

# Notice of Regular Meeting

## January 13, 2025, 5:00 p.m.

City Council Chamber, 3947 Lincoln Ave., Groves, TX



## City Council

Notice is given that the Groves City Council will hold a regular meeting in person on the date, time, and location listed above. Live streaming of the meeting is available for viewing at <https://us02web.zoom.us/j/81232146288> or by scanning the QR code to the right. The City Council welcomes citizen participation at all City Council meetings on any agenda items within the limitations of law and decorum. City Council may adjourn into Executive Session to deliberate any agenda item listed if the matter for discussion meets an exception for Executive Session under Texas Government Code Chapter 551. The City Council may also deliberate in public on any item that is listed on the agenda for Executive Session.



### Opening Agenda

1. Call meeting to order.
2. Prayer.
3. Pledge of Allegiance.
4. Roll Call.
5. Welcome and recognition of guests and news media.
6. Reports from Mayor, Council Members, or city staff.
7. Citizen comments.

### Regular Agenda

8. Deliberate and act to approve the minutes of the December 23, 2024, City Council Meeting.
9. Receive the minutes of the January 6, 2025, Planning and Zoning Meeting.
10. Hear the introduction and swearing-in of the new police personnel.
11. Deliberate and act on Groves Chamber of Commerce request for reimbursement of expenses from Hotel Occupancy Tax for 2024 Christmas Tree Trail.
12. Deliberate and act to approve the agreement with the Groves Pecan Festival for the dedication of the World's Largest Pecan Sculpture.
13. Deliberate and act on Ordinance 2025-01 authorizing participation with other Entergy service area cities in matters concerning Entergy at the PUC and the hiring of lawyers and rate experts.
14. Deliberate and act to approve the dates and times for future City Council Meetings.
15. Deliberate and act on establishing a date for a Joint Public Hearing with the Planning and Zoning Commission for a specific use permit for a food truck located at 5509 E. Parkway Drive.
16. Hear and deliberate on the process and appointments for Groves Economic Development Corporation Board of Directors and Planning and Zoning Commission.
17. Deliberate and act to approve a proposal from LJA Engineering, Inc. for environmental consulting services; to continue implementation of the City of Groves Stormwater Management Program and authorizing the City Manager to negotiate and execute all necessary documents.
18. Deliberate and act on the January 13, 2025, Invoice List.

### Executive Session

19. City Council will hold an executive session pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in Section 551.074 (a) (1) – Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Attorney.
20. Reconvene into open session.

**Closing Agenda**

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- 21. Hear and deliberate on Council Member comments.
- 22. Adjourn.

**Special Accommodations**

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Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact City Clerk Clarissa Thibodeaux at (409) 960-5773 or [cthibodeaux.cigrovestx.com](mailto:cthibodeaux.cigrovestx.com) at least three days before the meeting.

**Certification**

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I certify that the above notice of meeting was posted on the bulletin board and front door of City Hall, 3947 Lincoln Avenue, on January 10, 2025, at \_\_\_\_\_ AM/PM.

\_\_\_\_\_  
City of Groves



**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: City Manager Agenda Item No. 8

Title for Item (same as to be placed on Agenda): Deliberate and act to approve the minutes of the December 23, 2024, City Council Meeting.

Party(ies) requesting placement of this item on the agenda: Kevin Carruth, City Manager

Submitted to City Manager's Office on: Date: 1/7/25 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: \_\_\_\_\_

Deadline for Approval: Immediately.

Staff Recommendation: Approval of minutes, as presented.

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: December 23, 2024, Council Minutes.

Specific Council Action Requested: None (Information item only) \_\_\_\_\_ Motion X  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/09/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item (if applicable): \$ \_\_\_\_\_  
Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_

A regular meeting of the Groves City Council was held on December 23, 2024, in the Groves City Council Chamber with Mayor Chris Borne, Mayor Pro Tem Mark McAdams, Councilmember Paul Oliver, Councilmember Pete Konidis, and Councilmember Rhonda Dugas in attendance. Mayor Borne called the meeting to order and welcomed the attendees and news media. A representative from the local VFW then led the prayer and pledge of allegiance.

Mayor Borne called for reports, and City Manager Kevin Carruth wanted to remind anyone paying water bills online that the City uses third-party vendors. When the pay button is hit multiple times, it will charge customers for all of those times. Mr. Carruth then stated that the City can reverse those charges, but we can't reverse a charge until it hits the City's account. The City Manager also reminded everyone that their credit card and bank agreements all have clauses stating that deposits can take up to seven to ten days to post to the customer's account. Mr. Carruth then said that customers must call the City if they have multiple payments.

City Marshal Christopher Robin then gave a report regarding the 2024 Blue Santa Program that was held on December 17, 2024. This program was able to help 13 families and just under 50 children get gifts for Christmas. Marshal Robin then stated that these volunteers played a major role in this event Danceworks, PNG's Key Club, Criminal Justice Club, and National Honor Society. There were no further reports.

Mayor Borne then presented service awards for Councilmember Rhonda Dugas and Councilmember Paul Oliver.

Mayor Borne then called for citizen comments and Katherine White of 2321 Nottingham Lane asked Council to explain the increase in water bills. Mayor Borne informed Ms. White that during citizen comments there cannot be a back-and-forth discussion but the City Manager would be happy to speak to her one on one.

Council Member Rhonda Dugas of 6079 Smith Street left the dais and spoke from the podium as a citizen lodging numerous complaints and allegations against various members of the Council, Chamber of Commerce, and members of the audience.

There were no further citizen comments.

DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE DECEMBER 2, 2024, CITY COUNCIL MEETING AND JOINT PUBLIC HEARING: Councilmember Konidis moved to approve the minutes of the December 2, 2024, City Council Meeting and Joint Public Hearing as written and Mayor Pro Tem McAdams seconded. There was no discussion and the motion passed unanimously.



RECEIVE THE MINUTES OF THE DECEMBER 2, 2024, PLANNING AND ZONING MEETING: Mayor Borne stated that all Councilmembers received a copy in their packets.

DELIBERATE AND ACT ON ORDINANCE 2024-35, CANVASSING BALLOTS FROM THE DECEMBER 14, 2024, RUNOFF ELECTION FOR WARDS 2 AND 4: Mayor Pro Tem McAdams made a motion to deliberate and act on Ordinance 2024-35, canvassing ballots from the December 14, 2024, Runoff Election for Wards 2 and 4. Councilmember Konidis seconded. Mayor Borne read the Ordinance aloud. There were no questions. The motion passed with Mayor Borne, Mayor Pro Tem McAdams, Councilmember Konidis, and Councilmember Oliver in favor of the motion. Councilmember Dugas voted against the motion.

ADMINISTER OATHS OF OFFICE TO NEWLY ELECTED COUNCILMEMBER FOR WARD 2 AND COUNCILMEMBER FOR WARD 4: City Clerk Clarissa Thibodeaux then administered Oaths of Office to Councilmember Ward 2 Brandon Holmes and Councilmember Ward 4 Rae Shauna Gay. Councilmember Holmes and Councilmember Gay then took their respective seats.

DELIBERATE AND ACT ON ELECTING A MAYOR PRO TEMPORE FOR THE UPCOMING YEAR: Mayor Borne made a motion to elect Councilmember Konidis from Ward 3 as the Mayor Pro Tempore for the upcoming year and Mayor Pro Tem McAdams seconded. Mayor Borne then explained that the Mayor Pro Tem is usually rotated between Wards, last year was Councilmember Ward 2 but he deferred back to Ward 1. The motion passed unanimously.

DELIBERATE AND ACT ON AN ORDINANCE 2024-33, AUTHORIZING A SPECIFIC USE PERMIT FOR GAMING MACHINES & GAME ROOMS AT 6850 25<sup>TH</sup> ST: Mayor Pro Tem Konidis made a motion to deliberate and act on an Ordinance 2024-33, authorizing a specific use permit for Gaming Machines & Game Rooms at 6850 25<sup>th</sup> St. and Councilmember Holmes seconded. Mayor Pro Tem Konidis asked if the issues from the last meeting were fixed and Building Official Don Pedraza stated they have been taken care of. Mayor Borne asked if there were any concerns from Planning and Zoning and there were none. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT ON APPROVAL OF ORDINANCE 2024-34, AMENDING CHAPTER 4 – ALCOHOLIC BEVERAGES, SECTION 4-6 – AREAS WHERE SALE OF BEER AND WINE PERMITTED FOR CONSUMPTION ON PREMISES BY



INCLUDING THE METES AND BOUNDS OF 5600 39<sup>TH</sup> ST. FOR MILAGAGROS TEX MEX GRILL: Councilmember McAdams made a motion to deliberate and act on approval of Ordinance 2024-34 and Councilmember Gay seconded. Mayor Borne asked if they have applied for the City permit and City Manager Kevin Carruth stated they have not but this Ordinance would allow them to apply. Councilmember Holmes asked when they would be allowed to start serving alcohol and City Manager Kevin Carruth stated they are already serving. City Attorney Brandon P. Monk stated that the City authorizes specific locations by ordinance to be able to serve and there is also a permit issued by the state. Mr. Monk then stated that both of these permits must be obtained to be able to serve. City Manager Kevin Carruth then explained that the state will not step in for a business serving alcohol without a City permit until 180 days. There were no further questions and the motion passed unanimously.

HEAR AND DELIBERATE ON AN UPDATE TO THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM AND BODY-WORN CAMERA PROGRAM APPLICATIONS: Mayor Borne stated that this item is informational only so no motion is needed. City Marshal Robin then updated the Council on these two grant programs. Marshal Robin informed the Council that the State of Texas would fully fund these grants. Please see the accompanying memo for all updates. Councilmember Holmes asked Marshal Robin about the vehicle cameras if a vehicle is released to Enterprise and Marshal Robin stated that the camera components would be removed before turning the vehicle over. There were no further questions.

DELIBERATE AND ACT TO RATIFY THE CITY MANAGER'S EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE TEXAS DEPARTMENT OF PUBLIC SAFETY TO COMPLY WITH THE TEXAS STATEWIDE INTERLOCAL CHANNEL PLAN: Mayor Pro Tem Konidis made a motion to deliberate and act to ratify the City Manager's execution of a Memorandum of Understanding with the Texas Department of Public Safety to comply with the Texas Statewide Interlocal Channel Plan and Councilmember McAdams seconded. City Manager Kevin Carruth stated that one of the requirements for the grants that Marshal Robin just discussed is to agree to follow the Texas Statewide Interlocal Channel Plan. City Manager Kevin Carruth also informed Council that because of the holidays and the deadline, we executed this agreement and now Council just needs to ratify what has already been done. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT ON ORDINANCE 2024-36, AMENDING CHAPTER 9 <sup>3</sup>/<sub>4</sub> - EMERGENCY MEDICAL SERVICES OF THE CODE OF ORDINANCES: Councilmember Holmes made a motion to deliberate and act on Ordinance 2024-36,



amending Chapter 9  $\frac{3}{4}$  - Emergency Medical Services of the Code of Ordinances. Councilmember Gay seconded. Chief Billeaud informed Council that back in January, a moratorium was placed on the EMS permits, giving the 3 Fire Chiefs a chance to revise our EMS ordinance. Chief Billeaud then explained that insurance required by the EMS service for damages for bodily injury or death for 1 person went from \$500,00 to \$1,000,000 and for 2 people went from \$800,000 to \$2,000,000. There was also verbiage changed to allow the fire department to use appropriate means of transportation in a significant delay under TX House Bill 624. Section 10 of Liquidated Damages was also updated for priority 1 call responses greater than 11 minutes there can be a fine of up to \$1,000. Priority 2 calls were also added; a response time of over 20 minutes can be fined up to \$750. Mayor Borne asked if the construction around this area is taken into consideration and if they are required to have a certain number of available units in Groves and Chief Billeaud stated that we do have an agreement with Acadian to dedicate one ambulance to the three mid-cities. Chief Billeaud also stated that we do have to take into consideration when patients want to go to Beaumont for treatment. Councilmember Konidis asked who is keeping the stats for the times and Chief Billeaud stated he gets the times from dispatch to make sure they match what Acadian has. Councilmember Holmes asked if we have ambulances within our fire department and Chief Billeaud stated none of the mid-cities have them within the fire department. Councilmember Konidis asked if we have been able to establish a second company to back Acadian if they run late and Chief Billeaud stated that we cannot renew a permit until December 31<sup>st</sup> of this year and no one else has even asked. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT ON RESOLUTION 2024-11, APPROVING THE RECOMMENDATION OF THE TEXAS ATTORNEY GENERAL FOR THE PROPOSED SETTLEMENT OF OPIOID CLAIMS AGAINST THE KROGER CORPORATION, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SUBDIVISION PARTICIPATION FORM: Councilmember Konidis made a motion to deliberate and act on Resolution 2024-11, and Councilmember Gay seconded. City Manager Kevin Carruth reminded Council that a few years ago there was a big billion-dollar settlement opioid case and Texas decided to break it up between different retailers. This is the one from the Kroger Corporation. There were no further questions and the motion passed unanimously.

INVOICES: City Manager Kevin Carruth presented invoices for payment totaling \$181,689.43 as follows:

1. Brenntag Southwest Inc.	Brennfloc aid.	\$9,830.00
2. Chameleon Industries	Polymer for Water Plant.	\$34,200.00
3. Citibank	Purchasing card payment for all departments.	\$9,858.26
4. Core & Main L.P.	Register antennas.	\$35,280.00
5. Enterprise	Vehicle lease payment for 2 months.	\$15,298.09
6. Fuelman of Lafayette	Gas and diesel for November 2024.	\$13,733.42
7. Lower Neches Valley Authority	Raw water purchase for November 2024.	\$29,700.00
8. PVS DX, INC	Chlorine for Water Plant.	\$6,861.60
9. TCEQ	Water system fee.	\$17,485.65
10. Vulcan Construction Materials, LP	194 tons of base material for streets.	\$9,442.41

Councilmember McAdams made a motion to approve the December 23, 2024 invoice list totaling \$181,689.43 and Mayor Pro Tem Konidis seconded. Mayor Pro Tem Konidis asked about the register antennas and Mr. Carruth stated that those are needed for the handheld to be able to pick up the readings for the water meters. Assistant Public Works Director Glen Boudoin stated that was for 1,150 antennas. There were no further questions and the motion passed unanimously.

Mayor Borne asked for Council comments and all of the Council welcomed Councilmember Holmes and Gay. Mayor Pro Tem Konidis also wished everyone a Merry Christmas and a Happy New Year. Mayor Borne apologized to the citizens for the language that was used earlier and thanked everyone for voting to improve this



City. Councilmember Gay thanked everyone for putting their trust in her and Councilmember Holmes thanked everyone for the opportunity to serve the citizens. There was no further business and the meeting was adjourned at 6:03 p.m.

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Mayor

ATTEST:

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City Clerk

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: City Manager Agenda Item No. 9

Title for Item (same as to be placed on Agenda): Receive the minutes of the January 6, 2025, Planning and Zoning Meeting.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 1/9/25 Time: 8:45 a.m. By: C. THIBODEAUX

Explanation of Item: \_\_\_\_\_

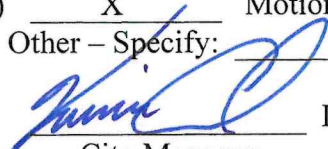
Deadline for Approval: Not an action item.

Staff Recommendation: Not an action item.

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: Copy of the January 6, 2025, Planning and Zoning Meeting.

Specific Council Action Requested: None (Information item only)  Motion \_\_\_\_\_  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/09/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item  
(if applicable): \$ \_\_\_\_\_ Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_

**CITY OF GROVES**  
**PLANNING AND ZONING COMMISSIONERS WORKSHOP**  
**JANUARY 6, 2025**  
**MINUTES**

The City of Groves Planning and Zoning Commissioners Met in The Public Works Building, 4925 Mckinley, Monday, January 6, 2025 at 6:00 PM To Consider the Request for the Property Listed Herein.

Chairman Pacetti called the meeting to order at 6:00 PM and called for a roll call. Let the records indicate a quorum was met.

