

CITY COUNCIL MEETING DECEMBER 9, 2024

MINUTES OF THE PLUM GROVE CITY COUNCIL REGULAR OPEN MEETING HELD ON THE 9TH DAY OF DECEMBER, AT THE PLUM GROVE CITY HALL, 9485 PLUM GROVE ROAD, CLEVELAND, TEXAS 77327, IN THE CITY OF PLUM GROVE, COUNTY OF LIBERTY, STATE OF TEXAS AT 7:00 PM.

The Council met in a REGULAR session with the following council members present.

Mary Arrendell-Mayor

Deborah Bell

Froy Ortiz

Danielle Enloe

Diana Chunn

Kevin Lee

*** CM denotes Council Member***

AM denotes Audience Member

1. Call Meeting to Order at 7:00 P.M.
2. Roll Call

Present-

Mary Arrendell-Mayor

Deborah Bell-CP1

Danielle Enloe-CP3

Diana Chunn-CP4

Melissa Pouncey-Secretary

Frank Longoria-Police Chief

Jillian Frazier-Court Administrator

Absent-

Kevin Lee-Mayor Pro-Tem

Froy Ortiz-CP2

3. Pledge of Allegiance lead by Mayor Mary Arrendell
4. Invocation lead by Deborah Bell
5. Public Comments-
NO PUBLIC COMMENTS
6. Receive reports, discuss, and provide input on reports from:
 - a. Plum Grove Police Department Report- 51 Citations, 9 Warnings, 1 DWI, 2 pursuits, 2 crash reports, Unit 108 Black Tahoe is in service.
 - b. Plum Grove Fire Department Report-There was no report due to IT issues. Noone from the Fire department was present.
 - c. the Plum Grove Municipal Court- Attached
7. Motion to approve following minutes November 12, 2024, made by CM Chunn, 2nd by CM Bell, passed unopposed.
8. Motion to approve November 2024 financial report made by CM Chunn, 2nd by CM Enloe, passed unopposed.
9. Motion to table Insurance for employees made by CM Chunn, 2nd by CM Bell, passed unopposed.

10. Motion to table employee handbook made by CM Bell, 2nd by CM Chunn, opposed by CM Enloe

Discussion- **Secretary Pouncey**- I was looking over the handbook and had discovered that everyone's pay day was going to change. I am not sure when that was or is going to be discussed with the employees. They/we need to be made aware that it could possibly be 3-4 weeks between paydays depending on when this passes. There are other options that could happen besides just moving this to the 5th and the 20th. I have no extra money to figure out any of this my bills will not budge. **Court Administrator Frazier**- You have had this for 3 months. The council has had this for 3 months. The pd is hourly and it needs to be on a different pay schedule. The way that they are being paid now is 1st thru the 15th and they are paid on the 15th and then the 16th – the end of the month and they are paid on the 1st. There needs to be more time to figure up the hours. Missy, is there any other issue that you have? **Secretary Pouncey**- That is the only issue that I have with this, It puts us in a bad position. Depending on when it is decided to do this it could be three to four weeks without a paycheck. My bills will not budge, I do not have money to move around, I have nobody that helps me pay my bills, I have not had a raise in 6 years, so this is the only issue I have with the handbook. It's just me. **Mayor Arrendell**- Council member Enloe, made a motion to approve this can we get a second. **CM Chunn**-hold on a minute I want to clarify that Jill needs to report directly to the judge, just like the officer's report directly to Chief Longoria and Missy to the Mayor. **Court Administrator Frazier**- I have talked with the Judge and I have talked with the mayor that is why it is stated who is the department heads in the handbook. **CM Chunn**- There are some things that he is going to need to be present for. **Mayor Arrendell**- He has said that if we just call him that he will be here. **CM Chunn**- You (Court Administrator Frazier) needs to be out of the mix of some conversation. **Court Administrator Frazier**- That is why I was set up as the department head. **CM Chunn**- No the department head for the court needs to be the judge. **Court Administrator Frazier**- Then I request that me you and Mary have a conversation after this meeting. **CM Chunn** that is fine. **CM Bell**- I would suggest we table this we need to look over the actual handbook and we need everyone here to make a decision on this. **CM Chunn**- I agree **Court administrator Frazier**- Can I ask a question what is holding this back from passing? We have been working on this and Diana, you have requested the computer policy, the deposit policy y'all have had this since last week. I have sent y'all information, Missy has sent out information. Is there something else that needs to be changed y'all can't keep saying you just need time to look at this. **CM Chunn**- If we are going to approve something we need the actual live document sitting in front of us if we are going to approve it. Every time there are changes we need to see the actual live document. **Court Administrator Frazier**- and y'all have had that in emails. **CM Chunn**- No each time there are changes we need the whole document, the live document that we need to approve. **Court administrator Frazier**- I will make that it is printed out from here on out. I was trying to save money by not printing out that document eight different times. That is why I printed out just the update and we had emailed everything that is why. So we will use more paper and ink and I will make sure all of the documents are fully printed. **CM Chunn**- Yes, we need to know what we are approving and. **Court administrator Frazier**- Its right here. **CM Chunn**- what we are not approving.

