

**CITY OF GROVETON  
MINUTES**

**BE IT REMEMBERED**, that the City Council of the City of Groveton, Texas met in a Regular Session on Monday, August 28, 2017, to discuss the following:

Council Members in Attendance: Mayor Pro-Tem, Ralph Bennett  
Councilman, Joe D. Kennedy  
Councilman, Tommy Walton  
Councilman, Stephen Casper

Council Members Not in Attendance: Councilman, Robert E. Smith

Mayor Byron Richards called the meeting to order at 6:30 p.m.  
The Invocation and Pledge of Allegiance were given.

**APPROVE MINUTES:** A motion was made by Councilman Kennedy to approve the minutes as presented for the Regular Session Meeting on July 24, 2017. A second was made by Councilman Casper. Motion passed with 4 ayes and 0 nays from Council.

A motion was made by Councilman Kennedy to approve the minutes as presented for the Special Called Meeting for a 2017-2018 Budget Workshop on Monday, August 7, 2017. A second was made by Councilman Casper. Motion passed with 4 ayes and 0 nays from Council.

**PUBLIC FORUM:** No Citizens were present for Public Forum.

**POLICE DEPARTMENT:** Police Chief John Raiford presented Council with the Citation Report and Department Incident Activity Report. The Citation Report showed 23 citations issued for the month of July 2017. The Incident Report showed 26 incidents for the month of July 2017.

Chief Raiford informed Council that National Night Out is scheduled for Tuesday, October 3, 2017 at 7:00 p.m. Chief Raiford said he's open to any ideas from Council for the event.

Chief Raiford introduced Joshua Pouland for approval as a reserve police officer. He stated that he would like for Mr. Pouland to fill the vacant 16 hour officer position, but if not, we would like to keep him as a reserve. Mr. Pouland addressed Council, stating that he recently graduated from the police academy, and is very passionate about being a Police Officer. He explained his desire to be in law enforcement, and how he wants to be of service and make a positive impact on the community. Council approved to hire Joshua Pouland for the part-time 16 hour budgeted position with a motion made by Councilman Bennett and Second from Councilman Casper. Motion passed with 4 ayes and 0 nays from Council.

**STREETS & BRIDGES:** A written report was submitted to Council for review of the street maintenance performed throughout the City.

Mayor Richards informed Council that he is working with KSA Engineering on a potential street project. They are only in the beginning stages with cost, what can be done, specs, etc., so that Council will be well informed and able to make a good decision regarding the street project.

**WATER & SEWER:** Current weather conditions prevented a representative of Severn Trent Environmental Services to be in attendance to present the monthly report or invoicing for the water and sewer operations. Mayor Richards informed Council that he requested work orders from Severn Trent each month to substantiate the overtime invoicing.

**NEW BUSINESS:** Item a.) on the agenda for new business is discussion and action on approval of the City of Groveton Budget for 2017-2018 fiscal year as presented. Jack Paschetag was present to discuss the proposed 2017-2018 Budget. The first point Mr. Paschetag made of note was that the General Fund suffered a \$75,838.81 and \$28,320.95 reduction in sales tax and municipal court fine revenue respectively. Council and Mr. Paschetag discussed why sales tax revenue is down, but had no good explanation as to why it reduced. A couple of ideas stated as to why it has reduced were: less sales in the local business, and possibly a change in how it's figured and distributed out by the State of Texas.

Mr. Paschetag discussed at length with Chief Raiford the current procedures during arrests, citations, information on vehicle towing, and ticket writing by the Sheriff's Dept. and DPS within the City of Groveton. Chief Raiford stated that citations issued by the Sheriff's Dept. and DPS are given to the J.P.'s of the respective precinct the ticket was written in, not to the City of Groveton Municipal Judge. Mr. Paschetag was curious as to how many tickets are written in the City of Groveton that are given to the J.P.s instead of the Groveton Municipal Court. Councilman Kennedy said that the Trinity County J.P.'s have recently purchased and installed new software that will be able to give that information, available to the public, with an open records request. However, it will only show current information and moving forward, nothing from before the software installation. Mr. Paschetag said that he is trying to make the point that the Police Department and Court cost the City a lot of money, and although the department isn't expected to pay for itself, anything to offset the cost is helpful. Mayor Richards asked how many citations were written, and Chief Raiford said 22 were written in July. Mayor Richards stated that he understands that no citations have been turned in for the month of August. Chief Raiford said that he would have to check at the Police Department to see if any citations are in the office that have not been turned into Judge Evans yet.

Another item presented to be discussed by Jack Paschetag regarding the 2017-2018 Budget was the \$1,000.00 per month budgeted to pay the local ambulance service. Mr. Paschetag recommended the local ambulance service provide the City of Groveton a copy of its previous month's bank statement with an attached Profit & Loss statement reflecting the financial activity for the ambulance service. The reports will be reviewed by the City's management and be available for public review. This will fulfill the City of Groveton's responsibility to be fully accountable for the City's financial activity and management to the public. Payment to the ambulance service will be made upon receipt of these statements. Mr. Paschetag and Council discussed this item at length. Council decided to not require the local ambulance service to provide the bank statement and P&L statement for payment. Mr. Paschetag said that the local

ambulance service will at least need to produce an invoice for payment to comply with financial accountability policy.