1. Act To Approve the Planning and Zoning Commissioners Minutes of December 2, 2024 as written.
2. Deliberate and Consider the Request for a Specific Use Permit for Food Truck Usage @ 5509 East Parkway Drive, Groves Tx., PALCO Cambridge Shopping Center, Zone C-2, Lot 4, Block 7, Lot Size 3.17 Acres.

Members Present: Rodney Pacetti, Chris Crain, Lynnette Baaheth, Michael Campise (Alt), Don Pedraza (Building Official)

Absent: Craig Plokhooy

Guest Present: Councilman Brandon Holmes, John and Teri Hampton, (Owner of Property), John Welford, Richard Hampton (Operator),

**ITEM OF NEW BUSINESS**

Chairman Pacetti called for a Motion to Approve the Planning and Zoning Commissioners Minutes of December 2, 2024.

Commissioner Chris Crain made the Motion to Approve the December 2, 2024 Planning & Zoning Commissioners Meeting Minutes as written. Chairman Pacetti Seconded. Chairman Pacetti called for a vote, Vote was unanimous, motion carried.

**DELIBERATE AND CONSIDER A REQUEST FOR A SPECIFIC USE PERMIT FOR FOOD TRUCK USAGE @ 5509 EAST PARKWAY DRIVE, GROVES TX., PALCO CAMBRIDGE SHOPPING CENTER, ZONE C-2, LOT 4, BLOCK 7, LOT SIZE 3.17 ACRES.**

Chairman Pacetti called for a Motion and Second to Deliberate and Consider the request for a Specific Use Permit for Food Truck Usage @ 5509 East Parkway Drive, Groves Tx., PALCO Cambridge Shopping Center, Zone C-2, Lot 4, Block 7, Lot Size 3.17 Acres.

Commissioner Chris Crain made the motion to Deliberate and Consider the request for a Specific Use Permit for Food Truck Usage @ 5509 East Parkway Drive, Groves Tx., PALCO Cambridge Shopping Center, Zone C-2, Lot 4, Block 7, Lot Size 3.17 Acres and send it to City Council to set a date for a public hearing.

Commissioner Michael Campise Second. Discussions Followed.



We found that Richard Welford (Operator) did not meet:

**ARTICLE IV. - REGULATIONS FOR THE OPERATION OF FOOD TRUCKS IN THE CITY**

**SEC. 11-40. - PERMIT FEE FOR FOOD TRUCKS.**

**(4) LOCATION STANDARDS.**

d. Site plan, including, but not limited to, the safe design of pedestrian and vehicle traffic (each location of a concession shall be considered a separate business; therefore, a separate permit shall be required for each location

c. A food truck/trailer shall not conduct business within two hundred fifty (250) feet of the primary entrance of an open and operating food service establishment. This buffer may be reduced upon the city receiving written, notarized permission from the owner of said establishment;

**(5) THE FOLLOWING REGULATIONS SHALL APPLY**

a. The proposed site of the concession may not include or intend to be located within any required parking space(s) for a permanent business(es), unless written consent is granted by the property owner and the city's parking space requirements continue to be met. The business shall maintain the necessary number of parking spaces and shall not interfere with drive aisles

b. A food truck/trailer may not be located in the public right-of-way state highway department right-of-way or driveway and any serving window shall maintain a minimum setback of five (5) feet from the street right- of-way, with the exception of city-sponsored events where the location is specified

**SEC. 11-41. - PROCEDURE FOR APPROVAL AND APPLICABLE STANDARDS FOR C-2 LANDOWNERS' SITE PLAN APPROVAL FOR FOOD TRUCKS**

**THE LOCATION AND ARRANGEMENT OF BUILDINGS ON SUBJECT PROPERTY**

These were discussed with the owner. We will meet with the owner, on site Wednesday, January 7, 2025

**(5) THE FOLLOWING REGULATIONS SHALL APPLY:**

b. A food truck/trailer may not be located in the public right-of-way, state highway department right-of-way or driveway and any serving window shall maintain a minimum setback of five (5) feet from the street right-of-way, with the exception of city-sponsored events where the location is specified;

c. A food truck/trailer shall not conduct business within two hundred fifty (250) feet of the primary entrance of an open and operating food service establishment. This buffer may be reduced upon the city receiving written, notarized permission from the owner of said establishment.

f. The food truck/trailer and its general surrounding area shall be maintained in a clean and sanitary manner and shall not allow the accumulation of stagnant water

k. Shall not be permitted within two hundred fifty (250) feet of an existing residential structure. Measurement shall be from the window of the concession to the primary door of the residential structure.

**Chairman Pacetti called to Motion and Second to Table the Request for a Specific Use Permit for Food Truck Usage @ 5509 East Parkway Drive, Groves Tx., PALCO Cambridge Shopping Center, Zone C-2, Lot 4, Block 7, Lot Size 3.17 Acres. Commissioner Chris Crain made the Motion to Accept the request for a Specific Use Permit for Food Truck Usage @ 5509 East Parkway Drive, Groves Tx., PALCO Cambridge Shopping Center, Zone C-2, Lot 4, Block 7, Lot Size 3.17 Acres and send it to City Council to set a date for a public hearing. Chairman Pacetti Second.**

**Chairman Pacetti asked if there was any new business. None was given.**

**With no further business,**

**Adjourn 6:28 PM.**

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**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: Jan 13, 2025 Department: Police Agenda Item No. 10

Title for Item (same as to be placed on Agenda): Hear the introduction and swearing-in of the new police personnel

Party(ies) requesting placement of this item on the agenda: City Marshal

Submitted to City Manager's Office on: Date: 1/17/25 Time: 2:32 PM By: Marshal

Explanation of Item: See the accompanying memo and documents


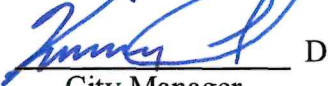
Deadline for Approval: Not an action item.

Staff Recommendation: Not an action item.

Alternative (if any) for consideration: None

Identify any attachments to this document: 1/17/25 Memo from City Marshal

Specific Council Action Requested: None (Information item only)  Motion   
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed:  Date: 1/17/25 Approved:  Date: 01/09/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ N/A Cumulative total of payments to date for this project/item  
(if applicable): \$ \_\_\_\_\_ Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_



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## MEMORANDUM TO CITY COUNCIL

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To: Kevin Carruth, City Manager  
From: Christopher Robin, City Marshal  
Date: January 7th, 2024  
Re: Introduction and swearing-in of new Deputy Marshals

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I am writing to respectfully request an opportunity to present a report at the upcoming City Council Meeting regarding the four newest members of our police force. In the past, newly hired officers were introduced to the city through a formal presentation at a city council meeting, and I would like to reintroduce this tradition.

In addition to the report, I would like to request the privilege of holding a brief ceremonial swearing-in of these officers during the meeting. This will not only serve as a formal introduction of the officers to the council and the city but also offer an opportunity to publicly recognize their commitment to serving and protecting our community. Here is a brief bio for each Deputy Marshal.

### **Deputy George "Marcus" Solis**

Deputy Solis brings valuable experience from his time in the military, where he served with the Texas National Guard working on drug enforcement and human trafficking operations at the border. His military background has equipped him with strong leadership skills and the ability to handle high-pressure situations. Marcus has a solid foundation in criminal justice, with some college coursework and a goal to complete his associate's degree. His military training also provided him with invaluable skills applicable to law enforcement. Marcus is dedicated to becoming the best patrol officer he can be, focusing on ensuring safety and providing service with integrity. His commitment to professional growth and community safety will make him an asset to the department.

Personal Statement: "I am extremely grateful for the opportunity to serve the citizens of Groves. I look forward to a fulfilling and successful career where I can make a positive impact on the community, using the skills I have developed to keep our neighborhoods safe."

### **Deputy Kevin Howland**

With a diverse background, Deputy Howland served for five years in the Army, followed by five years in law enforcement in West Monroe, Louisiana. An injury side-lined Kevin for a time and he explored other career opportunities. After a decade spent in ministry and teaching, he answered the call to return to law enforcement by recently graduating from the LIT Academy. Kevin holds a Bachelor's degree in Criminal Justice, along with several graduate-level courses in the field. He intends to continue his education and pursue a Master's degree in criminal justice. Deputy Howland is passionate about returning to community service through law enforcement. His extensive experience gives him unique insight into building strong relationships with the

community. He is excited to use his knowledge to encourage active community involvement and foster a sense of safety and cooperation.

Personal Statement: "Along with my wonderful family of six, I am incredibly proud of the progress I have made in my law enforcement journey. I'm eager to serve the citizens of Groves and contribute to the department's mission of safety and community engagement."

### **Deputy Michael Stansbury**

Deputy Stansbury was born and raised as a Groves citizen. A 2017 graduate of PNG, Michael also has a military background, which strengthens his focus and commitment to serving his community. He previously worked at the Jefferson County Correctional Facility, gaining valuable insight into the Code of Criminal Procedures. Michael holds an associate degree in Process Technology and has completed training at the Jefferson County Sheriff Academy. His education, drive, and hands-on experience provide him with a strong foundation for law enforcement work. As a lifelong resident of Groves, Deputy Stansbury is passionate about giving back to the community he grew up in. He has a particular interest in combating drug-related offenses and DWI, and his goal is to use his service to make Groves a safer place for everyone.

Personal Statement: "I'm excited to begin my career with the Groves Police Department, dedicated to serving the community I know and love. I look forward to a long and rewarding career in law enforcement, making a positive difference in the lives of Groves residents."

### **Deputy Wesley Wenger**

Deputy Wenger, a recent graduate of the Jefferson County Sheriff's Academy, grew up in Nederland, Texas, with strong ties to Mid-County. His parents' military backgrounds inspired him to pursue a career in law enforcement, where he hopes to continue the tradition of service. Wesley also brings experience in security. Wesley's education includes practical law enforcement training from the Jefferson County Sheriff's Academy, as well as a TWIC certification. His foundation in security and law enforcement equips him with a keen understanding of safety protocols. Deputy Wenger is especially enthusiastic about focusing on narcotics enforcement, DWIs, and traffic enforcement. He aspires to advance in his career to eventually become a detective. Wesley is committed to ensuring the safety of Groves and is eager to learn and grow in his role.

Personal Statement: "Raised with a strong sense of duty to serve others, I am honored to be part of the Groves Police Department. My goal is to serve the citizens of Groves with integrity and dedication, working toward a safer, stronger community."

We are excited to celebrate this important milestone in enhancing both the strength of our department and the safety of our city. We look forward to your support and presence during this occasion.

Thank you for your time and attention to this request.



**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: Finance Agenda Item No. 11

Title for Item (same as to be placed on Agenda): Deliberate and act on Groves Chamber of Commerce request for reimbursement of expenses from Hotel Occupancy Tax for Christmas Tree Trail.

Party(ies) requesting placement of this item on the agenda: Lamar A. Ozley, Finance Director

Submitted to City Manager's Office on: Date: 1/7/25 Time: 3:45 p.m. By: C. THIBODEAUX

Explanation of Item: The Groves Chamber of Commerce is requesting reimbursement from Hotel Occupancy Taxes of advertising expenses related to the Christmas Tree Trail event in the amount of \$8,000.

Deadline for Approval: \_\_\_\_\_

Staff Recommendation: Staff recommends City Council approve the request by the Groves Chamber of Commerce for reimbursement of \$8,000 in advertising expenses to be paid from the HOT Fund, as presented.

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: Groves Chamber of Commerce request and receipts.

Specific Council Action Requested: None (Information item only) \_\_\_\_\_ Motion X  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: [Signature] Date: \_\_\_\_\_ Approved: [Signature] Date: 01/09/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. 01-5-99-06-260 If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item (if applicable): \$ \_\_\_\_\_  
Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_





**NAME OF APPLICANT/ORGANIZATION:** Groves Chamber of Commerce

***INFORMATION – See attachment for more detailed information.***

The organization is required to provide a “break-down” by categories (1 thru 6 below) of the total amount requested. Categories for which funds are not requested shall be filled in with “-0-”.

- 1. Funding the establishment, improvement, or maintenance of a convention center or visitor information center. \$ 0
- 2. Paying the administrative costs for facilitating convention registration, tournament, etc. \$ 0
- 3. Paying for tourism-related advertising and promotions of the City or its vicinity. \$ 8,000.00
- 4. Funding programs that enhance the arts. \$ 320.00
- 5. Funding historical restoration or preservation programs. \$ 0
- 6. Sporting and other events in which a majority of participants are tourists. \$ 0

**TOTAL AMOUNT REQUESTED: \$ 8,320.00**

**List location and type of project/event for which funds are requested:**

EVENT: These promotions for ALL businesses located within the city limits of Groves (Advertising plan and cost are attached to this document.)

**PROJECT/EVENT** Christmas Tree Trail to Groves & Small Business Saturday

**1<sup>st</sup> DATE:** Sunday, November 24, 2024    **2<sup>nd</sup> DATE:** Saturday, November 30, 2024

**Time:** 1:00 – 5:00 PM on November 24, 2024 & ALL DAY on Saturday, November 30, 2024

Print or type name of Officer or Authorized Representative of Organization:

***On behalf of the***

Letha Knaus  
NAME

Groves Chamber Executive Manager  
TITLE

*Letha Knaus*  
SIGNATURE

January 13, 2025  
DATE

(409) 962-3631 or (409)718-1564  
PHONE NUMBER

////////////////////////////////////  
THIS SECTION FOR CITY USE ONLY                      CITY COUNCIL ACTION                      Date: \_\_\_\_\_

FUNDS REQUESTED: \$ \_\_\_\_\_

ADVISORY BOARD RECOMMENDATION: \$ \_\_\_\_\_

CITY COUNCIL ACTION (GRANT AMOUNT): \$ \_\_\_\_\_

////////////////////////////////////

**EGO MEDIA LLC**  
 700 Lakeland Cir  
 Hemphill, TX 75948  
 +14095049884  
 eldaegomedia@gmail.com  
 no website

# Invoice



**BILL TO**  
 Groves Chamber of Commerce  
 Attn. Letha Knaus

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1443	10/16/2023	\$0.00	10/16/2023	Due on receipt	

ACTIVITY	AMOUNT
<b>Media</b> Schedule -I-Heart - Christmas Tree Trail to Groves	1,104.00
<b>Media</b> Schedule Placement - KFDM/KBTW/CW Christmas Tree Trail to Groves	1,000.00
<b>Media</b> Schedule Placement-KBMT/KJAC Christmas Tree Trail to Groves	1,000.00
<b>Media</b> Schedule Placement-KBMT ERN Digital Ads	588.00
<b>Media</b> Schedule-Television, Radio, Digital Production	408.00
<b>Media</b> Schedule Placement-Lamar Outdoor Billboards	1,900.00
<b>Media</b> Schedule Placement- Small Biz Saturday -IHeart	1,000.00
<b>Media</b> Schedule Placement-Small Biz Saturday - ERN Digital	1,000.00

PAID

Hi Letha, this is revised invoice for Christmas Tree Trail and Small Business Saturday. Thank you for your business!  
 Elda

PAYMENT	8,000.00
BALANCE DUE	<b>\$0.00</b>





# Jack & Jill's Storybook Co. has been paid \$320.00

Invoice paid November 25, 2024

[Download PDF](#)

## Customer

Letha Knaus  
Groves Chamber Of Commerce  
letha@groveschamberofcommerce.ccsend.com  
+1 (409) 718-1564

## Invoice #000002

November 25, 2024

<b>Character Entertainment for November 24th</b>	<b>\$320.00</b>
<i>Sunday, November 24th from 1-5 p.m.</i>	
<i>Jolly &amp; Jingles</i>	
<i>first 2 hours covered for 1 year chamber of Commerce membership &amp; reimbursement for 1 hour</i>	
<i>total: \$320</i>	

<b>Subtotal</b>	<b>\$320.00</b>
-----------------	-----------------

<b>Total</b>	<b>\$320.00</b>
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**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: City Manager Agenda Item No. 12

Title for Item (same as to be placed on Agenda): Deliberate and act to approve the agreement with the Groves Pecan Festival for dedication of the World's Largest Pecan Sculpture.

