

November 12, 2024

NO. 1541

## MINUTES

A regular meeting of the City Council of the City of Pinehurst was held on November 12, 2024, at 6:00pm at Pinehurst City Hall Council Room. The following council members were present: Cynthia Adams, Sarah McClendon, J. Michael Shahan, Joey Vance, Troy Pierce, and Greg Willis. Mayor Sarah McClendon called the meeting to order and established a quorum. Cynthia Adams gave the invocation followed by the reciting of the United States and Texas Pledges of Allegiance. The following business was transacted.

On the motion made by Councilman J. Michael Shahan and seconded by Councilman Troy Pierce, council members unanimously voted to approve the minutes of the Regular Session held on October 8, 2024.

Lee Hayes, a Pinehurst Citizen signed up to speak under Citizen Comments section of this agenda. Mr. Hayes has proposed that all contractors that work in the City of Pinehurst should have to pay a fee of \$100. They should produce paperwork to show that they are insured and bonded and that the Code Enforcement Officer knows who is working in the city.

Discussion and possible action regarding the previous complaint by Tabitha Brooks regarding a traffic stop, Ms. Brooks did not attend the council meeting. There was no discussion and no action.

### Department Head Reports:

The Code Enforcement Officer Leonard Roff stated he has sent out numerous letters to have properties maintained and has issued several citations. There is a new business coming to town Pet Sense and to be completed by December 13, 2024.

The Public Works Director John Toney stated that they have been cleaning up around the O&M building.

The Police Chief Stephen Stroud stated that since he has become Chief, he has implemented an officer of the month and officer of the year. The month of September Officer Justin Brown was Officer of the month and Officer Forsythe was the Officer of the month for October he wanted to show appreciation for their hard work and dedication to the city. Chief Stroud said he has designed a new patch for uniforms and the front door so the department will have fresh new start. Chief Stroud stated he would like to show a comparison of citations from the years before compared to October 2024 to show how productive the new officers have been for the city. Citations for October 2022 were 28 citations, 8 warnings and collected \$6,965.33, October 2023 there were 33 citations, 35 warnings and collected \$6,605.03 and for October 2024 there were 280 citations, 39 warnings, and collected \$31,132.80. Chief Stroud stated that the new Ford Explorer is out on the streets, and it has new lettering to go with the fresh start for the Police Department. The Police Department have purchased the Axon Body Cameras, and they are completely set up and in use. There is an app on the officer's phone and they can label their citations and find the video you need for a complaint or for the court. If officers are out on a call and find evidence, they can press a button on the side of their camera to mark the spot of that evidence. Chief Stroud stated that he has received a grant for the In-car cameras which match the body cameras. They will be delivered mid-December and will be up and running in January. If an officer is going to a call and turns on the lights on his vehicle all body cameras will come on. This means that every step the officer or any officer connected will be held accountable for all actions on that call. The videos cannot

be deleted and are in the system forever. Chief Stroud stated he will be headed to Chief school December 18-22, 2024. He also stated he has a grant writing school on December 2, 2024 and when the class is over we will be set up for a grant of up to \$50,000.00. The Police Department and the Court are planning to spend that money on new ticket writers. December 20<sup>th</sup> will be another school for the LESO program and he will be attending. Chief Stroud informed the council that Lt. Chris Kite has turned in his resignation and will be leaving December 1, 2024.

