

City of Pine Forest



Signed and agreed this 12th day of September, 2022.

Cathy Nagel

Cathy Nagel, Mayor

Bobby Bernhardt

Bobby Bernhardt, Council Place 3

Jesse Santana, Council Place 1

Cynthia Worsham, Council Place 4

James McCullar

James McCullar, Council Place 2

Wesley Brown, Council Place 5

Attest: *Paul Fukuda*

City Attorney, Paul Fukuda



CITY OF PINE FOREST
305 NAGEL STREET
VIDOR, TX 77662
MAYOR: Cathy Nagel



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City of Pine Forest

REGULAR MEETING: Monday August 08, 2022 at 6:00 PM, held at Pine Forest City Hall.

Council Present: Mayor Cathy Nagel, Mayor Pro-Tem/Council Member Place 2 James McCullar, Council Member Place 4 Cynthia Worsham, Council Member Place 5 Wesley Brown, and City Attorney Paul Fukuda

Council Absent: Council Member Place 1 Jesse Santana and Council Member Place 3 Bobby Bernhardt

Others Present: Mike Lea, Janet Smith, Cole Michalk, and David Bailey

Item 1: Meeting Called to order at 6:00PM.

Item 2: Invocation.

Item 3: Pledges to the Unites States Flag and Texas State Flag.

Item 4: Citizen/Visitor's Forum: Mike Lea was inquiring about the marking on the street and in his yard. City explained the markings are due to a gas line being put in due to the city got a Generac Generator.

Janet Smith mentioned concern with the game rooms with the City of Pine Forest and wanted to know if the city was enforcing the Ordinance that was in place. City assured Mrs. Smith that the games rooms were being handled correctly per Ordinance. Connie Stanton and Chief Bill Meza did make a visit to all games rooms to inform the game rooms that they should be obeying the ordinance that is in place and that if they were not following the ordinance that the County could come in and shut them down and there would be nothing that we could do. Mrs. Smith also made a suggestion that the office hours at City Hall are 8-4 and someone should be here during those hours at all times. She also stressed concern of the weeds in the ditch at the end of Nagel and Lakeview Cutoff. There has been a work order put in to have the ditches in the city mowed by the county.

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Item 5: Mayors Comments: No comments

Item 6: Cole Michalk from Dade Phelans office was here to present the city with the Texas Flag that was flown over the Capital of Texas along with a certificate.

Item 7: Place 5 Council Member Wesley Brown made a motion to approve the Consent Agenda. Place 4 Council Member Cynthia Worsham 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

Item 8:

A. Report from Chief Bill Meza:

Routine Patrolling

B. Report from Grant Coordinator (Lacey Turner):

Current Grants Council Meeting 8/8

Buyout & Acquisition:

We have now completed & closed out this grant due to no community participation. We were however able to recoup the funds from GLO, that the City spent on the Environmental Study and Administration expenses that were used to get started with this grant in the amount of \$19,400. The CFO will be making a transfer from the Buyout account back into the General fund account for the current budget cycle. I received an e-mail from GLO stating that they will not be requesting these funds back from us. But could possibly expect an audit in the future.

Infrastructure:

Fittz & Shipman just finished the 100% design plans which were approved at the last council meeting.

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Our next step is the archaeological dig. The contract was awarded for this service and should begin soon. Once the dig results come back, we will be able to move forward with the construction phase of the project.

Hurricane Harvey:

I spoke with Brian Contreras our TDEM/State Rep. on July 26th. I have sent close-out docs back to the State for review, he is now stating that the funds can be released prior to completion, being that it is a small cat Z project instead of waiting to be reimbursed after the work has been completed.

I have also forwarded Orange County all of the Scope and costing and coordinates for the approved, assigned Lakeview Cutoff pieces. The County stated that we could piggy back off of their current road projects and they could do the work for us without having to hire an engineer directly. We were awarded \$65,290.56 from FEMA and will have a 10% match. We were told by Traylor & Associates that the City can use part of the funds from the ARPA grant to cover the 10% match (\$6500). Once this is complete, we will finally be complete with all Hurricane Harvey projects.

ARPA: American Rescue Plan Act:

We currently have \$37,727.59 remaining funds from the 1st tranche and should be receiving another \$64,427.54 for the 2nd and final tranche of funds soon. Out of this total, we will have to pay the remaining balance for the covered carport in the amount of \$5000.00 once it has been installed, and we will also be designating the \$6,500 for the 10% Harvey road project match. The Generac was installed on 8/4 so we are now waiting on Centerpoint to install natural gas line to the building along with hire a plumber to connect the Generac to the gas line once it has been installed. We are hoping to be able to completely repair a road or 2 with the remaining available funds unless council has any other projects they would like to suggest. connect the line before complete. Action Metal building will begin installing the carport next week. We are super excited to see progress in our City.