Party(ies) requesting placement of this item on the agenda: Kevin Carruth, City Manager

Submitted to City Manager's Office on: Date: 1/7/25 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: The Groves Pecan Festival has reviewed and executed the agreement the City Council reviewed in November.

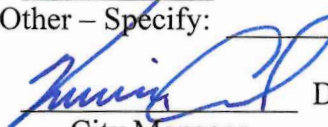
Deadline for Approval: None.

Staff Recommendation: Staff recommends the City Council approve the agreement with the Groves Pecan Festival for dedication of the World's Largest Pecan Sculpture, as presented.

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: Agreement between City of Groves and Groves Pecan Festival.

Specific Council Action Requested: None (Information item only) \_\_\_\_\_ Motion X  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/09/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item  
(if applicable): \$ \_\_\_\_\_ Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_

---

**Agreement Between City of Groves and Groves Pecan Festival for  
Dedication of the World's Largest Pecan Sculpture**

---

This contract is made by and between the CITY OF GROVES, a municipal corporation of the State of Texas, domiciled in Jefferson County, Texas, acting by and through its Mayor, duly authorized by its City Council, (hereinafter called City), and GROVES PECAN FESTIVAL, acting herein by and through its duly authorized officers, (hereinafter called Festival), as follows:

Whereas, Groves Pecan Festival, hereby dedicates to the City of Groves, the improvements described in Exhibit "A".

Whereas, the Chamber agrees that the Festival will pay all costs for the improvement(s) construction, engineering, and installation. The Festival shall provide:

- (1) As-Built Plans of the constructed improvement(s).
- (2) The Mayor or his/her designee certifies that all external inspecting agencies have accepted those improvements which fall under their respective jurisdictions.
- (3) The project engineer, a registered professional engineer in the State of Texas, certifies he/she has inspected the improvements that fall under the City's jurisdiction, and the improvements have been constructed in conformance with the approved engineering plans and these standards and specifications.
- (4) The Mayor or his/her designee certifies that those improvements that fall under the City's jurisdiction have been constructed in conformance with the approved engineering plans and these standards and specifications.
- (5) Construction compliance with applicable windstorm and drainage codes.
- (6) Any required approval by the Texas Department of Transportation and/or any other state agency found to be regulating the improvements depicted in Exhibit "A".
- (7) Perform any and all maintenance to the improvements.
- (8) Pay any and all taxes, if any, associated with the improvements.
- (9) Pay any necessary permit and survey costs.

Whereas, the Festival assumes any and all liabilities associated with the dedicated improvements to the City of Groves and offers this dedication at no risk or cost to the City of Groves; and

Whereas, the Festival hereby indemnifies and holds the City harmless in all respects associated with any aspect of the Dedication:

Now, therefore, it is agreed by the City Council of the City of Groves, Texas, that:

That, the City of Groves agrees by this contract accepts the improvements as Dedicated to the City but the City assumes no risk or liability associated with the Dedication.

- (1) The Festival shall execute any and all instruments necessary to convey and dedicate said above- described improvements to the City of Groves and City will execute all instruments to accept the improvements.
- (2) It is further agreed by and between the parties thereto that the sole consideration for the Festival executing this contract is the acceptance of the improvements constructed.
- (3) All of the terms and conditions of this contract shall extend to and be binding upon the executors, administrators, heirs, personal representatives, successors, and assigns of all parties hereto.
- (4) The Festival agrees to promptly perform any and all maintenance on the improvements.

The City makes no representation of any kind associated with this agreement related to the fitness of the site for the improvements. The City disclaims any and all warranties of any kind.

Executed in duplicate originals by the duly authorized officers of the City of Groves, a Texas municipal corporation, and Groves Pecan Festival this \_\_\_\_\_ day of November, 2024.

**THE CITY OF GROVES**

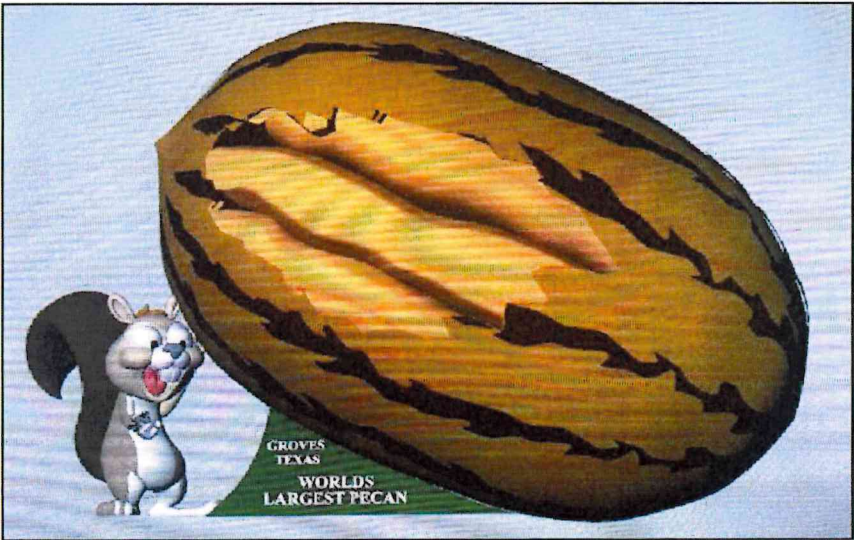
By: \_\_\_\_\_  
Chris Borne, Mayor

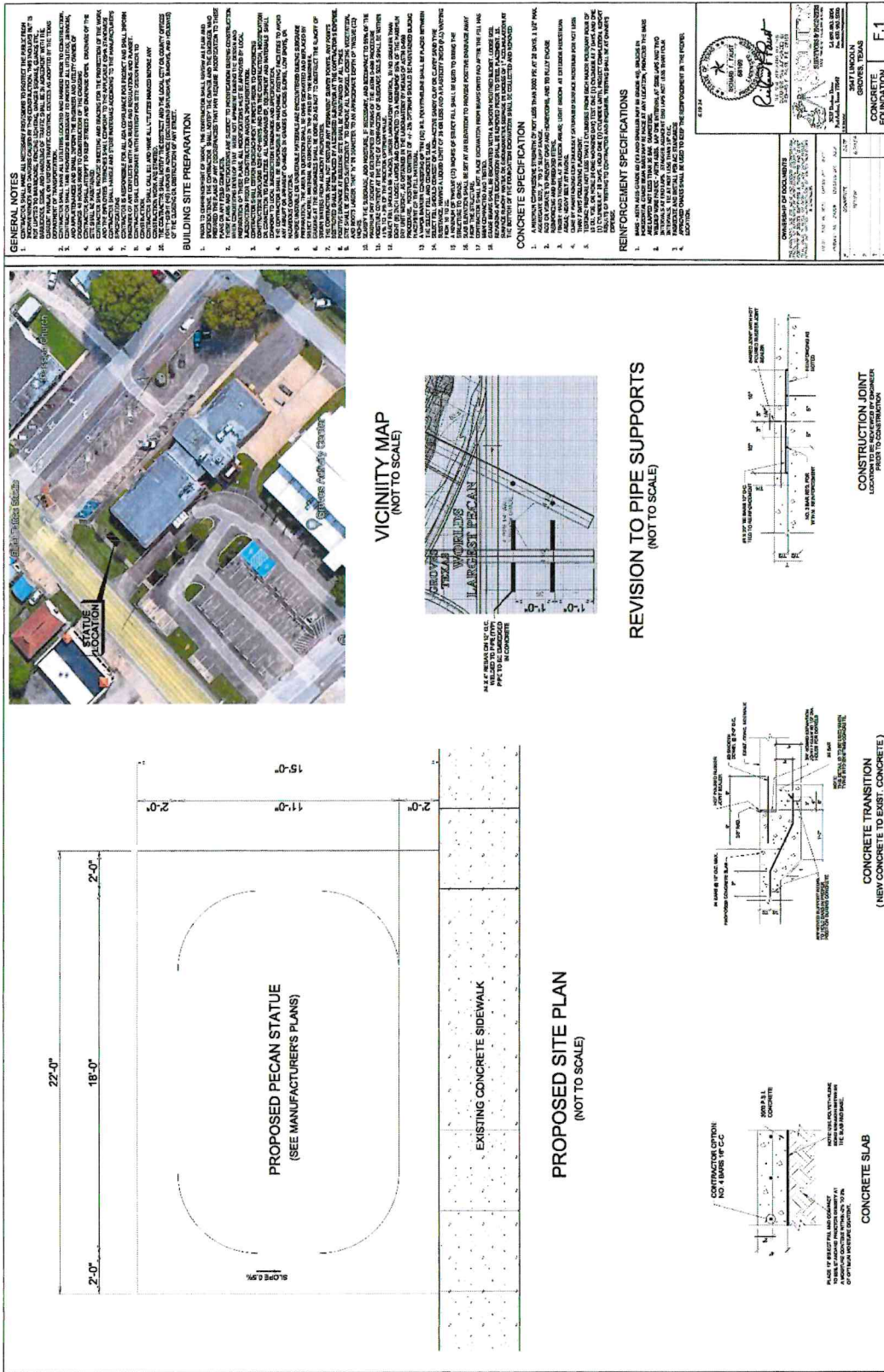
**GROVES PECAN FESTIVAL**

By: Letha Knaus  
Name: Letha Knaus  
Its Letha Knaus as authorized by its Board



Exhibit A












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## MEMORANDUM

---

To: Mayor and City Council  
From: City Manager Kevin Carruth   
Date: January 9, 2025  
Re: Annual Ordinance Authorizing Participation in Regulatory Proceedings of Entergy Texas, Inc.

---



The City of Groves has joined a coalition of cities (currently totaling 27) for several years to hire attorneys and other consultants to review and contest rate filings by Entergy. Every time the City has participated our citizens have benefited from lower-than-proposed rates. In 2024 the coalition of cities participated in six different types of rate proceedings that Entergy initiated with the Public Utilities Commission. The Texas Utility Code requires Entergy to reimburse the cities reasonable expenses so there is no cost to Groves to participate in the rate filings.

Entergy is expected to file additional Transmission Cost Recovery Factor and Distribution Cost Recovery Factor applications for interim cost recovery of investments made to its transmission and distribution systems. The Company is also expected to file its annual application to amend its Energy Efficiency Cost Recovery Factor in May 2025.

Because the City of Groves can be more effective working together with a coalition of other cities, staff recommends that the Council adopt the proposed ordinance authorizing participation with other Entergy service area cities in matters concerning Entergy at the Public Utilities Commission, as presented.

1  
2  
3 **ORDINANCE 2025-01**

4 **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF**  
5 **GROVES, TEXAS, AUTHORIZING PARTICIPATION WITH**  
6 **OTHER ENTERGY SERVICE AREA CITIES IN MATTERS**  
7 **CONCERNING ENTERGY TEXAS, INC. AT THE PUBLIC**  
8 **UTILITY COMMISSION OF TEXAS IN 2025; AUTHORIZING THE**  
9 **HIRING OF LAWYERS AND RATE EXPERTS; AUTHORIZING**  
10 **THE CITY’S PARTICIPATION TO THE FULL EXTENT**  
11 **PERMITTED BY LAW AT THE PUBLIC UTILITY COMMISSION**  
12 **OF TEXAS; FINDING THAT THE MEETING COMPLIES WITH**  
13 **THE OPEN MEETINGS ACT; AND DECLARING AN EFFECTIVE**  
14 **DATE**

15 WHEREAS, Cities have exclusive original jurisdiction over rates, operations, and  
16 services of an electric utility in areas in the municipality pursuant to *Tex. Util. Code* §  
17 33.001; and

18  
19 WHEREAS, Cities have standing in each case before the Public Utility  
20 Commission of Texas that relates to an electric utility providing service in the municipality  
21 pursuant to *Tex. Util. Code* § 33.025; and

22  
23 WHEREAS, Entergy Texas, Inc. (“ETI” or “Company”) is expected to file rate  
24 change requests in various proceedings before the Public Utility Commission of Texas  
25 (“Commission”) or before municipalities in 2025, which may include (1) a base rate case,  
26 (2) rate proceedings or cost adjustments such as a transmission cost recovery rider, a  
27 distribution cost recovery rider, a generation cost recovery rider, energy efficiency cost  
28 recovery factor, or storm restoration cost or offset true-ups, (3) and various fuel cost  
29 refunds or surcharges and reconciliations; and

30  
31 WHEREAS, Cities have the statutory right to set fair and reasonable rates for both  
32 the Company and customers within Cities; and

33  
34 WHEREAS, Cities are entitled to reimbursement by the utility of their reasonable  
35 rate case expenses to participate in cases that are deemed rate proceedings pursuant to *Tex.*  
36 *Util. Code* § 33.023.

37  
38 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE  
39 CITY OF THE CITY OF GROVES, TEXAS, that:

40  
41 SECTION 1. The City of Groves shall participate with other Cities to intervene in  
42 ETI’s various rate filings related to any base rate adjustment proceedings or cost of service  
43 adjustments, the various fuel cost surcharges and reconciliations, and any other interim or  
44 incremental surcharge proceedings or surcharge adjustments filed with the Commission or  
45 with municipalities in 2025.  
46

47 SECTION 2. The City of Groves employs the Lawton Law Firm P.C. to represent  
48 the City regarding the ETI rate matters before local regulatory authorities and the  
49 Commission and authorizes counsel to employ rate experts as are recommended by the  
50 Cities' Steering Committee to intervene in rate- or fuel-related proceedings at the  
51 Commission concerning ETI's rates charged to Texas customers.

52  
53 SECTION 3. All such actions shall be taken pursuant to the direction of the Cities'  
54 Steering Committee. Cities' Steering Committee shall have authority to retain rate  
55 consultants and lawyers. Cities' Steering Committee shall direct the actions of Cities'  
56 representatives in the above proceedings. The Steering Committee is directed to obtain  
57 reimbursement from ETI of all reasonable expenses associated with participation in said  
58 proceedings.

59  
60 SECTION 4. The meeting at which this Ordinance was approved was in all things  
61 conducted in strict compliance with the Texas Open Meetings Act, Texas Government  
62 Code, Chapter 551.

63  
64 SECTION 5. This Ordinance shall be effective from and after the date of its  
65 passage.

66  
67 PASSED by unanimous vote of the City Council of the City of Groves, Texas, this  
68 13th day of January 2025.

69  
70  
71

\_\_\_\_\_  
**Chris Borne, Mayor**

72  
73  
74 **ATTEST:**

75  
76  
77

\_\_\_\_\_  
**Clarissa Thibodeaux, City Clerk**

78  
79  
80  
81

82 The foregoing ordinance, including all the provisions thereof, is hereby approved  
83 as to form and legality.

84  
85

\_\_\_\_\_  
**Brandon P. Monk, City Attorney**

86  
87



**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: City Manager Agenda Item No. 14

Title for Item (same as to be placed on Agenda): Deliberate and act to approve the dates and times for future City Council Meetings.

Party(ies) requesting placement of this item on the agenda: Kevin Carruth, City Manager

Submitted to City Manager's Office on: Date: 1/7/25 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: See accompanying memo.

Deadline for Approval: Immediately.

Staff Recommendation: Staff recommends City Council adopt a regular meeting schedule of second and fourth Monday's beginning at 5:00 p.m., as presented.

Alternative (if any) for consideration: See accompanying memo.

Identify any attachments to this document: January 8, 2025 memo from City Manager.

Specific Council Action Requested: None (Information item only) \_\_\_\_\_ Motion X

Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/09/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item  
(if applicable): \$ \_\_\_\_\_ Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_

---

## MEMORANDUM

---



To: Mayor and City Council  
From: City Manager Kevin Carruth *KC*  
Date: January 8, 2025  
Re: Council Meeting Dates and Times for 2025

---

Section 7 of the Groves City Charter stipulates that the City Council “shall meet as they deem necessary but at least one (1) time each month”. Section 2.b. of the *Council Decorum and Procedures Policy* (January 28, 2002) says the Council “sets the schedule of meetings for the forthcoming year”. Although the start time has varied over the years, the Council has met every other Monday for over 23 years, even if there is very little on the agenda.

Staff has prepared three meeting schedule options for the Council’s consideration for the next year, as detailed in the table below. See the accompanying calendar and tables for the specific meeting dates through the end of January 2026.