11. Motion to approve access to cameras at city hall for the following people

- a. Mary Arrendell made by CM Enloe, 2nd by CM Chunn
- b. Jillian Frazier made by CM Enloe, 2nd by CM Bell

Discussion- **CM Chunn**- I do not think that Jill needs access to the camera in Missy's office when it is placed. Due to the fact that it should not be accessed during specific meetings and **Court administrator Frazier**- Then I want Missy removed off of the Camera here in the lobby. I need access in the office to get into the safe. There should be a camera

in the safe room and in Missy's office. So that I can make sure that nothing is missing. If I can't have access to the rooms then Missy should not have access to my office. So, if I can't have access to those rooms then there should be no access to my office. **Secretary Pouncey**- Let me clarify I do not want access to the camera in my office that way I am not responsible for things being recorded that should not be. There could be issues to having it on during an executive session. **CM Chunn**- That could be way to easy to screw things up. **Court Administrator Frazier**- Someone was sitting at my desk, and Missy is the only one with access to the cameras. This was an issue that was brought up because IT had to come down here because for some reason online storage could not be accessed. **Mayor Arrendell**- The one in Misys office you will not be able to see her computer. In the safe room it will be on the safe and filing cabinet. **CM Enloe**-Then she would need access to Missy's office. **Mayor Arrendell**-If someone was going to steal from the safe you will see everything on that camera if we are being truthful. We need a camera in the safe room. **Court Administrator Frazier**- What they are saying is that I should not have access to the camera in Missy's office. I should not have access to the cameras watching Missy's office. So if that is the case because of the attorney client's privilege I understand that turn them off. Missy should not have access to my cameras then because of they same process. **Mayor Arrendell**- In my opinion they both have a lot of information on there computers. **CM Enloe**- that is all I'm saying. **CM Chunn**- We have to insure the privacy of some issues. **CM Chunn**- Then who will make sure that they are off during executive session. **Mayor Arrendell**- I will sit down with Missy and we will make sure it is off. **Secretary Pouncey**- I seriously do not want access to that camera in my office. I want no part of that. **Mayor Arrendell**- It will not have voice. **Secretary Pouncey**- But it can it is available on the cameras. **CM Enloe**- So it will need to be turned off regardless. **CM Chunn**- So something needs to be done. **Mayor Arrendell**- Then I will get James to place a light switch on it.

12. Motion to approve Ordinance 1209-2024A to move the council meetings from the second Monday of the month to the second Tuesday of the month made by CM Enloe, 2nd by CM Chunn, passed unopposed.
13. Motion to reaffirm the Financial Policies and Procedures made by CM Enloe, 2nd by CM Bell, passed unopposed.
14. Motion to approve purchasing more storage for \$1.99 a month for the Plum Grove secretary Gmail account made by CM Chunn, 2nd by CM Enloe, passed unopposed.
15. Motion to approve the following for Southside bank
 - a. Removing Melissa Pouncey from Checking account xxxxx-6203 made by CM Enloe, 2nd by CM Chunn, passed unopposed.
 - b. Deactivation Melissa Pouncey debit card for account xxxxx-6203 made by CM Enloe, 2nd by CM Chunn, passed unopposed.
 - c. Adding Allen Goodwin to account xxxxx-6203 made by CM Enloe, 2nd by CM Chunn, passed unopposed.
 - d. Adding Jillian Frazier to account xxxxx-6203 Made by CM Enloe, 2nd by CM Bell, passed unopposed.
 - e. Activating Jillian Frazier a debit card for account xxxxx-6203 made by CM Enloe, 2nd by CM Chunn, passed unopposed.

Discussion- CM Chunn- I just want it understood that the judge and you Jillian will be responsible for the account. You will need to attach every receipt to every transaction.
16. Motion to approve Resolution 2024-1209R casting votes for Jimmy Wayne Rollins for Board of directors for Liberty County Appraisal District made by CM Enloe, 2nd by CM Chunn, passed unopposed.
17. Motion to approve Ordinance 1209-2024B appointing Brian Stanley as Municipal court associate judge for the city of Plum Grove, Texas: Providing for severability: providing for a

repeal made by CM Chunn, 2nd by CM Enloe, passed unopposed. Discussion-**Court administrator Frazier**- There was a typo that should say Brian.

