

# **Notice of Regular Meeting**

## **January 12, 2026, 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/88554773213> 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.

### **Public Hearings**

8. Deliberate on Joint Public Hearing with the Planning and Zoning Commission for a rezone of 3910 Dunn Street (JCAD Parcel ID 2794) from an R-1 Single Family Residence Zone to a C-1 Retail Business District Zone.

### **Regular Agenda**

9. Deliberate and act to approve the minutes of the December 22, 2025, City Council Meeting.
10. Hear the introduction and swearing-in of the new police officers.
11. Deliberate and act to approve Resolution 2026-01, Authorizing the Publication of Notice of Intention to Issue City of Groves, Texas, Certificates of Obligation in a principal amount not to exceed \$26,000,000 for the construction of public works and acquisition of equipment and any items related thereto for the payment of contractual obligations for professional services; authorizing the distribution of notice of sales and preliminary official statement relating to such certificates; and containing other provisions relating thereto.
12. Deliberate and act to approve Reimbursement Resolution 2026-02, expressing official intent to reimburse the City with proceeds of tax-exempt certificates of obligations for costs associated with contractual obligations to finance construction of public works and public improvements.
13. Deliberate on possible amendments to Sec. 9-1300 of the Code of Ordinances to allow business signs for home occupations in R-1 and R-2 Single-Family Residential Zoning Districts.
14. Deliberate and act on the January 12, 2026, Invoice List.

### **Executive Session**

15. 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:
  - a. Section 551.071 (1) (A) – Consultation with Attorney when the governmental body seeks the advice of its attorney about pending or contemplated litigation.
16. Reconvene into open session.

17. Deliberate and act to approve a waiver of conflicts with Jefferson County Drainage District No. 7 concerning the employment of Bullock, Bennett, and Associates, LLC, and authorizing the City Manager to negotiate and execute all necessary documents.

#### **Closing Agenda**

18. Hear and deliberate on Council Member comments.
19. Adjourn.

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

Council Meeting Date: 1/12/2026 Department: Building Official Agenda Item No. 8

Title for Item (same as to be placed on Agenda): Deliberate on Joint Public Hearing with the Planning and Zoning Commission for a rezone of 3910 Dunn Street (JCAD Parcel ID 2794) from an R-1 Single Family Residence Zone to a C-1 Retail Business District Zone.

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

Submitted to City Manager's Office on: Date: 1/5/26 Time: 3:00 p.m. By: C. THIBODEAUX

Explanation of Item: The Planning and Zoning Commission will hold a joint public hearing with Council to discuss a rezone of 3910 Dunn Street from an R-1 Single Family Residence Zone to a C-1 Retail Business District Zone.

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

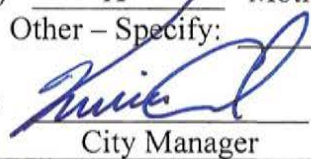
Staff Recommendation: Not an action item.

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

Identify any attachments to this document: Application, mailing list of nearby residents and businesses, newspaper notice, notice to public, site map, and aerial map.

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/06/25  
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 \_\_\_\_\_



Replat Request – 3910 Dunn/JCAD Parcel ID 2794

January 12, 2026





# CITY OF GROVES

## APPLICATION TO THE PLANNING & ZONING COMMISSION

Date: November 4, 2025

Application is hereby made to the City of Groves Planning and Zoning Commission to hold a meeting for the purpose of discussing the Rezoning of  
Lot No. 5# & S. 11.5' of Lot #4 Block No. Block 2  
Addition Atlantic Heights  
from R-1 Single Family Residence Zone to C-1 Retail Business Dist. Zone.  
So the land may be used for Convenience Store Renovation  
Said property is owned by MAGNA Properties LTD.

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
City Beaumont State Texas Zip Code 77720

This application for amendment shall be accompanied by a fee of \$250.00 to cover administrative and processing costs; and accurate legal description, maps, site plans, drawings or any data necessary to demonstrate that the proposed amendment is in general conformance with the comprehensive plan of the City and that the necessity, convenience and general welfare requires the adoption of the proposed amendment.

