

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



PHONE: 409-786-4100  
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**ORIGINAL**

City of Pine Forest

**REGULAR MEETING:** Monday, December 10, 2018 at 6:00 PM, held at Temporary City Hall due to Hurricane Harvey. Meeting called to order at 6:01 P.M.

**Council Present:** Mayor Cathy Nagel, Mayor Pro Tem/ Place 2 Council Member Wesley Brown, Place 3 Council member Tim Townley, Place 4 Council member Mike Lea, Place 5 Council member Jason Dunwoody

**Absent:** Place 1 Council Member Katie Fox

**Others Present:** Keith Zotsky, Rodney Price-City Attorney, George Garza, Duane Gordy, Laurie Elliott, Connie Stanton

**Item 1:** Invocation and Pledge: Mayor Nagel

**Item 2:** Mayor's Report. See attached report.

**Item 3: Citizen/Visitor's Forum: NONE**

**Item 4:** Place 4 Council Member Mike Lea made motion to accept the recommendations by the Planning & Development Committee on uses of funds for Infrastructure grant dollars distributed through South East Texas Regional Planning Commission (SETRPC). Mayor Pro Tem/ Place 2 Wesley Brown 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**Item 5: A.** Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to accept Change Order for GLO Contract # 12-403-008-7228 Change Order #1 as it is written. Place 5 Council Member Jason Dunwoody 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**B.** Place 4 Council Member Mike Lea made motion to approve invoice for the Construction of Nagel Street Drainage Improvements for Arceneaux Wilson & Cole. Place 5 council Member Jason Dunwoody 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**Item 6:** Place 4 Council Member Mike Lea made motion to accept the Interlocal Agreement for Joint Procurement of Goods and Services. Mayor Pro Tem/ Place 2 Council Member Wesley Brown 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**Item 7:** Update on Flood Control and Grant Updates

- A.** Duane Gordy spoke about status of Flood Control Application.
- B.** Duane Gordy updated everyone on Damaged Inventory projects submitted to FEMA.
- C.** Place 5 Council member Jason Dunwoody made motion to form a development of an operational flow chart for any and all project communications and actions. Mayor Pro Tem/ Place 2 Council member Wesley Brown 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

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Place 5 Council member Jason Dunwoody amended the motion for the committee to develop an operational flow chart for any and all project communications and actions.

**Item 8: A.** Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to amend Revised Policy # 422 and replace it Revised Policy #422.1 Conflict of Interest. Place 4 Council Member Mike Lea 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**B.** Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to adopt the Fund Balance Policy for the City of Pine Forest as it is written. Place 4 Council Member Mike Lea 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**C.** Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to adopt Financial Procedure/Reporting Policy for the City of Pine Forest as it is written. Place 5 Council Member Jason Dunwoody 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**D.** Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to amend Policy NO. 124 and replace it with Revised Policy NO.124.1 for Employee Reports of Illegal Acts: No Discrimination or Retaliation as it is written. Place 3 Council Member Tim Townley 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**E.** Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to develop a Policies and Procedures Manual for the City of Pine Forest. Place 5 council Member Jason Dunwoody 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**Item 9:** Report from Connie Stanton, CFO.

Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to pay the Bills for November 2018. Place 4 Council Member Mike Lea 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**Item 10: A.** Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to Approve November 13, 2018 Regular Council Meeting Minutes. Place 4 Council Member Mike Lea 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**B.** Mayor Pro Tem/ Place 2 Council Member Wesley Brown made motion to Approve December 6, 2018 Special Council Meeting Minutes. Place 4 Council Member Mike Lea 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**Item 11: Citizen / Visitors Forum: NONE**

**Item 12:** Place 5 Council member Jason Dunwoody made motion to adjourn. Mayor Pro Tem/ Place 2 Council Member Wesley Brown 2<sup>nd</sup> the motion. **MOTION CARRIED UNANIMOUS**

**Adjournment at 7:14 P.M.**

Mayors Report

Monday December 10, 2018

11/14 SETRPC

11/14 – 11/16 Bastrop – TML Economic Development Conference

11/19 Conference call with FEMA Gary Hames

11/26 First Planning Committee meeting. We identified the projects that we believe are most important for drainage issues within the city which will be discussed in item #4. The committee also recommends that the City review our existing Culvert policy and make any changes that would need to be changed to accommodate the flow of drainage. Barry Burton will fill the need of the second non-resident member.

11/27 We had a face-to-face meeting with Bill Miller and Mark Underhill to discuss where we stand on our FEMA re-imbursments. Removed cruiser

12/3 Duane and I met with Philip Brent our court prosecutor to determine if we had everything in order to begin issuing citations and holding court.

12/4 Met with Melinda Smith with Traylor & Assoc. to discuss the projects determined by the Planning and Development Committee.

12/6 Attended AWC's Christmas luncheon

12/6 Special meeting to award LJA contract for \_\_\_\_\_

12/7 Conference call with Bill Miller and Mark Underhill from FEMA

12/8 Christmas Tree Lighting BIG SUCCESS!!!!!!!!!!!!!!!!!!!!!!

Dollar General's application is flagged, but hasn't been reviewed yet. I told Rhonda Flanagan that they still had a license displayed and were still selling beer and wine. She said she would have someone check.

Census information

SETRPC Annual Meeting Thursday 1/17/19 at 6:30 pm at the Beaumont Event Center

**City of Pine Forest**



Signed and agreed this the 14th day of January 2019.

Cathy Nagel  
Cathy Nagel, Mayor

Tim Townley  
Tim Townley, Council Place 3

Katie Fox, Council Place 1

Wesley Brown, Mayor Pro Tem  
Council Place 2

Mike Lea  
Mike Lea, Council Place 4

Jason Dunwoody, Council Place 5

Attest: Rodney Price  
City Attorney, Rodney Price

**ORIGINAL**