Schedule	No. Meetings	Holiday Conflicts
Every other Monday (same as now)	26	0
First and third Mondays	21	3
Second and fourth Mondays	23	1

Staff recommends the City Council adopt the second and fourth Monday meeting schedule for three reasons. First, holding meetings when there is very little on the agenda and those items are not so time-sensitive that they cannot wait until the next meeting consumes a lot of resources, including the production of meeting materials, opportunities lost or delayed due to obligations to the meeting, and most importantly the labor and time of everyone involved. Second, it has the fewest number of conflicts with City-observed holidays. Lastly, since the week of the month the every other Monday schedule falls on changes over time, it is easier to schedule other events around council meetings with a first and third or second and fourth schedule because you do not have to have a calendar with council meetings already noted.

Staff does not recommend changing the 5:00 p.m. start time for the meetings.

Every Other Monday (2025)

February 10<sup>th</sup> and 24<sup>th</sup>

March 10<sup>th</sup> and 24<sup>th</sup>

April 7<sup>th</sup> and 21<sup>st</sup>

May 5<sup>th</sup> and 19<sup>th</sup>

June 2<sup>nd</sup>, 16<sup>th</sup>, and 30<sup>th</sup>

July 14<sup>th</sup> and 28<sup>th</sup>

August 11<sup>th</sup> and 25<sup>th</sup>

September 8<sup>th</sup> and 22<sup>nd</sup>

October 6<sup>th</sup> and 20<sup>th</sup>

November 3<sup>rd</sup> and 17<sup>th</sup>

December 1<sup>st</sup>, 15<sup>th</sup>, and 29<sup>th</sup>

January (2026) 12<sup>th</sup> and 26<sup>th</sup>



First and Third Mondays (2025)

February 3<sup>rd</sup> and 17<sup>th</sup> (Presidents Day)

March 3<sup>rd</sup> and 17<sup>th</sup>

April 7<sup>th</sup> and 21<sup>st</sup>

May 5<sup>th</sup> and 19<sup>th</sup>

June 2<sup>nd</sup> and 16<sup>th</sup>

July 7<sup>th</sup> and 21<sup>st</sup>

August 4<sup>th</sup> and 18<sup>th</sup>

September 1<sup>st</sup> (Labor Day) and 15<sup>th</sup>

October 6<sup>th</sup> and 20<sup>th</sup>

November 3<sup>rd</sup> and 17<sup>th</sup>

December 1<sup>st</sup> and 15<sup>th</sup>

January (2026) 5<sup>th</sup> and 19<sup>th</sup> (MLK Day)

Second and Fourth Mondays (2025)

February 10<sup>th</sup> and 24<sup>th</sup>

March 10<sup>th</sup> and 24<sup>th</sup>

April 14<sup>th</sup> and 28<sup>th</sup>

May 12<sup>th</sup> and 26<sup>th</sup> (Memorial Day)

June 9<sup>th</sup> and 23<sup>rd</sup>

July 14<sup>th</sup> and 28<sup>th</sup>

August 11<sup>th</sup> and 25<sup>th</sup>

September 8<sup>th</sup> and 22<sup>nd</sup>

October 13<sup>th</sup> and 27<sup>th</sup>

November 10<sup>th</sup> and 24<sup>th</sup>

December 8<sup>th</sup> and 22<sup>nd</sup>

January (2026) 12<sup>th</sup> and 26<sup>th</sup>

# February 2025

February 2025

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1
2	3	4	5	6	7	8
9	10 Every Other Monday	11	12	13	14	15
16	17 President's Day Holiday	18	19	20	21	22
23	24 2nd & 4th Mondays Every Other Monday	25	26	27	28	Mar 1



# March 2025

March 2025							April 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30	31						29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 23	24	25	26	27	28	Mar 1
2	3	4	5	6	7	8
9	10 Every Other Monday	11	12	13	14	15
16	17	18	19	20	21	22
23	24 2nd & 4th Mondays Every Other Monday	25	26	27	28	29
30	31	Apr 1	2	3	4	5

# April 2025

April 2025

May 2025

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1	2	3	4	5
6	7 1st & 3rd Mondays Every Other Monday	8	9	10	11	12
13	14 2nd & 4th Mondays	15	16	17	18	19
20	21 1st & 3rd Mondays Every Other Monday	22	23	24	25	26
27	28 2nd & 4th Mondays	29	30	May 1	2	3

# May 2025

May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 27	28	29	30	May 1	2	3
4	5 1st & 3rd Mondays Every Other Monday	6	7	8	9	10
11	12 2nd & 4th Mondays	13	14	15	16	17
18	19 1st & 3rd Mondays Every Other Monday	20	21	22	23	24
25	26 2nd & 4th Mondays Memorial Day Holiday	27	28	29	30	31



# June 2025

July 2025

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 1	2 1st & 3rd Mondays Every Other Monday	3	4	5	6	7
8	9 2nd & 4th Mondays	10	11	12	13	14
15	16 1st & 3rd Mondays Every Other Monday	17	18	19	20	21
22	23 2nd & 4th Mondays	24	25	26	27	28
29	30 Every Other Monday	Jul 1	2	3	4	5

# July 2025

July 2025							August 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 29	30	Jul 1	2	3	4	5
6	7 1st & 3rd Mondays	8	9	10	11	12
13	14 2nd & 4th Mondays Every Other Monday	15	16	17	18	19
20	21 1st & 3rd Mondays	22	23	24	25	26
27	28 2nd & 4th Mondays Every Other Monday	29	30	31	Aug 1	2

# August 2025

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 27	28	29	30	31	Aug 1	2
3	4 1st & 3rd Mondays	5	6	7	8	9
10	11 2nd & 4th Mondays Every Other Monday	12	13	14	15	16
17	18 1st & 3rd Mondays	19	20	21	22	23
24	25 2nd & 4th Mondays Every Other Monday	26	27	28	29	30
31	Sep 1	2	3	4	5	6



# September 2025

September 2025							October 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6		7	8	9	10	11	12	13
7	8	9	10	11	12	13	14	15	16	17	18	19	20
14	15	16	17	18	19	20	21	22	23	24	25	26	27
21	22	23	24	25	26	27	28	29	30	31			
28	29	30											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 31	Sep 1 1st & 3rd Mondays Labor Day Holiday	2	3	4	5	6
7	8 2nd & 4th Mondays Every Other Monday	9	10	11	12	13
14	15 1st & 3rd Mondays	16	17	18	19	20
21	22 2nd & 4th Mondays Every Other Monday	23	24	25	26	27
28	29	30	Oct 1	2	3	4

# October 2025

October 2025							November 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 28	29	30	Oct 1	2	3	4
5	6 1st & 3rd Mondays Every Other Monday	7	8	9	10	11
12	13 2nd & 4th Mondays	14	15	16	17	18
19	20 1st & 3rd Mondays Every Other Monday	21	22	23	24	25
26	27 2nd & 4th Mondays	28	29	30	31	Nov 1

# November 2025

November 2025							December 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30							28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 26	27	28	29	30	31	Nov 1
2	3 1st & 3rd Mondays Every Other Monday	4	5	6	7	8
9	10 2nd & 4th Mondays	11	12	13	14	15
16	17 1st & 3rd Mondays Every Other Monday	18	19	20	21	22
23	24 2nd & 4th Mondays	25	26	27	28	29
30	Dec 1	2	3	4	5	6



# December 2025

December 2025							January 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6		4	5	6	7	8	9	10
7	8	9	10	11	12	13	11	12	13	14	15	16	17
14	15	16	17	18	19	20	18	19	20	21	22	23	24
21	22	23	24	25	26	27	25	26	27	28	29	30	31
28	29	30	31										

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 30	Dec 1 1st & 3rd Mondays Every Other Monday	2	3	4	5	6
7	8 2nd & 4th Mondays	9	10	11	12	13
14	15 1st & 3rd Mondays Every Other Monday	16	17	18	19	20
21	22 2nd & 4th Mondays	23	24	25	26	27
28	29 Every Other Monday	30	31	Jan 1, 26	2	3

# January 2026

January 2026							February 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	3	4	5	6	7	8	9
4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 28	29	30	31	Jan 1, 26	2	3
4	5 1st & 3rd Mondays	6	7	8	9	10
11	12 2nd & 4th Mondays Every Other Monday	13	14	15	16	17
18	19 1st & 3rd Mondays 8:00am MLK Day Holiday	20	21	22	23	24
25	26 2nd & 4th Mondays Every Other Monday	27	28	29	30	31

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: Building Official Agenda Item No. 15

Title for Item (same as to be placed on Agenda): Deliberate and act on establishing a date for a Joint Public Hearing with the Planning and Zoning Commission for a specific use permit for a food truck located at 5509 E. Parkway Drive.

Party(ies) requesting placement of this item on the agenda: Building Official, Don Pedraza

Submitted to City Manager's Office on: Date: 1/9/25 Time: 8:30 a.m. By: C. THIBODEAUX

Explanation of Item: The Planning and Zoning Commission is requesting a joint public hearing with Council to discuss a specific use permit for the Hungry Wolf food truck located at 5509 E. Parkway Drive. The Hungry Wolf has already leased a brick-and-mortar space in the shopping center to comply with Sec. 11-40(1) of the Code of Ordinances.

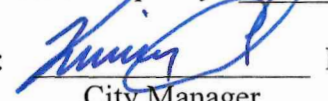
Deadline for Approval: Immediately

Staff Recommendation: Staff is recommending the dates of February 3<sup>rd</sup> or 10<sup>th</sup>, at 5 p.m. depending on what City Council adopts for the 2025 meeting dates. Both of these date options will give staff enough time for publishing the notice in the newspaper.

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: Application, and aerial of location.

Specific Council Action Requested: None (Information item only) \_\_\_\_\_ Motion X  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/09/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item (if applicable): \$ \_\_\_\_\_  
Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_







CITY OF GROVES

APPLICATION TO THE PLANNING & ZONING COMMISSION

Date: 12-19 2024

Application is hereby made to the City of Groves Planning and Zoning Commission to hold a meeting for the purpose of discussing a Specific Use Permit for Food Truck Usage

to be located on Lot No. 4 Block No. 7

Addition PALCO Cambridge Shopp center Lot Size 3.17 Acres

Property Zoned C-2

Property Owner Jon Hampton Telephone No.

Address 5509 E Parkway St Groves TX 77619

This application for a Specific Use Permit shall be accompanied by proof of ownership or verification as a certified agent, a fee of \$250.00 to cover administrative and processing costs, and two (2) sets of site plans, drawings and necessary data required by the City of Groves Zoning Ordinance. The site plan shall show the planned development of the property drawn to scale, showing the location and arrangement of the buildings, (proposed and existing), the building setbacks and yards, the landscaping and/or walls and fences for screening purposes, the off-street parking and design of ingress and egress to and from the abutting street.

If the applicant withdraws his application prior to publication of public hearing by the City Council, half of the fee will be refunded.

The Planning and Zoning Commission shall reserve the right to refuse to examine any incomplete, unintelligible or indefinite drawings or plans that do not comply with the provisions of the City of Groves Zoning Ordinance.

CITY OF GROVES (409) 962-4471

Signature of Applicant (Owner/ Agent)

REC#: 01571502 12/19/2024 2:04 PM OPER: PM TERM: 013 REF#: FOOD TRUCK PAID BY: JON HAMPTON

PI TRAN: 195.0000 BOARD MEETING P & Z MEETING SPECIFIC USE PERMIT BOARD MEETING 350.00CR

City of Groves Inspection Department 4925 McKinley Groves, Texas 77619

TENDERED: 350.00 CREDIT CARD APPLIED: 350.00- CHANGE: 0.00



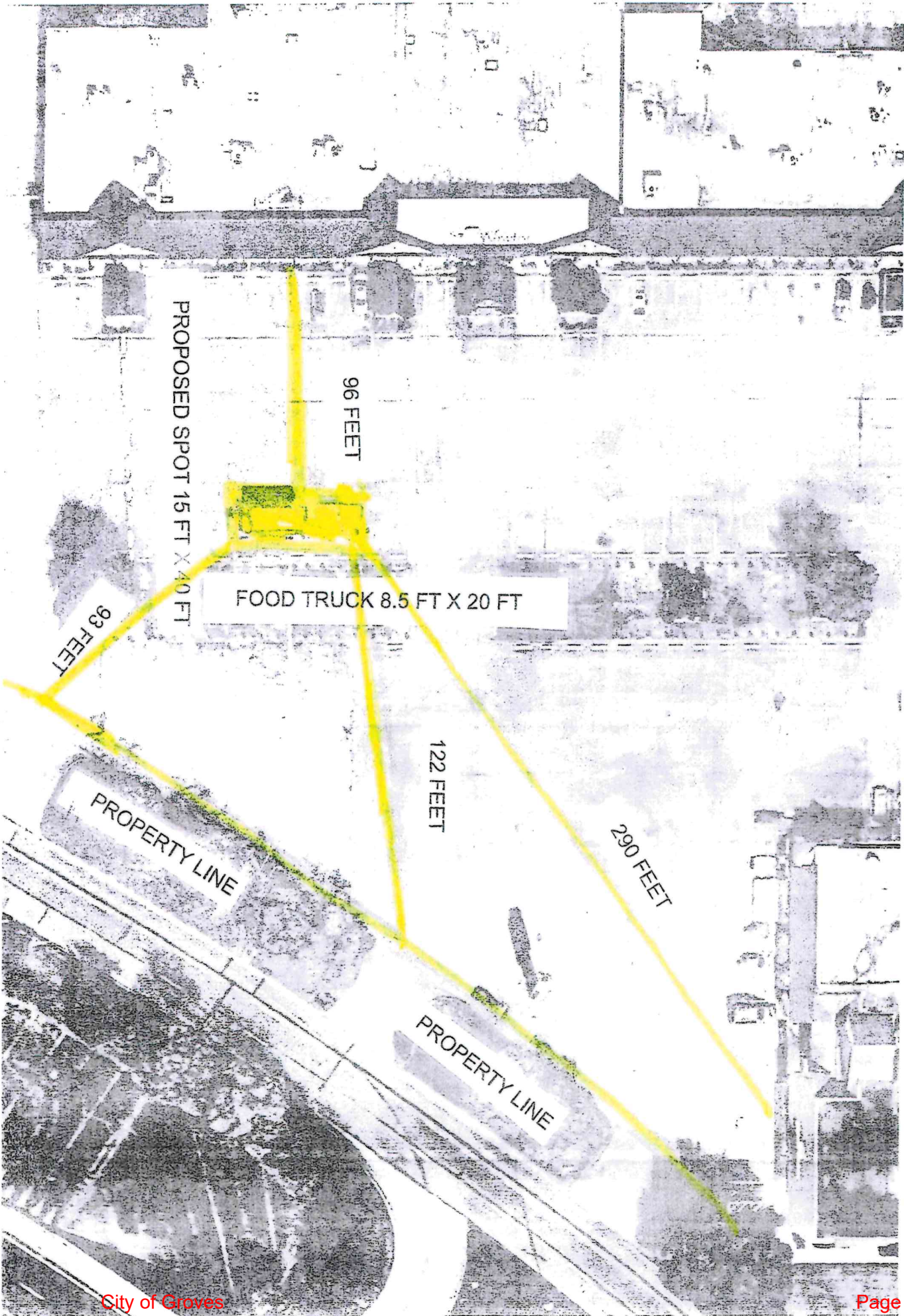


Enter Map Title...  
 Web Print: 01/09/2025

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable

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**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: City Manager Agenda Item No. 16

Title for Item (same as to be placed on Agenda): Hear and deliberate on the process and appointments for Groves Economic Development Corporation Board of Directors and Planning and Zoning Commission.

Party(ies) requesting placement of this item on the agenda: Kevin Carruth, City Manager

Submitted to City Manager's Office on: Date: 1/7/25 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: See accompanying memo.


Deadline for Approval: None.

Staff Recommendation: \_\_\_\_\_

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: City Manager's 1/9/2025 memo; GEDC Bylaws; Article II of Groves Code of Ordinances.