**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.

Frith

Signature of Applicant (Owner/ Agent)

**Daniel A. Dotson, P.E.**

**Fittz & Shipman, Inc.**

**Please return this application and fee to:**

**City of Groves Inspection Department  
4925 McKinley  
P. O. Box 846  
Groves, Texas 77619**

CITY OF GROVES

(409) 962-4471

\*\*\*\*\* REPRINT RECEIPT\*\*\*\*\*

REC#: 01630150 11/17/2025 9:18 AM  
OPER: PM TERM: 013  
REF#: 4706  
PAID BY:

TRAN: 198.0000 PLAN REVIEW  
TRI CON  
PLAN REVIEW FEE 100.00CR

TENDERED: 100.00 CHECK  
APPLIED: 100.00-

CHANGE: 0.00

CITY OF GROVES

(409) 962-4471

REC#: 01630149 11/17/2025 9:10 AM  
OPER: PM TERM: 013  
REF#: 4694  
PAID BY:

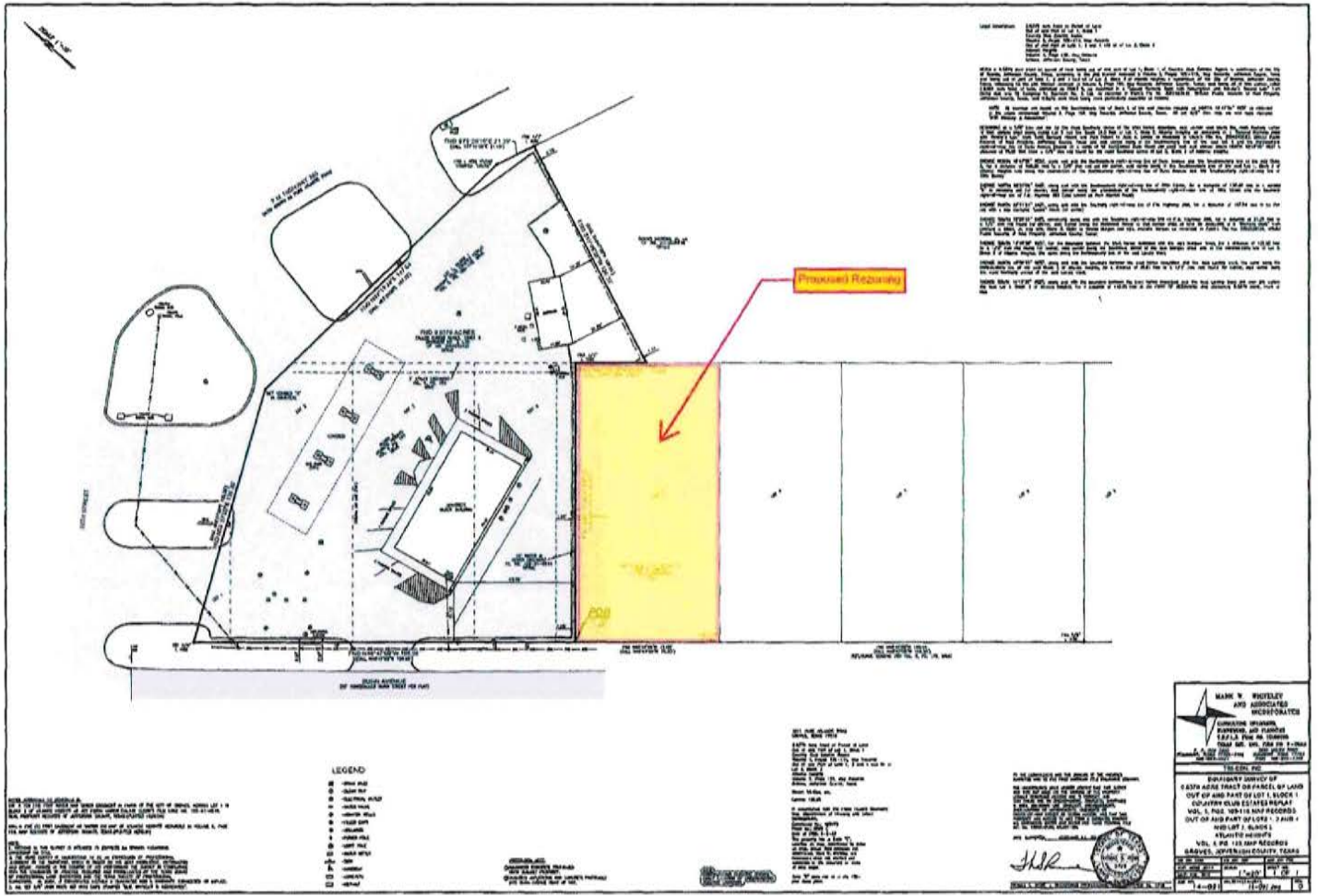
TRAN: 197.0000 ADMINISTRATIVE FEES  
TRI CON  
ADMINISTRATIVE FEES 250.00CR

TENDERED: 250.00 CHECK  
