

**MINUTES**

A regular meeting of the City Council of the City of Pinehurst was held on June 11, 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, and Cynthia Adams. Councilwoman Sarah McClendon was absent. The following business was transacted.

On a motion made by Councilman Dan Mohon and seconded by Councilman T.W. Permenter, council members unanimously voted to approve the minutes of the Regular Session of May 14, 2019 and the Special Session of May 23, 2019.

At this time, council members reviewed the budgeted expenditures of April 2019. City Secretary Debbie Cormier remarked that there were no capital expenditures for the month of April 2019. Moving on to the Income Comparison Report, she stated that property tax revenue was behind the April 2018 figure by slightly more than \$42,000. She then commented that the sales tax revenue was ahead of April 2018 by about \$43,000. She noted that permit fees and court fines were still running a little less than the 2018 figures. She mentioned the large deficit in the miscellaneous income line but again attributed the difference to Hurricane Harvey insurance reimbursements in 2018. Overall, she advised that the General Fund Revenues were about \$25,000 behind the previous year but stated that was an improvement over the March figure which reflected a \$59,000 deficit. Ms. Cormier informed that the Garbage Fund, Water & Sewer Fund, and the Debt Service Fund were all ahead of April 2018. All funds combined, she noted that the City was ahead of the previous year to date (YTD) by \$2,597 as compared to last month's deficit of \$31,000. When comparing YTD actual revenues versus YTD actual expenses, she stated that revenues exceeded expenditures in all funds except the Water & Sewer Fund which reflected a \$4,000 deficit as opposed to last month's \$6,000 deficit. Ms. Cormier summarized by saying that the City had 6.5 months of reserves in March and now had 6.45 months of reserves in April, virtually unchanged.

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

Under the Department Head Reports section of this agenda, Water/Wastewater Field Supervisor Charles Spain explained that his department had changed chemicals in an effort to reduce red water. Mr. Spain advised that Texas Commission on Environmental Quality (TCEQ) required that all water systems flush dead-end mains at least once per month. He noted that this flushing of the system also helped to eliminate discoloration in the water.

Public Works Director John Toney reported that a high school class reunion had been held at West Park. He advised that the Street Department had been cleaning ditches in some of the problem areas of the City in an effort to improve drainage. He stated that citizens on 41<sup>st</sup> Street noticed the difference and were pleased with the improved flow of water. Lastly, Mr. Toney informed that the Animal Shelter was empty. He noted that he had adopted out the last dog earlier this day. City Administrator Robbie Hood advised that work would soon begin on the dog park at the corner of 33<sup>rd</sup> Street and Park Avenue.

Code Enforcement Officer Harry Vine reported that the vacant lots that the City maintained were mowed on May 20. He stated that he had sent out dozens of letters to property owners about maintaining their properties. He advised that his department had issued 186 permits since the beginning of the fiscal year for total revenue of \$6,396. Mr. Vine informed that the Texas legislature had changed a few things and as of May 22 cities could no longer ask a residential homeowner how much their new house or an improvement to an existing house cost. He noted that permits were based on dollar values but would have to be changed. He stated that Code Enforcement/Building Officials from all over the area would be meeting later in the week to determine a new method of calculation for permits. He advised that the new method would probably be to charge by square footage. Mr. Vine informed that another new problem was that the Texas legislature did away with the Texas State Board of Plumbing Examiners which conducted all of the testing and licensing of plumbers.

Fire Chief Shon Branham reported that the Pinehurst Volunteer Fire Department would be hosting the county association meeting in July. He stated that they would be conducting a PowerPoint presentation on stove fires. He commented that firefighters had started re-painting the Fire Department. He informed that the air conditioning units at the Fire Department had been replaced. Chief Branham advised that three of four grants had been submitted and that they were in the process of submitting the fourth grant. He reported that the boat obtained earlier in the year would soon be in service. Chief Branham stated that annual CPR recertification was recently completed for Fire Department members. He commented that there were 47 calls in March, 44 calls in April, and 52 calls in May.

Police Chief Fred Hanauer reported that his department would be hosting a Humvee Familiarization Course on June 14. He stated that all area agencies were invited to attend. He explained that the course would cover maintenance and proper operation of the vehicle. Chief Hanauer informed that two police vehicles had been damaged in separate private property accidents during the last week. He noted that one of the vehicles had minimum to moderate damage and very minimal damage to the second vehicle. He advised that the Cops-N-Kids picnic had been rescheduled for June 28 from 10AM – 2PM at Claiborne West Park.