Specific Council Action Requested: None (Information item only)  Motion \_\_\_\_\_  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/09/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item (if applicable): \$ \_\_\_\_\_  
Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_



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## MEMORANDUM

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To: Mayor and City Council  
From: City Manager Kevin Carruth *KC*  
Date: January 9, 2025  
Re: Process and Appointments to Groves Economic Development Corporation and Planning and Zoning Commission



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The City has two subunits that handle important business – the Groves Economic Development Corporation (GEDC) and the Planning and Zoning Commission (P&Z). With current vacancies, lapses in appointments, and two new Council Members, this is a good time to thoroughly evaluate our processes and appointments for both bodies.

### Groves Economic Development Corporation

The Groves Economic Development Corporation (GEDC) board of directors historically has been comprised of the four Ward Council Members plus three other citizens. Section 3.02 of the GEDC Bylaws requires the following composition:

- 3.02(i)** – interest in the work of the Corporation, special expertise and civic service;
- 3.02(ii)** – at least three (3) of the Directors shall not be employees, officers, or members of the governing body of the City of Groves;
- 3.02(iii)** – at least one (1) Director from each of the four (4) City Wards; and
- 3.02(iv)** – all Directors shall be residents of the City of Groves.

Since the GEDC’s inception, the four Ward City Council Members have automatically become GEDC Board Members by virtue of their election to the City Council and are not specifically appointed by separate action of the Council. This practice easily satisfies the ward representation requirement of Section 3.02(iii); however, this presents three issues that the Council needs to consider. First, if the purpose of the City Council is to be a check and balance on GEDC actions, then that cannot happen if the majority of both bodies are the same. Second, if “two heads are better than one”, the historical practice is depriving us of the expertise of four additional people. Lastly, the recent action of the City Council removing a Council Member and GEDC President from the GEDC Board of Directors created the potential situation where it could be questioned whether that Council Member could be objective in any future deliberations concerning the GEDC.

The Council should consider if it wants to continue with the current practice of City Council Ward representatives serving concurrently as GEDC Board Members or if the GEDC Board of Directors should be composed entirely of citizens. See the accompanying Bylaws for all of the organizational details of the GEDC.

### Planning and Zoning Commission

The Planning and Zoning Commission (P&Z) has five regular members and two alternates, all serving two-year terms (or until their successors are appointed). The qualifications to serve on



P&Z, according to Section 2-17 of the Groves Code of Ordinances, include:

1. U.S. citizen and qualified voter of the City of Groves.
2. Resided in the city limits for at least six months.
3. Not convicted of a felony while in office.
4. Meet the same qualifications as a candidate for office for Mayor and Council Member.

One member and the two alternates are appointed by the Mayor and each Council Member can appoint one P&Z member. All appointments are subject to confirmation by the City Council. The details of the current membership of the P&Z or detailed in the table below.

<b>Member</b>	<b>Date Appointed</b>	<b>Ward of Residence</b>
1. Lynette Baaheth	2/28/22	4
2. Michael Campise (Secretary & Alternate)	2/28/22	3
3. Chris Crain	2/28/22	3
4. Rodney Pacetti (Chairman)	2/28/22	2
5. Craig Plokhooy	2/28/22	2
6. Member (Vacant)		
7. Alternate (Vacant)		

The two-year terms of the P&Z membership expired in February of last year, there are two long-term vacancies, the geographic representation is not even (although there is no requirement for it), and the alternate is serving as Secretary.

The Council should discuss how to proceed with the reappointment of current members, appointment of new members, and filling of vacancies. Please see the accompanying Article II of the Groves Code of Ordinances for the details on the Planning and Zoning Commission.

Both GEDC and P&Z have quorums and can continue to function with their current memberships so the Council does have a little time to deliberate on the questions for both. I anticipate that these will appear on the January 27 agenda as action items. Please contact me if you have any questions.

GROVES ECONOMIC DEVELOPMENT CORPORATION

CORPORATE BYLAWS

These Bylaws (referred to as the "Bylaws") govern the affairs of the Groves Economic Development Corporation, a public instrumentality and a non-profit corporation (hereinafter referred to as the "Corporation") created under Section 4B of the Development Corporation Act of 1979, Article 5190.6 of the Revised Civil Statutes of Texas (hereinafter referred to as the "Act").

Article I. Purpose

1.01. The Corporation is organized exclusively for the purpose of benefitting and accomplishing public purposes of the City of Groves, Texas, by promoting, assisting and enhancing economic development activities for the City as provided by the Development Corporation Act of 1979, Texas Revised Civil Statutes Annotated Article 5190.6, as amended. The Corporation has no members and is a non-stock corporation.

Article II. Registered Office and Agent

2.01. The registered office of the Corporation shall be maintained in the City of Groves, Jefferson County, Texas, where the Corporation shall maintain a registered office and the registered agent as provided in the Act. The Board of Directors shall be authorized to establish additional offices as well, and to change the location of any office of the Corporation.

Article III. Board of Directors

Management of the Corporation and General Powers

3.01. The affairs of the Corporation shall be managed by a Board of Directors appointed by the Mayor and City Council of the City of Groves. All voting rights shall be vested solely in the Board, whose members shall serve without compensation. In addition to the powers and authorities expressly conferred upon them by these Bylaws, the Board of Directors may exercise all such powers of the Corporation and do all lawful acts and things as are not prohibited by statute or by the Charter or by these Bylaws. Without prejudice to such general powers and other powers conferred by statute, by the Charter and by these Bylaws, it is expressly declared that the Board of Directors shall have the following powers, to-wit:

(i) To purchase, or otherwise acquire for the Corporation, any property, rights, or privileges which the Corporation is authorized to acquire, at such price or consideration and generally on such terms and conditions as they think fit; and at their discretion to pay therefore either wholly or partly in money,

stock, bonds, debentures, or other securities of the Corporation as may be lawful.

(ii) To create, make and issue notes, mortgages, bonds, deeds of trust, trust agreements and negotiable or transferable instruments and securities, secured by mortgage or deed of trust on any real property of the Corporation or otherwise, and to do every other act or thing necessary to effect the same.

(iii) To sell or lease the real or personal property of the Corporation on such terms as the Board may see fit and to execute all deeds, leases and other conveyances or contracts that may be necessary for carrying out the purposes of this Corporation.

(iv) To do all things and take all action authorized by Article 5190.6, as amended.

3.02. The Board shall be composed of seven (7) Directors who shall serve at the pleasure of the City Council. Directors will be selected based on the following:

(i) interest in the work of the Corporation, special expertise and civic service; (ii) at least three (3) of the Directors shall not be employees, officers or members of the governing body of the City of Groves; (iii) at least one (1) Director from each of the four (4) City Wards; and (iv) all Directors shall be residents of the City of Groves.

#### Terms of Office

3.03. The term of office shall be two (2) years or until successors are appointed.

#### Vacancies

3.04. Any vacancy occurring in the Board of Directors will be filled by appointment of the City Council of Groves. The vacancy will be filled for the unexpired term of the Director.

#### Board Attendance

3.05. Unless special consideration is granted by the Board to accommodate directors who are temporarily inactive for good cause, any director who is absent from three (3) consecutive regular or special meetings of the Board may be asked to resign. The Board's decision not to ask for the Director's resignation shall not negate the City Council's authority to do so.



## Duties of Directors

3.06. Directors shall exercise ordinary business judgment in managing the affairs of the Corporation. Directors shall act as fiduciaries with respect to the interests of the citizens of Groves. In acting in their official capacity as directors of the Corporation, directors shall act in good faith and take actions they reasonably believe to be in the best interests of the Corporation and that are not unlawful. In all other instances, the Board of Directors shall not take any action that they should reasonably believe would be opposed to the Corporation's best interests or would be unlawful. A director shall not be liable if, in the exercise of ordinary care, the director acts in good faith relying on written financial and legal statements provided by an accountant or attorney retained by the Corporation.

## Article IV. Officers Officer Positions

4.01. The officers of the Corporation shall be a President a Vice-President, a Secretary, and a Treasurer, all of whom shall be members of the Board. Any two or more offices may be held by the same person except the offices of President and Secretary. The officers shall have all powers specified in the Bylaws, as amended from time to time, and all powers authorized under the Act and the Texas Non-Profit Corporation Act of the State of Texas, or its successor.

## Election and Terms of Office

4.02. The officers of the Corporation shall be elected annually by the Board of Directors at the last meeting of the fiscal year and assume their duties at the first regular meeting of the new fiscal year. If the election is not held at the last meeting of the year, it shall be held as soon thereafter as conveniently possible. Each officer shall hold office until a successor is duly elected and qualified. An officer may be elected to succeed himself or herself in the same office one (1) time. Vacancies in officer positions may be filled by the Board of Directors for the unexpired portion of the officer's term.

## President

4.03. The President shall be the chief executive officer of the Corporation. He or she shall generally supervise and control all of the business and affairs of the corporation and shall preside at all meetings of the Board of Directors. The President shall perform all duties incident to the office and other duties prescribed from time to time by the Board of Directors. He or she may execute deeds, mortgages, bonds, contracts or other instruments



that the Board of Directors has authorized to be executed. However, he or she may not execute instruments on behalf of the Corporation if this power is expressly delegated to another officer or agent of the Corporation by the Board of Directors, the Bylaws, or statute. The President shall appoint the members of all standing and other committees, unless composition is otherwise provided for by the Bylaws, and shall appoint all committee chairs.

#### Vice-President

4.04. A Vice-President shall be elected or appointed by the Board of Directors. The Vice-President shall perform such duties as assigned to him by the Board of Directors; provided, however, that the Vice-President shall be responsible for matters involving marketing and financial incentives. In the absence of the President, or if the President is unable or refuses to act the Vice-President shall perform the duties of President and have all the powers and be subject to all the restrictions of that office.

#### Secretary

4.05. The Secretary shall be the custodian of the Corporate records. The Secretary shall record and keep or cause to be recorded and kept all votes and minutes of the meetings of the Board. The Secretary shall further give or cause to be given notice of all meetings of the Board of Directors and its committees, and shall perform such other duties as may be prescribed by the Board of Directors or President. The Secretary may designate one or more Assistant Secretaries who may be employees of the Corporation to assist in the administration of the Corporate records.

#### Treasurer

4.06. The Treasurer shall perform such duties as are usually incumbent upon such office. He or she shall see that proper and accurate accounts are kept of the financial condition of the Corporation and that proper books are maintained for their orderly entry. He or she shall insure that the financial policies adopted by the Board are duly followed and that an independent audit is made of the accounts of the Corporation at the end of each fiscal year. He or she shall report the financial condition of the Corporation at each regular meeting of the Board and City Council from time to time for approval, and shall perform any other duties the President assigns from time to time. Disbursements of the funds of the Corporation shall be by check, and all checks shall be signed in a manner consistent with the guidelines recommended by the Treasurer and approved by the Board of Directors. All persons authorized to disburse or manage the funds of the Corporation shall be bonded in such sum as the Board of Directors may require.

## Other Officers

4.07. The Board of Directors shall name such other officers and assistant officers, as may be deemed necessary, including an Executive Director.

4.08. The Executive Director, if named, shall be the general manager and chief administrative officer of the Corporation, and subject to the supervision of the Board, shall perform such duties as may be incident to his or her office or specifically delegated to him or her by the board. The Executive Director shall serve at the pleasure of the Board and receive such compensation as the Board may determine from time to time. The Executive Director, as general manager and chief administrative officer, shall be responsible for policy and program implementation and for all operations of the agency, including hiring, supervising and dismissing employees as well as defining and assigning their work. The Executive Director shall be a non-voting, ex-officio member of the Board of Directors and any other committees created by the Board of Directors. The Executive Director shall compile and submit to the Board regular reports and recommendations regarding the programs, policies and business affairs of the Corporation.

## Article V. Board Committees

### Committees Authorized

5.01. The Board of Directors may establish and delegate specified authority to additional standing and ad hoc committees from time to time. A committee may include persons who are not directors of the Corporation. The Board of Directors may establish qualifications for membership on a committee.

In addition, the Board of Directors may authorize subcommittees from time to time and charge them with clear and specific duties. Subcommittees will operate under the general rules governing the Board committees and the general oversight of the Executive Director and Vice-President or Board Committee Chair.

The establishment of a committee shall not relieve the Board of Directors, or any individual director of any responsibility imposed by the Bylaws or otherwise imposed by law. No committee shall have the authority of the Board of Directors to:

- (a) Amend the articles of incorporation.
- (b) Adopt a plan of merger or a plan of consolidation with another corporation.



- (c) Authorize the sale, lease, exchange or mortgage of any of the property and assets of the Corporation.
- (d) Authorize the voluntary dissolution of the Corporation.
- (e) Revoke proceedings for the voluntary dissolution of the Corporation.
- (f) Adopt a plan for the distribution of the assets of the Corporation.
- (g) Amend, alter, or repeal the Bylaws.
- (h) Elect, appoint or remove a member of a committee or director or officer of the Corporation.
- (i) Approve any transaction to which the Corporation is a party or undertake any action that involves a potential conflict of interest as defined in paragraph 7.07 below.
- (j) Take any action outside the scope of authority delegated to it by the Board of Directors.
- (k) Take formal action on a matter that requires the approval of the Board of Directors.
- (l) Commit Corporation funds without the prior approval of the Board of Directors.
- (m) Undertake any other matters appropriate to the authority of the Board of Directors.

#### Committee Tenure

5.02. The members of each standing committee shall serve until the next annual meeting of the Board and/or until successors are appointed by an incoming President, unless the committee is terminated or a member is removed, resigns or ceases to qualify as a member. Vacancies on committees may be filled in the same manner as the original appointment.

#### Rules

5.03. Each committee or subcommittee may adopt rules for its own operation not inconsistent with the Bylaws or with rules adopted by the Board of Directors.



## Article VI. Meetings

### Regular Meetings

6.01. The Board of Directors shall provide for at least one (1) regular meeting annually by resolution stating the time and place of such meeting, which may be the Annual meeting as hereinafter provided. All regular meetings will be held in the corporate city offices of the City of Groves, provided that such meetings shall be held in a facility sufficient in size to accommodate the public attending.

### Annual Meeting

6.02. The last meeting of the Corporation's fiscal year shall be designated as the Annual Meeting. It shall be held at a time and place designated by the Board.

### Special Meetings

6.03. Special meetings of the Board of Directors may be called by the President or upon written request of at least three (3) directors. Any notice of a special meeting, shall contain a summary of the business or proposals to be brought before the special meeting. Should a director's request for a special meeting be submitted to the President and filed in the Executive Director's office by three (3) directors, the President shall determine and notify all directors in writing of the date, time, and place of the special meeting within three (3) days of the receipt of the directors' request, and the meeting shall be held within ten (10) days of the receipt of the directors' request.

### Notice

6.04. Written or printed notice of each regular meeting of the Board of Directors shall be delivered to each director by mail, fax or other means not less than three (3) days before the date of the meeting. If mailed, a notice shall be deemed to be delivered when deposited in the U. S. mail addressed to the person at his or her address as it appears in the records of the Corporation, with postage paid. The notice shall state the place, day and time of the meeting. In the case of special meetings, notice may be issued to directors by mail, telephone, fax or in person at least three (3) days before the date of the meeting, and in addition to place, date and time, shall include who called the meeting and the purpose for which the special meeting is called. Attendance of a Director at a meeting shall constitute a waiver of notice of that meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

#### Quorum

6.05. Four (4) directors currently serving shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

#### Action of Board of Directors

6.06. No action of the Corporation shall be valid or binding unless adopted by the affirmative vote of four (4) or more of the Directors.

#### Proxies

6.07. A director may not vote by proxy.

#### Open Meetings

6.08. All meetings and deliberations of the Board shall be called, convened, held and conducted in accordance with the Texas Open Meetings Act, Chapter 551, Government Code, Vernon's Texas Codes Annotated.