APPLIED: 250.00-

CHANGE: 0.00

*Tri - Con Receipts*





## NOTICE OF A PUBLIC HEARING

**NOTICE IS HEREBY GIVEN THAT A JOINT PUBLIC HEARING BETWEEN CITY COUNCILMEMBERS AND PLANNING & ZONING COMMISSIONERS WILL BE HELD ON MONDAY, JANUARY 12, 2026, WHICH BEGINS AT 5 PM, AT 3947 LINCOLN AVENUE. REQUEST BY OWNER FOR THE PROPERTY LISTED HEREIN.**

**To consider a rezoning request from MAGNA Properties LTD. for 3910 Dunn Avenue, ATLANTIC HTS NO 1 LT 4 S11.5 & LT 5 BLK 2. The request will rezone said property from R-1 SINGLE FAMILY RESIDENCE DISTRICT to a C-1 RETAIL BUSINESS DISTRICT.**

**This meeting is a Joint Public Hearing in compliance with the rezoning ordinance of the City of Groves.**

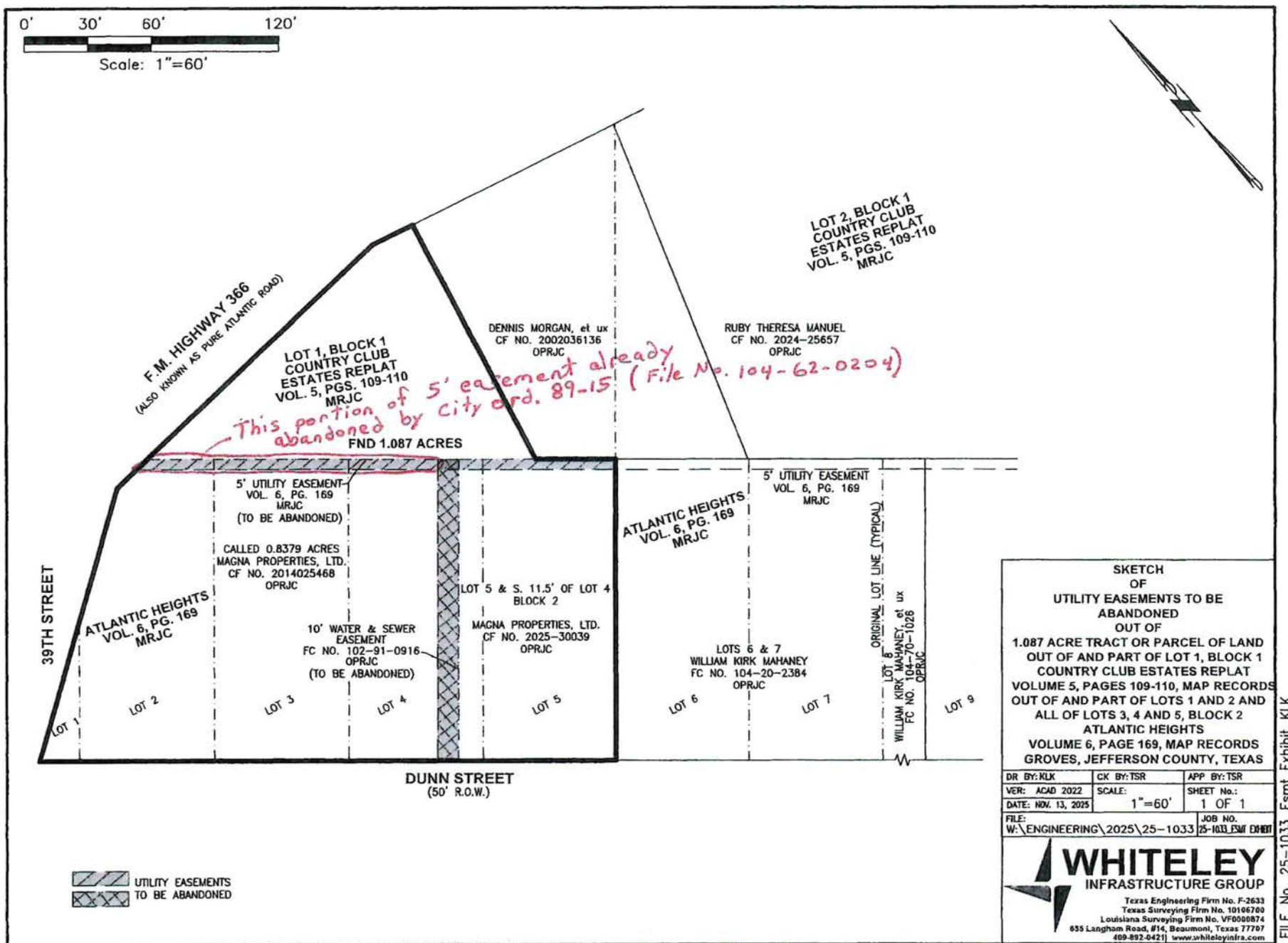
**FOR ADDITIONAL INFORMATION CONTACT DON PEDRAZA, BUILDING OFFICIAL, AT (409) 960-5707.**