CDBG 2019 Floods & Hurricane Imelda:

Applications were due by August 1st. This is what we needed the community surveys for. We actually submitted 2 applications. One application was for Streets and drainage in the amount of 1 million, 10 thousand. The projects we selected were street improvements to improve drainage along Hulett Street & Kilmer Drive. The 2nd application was for development and construction for a water plant to provide water to the City in the amount of 1 million 10 thousand. We procured

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Traylor & Associates and Fitz & Shipman to work with on this Grant. Now we are in the waiting stage. Will update when we have an answer.

H20 Hazard Mitigation Plan- (Orange County Community wide grant):

This is a grant that the county is submitting as a whole. We have attended several in-person and online meetings with the County and surrounding cities to brain storm eligible projects for each City and we also have several community wide projects that the county has chosen that will benefit the entire county. We have submitted our Action Plan to the County for review and have selected these eligible projects based upon our City needs such as assistance with Flood insurance premiums due to Hurricane Harvey, street & drainage improvements including water retention, detention ponds, upgrading culverts and clearing debris due to severe storms and weather, reconstruct city-wide flood prone properties, canopy cover in public park area for extreme heat & weather, area wide emergency alert system "Reverse 911" and digital weather signs, NOAA weather radios for police station and emergency response personnel, construct a community wide evacuation center, build safe room shelters in high risk areas for residents during severe weather alerts, and install outdoor city-wide warning siren. These projects are not guaranteed to be funded, but we at least have a good action plan to move forward with. The County will be submitting this application by , and then it will be a waiting stage. Will update when I have more information.

Update from Stevie with Orange County on H20

Below is the remaining time line of the SETRPC Regional Hazard Mitigation Plan Update /Orange County Hazard Mitigation Plan Update:

- Orange County draft Plan will be submitted to Orange County and the participating jurisdiction, ISDs, and special districts for review by the end of this week, early next. We will request a 2 week review period in which any revisions or feedback will be due back to us.
- My mid August review feedback will be provided back to H2O and we will incorporate revisions into the Plan to submit to TDEM by August 31st, 2022.
- TDEM is usually a 6-week review period, however we are experiencing a longer review process on their end, so as of right now we are informing our clients to expect anywhere from 12-18 week review with TDEM.

C. Report from the CFO (Connie Stanton):

In the council packet there is a financial statement that was prepared by the CPA. It was as of September 2021. He is still behind due to COVID. Everything looks good. Will be working with

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the Auditor to get the audit completed. Connie stated again that her and Chief Bill Meza made visits to the gaming rooms in the City to let them know that if anything illegal was going on or they were not in compliance with the Ordinance that Orange County could come in and shut them down and there would be nothing the city could do. They would not be able to reopen.

D. Report from Road Committee:

Road repair at the end of Sugarmill is being done.

Item 9: Place 5 Council Member Wesley Brown made a motion to approve quote #0422 by Texas Network Services to install a security system in the amount of \$2,570.76 for the City of Pine Forest City Hall. Place 4 Council Member Cynthia Worsham 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

Item 10: Discussion regarding traffic and speeding on Lakeview Cutoff.

5 Speed Limit Signs on Lakeview Cutoff. Place 5 Council Member Wesley Brown suggested that one of the speed limits signs be moved closer to the curve towards 1131. A work order has been put in for this request. Several signs at the bridge are laying on the ground. A work order has been put in to have these signs reset. Baltz street sign is missing and a work has been put in for this as well. Wanting to put in a NO THRU TRAFFIC and SPEED LIMIT WILL BE ENFORCED sign but an ordinance will need to be put in place before doing so.

Item 11: Council Member Place 5 Wesley Brown made a motion to amend policy #630 item #4 under employees and elected officials to budget each year \$2,500 for the Mayor, \$1,000 for each occupied council member position, and \$2,800 for staff. Council Member Place 4 Cynthia Worsham 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

Council Member Place 5 Wesley Brown made a motion to amend the travel policy #330 under section 4 item #B to eliminate the auto allowance reimbursement for persons receiving monthly car allowance and to move the census to destinations of 20 miles or more round trip from the City Hall. Place 4 Council Member Cynthia Worsham 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

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Item 12. Council Member Place 5 Wesley Brown made a motion to transfer \$19,400.00 from the Buyout and Acquisition account to General Operating. Place 4 Council Member Cynthia Worsham 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

Item 13: Place 5 Council Member Wesley Brown made a motion to approve going out for bid to have the fence line cleared and pile of debris behind City Hall removed. Council Member Place 5 Wesley Brown will take a look at the pipes that need to be removed. Council Member Place 4 Cynthia Worsham 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

Item 14: Council Member Place 4 Cynthia Worsham approved Connie Stanton and Michelle Josey a 3% salary increase and Lacey Turner a 6% salary increase. Place 5 Council Member Wesley Brown 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

Item 15: Place 5 Council Member Wesley Brown made a motion to amend the General Information Personnel Policy Handbook regarding Policy No. 030 creating positions and filling vacant positions and section 040 regarding the application process. Place 4 Council Member Cynthia Worsham 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

Item 16: Council Member Place 4 Cynthia Worsham made a motion to adjourn. Place 5 Council Member Wesley Brown 2nd the motion. **MOTION CARRIED BY ALL PRESENT**

Adjournment @ 7:12