#### Article VII.

##### Corporate Duties, Transactions, and Responsibilities

##### Annual Work Plan and Performance Evaluation

7.01. The Board of Directors shall research, develop, prepare, and submit to the City Council for its approval an annual work plan which shall set out goals and objectives of the Corporation including, but not limited to, short-term and long-term goals for the economic development of the City, proposed methods for the elimination of unemployment and underemployment, goals and objectives for the utilization of funds to promote the expansion and development of a sound industrial and manufacturing base for and within the City, and any other similar goals and objectives deemed appropriate by the Board and the City Council. The Board shall review and update the plan each year prior to submission of the annual budget required by other provisions of these Bylaws. In addition, the Board shall accompany each subsequent work plan following the initial work plan with a performance evaluation detailing the Board's achievements of its prior goals and objectives during the course of the previous fiscal year.



## Annual Corporate Budget

7.02. At least sixty (60) days prior to the commencement of each fiscal year of the Corporation, the Board shall adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the City Council. The budget shall not be effective until the same has been approved by the City Council.

## Limitations on Expenditures

7.03. The Corporation shall spend no more than ten percent (10%) of the Corporate revenues for promotional purposes and may contract with other existing private corporations to carry out industrial development programs consistent with the purposes and duties as set out in these Bylaws and as set out in the Act.

## Deposit and Investment of Corporate Funds

7.04. All proceeds from the issuance of bonds, notes, or other debt instruments issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture or other documents authorizing or relating to their issuance. All other monies of the Corporation shall be deposited, secured, and/or invested in the manner provided for the deposit, security, and/or investment of the public funds of the City of Groves. The Board shall designate the accounts and depositories to be created and designated for such purposes, and the methods of withdrawal of funds therefrom for use by and for the purposes of the Corporation upon the signature of its treasurer and such other members as the Board shall designate. The Board shall also provide for the reconciliation and investment of such funds and accounts, which services, upon authorization of the Board, may be performed by the finance department of the City of Groves. The Corporation shall pay reasonable compensation for such services to the City.

## Contracts

7.05. The Board of Directors may by official action as specified herein, authorize any officer or agent of the Corporation to enter into a contract or execute and deliver any instrument in the name of, and on behalf of, the Corporation. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

## Gifts

7.06. The Board of Directors may accept on behalf of the Corporation any gift or bequest provided for the general purposes



of or for any special purpose of the Corporation. Special funds shall include all funds from government contracts and gifts designated by a donor for special purposes. All other funds shall be general funds.

#### Potential Conflicts of Interest

7.07. The Corporation shall not make a loan to a director or officer of the Corporation. A director, officer or committee member of the Corporation may lend money to and otherwise transact business with the Corporation except as otherwise provided by the Bylaws, Articles of Incorporation and all applicable laws. Such a person transacting business with the Corporation has the same rights and obligations relating to those matters as other persons transacting business with the Corporation. The Corporation shall not borrow money from or otherwise transact business with a director, officer or committee member of the Corporation unless the transaction is described fully in a legally binding instrument and is in the best interests of the Corporation. The Corporation shall not borrow money from or otherwise transact business with a director, officer or committee member of the Corporation without full disclosure of all relevant facts and without the approval of the Board of Directors, not including the vote of any person having personal interest in the transaction.

#### Prohibited Acts

7.08. As long as the Corporation is in existence, no director, officer or committee member of the Corporation shall:

- (a) Do any act in violation of the Bylaws or a binding obligation of the Corporation.
- (b) Do any act with the intention of harming the corporation or any of its operations.
- (c) Do any act that would make it impossible or unnecessarily difficult to carry on the intended or ordinary business of the Corporation.
- (d) Receive an improper personal or business benefit from the operation of the Corporation..
- (e) Use the assets of the Corporation, directly or indirectly, for any purpose other than carrying on the business of the Corporation.
- (f) Wrongfully transfer or dispose of Corporation property, including intangible property such as good will.

- (g) Use the name of the Corporation (or any substantially similar name) or any trademark or trade name adopted by the Corporation except on behalf of the Corporation in the ordinary course of the Corporation's business.
- (h) Disclose any of the Corporation business practices, trade secrets or any other information not generally known to the business community to any person not authorized to receive it.
- (i) Commit Corporation funds without the prior approval of the Board of Directors.

Provided further, however, that the Corporation shall not have the power to own or operate any project as a business other than as lessor, seller, or lender or pursuant to the requirements of any trust agreement securing the credit transaction. In addition, the user pursuant to any lease, sale, or loan agreement relating to a project shall be considered to be the owner of the project for the purposes of the application of any ad valorem, sales, and use taxes or any other taxes levied or imposed by the State of Texas or any political subdivision of the State of Texas. The purchase and holding of mortgages, deeds of trust, or other security interests and contracting for any servicing thereof shall not be deemed the operation of a project.

#### Article VIII. Books, Records, Audits

##### Maintenance of Records

8.01. The Corporation shall keep and properly maintain, in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs. In addition to proper financial records, the Corporation shall keep correct and complete minutes of all board and committee meetings and all records required by the City of Groves, by contracting agents, or by funding sources.

##### Compliance with State Law

8.02. All records shall be kept and administered in accordance with the Texas Open Records Act, Article 6252-17a, Chapter 552, Government Code, and Subtitle C to Title 6 of the Texas Local Government Code.



## Inspection

8.03. Any member of the City Council of Groves, director or officer of the Corporation may inspect and receive copies of all books and records of the Corporation required to be kept by the Bylaws. Any person entitled to inspect and copy the Corporation's books and records may do so through his or her attorney or other fully authorized representative. The Board of Directors may establish reasonable fees for copying the Corporation's books and records by members. Consistent with the obligations and limitations of the Texas Open Records Act the Corporation shall provide requested copies of books or records no later than ten (10) working days after the Corporation's receipt of proper written notice.

## Audits

8.04. The Corporation shall cause its books, records, accounts, and financial statements, and all other activities for the previous fiscal year to be audited at least once each fiscal year by an outside independent certified public accounting firm selected by the Corporation and approved by the City Council. Any such audit shall be performed in accordance with generally accepted auditing procedures (GAAP) and shall include a written management letter which details suggested management controls and operating efficiencies. The management letter shall include, but not be limited to, recommendations for improving cost reductions, recommendations for increasing revenues, and recommendations for increasing productivity and safeguarding assets. Each audit shall be prepared and submitted annually to the City Council of the City of Groves, Texas, for approval within one hundred twenty (120) days after the end of the Corporation's fiscal year. Any such audit shall be performed at the expense of the Corporation.

As an alternative to the foregoing audit provision, the Board of Directors may authorize by resolution the use and acceptance of the independent audit of the City of Groves (required by Article VI, Section 11 of the Charter of the City), as the audit of the Corporation, provided that said City audit includes the audit of the Corporation's financial records as provided in the foregoing paragraph.

## Article IX. Fiscal Year

9.01. The fiscal year of the Corporation shall run concurrently with the City of Groves beginning on the first day of October and ending on the last day in September in each year.



## Article X. Amendments to Bylaws

10.01. The Board of Directors, by the affirmative vote of a majority of the Board, may alter, amend, or repeal the Bylaws or adopt new Bylaws at any regular meeting, or any special meeting providing that notice be given not less than three (3) days prior to such meeting and that such notice contain a copy of the proposed amendment or amendments. Said amendments shall be effective only upon approval by the City Council of the City of Groves, Texas.

### Legal Construction

10.02. If any Bylaw provision is held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability shall not effect any other provision and the Bylaws shall be construed as if the invalid, illegal or unenforceable provision had not been included in the Bylaws.

## Article XI. Indemnification and Insurance

### Corporation to Indemnify

11.01. The corporation shall indemnify any director or officer or former director or officer of the Corporation for expenses and costs (including attorneys fees) actually and necessarily incurred by said officer or director in connection with any claim asserted against said officer or director by action in court or otherwise by reason of such person being or having been a director or officer, except in relation to matters as to which said person shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.

### Corporation May Provide Insurance

11.02. The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the Corporation to insure such person against any liability asserted against said person by reason of such person being or having been a director, officer, employee, or agent of the Corporation. The premiums for such insurance shall be paid for by the Corporation.

## Article XII. Parliamentary Authority

12.01. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws or any specific rules of procedure adopted by this Board.


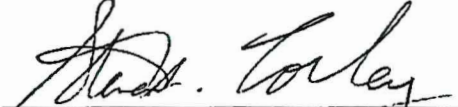
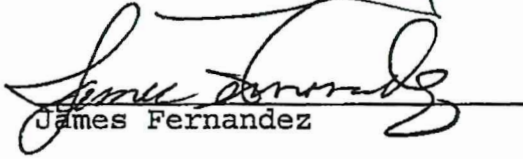

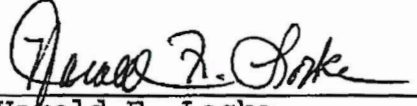


Article XIII. Dissolution of the Corporation

13.01. The Corporation is a non-profit corporation. Upon dissolution, all of the Corporation's assets shall be distributed to the City of Groves.

Article XIV. Effective Date

14.01. These Bylaws shall become effective upon the occurrence of the following events: (i) the adoption of these Bylaws by the Board; and (ii) the approval of these Bylaws by the City Council.

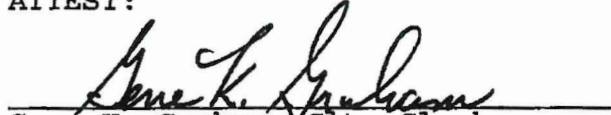
These Bylaws were ADOPTED by the Board of Directors on the 11th day of July, 1996.

<u>Name</u>	<u>Address</u>
 Joseph P. Arisco	4701 Graves Groves, TX 77619
 Steven M. Corley	2849 Magnolia Groves, TX 77619
 James Fernandez	6835 Capitol Groves, TX 77619
 O. M. Harris	6141 Adams Groves, TX 77619
 Harold F. Locke	4301 McKinley Groves, TX 77619
 Gene Venable	6233 Howe Groves, TX 77619
 G. W. Woods	3135 High Groves, TX 77619

APPROVED at a regular meeting of the City Council of the City of Groves held on the 26th day of August, 1996.

  
Sylvester Moore, Mayor

ATTEST:

  
Gene K. Graham, City Clerk



## ARTICLE II. - PLANNING AND ZONING COMMISSION

*Footnotes:*

-- (3) --

**Charter reference**— *Zoning regulations authorized, Art. XVIII.*

**Cross reference**— *Zoning ordinance, App. A.*

### Sec. 2-14. - Definition.

For the purposes of this article, the word "commission" shall mean the planning and zoning commission of the city.

(Ord. No. 272, § 1, 8-12-63)

### Sec. 2-15. - Created.

There is hereby created and established by the city a planning and zoning commission.

(Ord. No. 272, § 1, 8-12-63)

### Sec. 2-16. - Composition.

The commission shall be composed of five (5) regular members and two (2) alternate members who shall serve in the absence of regular members when requested to do so. All matters to be considered by the planning and zoning commission shall be heard by a minimum number of three (3) regular members or alternate members in the absence of regular members.

(Ord. No. 272, § 1, 8-12-63; Ord. No. 06-20, § 1, 10-16-06)

### Sec. 2-17. - Qualifications of members.

The members of the commission shall be citizens of the United States of America, qualified voters of the State of Texas and the City of Groves. Each shall have resided within the corporate limits of the city for at least six (6) months prior to their appointment. Any member of the Commission ceasing to possess any of these qualifications, or convicted of a felony while in office, shall immediately forfeit his/her position on the commission. He/she must meet the same qualifications as a candidate for mayor and councilmember.

(Ord. No. 272, § 1, 8-12-63; Ord. No. 2022-03, § 1, 4-11-22)

**Editor's note**— Ord. No. 2022-03, § 1, adopted April 11, 2022, amended § 2-17 and in doing so changed the title of said section from "Qualification of members" to "Qualifications of members," as set out herein.

Sec. 2-18. - Appointment of members.

Members of the commission shall be appointed as follows: One (1) member and two (2) alternate members shall be appointed by the mayor; one (1) member shall be appointed by each of the four (4) city councilmembers; all such appointments shall be subject to confirmation by the city council.

(Ord. No. 272, § 1, 8-12-63; Ord. No. 564, § 1, 5-5-75; Ord. No. 06-20, § 1, 10-16-06)

Sec. 2-19. - Term of office.

Members of the commission shall serve for terms of two (2) years or until their successors are appointed and qualified.

(Ord. No. 272, § 1, 8-12-63)

Sec. 2-20. - Vacancies.

All vacancies on the commission shall be filled for the unexpired term in the same manner as provided in this article for the original appointments. All expired terms shall be filled for terms as provided for the original appointments and in the same manner.

(Ord. No. 272, § 1, 8-12-63)

Sec. 2-21. - Removal of members.

Members of the commission may be removed by the mayor, with the consent of the city council, after public hearing and for cause assigned in writing.

(Ord. No. 272, § 1, 8-12-63)

Sec. 2-22. - Members serve without compensation.

The members of the commission shall serve without compensation.

(Ord. No. 272, § 1, 8-12-63)

Sec. 2-23. - Ex officio members.

One member of the city council shall serve on the commission as an ex officio member and shall be appointed by the mayor subject to approval of the council. Such ex officio member shall serve for the remainder of his term of office unless removed and another member of the council appointed in his place by the mayor with the approval of the council.

(Ord. No. 272, § 1, 8-12-63)

Sec. 2-24. - Officers elected.

The commission shall elect a chairman, vice chairman and secretary from its membership.

(Ord. No. 273, § 3, 8-12-63)

Sec. 2-25. - Employment of personnel.

The commission shall have the power to employ such qualified persons as may be necessary for the proper conduct and undertakings of the commission.

(Ord. No. 273, § 3, 8-12-63)

Sec. 2-26. - Authorized expenses.

The commission is hereby authorized to pay for the services of employees and to incur other necessary expenses, provided that the costs of such services and expenses shall not exceed the amount appropriated by the city council for the use of the commission.

(Ord. No. 273, § 3, 8-12-63)

Sec. 2-27. - Rules, regulations, bylaws.

The commission shall have the power to make rules, regulations and bylaws for its own government which shall conform as nearly as possible with those governing the city council, and the same shall be subject to the approval of such council. Such bylaws shall include, among other items, provisions for:

- (a) Regular and special meetings open to the public.
- (b) Records of its proceedings to be open for inspection by the public.
- (c) Reporting to the governing body and the public from time to time and annually.
- (d) Holding of public hearings on its recommendations.

(Ord. No. 273, § 3, 8-12-63)

Sec. 2-28. - Powers and duties generally.

The commission shall have the power, and it shall be its duty, to make and recommend for adoption a master plan, as a whole or in parts, for the future development and redevelopment of the municipality and its environs. It shall also have power, and it shall be its duty, to prepare a comprehensive plan and ordinance for zoning the city in accordance with Chapter 283, Acts of the regular session of the Legislature



1927 (Arts. 1011a to 1011j RCS of Texas 1925) and amendments thereto. The commission shall perform such other duties as may be prescribed by applicable provisions of this Code, by city ordinance, rule or regulation, or by state law.

(Ord. No. 272, § 4, 8-12-63)

Sec. 2-29. - Fees—Zoning ordinance amendment; specific use permit application.

Each application or request by a property owner to the Groves City Planning and Zoning Commission for an amendment to the zoning ordinance of the City of Groves as contained in the Code of Ordinances of the city and each application or request for a specific use permit to the Groves City Planning and Zoning Commission shall be accompanied by a fee of two hundred fifty dollars (\$250.00) to cover administrative and processing costs, as provided in section 10-506 and section 14-102 of the said zoning ordinance as contained in the Code of Ordinances; provided, however, that if the applicant withdraws his application or request prior to publication of public hearing by the city council, one-half (½) of the fee shall be refunded.

(Ord. No. 501, § 1, 5-7-73; Ord. No. 658, § 1, 8-21-78; Ord. No. 8612, § 1, 2-24-86)

**Note**—See ed. note, § 2-30.

Sec. 2-30. - Same—Appeals from decision or judgment on zoning ordinance.

Any person aggrieved, or any official or department of the governing body of the city affected by any decision or judgment of the building official concerning interpretation or administration of the zoning ordinance of the city, who appeals such decision or judgment to the board of adjustment shall pay a fee of seventy dollars (\$70.00) to the city before such appeal shall be considered perfected. Such fee is hereby established in accordance with the provisions of section 11-102 of the zoning ordinance of the city as contained in the Code of Ordinances of the city.