Jerry Hood, City Administrator informed the council that the Sabine River authority has granted the City a \$20,000-\$25,000 grant and will be presented on November 13<sup>th</sup>, 2024 at 10:00 a.m.. This grant is given quarterly and will be used for pipe bursting on Harding Circle. Mr. Hood stated he received a quote for the cleaning of the outside of City Hall and it will be cleaned on Saturday, November 16<sup>th</sup>, 2024. Mr. Hood Stated that the Thanksgiving Lunch will be Friday, November 15<sup>th</sup>, 2024, and the Christmas Lunch will be December 6<sup>th</sup>, 2024 for all that would like to attend. Mr. Hood stated that the generator foundation will be poured at the maintenance yard, which is greatly needed. The E-Grant that Chief Stroud was discussing for the in-car cameras the total is \$67,000 and has a 25% cost share. Mr. Hood stated himself and Chief Stroud has a good repour with E Grant administrator about the program and she has sent information to help with the grant. Mr. Hood stated he has some upcoming projects and one is a city wide yard sale to let the citizens set up a booth and sale their items. The Fire Department has cleaned the fence line to help clean up the area around City Hall. He would also like to start Town Hall meetings to create an environment for the people to communicate about parks, picnics etc. There are citizens that would like to help and be involved. He would like to do this quarterly and have the Mayor and Mayor Pro-Tem rotate and have one council member involved so there would not be a quorum. We would advertise what we are doing and there would be a message behind it for what it is intended for and a lot of it is what the next items that we are going to talk about. Chief Stroud has stated he could do a Music Festival for 2025, this will be the year that we get active in the community. Mr. Hood stated he has 2 acres on his property that he would like to a Halloween trail and offer it to different schools for a Project Graduation for them to earn money for the Seniors. Mr. Hood stated that Leonard Roff oversees the Christmas lights at City Hall. He will be putting up a Christmas tree made with a flagpole that was donated to us by a citizen. Mr. Hood stated that next year he would like to do food booths and have a Tree Lighting ceremony. Mr. Hood stated that he is looking into tearing down the current City of Pinehurst sign and putting up a marquee with digital writing so that we can inform the citizens of events in the city. Mr. Hood said he is looking to upgrade the website. The Facebook account will need to be reestablished because our account was compromised, and the account has been locked out. When the website is redesigned, we will place a calendar so citizens can see what is happening in the city.

Discussion and possible action to approve the list of surplus equipment and the sale of each item using Rene Bates' Auctioneers, Inc. of the following items cargo trailer, 5x10, VIN# 5H7CS10173C007417, rotary auto lift, (3) air blower, 2004 Ford F150 with camper, Mileage 155628, VIN# 2FTRF17W74CA70082, (3) air compressors, (2) aerators, (4) truck side mount toolboxes, (2) headache racks, and a shop roll-up door 12X13. Mr. Hood stated we have used this company several times and they are very easy to work with. Councilman Troy Pierce made a motion to accept the auction through Rene Bates' Auctioneers, Inc. and councilwoman Cynthia Adams seconded the motion and the motion carried.



Discussion and possible action to approve the recommendation of the Selection Review Committee to award by resolution a contract for administrative services pertaining to the application and implementation, if awarded, of the City's Disaster Recovery Reallocation Program (DRRP) project(s) funded through the Texas General Land Office and authorizing the execution of a contract. The Resolution was read by City Attorney Tommy Gunn, and the administrative services were granted to Traylor and Associate.

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Mr. Hood stated that now we will talk about the Grant for these resolutions. This disaster recovery reallocation program was deobligated money that we have talked about several times from Hurricane Harvey and previous disasters. They grouped all this money together and now the General Land Office came and said you have 30 days to create an application and to submit. There is a very short amount of time to get it done. There are no extensions, and they are very strict on getting the application submitted. It is up to 3 projects \$2 million dollars each and a 10% cost share. The 3 projects that we determined is critical for our city are the upgraded water meters, fire hydrants, and the retention pond. Those are projects that we felt based upon their criteria would score higher to receive the grant. If we got all 3 grants approved the city will be looking at \$443,000 cost share that would not be feasible to the city. Mr. Hood stated that we do not know what grants we can get if we do not apply. There may be other opportunities through the Water Development board to help offset the cost share. This is just the beginning and that would be if we received all 3 grants. Mr. Hood stated that if we got one grant for Water Meters and that projected cost would be \$750,000 and the cost share would be \$75,000, that would be something to discuss as a council. It would be a huge impact that is not budgeted but it maximizes the opportunity because our water meters are becoming obsolete because there are no parts for them being made anymore. Mr. Hood stated that we have to make that change in the future so why not use a grant to pay for them. The committee consisted of Councilman Troy Pierce, City Secretary Michele Andreu and City Administrator Jerry Hood. The due date was today at 2:00 and we met at 3:30 and created the packets. We had 4 engineers and 4 administrative proposals and qualifications. We graded them and it was the committee recommendation to select Traylor and Associated for the grant administrator and Schaumburg and Polk for the engineer. Councilwoman Cynthia Adams made a motion to accept Traylor and Associates as Grant Administrator and Schaumburg and Polk as the engineer and councilman Greg Willis seconded the motion and the motion carried.