18. Motion to approve Ordinance 1209-2024C Adopting a Youth Diversion Plan for the Plum Grove Court, providing for severability, providing for repeal made by CM Enloe, 2nd by CM Chunn, passed unopposed.
19. Motion to approve a policy on covered applications and prohibited technology made by CM Enloe, 2nd by CM Chunn, passed unopposed.
20. Motion to approve Interlocal agreement with Texas Municipal League Intergovernmental Risk Pool for Cyber Liability and Data Breach made by CM Chunn, 2nd by CM Enloe, passed unopposed.
21. Motion to approve the following interlocal agreement with Liberty County
 - a. General made by CM Enloe, 2nd by CM Chunn, passed unopposed.
 - b. Repair and grading of city streets made by CM Chunn, 2nd by CM Enloe, passed unopposed.
22. Motion to table the City of Plum Grove Ordinances but looking into the maximum fines for the following
 - a. Building codes to include one household per one acre minimum made by CM Enloe, 2nd by Chunn, passed unopposed.
 - b. Building codes to limit the number of gravel/sandpits located in city limits made by CM Enloe, 2nd by Chunn, passed unopposed.
 - c. Building codes for driveway regulations made by CM Enloe, 2nd by Chunn, passed unopposed.
 - d. Building codes to include limited RV living made by CM Enloe, 2nd by Chunn, passed unopposed.
 - e. Noise Ordinance to include fines made by CM Enloe, 2nd by Chunn, passed unopposed.
 - f. Sign Ordinance to include fines made by CM Enloe, 2nd by Chunn, passed unopposed.
 - g. Truck Route Ordinance to include fines made by CM Enloe, 2nd by Chunn, passed unopposed.
23. Motion to approve moving forward with maximum fines for the following
 - a. Parking Ordinance with fines made by CM Chunn, 2nd by CM Enloe, passed unopposed.
 - b. Rodeo Ordinance with fines made by CM Chunn, 2nd by CM Enloe, passed unopposed. No Rodeos on Sunday. They need their own security our officers will not control the traffic or the parking issues. **Mayor Arrendell**- This is getting out of hand they are blocking the roads, driving intoxicated, the music is extremely loud and causing near accidents.
 - c. Mass gathering Ordinance with fines made by CM Chunn, 2nd by CM Enloe, passed unopposed. Speak with the Fire Marshall and see how many people per acre for capacity is allowed.
 - d. Nuisance Ordinance with fines made by CM Chunn, 2nd by CM Bell, passed unopposed.
 - e. Traffic control Ordinance with fines made by CM Chunn, 2nd by CM Bell, passed unopposed.
 - f. Livestock control Ordinance with fines made by CM Chunn, 2nd by CM Bell, passed unopposed. There has been an increase of livestock not remaining on the owners property.
24. Motion to update permitting for the following.
 - a. Driveway permits with maximum fines and following Liberty County guidelines made by CM Enloe, 2nd by CM Chunn, passed unopposed.
 - b. Pricing for Commercial permits to move the permit fees to \$500.00 made by CM Chunn, 2nd by CM Bell, passed unopposed.
25. City Secretary Pouncey made the announcement about the sign updates and on the day of May 3, 2025, election dates. The sign updates for this election begin January 15, 2025, and end February 14, 2025. The positions available are 1,3, and 5.

26. Motion to table inquiring about having a volunteer from a local high school to assist and learn about local government made by CM Bell, 2nd by CM Enloe, passed unopposed.
27. Motion to table the soccer fields or food park located at 570 Cr 347 south Cleveland, Texas made by CM Bell, 2nd by CM Enloe, passed unopposed. Discussion- There are 14 acres, and it has houses surrounding 3 sides of the property. He would also like to consider placing a flea Market for the weekends also.
28. Motion to table Julpit a sand/gravel pit to operate at 8992 Plum Grove Road Made by CM Chunn, 2nd by CM Bell passed unopposed. –Discussion-The gravel pit was in operation and did not reach out to the city hall. They were served a stop work order and they complied. There is many more things that need to be put into place. There will be numerous trucks a day there are 140 acres. We need a road use agreement, or bonds put into place to move forward. It was decided to Table this until the other two council members are present.
29. Receive reports, discuss, and provide input on reports from:
 - d. Discussion of Local, County, and State Updates no updates.
 - e. Ag grant Closed this grant out.
 - f. FEMA
 - a. Hurricane Harvey no updates.
 - b. May 3, 2024, flooding no updates.
30. Motion to Adjourn @ 8:38 P.M. made by CM Enloe, 2nd by CM Bell, passed unopposed.



City of Plum Grove Municipal Court

PO Box 1358, Splendora, TX 77372

Phone: (281) 659-4300 Option 2

November 2024 Update

Court on 11/18/24.

Next court date 01/27/2025, there will be no Court in December.

Court Administrator Jillian Frazier is working on end of year case file close outs and digitizing files.

Judge Goodwin attended a webinar for Youth Diversion Court.

During November over 150 cases were worked and updated or paid on.

Jillian Frazier
Court Administrator