(Ord. No. 501, § 2, 5-7-73; Ord. No. 684, § 1, 10-1-79; Ord. No. 86-12, § 2, 2-24-86)

**Editor's note**— Ord. No. 501, not expressly amending the Code, was added as §§ 2-29 and 2-30 at the editor's discretion.

Sec. 2-31. - Purchasing limits.

- (a) The city manager shall have authority to approve expenditures for budgeted items not exceeding five thousand dollars (\$5,000.00).
- (b) Purchases or expenditures exceeding five thousand dollars (\$5,000.00) shall be approved in advance by the city council; however, expenditures for employee payroll and payroll related expenses, utility payments, debt payments and non-discretionary expenses required by the state or federal government shall be exempt from this requirement of prior council approval.

- (c) In the event the city manager determines that an urgent public necessity exists, the cost of which does not exceed the constitutional and statutory requirement for competitive bidding, the city manager may authorize the necessary expenditures without prior approval of the city council. Any such expenditure(s) shall be presented to the city council, with an explanation of the urgent public necessity, for approval at the first regular meeting of the city council following the date the expenditure was authorized.
- (d) Checks for expenditures exceeding five thousand dollars (\$5,000.00), excluding payroll related checks, must be hand-signed by the mayor and the city manager, or other city officials duly authorized to sign in their absence.

(Ord. No. 00-03, § 1, 3-6-00)

**Editor's note**— Ord. No. 00-03, § 1, adopted March 6, 2000, did not specifically amend the Code. Hence its inclusion as section 2-31 was at the discretion of the editor.

**Charter reference**—Finance administration, Art. VIII, § 4

Secs. 2-32—2-38. - Reserved.

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: City Manager Agenda Item No. 17

Title for Item (same as to be placed on Agenda): Deliberate and act to approve a proposal from LJA Engineering, Inc. for environmental consulting services; to continue implementation of the City of Groves Stormwater Management Program and authorizing the City Manager to negotiate and execute all necessary documents.

Party(ies) requesting placement of this item on the agenda: Kevin Carruth, City Manager

Submitted to City Manager's Office on: Date: 1/7/25 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: See accompanying memo.

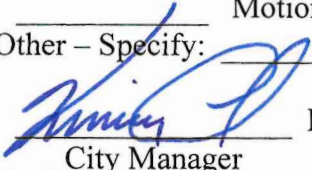
Deadline for Approval: 01/13/25

Staff Recommendation: Staff recommends the City Council approve the proposal from LJA Engineering for implementation of the City's Stormwater Management Plan and authorizing the City Manager to negotiate and execute all necessary documents.

Alternative (if any) for consideration: None

Identify any attachments to this document: LJA Proposal No. 24-34790 and City Manager's Memo.

Specific Council Action Requested: None (Information item only) \_\_\_\_\_ Motion X  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/08/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item  
(if applicable): \$ \_\_\_\_\_ Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_



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## MEMORANDUM

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To: Mayor and City Council  
From: City Manager Kevin Carruth *KC*  
Date: January 8, 2025  
Re: Continuation of LJA Engineering's Implementation of the City's Stormwater Management Program



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The City of Groves joined the Jefferson County Stormwater Quality Coalition in 2007 to participate in a more regional approach to comply with the Texas Commission on Environmental Quality's (TCEQ) Phase II MS4 Permit (TXR040000). The Coalition includes the Cities of Groves, Nederland, Port Arthur, and Port Neches, as well as Jefferson County and Jefferson County Drainage District No. 7. LJA Engineering, Inc., helped form the coalition and has implemented the stormwater management programs for all six entities continually since 2007.

TCEQ has conducted several routine investigations on the Coalition to evaluate compliance with the Phase II MS4 Permit. LJA has successfully represented the Jefferson County Stormwater Quality Coalition during each investigation conducted by the TCEQ, with no violations ever being identified. The proposed MS4 Services agreement would allow LJA Engineering to continue performing the stormwater program implementation services for the City of Groves during FY 2025. The primary services provided by LJA each year for the City of Groves include: stormwater public education development, outfall inspections, construction site inspections, MS4 data entry, and annual report development.

Staff recommends the City Council accept the proposal from LJA Engineering, as presented.

**PROPOSAL**

August 29, 2024

Troy Foxworth  
Public Works Director  
City of Groves  
4925 McKinley Street  
Groves, Texas 77619

Re: Environmental Consulting Services  
Stormwater Management Program Implementation: Oct. 1, 2024 – Sept. 30, 2025  
LJA Proposal No. 24-34790

Mr. Foxworth:

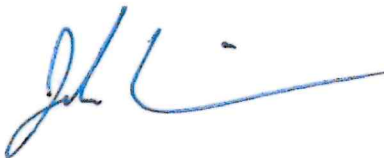
Submitted for your review is an outline of proposed services for the continued implementation of the City of Groves' Stormwater Management Program in compliance with the permit regulations established in TPDES General Permit No. TXR040000. We propose the following services and corresponding fees in accordance with the terms and conditions established in the Professional Services Agreement executed on September 25, 2023, between the City of Groves and LJA Engineering, Inc.

Costs for this project will be billed on a time and materials basis with an estimated cost of **\$16,250.00**. These costs will not be exceeded without prior approval. Time will be billed according to the attached rate sheet.

If this proposal meets with your approval, your signature below will be sufficient authorization to commence the stated work. We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Sincerely,

**APPROVED BY:  
CITY OF GROVES**



John Conciencie, CPESC  
Vice President  
LJA Engineering, Inc.  
2615 Calder Avenue, Suite 500  
Beaumont, Texas 77702  
Office: 409.833.3363  
Direct: 409.554.8980  
Email: [jconciencie@lja.com](mailto:jconciencie@lja.com)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Jefferson County Stormwater Quality Coalition**  
 Nederland, Port Neches, Groves, Port Arthur, Jefferson County, Jefferson County DD7  
**Estimated Budget for Permit Term 4 - Attachment A**

Key Implementation Tasks by MCM		FY 2025
1.0 Public Education, Outreach, and Involvement		
Development of Public Education Materials		
Annual SWMP Review		
Development and Maintenance of Stormwater Website		
Reproduction Costs for Flyers/Brochures		\$16,000.00
Conduct Public Involvement Sessions		
SWMP Committee Meetings		
Record Maintenance/Data Entry		
2.0 Illicit Discharge Detection and Elimination		
Regulatory Enforcement Assistance		
Standard Operating Procedure Development		
Outfall Inspections/Mapping		
Maintain/Update Outfall Inventory Map		\$17,500.00
Record Maintenance/Data Entry		
3.0 Construction Site Stormwater Runoff Control		
Regulatory Enforcement Assistance		
Standard Operating Procedure Development		
TCEQ Complaint Referral Assistance		
NOI Inventory Tracking		
Construction Plan Review Assistance		
Construction Site Inspections		\$22,000.00
Record Maintenance/Data Entry		
4.0 Post-Construction Stormwater Management		
Regulatory Enforcement Assistance		
Standard Operating Procedure Development		
Inspection of Post-Construction Controls		
TCEQ Complaint Referral Assistance		
Record Maintenance/Data Entry		\$10,000.00
5.0 Good Housekeeping for Municipal Operations		
Employee Training Programs		
Municipal Facility Inspections		
Pollution Prevention Plan Annual Review/Updates		
SOP Annual Review		
Maintain/Update MS4 Facility Inventory		\$15,000.00
Record Maintenance/Data Entry		
Additional Services		
Stakeholder Representation		
Annual Impaired Water Bodies Review		\$17,000.00
Permit Renewal Tasks		
Development/Submittal of Annual Reports		
<b>Total Annual Cost for Combined Activities</b>		<b>\$97,500.00</b>
<b>Annual Cost Per Entity (based on 6 coalition members)</b>		<b>\$16,250.00</b>

\*All scope items listed will be implemented in accordance with the measurable goals established in the Stormwater Management Program.  
 (Each implementation cycle will run from October 1st - September 30th)



ATTACHMENT B

**STORMWATER DIVISION  
RATE SCHEDULE**

<u>Labor Classification</u>	<u>Hourly Rate</u>
Vice President	\$205.00
Project Manager	\$145.00
Assistant Project Manager	\$135.00
Senior Environmental Scientist	\$190.00
Environmental Scientist II	\$115.00
Environmental Scientist I	\$105.00
Environmental Technician III	\$ 98.00
Environmental Technician II	\$ 86.00
Environmental Technician I	\$ 78.00
Administrative Technician	\$ 65.00
CADD Technician	\$100.00
Expert Witness Work	\$425.00

**Payments**

LJA reserves the right to suspend work should invoices not be paid within the stated terms. Client affirms that the Services to be provided by LJA should not be subject to the addition of any sales tax, value added tax, stamp duty, wage withholding, or similar tax or withholding, including at the source of payment, and as such, requests that LJA not add any such taxes to its invoices. If applicable, Client shall provide LJA with appropriate exemption certificates. The amount of any excise, VAT, or gross receipts tax that may be imposed for professional services shall be added to the compensation as determined above. In the case where Client is obliged to make any deduction or withholding on account of any such addition, the amount paid to LJA by Client for any invoice shall be grossed up to the amount of the invoice so that any fees and other sums payable to LJA are not subject to such taxes.

Reimbursable expenses such as outside reproduction services, courier service, laboratory fees, etc. will be invoiced at cost.

This Rate Schedule is subject to annual change at LJA's discretion to reflect increases in costs of operation, inflation, etc.

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 1/13/2025 Department: City Manager Agenda Item No. 18

Title for Item (same as to be placed on Agenda): Deliberate and act on the January 13, 2025, Invoice List.

Party(ies) requesting placement of this item on the agenda: City Manager Kevin Carruth

Submitted to City Manager's Office on: Date: 1/7/25 Time: 11:30 a.m. By: C. THIBODEAUX

Explanation of Item: Approval of the invoices for the City that are above \$5,000.


Deadline for Approval: Immediately

Staff Recommendation: Approval of the list, as presented.

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: Invoice approval list.

Specific Council Action Requested: None (Information item only) \_\_\_\_\_ Motion X  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/08/25  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

Are sufficient funds specifically designated and currently available for this purpose? YES  NO   
If yes, specify account no. \_\_\_\_\_ If no, explain and identify intended funding source: \_\_\_\_\_

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item  
(if applicable): \$ \_\_\_\_\_ Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

APPROVED:  NOT APPROVED:  Any follow-up action required? YES  NO   
If yes, explain \_\_\_\_\_

**Invoice Approval List - January 13, 2025**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1. City of Port Arthur	Landfill sludge disposal for November 2024	\$ 5,200.00
2. Coy Development INC	Subdivider rebate	\$ 7,099.87
3. Gulf Coast Materials	Type D cold mix asphalt	\$ 6,476.34
4. Newtron Electrical	New ignition module for taft lift station generator	\$ 9,964.62
4. Pump Solutions	High service motor replacement	\$ 13,495.00
5. Republic Services	Sludge disposal for November 2024	\$ 10,770.45
6. Sunbelt Rentals, INC.	Planer and skid loader rental for streets	\$ 7,059.63
<b>Total</b>		<b>\$ 60,065.91</b>







CITY OF PORT ARTHUR  
 PO BOX 1089  
 PORT ARTHUR, TX 77641-1089

**Invoice**

Customer Copy

Payment will be applied to the oldest unpaid invoice

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CITY OF GROVES	12/04/2024	7572	\$0.00	01/03/2025	\$5,200.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
LANDFILL MUN SER - WASTEWATER SLUDGE FOR THE MONTH OF NOVEMBER 2024	20.00	\$260.000000	EACH	\$5,200.00	\$0.00	\$0.00	\$5,200.00
<b>Invoice Total:</b>							<b>\$5,200.00</b>

If you would like to pay your bill online, visit portarthurtx.gov, and look for the "Pay A Bill" button or

Type <https://www.portarthurtx.gov/186/Pay-A-Bill> and click on General Billing.

**RECEIVED**  
**DEC 16 2024**  
**FINANCE**

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



CITY OF PORT ARTHUR  
 PO BOX 1089  
 PORT ARTHUR, TX 77641-1089

**Invoice**  
 Remit Portion

Invoice Date	12/04/2024
Invoice Number	7572
Customer Number	300077
Amount Paid	
<b>Due Date</b>	<b>01/03/2025</b>
<b>Invoice Total Due</b>	<b>\$5,200.00</b>

CITY OF GROVES  
 3947 Lincoln Avenue  
 Groves, TX 77619

Make Check Payable To:  
 City of Port Arthur Attn: Cashiers

CITY OF GROVES

3947 Lincoln  
Groves, TX 77619

081026

VEND · 23238 COY DEVELOPMENT INC

081026 12/27/2024

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
12/27/2024	12/1/23-11/30/24	09-38732	SUBDIVIDER REBATE	7,099.87

CHECK TOTAL 7,099.87





**City of Groves, Texas**  
**Subdivider Refund - Heritage Point/Rainbow Addition**  
**12/01/2023 THRU 11/30/2024**

Bal. Fwd  
 \$ 196,783.64

Address	Water Revenues		Sewer Revenues	
	Collected	50%	50%	
2703 EASTDALE	\$ 242.91	\$ 121.46	\$ 249.33	\$ 124.67
2709 EASTDALE	\$ 301.41	\$ 150.71	\$ 310.70	\$ 155.35
2715 EASTDALE	\$ 303.25	\$ 151.63	\$ 314.24	\$ 157.12
2723 EASTDALE	\$ 295.00	\$ 147.50	\$ 305.82	\$ 152.91
2735 EASTDALE	\$ 326.01	\$ 163.01	\$ 326.01	\$ 163.01
2745 EASTDALE	\$ 151.37	\$ 75.69	\$ 151.37	\$ 75.69
2755 EASTDALE	\$ 210.76	\$ 105.38	\$ 213.29	\$ 106.65
2763 EASTDALE	\$ 333.78	\$ 166.89	\$ 340.54	\$ 170.27
2773 EASTDALE	\$ 384.79	\$ 192.40	\$ 403.01	\$ 201.51
2803 EASTDALE	\$ 329.56	\$ 164.78	\$ 340.04	\$ 170.02
2804 EASTDALE	\$ 244.87	\$ 122.44	\$ 249.77	\$ 124.89
2807 EASTDALE	\$ 509.70	\$ 254.85	\$ 529.15	\$ 264.58
2815 EASTDALE	\$ 328.95	\$ 164.48	\$ 371.54	\$ 185.77
2722 TERRACE	\$ 317.32	\$ 158.66	\$ 333.37	\$ 166.69
2732 TERRACE	\$ 329.93	\$ 164.97	\$ 343.79	\$ 171.90
2742 TERRACE	\$ 337.15	\$ 168.58	\$ 345.09	\$ 172.55
2747 TERRACE	\$ 486.44	\$ 243.22	\$ 504.57	\$ 252.29
2750 TERRACE	\$ 224.73	\$ 112.37	\$ 234.25	\$ 117.13
2805 TERRACE	\$ 316.36	\$ 158.18	\$ 328.69	\$ 164.35
2806 TERRACE	\$ 229.70	\$ 114.85	\$ 232.91	\$ 116.46
2812 TERRACE	\$ 381.04	\$ 190.52	\$ 429.24	\$ 214.62
2815 TERRACE	\$ 370.97	\$ 185.49	\$ 387.02	\$ 193.51

Total           \$     6,956.00   \$ 3,478.00   \$     7,243.74   \$           3,621.87

Rebate   \$ (7,099.87)

Total Collected   \$ 14,199.74

Remaining Balance   \$ 189,683.77

Date	Check #	Amount
6/28/2019	64783	\$ 2,301.18
1/17/2020	66304	\$ 2,191.99
12/4/2020	68759	\$ 4,834.31
12/3/2021	71613	\$ 4,938.50
12/2/2022	74575	\$ 6,386.71
12/22/2023	77642	\$ 5,563.68

**PAID**  
**DEC 27 2024**  
**FINANCE**





# PURCHASING REQUISITION /QUOTES

City of Groves, Dept. of Public Works

DATE: January 2, 2025  
 TO: Kevin Carruth

P.O. NUMBER: 09-38765  
 FROM: Coby Doucet

<b>Purchase Recommendation</b>				
<b>Recommended Company:</b> Newtron Elect. (34355)				
<b>Items to be Purchased:</b> New Ignition Module for Taft LS Generator.				
CHARGE ACCOUNT	ITEM DESC.	QTY	UNIT COST	TOTAL COST
11-5-64-03-090	New Ignition Module for Taft LS Generator.	1	\$9,964.62	\$9,964.62
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<div style="border: 1px solid black; padding: 2px; display: inline-block;">RECEIVED</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">JAN 06 2025</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">FINANCE</div>				\$9,964.62
* Note: Purchases greater than \$5000.00 Require Council approval <b>before</b> ordering!				