**IN ACCORDANCE WITH THE TEXAS OPEN MEETING ACT, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, THIS NOTICE IS HEREBY POSTED JANUARY 06, 2026 @ 8:45 AM.**

Director of Neighborhood Services

DON PEDRAZA





303

104 62 0204

7.00

9301890

ORDINANCE NO. 89-15

OF THE CITY OF GROVES

AN ORDINANCE CLOSING, ABANDONING AND VACATING  
A DEDICATED EASEMENT IN THE CITY OF GROVES,  
DESCRIBED HEREIN AND PROVIDING AN EFFECTIVE  
DATE

WHEREAS, THE CITY OF GROVES has no further need for the  
easement on the hereinafter described property; now, therefore,

BE IT ORDAINED BY THE CITY OF GROVES:

SECTION 1: - That the easement located on the following  
described property, to-wit:

Being a portion of that certain 5 foot easement shown on  
the plat of ATLANTIC HEIGHTS ADDITION, as the same  
appears upon the map or plat thereof, on file and of  
record in Volume 6, page 169, Map Records of Jefferson  
County, Texas; the portion of said easement to be aban-  
doned being that portion crossing the Northerly 52 feet  
of Lot 4, all of Lot 3, and that part of Lot 2 lying  
South of State Highway No. 366, all in Block 2 of  
ATLANTIC HEIGHTS ADDITION.

be, and the same is hereby, closed, abandoned and vacated for  
public purposes.

SECTION 2: - This Ordinance shall be effective from and  
after its passage.

PASSED. APPROVED and ADOPTED this 16th day of October

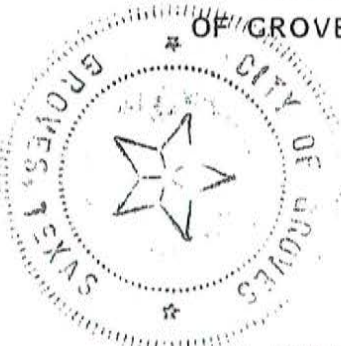


THE STATE OF TEXAS §

COUNTY OF JEFFERSON §

I, Gene K. Graham, City Clerk of the City of Groves, hereby certify that the attached and foregoing is a true and correct copy of Ordinance No. 89-15 of the City of Groves adopted by the City Council of said City at a regular meeting thereof held on October 16, 1989 as the same appears in the minutes of said City Council on file in the office of the City Clerk. I further certify that said Ordinance has not been in anywise altered, amended, or repealed and is now in full force and effect.

WITNESS MY HAND AND THE OFFICIAL SEAL OF SAID CITY OF GROVES, this 4th day of January, 1993.



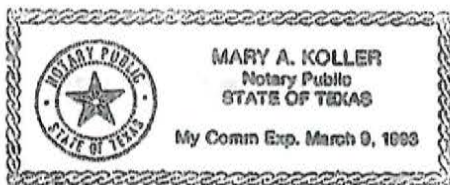
Gene K. Graham  
Gene K. Graham, City Clerk  
The City of Groves

THE STATE OF TEXAS §

COUNTY OF JEFFERSON §

This instrument was acknowledged before me on the 4th day of January, 1993 by Gene K. Graham, City Clerk of the City of Groves, a municipal corporation, on behalf of said City.