Consideration of approving the Certification of Tax Roll as received by Orange County Tax-Assessor – Collector Octavia Guzman. Councilman J. Michael Shahan made a motion to accept the certification of current tax roll and the certification of the delinquent tax roll and councilman Troy Pierce seconded the motion and the motion carried.

Discussion and possible action to approve a Resolution authorizing the submittal of a 2025/2026 TXCDBG application to the Texas Department of Agriculture and committing matching funds. Mr. Hood stated that we have been successful with these grants and we can apply every 2 years that is how we

received the generator and how we were able to do the last pipe bursting. We are next to the bottom of the list 19 out of 20 but we must apply to be considered. City Attorney Tommy Gunn read the resolution for this grant. Councilman Joey Vance made a motion to approve a Resolution authorizing the submittal of a 2025/2026 TXCDBG application to the Texas Department of Agriculture and committing matching funds and councilman J. Michael Shahan seconded the motion and the motion carried.

Discussion of changing the operating hours for Public Works, Police Administration and City Administration departments to four (4) days a week, 10 hour days. Mr. Hood stated that with a city of our size and budget this is something to think about and would help employees with life and work balance. He stated he has reached out to many cities, and this has worked great for them. City Hall, Public works and Police administration would work Monday-Thursday with Fridays off. Police Department dispatch would have to work a Monday-Thursday and a Tuesday-Friday shift so as not to have to roll over to Bridge City. The times for the workday would be 7:00-5:30. This would allow the citizens to pay bills before 8:00 and after 5:00 four days a week. We have online bill payment for citizens that would have a problem with City Hall being closed on Fridays. This would be cost savings to the City. There would be more productivity because of the 2 more hours of work by the employees. The mayor stated that she has worked 4 – 10s and it was very productive for the employees. Councilwoman Cynthia Adams asked about the hours and Mr. Hood stated it would be 7:00 – 5:30 and that it would benefit the citizens to be able to come in early and after 5:00. Council Greg Willis asked about leave and PTO and Mr. Hood stated that that time would be adjusted. There were 2 days that the employees received from the recent police negotiations one being Martin Luther King Jr. Day and the birthday/anniversary holiday. The birthday/anniversary holiday will need to be made a personal day which will make the employees receive 5 personal days instead of 4.

Closed meeting pursuant to the Texas Local Government Code, Section 551.074, Personnel Matters, performance evaluation of the Police Chief Stephen Stroud and City Administrator Jerry Hood. The council went into close session at 6:55 P.M. and reconvened at 7:13 P.M. A motion was made by councilman Troy Pierce to retain the current Police Chief Stephen Stroud and City Administrator Jerry Hood, Councilman Greg Willis seconded the motion and the motion carried.

On announcements, comments and requests from the Council Councilman Joey Vance gave the announcement that T.W. Permenter and his wife who have been life long citizens has moved in with their daughter in Little Cypress. Councilman Greg Willis asked if the city went to 4 days a week if there would be some announcement sent out to the citizens. Mr. Hood stated yes as soon as it was approved at the December meeting.

There being no further business to discuss, Mayor McClendon adjourned the meeting at 7:20 p.m.



Mayor



Michelle Anderson  
City Secretary