**REASONS FOR PURCHASE:**  
 REPLACE FAILED IGNITION MODULE ON TAFT LS GENERATOR.  
 WORK WILL BE PERFORMED BY LOFTON EQUIPMENT.

QUOTES		
	COMPANY NAME	COST
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

Approved by:  Date: 1-3-2025  
(PW Director)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(City Manager)

Date Council Approved \_\_\_\_\_



December 30, 2024

RE: Electrical service at  
Groves Waste Water Plant  
**Electrical Quotation**

Colby:

The following is our proposal for repairs on the generator.

We propose to furnish the following labor and materials.

- Replace the failed ignition module that is preventing the unit from starting.

Total: \$9,964.62

**Qualifications:**

1. Work will be performed by Loftin Equipment.
2. Based on regular work hours. Monday – Friday 7:00am – 3:30pm
3. All credit card transactions will have an additional 3.5% fee.
4. Estimate valid for 30 days from date of quotation.
5. Taxes not included.

If you accept the above, please sign below:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely  
Newtron Electrical Services  
Andy Cassidy  
Service Manager

# PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: January 2, 2025  
 TO: Kevin Carruth

P.O. NUMBER: 09-38440  
 FROM: Chris Cropper

## Purchase Recommendation


<b>Recommended Company:</b> Pump Solutions			
<b>Items to be Purchased:</b> High Service Motor			
ITEM DESC.	QTY	UNIT COST	TOTAL COST
High Service Motor	1	\$13,495.00	\$13,495.00
			\$0.00
			\$0.00
			\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval <b>before</b> ordering!</i>			<b>\$13,495.00*</b>

REASONS FOR PURCHASE:
#3 High Service Motor Replacement 100HP

QUOTES		
	COMPANY NAME	COST
1.	Pump Solutions	\$ 13,495.00
2.	North Side	\$ 15,598.00
3.	Electrical Field Services	\$ 15,500.00
4.		\$
5.		\$

CHARGE NUMBER: 11-5-63-09-880      VENDOR NUMBER: 22236

Requested by:       Date: 1-6-2025

Approved by:       Date: 1-6-2025  
(PW Director)

Approved by: \_\_\_\_\_      Date: \_\_\_\_\_  
(City Manager)

Date Council Approved \_\_\_\_\_



P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-38440

11/14/2024

ISSUED TO:                      VEND #: 01-22236  
PUMP SOLUTIONS, INC.  
18594 US HWY 59  
NEW CANEY, TX 77357

SHIP TO:  
City of Groves City Hall  
3947 Lincoln Avenue  
Groves, TX        77619  
Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	#3 HIGH SERVICE MOTOR #3 HIGH SERVICE MOTOR	11 -5-63-09-880    PLANT EQUIPMENT	13,495.00	13,495.00

\*\*\* TOTAL \*\*\*                      13,495.00

ORDERED BY: DAVID MOLBERT

APPROVED BY: TROY W. FOXWORTH



Pump Solutions, Inc.  
 18594 U.S. Highway 59  
 New Caney, TX 77357

# Invoice

BILL TO

DATE	INVOICE #
12/20/2024	2024-1282

City of Groves  
 Dept of Public Works & Engineering  
 Attn: Accounts Payable  
 P.O. Box 865  
 Groves, TX 77619

P.O. NO.	TERMS	REP	Due Date	Ship Via	FOB
09-38440	Net 30	CB	1/19/2025	PSI TRUCK	JOBSITE
QTY	ITEM	DESCRIPTION	PRICE	AMOUNT	
1	MOTOR	NEW NIDEC MOTOR MODEL #HF47, 100 HP, 1800RPM, 460V  *INCLUDES LABOR AND INSTALLATION	13,495.00	13,495.00	

<b>Subtotal</b>	\$13,495.00
<b>Sales Tax ( )</b>	\$0.00
<b>Total</b>	<b>\$13,495.00</b>
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$13,495.00

Thank you for your business.

Remit To:  
 Pump Solutions, Inc.  
 18594 U.S. Highway. 59  
 New Caney, TX 77357

Contact Accounts Receivable:  
 P: 281-399-9400 email: sandy@pumpsolutions.net







6425 Highway 347  
Beaumont TX 77705

Customer Service (409) 724-2371  
RepublicServices.com/Support

Account Number 3-0862-1266188  
Invoice Number 0862-001218538  
Invoice Date November 30, 2024  
Past Due on 11/30/24 \$12,958.29  
Payments/Adjustments \$0.00  
Current Invoice Charges \$10,770.45

**Important Information**

Dear Valued Customer, our remit to address has changed! Please note the updated PO Box address in the "Make Checks Payable To" section and remember to include the bottom portion of the invoice with your payment.

<b>Total Amount Due</b> <b>\$23,728.74</b>	<b>Payment Due Date</b> <b>Past Due</b>
---	--

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
<b>Groves Water Reclaim Ctr&gt;fel 4925 Mckinley Ave CSA SAG052501 Groves, TX</b>				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 11/01-11/30			\$182.31	\$182.31
<b>Fuel Recovery Fee</b>				\$31.74
<b>Location Total</b>				\$214.05
<b>Groves Water Reclaim Ctr&gt;fel 1222 Taft Ave CSA S034997R01 Port Arthur, TX</b>				
2 Waste Container 2 Cu Yd, 2 Lifts Per Week				
Pickup Service 11/01-11/30			\$305.85	\$305.85
<b>Fuel Recovery Fee</b>				\$53.25
<b>Location Total</b>				\$359.10
<b>Groves Water Reclaim Ctr&gt;rol 1222 Taft Ave PO Robert Harding Port Arthur, TX</b>				
1 Waste Container 20 Cu Yd, 5 Lifts Per Week Special Waste				
Pickup Service 10/30		1.0000	\$457.12	\$457.12
St 144838 M 3227377 Wt 471812				
Pickup Service 10/31		1.0000	\$457.12	\$457.12
St 144843 M 3227376 Wt 471924				
Pickup Service 11/01		1.0000	\$457.12	\$457.12
St 144847 M 3227375 Wt 472026				
Pickup Service 11/04		1.0000	\$457.12	\$457.12
St 148949 M 3227374 Wt 472137				
Pickup Service 11/05		1.0000	\$457.12	\$457.12
St 145606 M 3227373 Wt 472215				
Pickup Service 11/06		1.0000	\$457.12	\$457.12
St 145611 M 227372 Wt 472316				
Pickup Service 11/07		1.0000	\$457.12	\$457.12

RECEIVED  
DEC 10 2024  
FINANCE

<b>Past Due</b>	<b>30 Days</b> \$12,958.29	<b>60 Days</b> \$0.00	<b>90+ Days</b> \$0.00
-----------------	-------------------------------	--------------------------	---------------------------



6425 Highway 347  
Beaumont TX 77705

Please Return This  
Portion With Payment

Total Amount Due \$23,728.74  
Payment Due Date Past Due  
Account Number 3-0862-1266188  
Invoice Number 0862-001218538

**Total Enclosed**

[Empty box for Total Enclosed amount]

Return Service Requested

For Billing Address Changes,  
Check Box and Complete Reverse.

Make Checks Payable To:



0006&015  
9103  
CITY OF GROVES ATTN A/P  
GULF COAST WATER RECLAIM CTR  
3947 LINCOLN AVE  
GROVES TX 77619-4604



REPUBLIC SERVICES #862  
PO BOX 677156  
DALLAS TX 75267-7156



6425 Highway 347  
Beaumont TX 77705

Account Number  
Invoice Number  
Invoice Date

3-0862-1266188  
0862-001218538  
November 30, 2024

**CURRENT INVOICE CHARGES**

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
St 135812 M 3227371 Wt 472411				
Pickup Service 11/08		1.0000	\$457.12	\$457.12
St 135816 M 3227370 Wt 472519				
Pickup Service 11/12		1.0000	\$457.12	\$457.12
St 145620 M 3227369 Wt 472636				
Pickup Service 11/13		1.0000	\$457.12	\$457.12
St 145623 M 3227368 Wt 472748				
Pickup Service 11/14		1.0000	\$457.12	\$457.12
St 148873 M 3227367 Wt 472865				
Pickup Service 11/15		1.0000	\$457.12	\$457.12
St 145634 M 3227366 Wt 472975				
Pickup Service 11/18		1.0000	\$457.12	\$457.12
St 145780 M 3227365 Wt 473134				
Pickup Service 11/19		1.0000	\$457.12	\$457.12
St 150869 M 3227364 Wt 473217				
Pickup Service 11/20		1.0000	\$457.12	\$457.12
St 150874 M 3227363 Wt 473305				
Pickup Service 11/21		1.0000	\$457.12	\$457.12
St 145643 M 3227362 Wt 473458				
Pickup Service 11/22		1.0000	\$457.12	\$457.12
St 145422 M 3227361 Wt 473630				
Pickup Service 11/25		1.0000	\$457.12	\$457.12
St 145647 M 3227360 Wt 473798				
Pickup Service 11/26		1.0000	\$457.12	\$457.12
St 145426 M 3227359 Wt 473925				
<b>Fuel Recovery Fee</b>				\$1,512.02
<b>Location Total</b>				\$10,197.30
<b>Total Fuel Recovery Fee</b>				\$1,597.01
<b>CURRENT INVOICE CHARGES, Due by December 20, 2024</b>				<b>\$10,770.45</b>



VEND:340105 SUNBELT RENTALS, INC.

081086 01/03/2025

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
12/19/2024	162100403-0001	09-38686	PLANER RENTAL FOR STREETS	2,554.45
12/26/2024	162140446-0002	09-38726	SKID LOADER RENTAL	4,505.18

CHECK TOTAL 7,059.63



P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-38686

12/19/2024

ISSUED TO:                      VEND #: 01-340105  
SUNBELT RENTALS, INC.  
PO BOX 409211  
  
ATLANTA, GA 30384-9211

SHIP TO:  
City of Groves City Hall  
3947 Lincoln Avenue  
Groves, TX        77619  
Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	PLANER RENTAL FOR STREETS PLANER ATTACHMENT FOR STREET REPAIRS - MILLS OUT BAD SPOTS FOR STREET REPAIRS	01 -5-44-05-030	EQUIPMENT RENTAL 2,554.45	2,554.45

**RECEIVED**

**DEC 27 2024  
FINANCE**

**PAID  
JAN 03 2025  
FINANCE**

\*\*\* TOTAL \*\*\*                      2,554.45

ORDERED BY: J BREAUX

APPROVED BY: TROY W. FOXWORTH

INVOICE  
SEND ALL PAYMENTS TO:

SUNBELT RENTALS, INC.  
PO BOX 409211  
ATLANTA, GA 30384-9211



#09-38686  
34282

INVOICE NO.	162100403-0001
ACCOUNT NO.	3107676
INVOICE DATE	11/30/24
PAGE	1 of 1

INVOICE TO

1oz - 1080 - 1270  
GROVES, CITY OF  
ATT: AARAN  
3947 LINCOLN AVE  
GROVES TX 77619-4604



JOB ADDRESS

GROVES, CITY OF  
4925 MCKINLY  
GROVES, TX 77619-6048  
409-960-5703

RECEIVED BY BREAUX, JOEY	CONTRACT NO. 162100403
PURCHASE ORDER NO. JOEY	
JOB NO. 12- GROVES, CITY OF	
BRANCH HOUSTON PC262 12416 HEMPSTEAD RD HOUSTON, TX 77092 4508 713-462-4662	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	ASPHALT/CONC PLANER 18"-24" 10690647 Make: BOBCAT Model: M7017	242.25	242.25	639.00	1551.25	1551.25
						Rental Sub-total: 1551.25
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	TXHEIT02622023	EA	3.200			3.20
	TX UNIT PROPERTY TAX					500.00
	DELIVERY CHARGE					500.00
	PICKUP CHARGE					500.00
	BILLED FOR FOUR WEEKS 11/14/24 THRU 12/11/24.					

RECEIVED

DEC 16 2024

FINANCE

PAID

JAN 03 2025

FINANCE

Equipment. Service. Guaranteed.

REMIT TO:

SUNBELT RENTALS, INC.  
PO BOX 409211  
ATLANTA, GA 30384-9211

NET 30  
Invoices not paid within 30 days may be subject to a 1-1/2%  
per month charge.

SUBTOTAL	2,554.45
SALES TAX	
INVOICE TOTAL	2,554.45

4 WEEK BILL

P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-38726

12/26/2024

ISSUED TO:                   VEND #: 01-340105  
SUNBELT RENTALS, INC.  
PO BOX 409211  
  
ATLANTA, GA 30384-9211

SHIP TO:  
City of Groves City Hall  
3947 Lincoln Avenue  
Groves, TX       77619  
Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	SKID LOADER RENTAL BOBCAT SKID LOADER FOR RUNNING MILLING ATTACHMENT WOULD NOT WORK ON OUR SKID STEER (DIFFERENT ELECTRONICS).	01 -5-44-05-030	EQUIPMENT RENTAL 4,505.18	4,505.18

RECEIVED

JAN 02 2025

FINANCE

PAID  
JAN 03 2025  
FINANCE

\*\*\* TOTAL \*\*\*                   4,505.18

ORDERED BY: J BREAUX

APPROVED BY: TROY W. FOXWORTH



INVOICE  
 SEND ALL PAYMENTS TO:  
 SUNBELT RENTALS, INC.  
 PO BOX 409211  
 ATLANTA, GA 30384-9211



# 09-38726  
 34325

INVOICE NO.	162140446-0002
ACCOUNT NO.	3107676
INVOICE DATE	12/02/24
PAGE 1 of 1	

INVOICE TO

10z-470-535  
 GROVES, CITY OF  
 ATT: AARAN  
 3947 LINCOLN AVE  
 GROVES TX 77619-4604



JOB ADDRESS  
 GROVES, CITY OF  
 4925 MCKINLY  
 GROVES, TX 77619-6048  
 409-960-5703

RECEIVED BY BEAUX, JOEY	CONTRACT NO. 162140446
PURCHASE ORDER NO. JOEY	
JOB NO. 12- GROVES, CITY OF	
BRANCH ZACHRY LARGE DIRT PC1854 201 VALLEY FRG PORT ARTHUR, TX 77642 0907 409-736-5807	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	3200LB & OVER SKIDSTEER HF 10659457 Make: BOBCAT Model: S76 Ser #: B4CD21587	580.00		1560.00	3995.00	3995.00
	HR OUT: 80.050 HR IN: 89.000 TOTAL: 8.950					
	Rental sub-total:					3995.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	TXHEIT18542023	EA	10.180			10.18
	TX UNIT PROPERTY TAX					250.00
	DELIVERY CHARGE					250.00
	PICKUP CHARGE					250.00
	BILLED FOR FOUR WEEKS 11/15/24 THRU 12/12/24.					

RECEIVED  
 DEC 4 3 2024  
 FINANCE

PAID  
 JAN 03 2025  
 FINANCE

Equipment. Service. Guaranteed.

REMIT TO:  
 SUNBELT RENTALS, INC.  
 PO BOX 409211  
 ATLANTA, GA 30384-9211  
 City of Groves

NET 30  
 Invoices not paid within 30 days may be subject to a 1-1/2%  
 per month charge.

SUBTOTAL	4,505.18
SALES TAX	<del>370.85</del>
INVOICE TOTAL	4,876.03

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