Mary A. Koller  
Notary Public, State of Texas



COPY

104 62 0206

FILED FOR RECORD

'93 JAN 15 P4:13

*Leticia Ramos*  
COUNTY CLERK  
JEFFERSON COUNTY, TEXAS

STATE OF TEXAS

COUNTY OF JEFFERSON

I hereby certify that this instrument was filed on  
the date and time stamped hereon by me and was duly  
recorded in the Official Public Records of said Property  
of Jefferson County, Texas, on

JAN 15 1993



*Leticia Ramos*  
County Clerk, Jefferson County, Texas









# CITY OF GROVES

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Don Pedraza

Building Official

[dpedraza@cigrovestx.com](mailto:dpedraza@cigrovestx.com)

Public Works Department  
4925 McKinley  
Groves, Texas 77619

Phone (409) 960-5707  
Fax (409) 962-9433

DECEMBER 10, 2025

RE: Rezoning Classification

Dear Property Owner:

MAGNA Properties LTD, owners of 3910 Dunn Street, is requesting to rezone the newly acquired property, legal description ATLNTIC HTS NO 1 LT 4 S11.5 & LT 5 BLK 2, from R-1 Single Family Residence District to C-1 RETAIL BUSINESS DISTRICT, for the purpose of building a new store facility. The City Council and Planning & Zoning Commissioners will be holding a joint public hearing to discuss the possible rezoning of this property with neighboring property owners and concerned citizens of the City of Groves.

As an interested property owner, you may express your views by attending the joint public hearing scheduled for January 12, 2026, at City Hall, 3947 Lincoln Ave., which begins at 5 PM. For more information, contact Don Pedraza at 409-960-5707 or email at [dpedraza@cigrovestx.com](mailto:dpedraza@cigrovestx.com).

Building Official  
Don Pedraza



MAGNA PROPERTIES LTD  
ELIAS SARKIS  
PO BOX 20555  
BEAUMONT, TX 77720-0555

DENNIS & JEANETTE MORGAN  
3901 PURE ATLANTIC RD  
GROVES, TX 77619-6311

WILLIAM K MAHANEY  
3848 DUNN ST  
GROVES, TX 77619-6314

RUBY THERESA MANUEL  
3849 PURE ATLANTIC RD  
GROVES, TX 77619-6339

JOSE CASTILLO  
3810 DUNN ST  
GROVES, TX 77619-6314

OLGA XIOMARA REASONS  
3815 PURE ATLANTIC RD  
GROVES, TX 77619-6339

WADE & KAY PECORINO  
3949 DUNN ST  
GROVES, TX 77619-6338

RICHARD ROBINSON  
3927 DUNN ST  
GROVES, TX 77619-6338

KRISTY FUGETT  
3901 DUNN ST  
GROVES, TX 77619

JAYLEN LABARGE  
3849 DUNN ST  
GROVES, TX 77619

HOWELL'S RENTALS LLC  
PO BOX 1048  
CRYSTAL BEACH, TX 77650

BRIAN FAWCETT  
JAMIE HOLLIER  
3900 RUSSELL ST  
GROVES, TX 77619-6335

MATTHEW HUGH & MARIAM MANUEL  
6406 SCARLET RIDGE CT  
SUGAR LAND, TX 77479

MEGHAN NGOC-ANH RICHARDS  
DUY DUC NGUYEN  
3821 DUNN ST  
GROVES, TX 77619

GLORIA CASTILLE  
3840 RUSSELL ST  
GROVES, TX 77619-6333

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

TRF-2025-00782  
**GENERAL WARRANTY DEED**

THE STATE OF TEXAS                   §  
  §     KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF JEFFERSON           §

That **Randy J. Callahan, joined pro forma by Rhonda Santana** (hereinafter collectively called "Grantors"), for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable consideration to Grantors in hand paid by the hereinafter named Grantee, the receipt of which is hereby acknowledged, have GRANTED, SOLD and CONVEYED, and by these presents do GRANT, SELL and CONVEY unto **Magna Properties, Ltd., a Texas limited partnership**, whose mailing address is P. O. Box 20555, Beaumont, Texas 77720 (hereinafter "Grantee"), that certain real property situated at 3910 Dunn Street, Groves, Jefferson County, Texas 77619 and more particularly described as follows:


Lot Number Five and the South Eleven and One-half feet of Lot Number Four (5 & S. 11.5' of 4) in Block Number Two (2) of ATLANTIC HEIGHTS, a Subdivision in Jefferson County, Texas, as the same appears upon the map or plat thereof, on file and of record in Vol. 6, Page 169 Map Records of Jefferson County, Texas.

