, April 13 from 9 a.m. - noon would be the annual Shred It & Forget It event in conjunction with Sabine Federal Credit Union.

Water/Wastewater Field Supervisor Charles Spain reported that the gearbox and motor on the Clarifier had to be repaired. He advised that some infiltration issues had been repaired on Hardin Circle and 33<sup>rd</sup> Street. He noted that the \$275,000 CDBG grant for the upcoming trunk line construction to the 34<sup>th</sup> Street lift station would also help the inflow and infiltration issues.

Fire Chief Shon Branham reported that one of his firefighters had already completed the Firefighter 1 program. He noted that a second department member would be completing the program by the end of the year. Chief Branham commented that he would be picking up the boat on April 15. He stated that the department had received a grant from the TPC Group for \$200. He informed that the department had conducted a Fill-a-Boot event and raised \$920 for the meeting room construction. He advised that there were 52 calls in January, 42 calls in February, and 47 calls in March. Chief Branham recognized volunteer Nevelyn Foshee who was the recipient of the EMT of the year award from the Vinton, Louisiana VFW 9854.

Police Chief Fred Hanauer reported that his department had received its ticket writers and radios procured with grant funds. He stated that the tickets would be uploaded to the court system in the future instead of the current manual entry. He noted that he would be pursuing more grants. Chief Hanauer announced that the Cops-N-Kids Picnic would be held on Friday, June 7 from 10:00 a.m. – 2:00 p.m. at Claiborne West Park.

Code Enforcement Officer Harry Vine advised that his department had issued 117 permits since October 2018 for total revenue of \$4,948.25. He stated that the City had mowed 16 abandoned properties. He noted that some of those property owners had been billed for the mowing and the City should receive some reimbursements.

On consideration of approving an application submitted by David Zerko to place a manufactured home on property owned by Sarah McClendon at 3502 Peacock, Harry Vine stated that Mr. Zerko had met all of the City's requirements for placement. He advised that the home was manufactured by Clayton Homes and was 1568 sq. ft. He noted that the appraised insurance value of the home was slightly more than \$100,000. Mr. Vine informed that he sent out 18 consent letters to property owners within 200 feet. Of those, 4 were returned undeliverable and 14 were verified as received. He stated that 10 of the consent letters were returned with 5 consenting and 5 opposing the placement of the home. Mr. Vine explained that he had reviewed the appraised value of all structures for the 18 letters he had mailed to adjacent property owners. He noted that the average appraised value for those structures was \$42,291. He stated that Mr. Zerko's home would be a good addition to the area. Mr. Vine recommended approval of the placement of the manufactured home. On a motion made by Councilman Dan Mohon and seconded by Councilwoman Cynthia Adams, council members unanimously voted (3/0) to approve the placement of the manufactured home. It should be noted that Councilwoman Sarah McClendon and Councilman John Zerko were required to abstain from the vote due to their relationship to the applicant.

On consideration of approving a Local Option Homestead Exemption; a 65 or Older Exemption; and a Disabled Exemption for Tax Year 2019, City Secretary Debbie Cormier called attention to the third page of the accompanying handout from the Orange County Tax Assessor-Collector. She stated that the document contained taxing information for every taxing entity in Orange County. She noted that the City of Pinehurst had given a 20% Homestead Exemption in previous years. In addition, she advised that Pinehurst had allowed a \$10,000 exemption for 65 or Older and Disabled Exemptions in prior years. Ms. Cormier reminded council members of the anticipated \$25,000 property tax deficit expected for the current year and stated that increasing any of these exemptions could increase that deficit for future years. She recommended leaving all exemptions "as is." On a motion made by Councilman Dan Mohon and seconded by Councilman T.W. Permenter, council members unanimously voted to make no changes to the current exemptions.

City Attorney Tommy Gunn read aloud and in its entirety a Proclamation declaring April 2019 as Sexual Assault Awareness Month. Mayor Runnels presented the Proclamation to Carol Duhon of the Rape & Suicide Crisis Center.

City Attorney Tommy Gunn read aloud and in its entirety a Proclamation declaring April 7-13, 2019 as Crime Victims' Rights Week. No representative of Jefferson County Victims' Assistance Center was present at this meeting. Ms. Cormier advised that she would mail the Proclamation.

On consideration of starting the procurement process for an Administrator for the FAST (Fire, Ambulances, & Services Truck) Fund, City Administrator Robbie Hood advised that there was potentially \$8 million available for non-entitlement cities with population of less than 50,000. He noted that this would be a competitive grant for fire department apparatus. He stated that he was asking for authorization from Council for him to move forward in the procurement process of a grant administrator to assist with the grant application for funding. On a motion made by Councilwoman Sarah McClendon and seconded by Councilman T.W. Permenter, council members unanimously voted to authorize Mr. Hood to begin the procurement process for a grant administrator.

On consideration of appointing a rating committee for the FAST Fund, City Administrator Robbie Hood explained that the rules for appointing a rating committee stated that the committee must have two administrative personnel and an elected member of the Council. He requested that he, City Secretary Debbie Cormier, a Council member, and the Fire Chief be members of the committee. Councilman T.W. Permenter volunteered to be the elected member from the Council.

At 6:56 p.m., council members convened in a closed executive session to conduct the annual evaluation of City Administrator Robbie Hood.

Council members reconvened in open session at 7:06 p.m. Councilman Dan Mohon informed that he would like to remove the words "possible action" from this agenda item in the future. He advised that there was a consensus among council members that Robbie Hood would be the City Administrator until he decided to retire. Councilman Mohon made the motion as a positive

evaluation of Mr. Hood’s performance. Councilman T.W. Permenter seconded the motion and the motion unanimously passed.

Under the announcements, comments, and requests from Council, Robbie Hood commented that Southeast Texas Regional Planning Commission would be conducting a Hazardous Waste and Scrap Tire Collection Event at the Silsbee High School parking lot on April 27 from 8:00 a.m. - 1:00 p.m. Mr. Hood went on to say that Orange County Disaster Rebuild, in conjunction with Tuffy’s Eatery, would be hosting a Cajun Chicken Fund Raiser for Tropical Storm Harvey Victims on April 25. He advised that all proceeds would go towards assisting individuals and families with unmet needs from Tropical Storm Harvey. Next, Mr. Hood recognized Mayor Runnels for his 50 year membership in Kappa Alpha Fraternity. He noted that Mayor Runnels had attended Sam Houston State University in Huntsville and had recently received an award for his lengthy membership in the fraternity. Lastly, Mr. Hood informed that all of the City Managers in the area met monthly to discuss city problems and potential solutions. He stated that Pinehurst would host the meeting in May and would showcase how far the cities had come since Tropical Storm Harvey.

There being no further business to transact, Councilwoman Cynthia Adams made a motion to adjourn. Councilwoman Sarah McClendon seconded the motion and the motion unanimously passed. Mayor Runnels adjourned the meeting at 7:15p.m.

/s/ Joseph L. Runnels  
Mayor

/s/ Debbie Cormier  
City Secretary