At this time, Harry Vine and Justin Trahan conducted a PowerPoint Presentation on Floodplain Management. Mr. Vine informed that he was a Certified Floodplain Manager and stated that Mr. Trahan was currently training on this subject. Mr. Vine began the presentation by discussing the National Flood Insurance Program (NFIP). He noted that this program was administered by the federal government. He stated that the NFIP was based on Base Flood Elevation (BFE) which was considered to be the computed elevation to which flood water was expected to rise during a flood event. The current Flood Insurance Rate Map of Pinehurst was shown on the screen. Mr. Vine explained that the relationship between the BFE and the elevation of the insured's structure determined the flood insurance premium. He noted that BFE in Pinehurst was recently raised to ten feet. Mr. Vine continued by saying that Pinehurst was considering adopting a Community Rating System (CRS). He advised that the CRS was a voluntary program that recognized those efforts that exceeded the minimum NFIP requirements. As a result, he stated that insurance rates were discounted to reflect the reduced flood risk. He explained that the three goals of this program were reduced flood damage to insurable property; strengthen and support the insurance aspects of NFIP; and, encourage a comprehensive approach to floodplain

management. He said that CRS classifications are rated from 9 to 1. He noted that each improved rating afforded the insured an addition 5% discount on NFIP insurance. Mr. Vine informed that the City of Pinehurst was part of a Stormwater Coalition that included most of the small cities in this area. He advised that stormwater runoff caused erosion, conveyed silt, and created bacteria that could back up into the water system. Mr. Vine offered some suggestions to help with the stormwater runoff situation. He suggested that people mulch or bag the clippings when they mowed their lawns in order to keep those grass clippings out of the storm drains. He stated that commercial properties could use retention ponds to keep stormwater from running into the storm drains. He noted that commercial construction sites should use silt fences.

Concerning the discussion and possible action to make it illegal to park on specific streets or one side of specific streets within the city limits of Pinehurst, Public Works Director John Toney advised that there was congestion of several streets due to the high volume of vehicles parking on the sides of those streets. He informed that the 3400 block of Lark Street around to the 3400 block of Heron Street posed a problem. He noted that there were no shoulders on these roads and the street was very narrow. Mr. Toney explained that there was congestion from the 3200 block of Lancelot Street around Camelot Street to West Park. He stated that there were always eight to ten cars parked on each side of Camelot Street and Lancelot Street. He noted that a fire truck or ambulance would have a hard time maneuvering down those streets if a vehicle were coming from the opposite direction. He commented that seconds count in an emergency situation. Lastly, Mr. Toney advised that a traffic problem existed from the 3500 block of Raven Street up to Harding Circle. He remarked that Raven Street was extremely narrow and sometimes vehicles had to pull to the outer sides of the street in order to pass. Fire Chief Branham noted that fire trucks required more room than normal vehicles. He advised if the fire truck were delayed in responding to a house fire, there would be a very good chance that the structure would be lost. City Administrator Robbie Hood stated that he was asking for permission to proceed with installation of no parking signs on all of these streets. On a motion made by Councilwoman Cynthia Adams and seconded by Councilman T.W. Permenter, council members unanimously voted to approve the no parking signs for the aforementioned streets. Police Chief Fred Hanauer informed that he would get with Municipal Court Judge Derry Dunn to set fine amounts and a grace period.

On consideration of accepting an Engagement Letter from Keri Michutka, CPA to perform the annual audit for the fiscal year ending September 30, 2019, City Secretary Debbie Cormier advised that Mrs. Michutka's proposal was the same as the prior year. She stated that the fee would be the same as the previous two years. She noted that Mrs. Michutka had listed an additional \$3,000 fee for a single audit, if necessary. She informed that she did not expect the City to be subject to a single audit for the 2018-2019 fiscal year but said that one would be required after receiving the Texas Department of Emergency Management and General Land Office grant monies. Ms. Cormier and City Administrator Robbie Hood recommended Mrs. Mitchuka. On a motion made by Councilman Dan Mohon and seconded by Councilwoman Cynthia Adams, council members unanimously voted to engage Mrs. Michutka to perform the annual audit for FY2018-2019.

Regarding the discussion and possible action on approving an Interlocal contract with South East Texas Regional Planning Commission (SETRPC) relating to the planning, development,

operation, and provision of 9-1-1 service and the use of 9-1-1 funds, Police Chief Fred Hanauer advised that this agreement was necessary to keep the 9-1-1 funding. He noted that SETRPC provided all of the 9-1-1 equipment and the backup generator that ran the 9-1-1 system in the event of an electrical outage. Chief Hanauer recommended approval. On a motion made by Councilwoman Cynthia Adams and seconded by Councilman T.W. Permenter, council members unanimously voted to approve the Interlocal contract with SETRPC.

Under the Announcements, Comments, and Requests from Council agenda item, City Administrator Robbie Hood announced that there would be a special council meeting on June 20 to conduct the City's first budget workshop. In addition, Mr. Hood advised that the City would be working towards online bill payments/credit card payments for utility bills. Lastly, Mr. Hood informed that the Texas legislature had voted on an Ad Valorem Property Tax Cap. He stated that they had settled on a 3.5% cap before an automatic rollback election would be required. He noted that the bill would not take effect until January 1, 2020 and would not affect the FY2019-2020 budget.

Councilman Dan Mohon stated that he would like to have a workshop session or appoint a committee to review the manufactured housing ordinance. He asked if the rise in the roadway by the Adams Bayou Bridge could be repaired. Mr. Mohon requested that the city's fire hydrants be re-painted. Fire Chief Shon Branham advised that he would have firefighters who needed to make up hours with the department work on painting the hydrants.

There being no further business to transact, Mayor Runnels adjourned the meeting at 7:07 p.m.

/s/ Joseph L. Runnels  
Mayor

/s/ Debbie Cormier  
City Secretary