The final points Mr. Paschetag made regarding the 2017-2018 Budget were: The City adopted an effective tax rate of \$0.9662 per \$100.00 property evaluation to insure General Fund revenue of \$254,829.00; \$177,424.00 has been earmarked for street improvement and \$75,000.00 has been earmarked for future downtown improvements; Utility Fund revenue has decreased, possibly due to an increase in rain fall and operating expenses have increased; Water/Sewer/Garbage rates are not being increased. A motion was made by Councilman Casper to approve the 2017-2018 Budget as presented. A second was made by Councilman Walton. Motion passed with 4 ayes and 0 nays from Council.

Item b.) under new business is the discussion and action on the selection of the contractor for the 2016 TxCDBG Water System Improvements Project. Danny Hayes from KSA Engineers and Ray Vann from Raymond Vann & Associates were in attendance to present the lowest bid and answer any questions Council had. The low bid of \$193,040.25 was submitted by Terry Black Construction from Alto, Texas. Mr. Hayes informed Council that the construction funds available are \$192,025.00. Therefore, the City has two options: 1.) Award the contract in the amount of \$193,025.00 and use City funds to make up the difference or, 2.) award the contract in the amount of \$192,025.00 and reduce the linear footage of water main installation via the change order process. Mr. Hayes said that if the City goes with option one (1), the City would have to pay \$1,015.25, but have the project 100% completed. If the City chose to go with option two (2), the City would pay nothing, but the change would cause only 75% of the project to be completed. Council asked how much was the local match for this grant, and Mr. Vann stated that this project is 100% grant, and the City has no local match, so we could consider the \$1,015.25 as our match. A motion to award Terry Black as contractor for the bid amount of \$193,040.25 was made by Councilman Walton and a second was made by Councilman Kennedy. Motion passed with 4 ayes and 0 nays from Council.

Item c.) under new business is the discussion and action to approve a resolution to certify local funding and support of the City of Groveton Downtown Sidewalk Improvements to the Transportation Alternatives Set-Aside Program for Funding Competition in Texas Transportation 2017 Program Call for Project. Danny Hayes from KSA informed Council that the match and percentages have changed, so the resolution is not ready to be approved at this time. Mayor Richards said that it will be ready to approve in September's Council meeting.

Item d.) under new business is to approve the action of the Board electing Scott Evans, Larry Small, Byron Richards, and Edgar West for two year terms as Directors for the period from October 1, 2017 through September 30, 2019 - GEDC. A motion to approve was made by Councilman Walton. A Second was made by Councilman Casper. Motion passed with 4 ayes and 0 nays from Council.

Item e.) under new business is to approve the action of the Board electing the officers for the period of October 1, 2017 through September 30, 2018 - GEDC. A motion to approve was made by Councilman Walton. A Second was made by Councilman Casper. Motion passed with 4 ayes and 0 nays from Council.

Item f.) under new business is to approve the action of the Board electing Susie Hammond, Joe Don Kennedy, Rita Danford and Charlotte Y'Barbo for one year terms as advisory directors - GEDC. A motion to approve was made by Councilman Walton. A Second was made by Councilman Casper. Motion passed with 4 ayes and 0 nays from Council.

Item g.) under new business is to approve the proposed budget for the fiscal year 2017-2018 for Committees 4A and 4B - GEDC. A motion to approve the GEDC 4A & 4B Committees 2017-2018 Budget was made by Councilman Casper. A Second was made by Councilman Walton. Motion passed with 4 ayes and 0 nays from Council.

Item h.) under new business is to discuss and approve the Resolution of the Tax Roll as Certified to City Council by Gary Gallant, Chief Appraiser. A motion to approve the Resolution was made by Councilman Kennedy. A second was made by Councilman Walton. Motion passed with 4 ayes and 0 nays from Council.

Item i.) under new business is the discussion and Action on zoning in the City. Mayor Richards informed Council that City Attorney, Bob Flournoy, was unable to attend the meeting due to the weather. Mayor Richards tabled this item until the next regular Council meeting.

Item j.) under new business is the discussion of the procedure of meter readings and adjustments. Utilities Secretary, Crystal Christensen, was present to inform Council of current procedures followed for water meter readings and water bill adjustments. Mrs. Christensen discussed how water meters are read and re-read, how readings are entered into the computer, how customers are contacted after water meter re-reads, work orders issued if necessary, and adjustment policy and procedure. Councilman Walton asked the purpose of this discussion. Mayor Richards said that he just wanted Council to know the inordinate measures that are performed by the Secretaries to ensure correct meter readings and to solve customers' issues.

**ADJOURN:** With there being no further business on the agenda, a motion was made by Councilman Casper and seconded by Councilman Walton to adjourn the meeting. Motion passed with 4 ayes and 0 nays from Council. Meeting adjourned at 7:58 p.m.

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Byron Richards, Mayor

ATTEST:

Crystal Christensen  
Utilities Secretary