This conveyance is made subject to the following: all restrictions, covenants, conditions, mineral leases, pooling agreements and unit designations, easements, rights of way, roadways, encroachments, and prior reservations and conveyances of minerals and royalties of record in the office of the County Clerk of Jefferson County, Texas, to the extent they are still in effect and relate to the above-described property; property taxes on the above described property for 2025 and subsequent years, not yet due and payable, the payment of which Grantee assumes; and all zoning laws, regulations and ordinances of municipal and other governmental authorities, if any, but only to the extent that they are still in effect and relate to the above-described property.

TO HAVE AND TO HOLD the said premises, together with all rights, hereditaments and appurtenances thereto belonging, unto Grantee, its successors and assigns forever, and Grantors do hereby bind themselves, their heirs, successors and assigns to WARRANT AND FOREVER DEFEND the title to said property unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof, except as to the reservations from and exceptions to conveyance and warranty set forth hereinabove.

EXECUTED this 13 day of November, 2025.

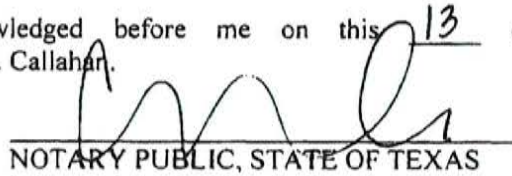
*Signature page follows:*

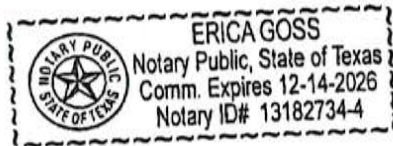
  
Randy J. Callahan

  
Rhonda Santana

STATE OF TEXAS       §  
COUNTY OF JEFFERSON   §

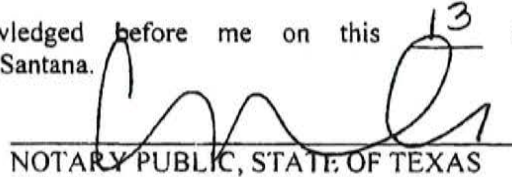
This instrument was acknowledged before me on this 13 day of November, 2025, by Randy J. Callahan.

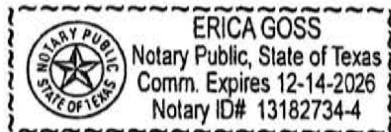
  
NOTARY PUBLIC, STATE OF TEXAS



STATE OF TEXAS       §  
COUNTY OF JEFFERSON   §

This instrument was acknowledged before me on this 13 day of November, 2025, by Rhonda Santana.

  
NOTARY PUBLIC, STATE OF TEXAS



**After recording return to:**

Magna Properties, Ltd.  
Attn: Elias Sarkis  
PO Box 20555  
Beaumont, TX 77720

BEAUBUSINESS: 1365165 1



Jefferson County  
Roxanne Acosta-  
Hellberg  
Jefferson County  
Clerk

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Instrument Number: 30039

eRecording-Real Property

DEED

Recorded On: November 13, 2025 03:45 PM

Number of Pages: 3

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" Examined and Charged as Follows: "

Total Recording: \$29.00

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\*\*\*\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\*

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY  
because of color or race is invalid and unenforceable under federal law.

**File Information:**

Document Number:	30039	CORPORATION SERVICE CORP INGENIO 1537
Receipt Number:	20251113000125	919 North 1000 West
Recorded Date/Time:	November 13, 2025 03:45 PM	
User:	Jocelyn G	LOGAN UT 84321
Station:	CC-DT-38288	



STATE OF TEXAS  
COUNTY OF JEFFERSON

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time  
printed hereon, and was duly RECORDED in the Official Records of Jefferson County, Texas.

Roxanne Acosta-Hellberg  
Jefferson County Clerk  
Jefferson County, TX

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

Council Meeting Date: 1/12/2026 Department: City Manager Agenda Item No. 9

Title for Item (same as to be placed on Agenda): Deliberate and act to approve the minutes of the December 22, 2025, City Council Meeting.

Party(ies) requesting placement of this item on the agenda: Clarissa Thibodeaux, City Clerk

Submitted to City Manager's Office on: Date: 1/5/26 Time: 8:15 a.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 22, 2025, City Council Minutes.

Minutes.

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 01/06/25  
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 22, 2025, at 5:00 p.m., in the Groves City Council Chamber with Mayor Chris Borne, Mayor Pro Tem Rae Shauna Gay, Councilmember Brandon Holmes, Councilmember Charles Chelette, and Councilmember Mark McAdams in attendance. Mayor Borne called the meeting to order and welcomed the attendees. A representative from VFW 4820 then led the prayer and pledge of allegiance.

Mayor Borne called for reports, and City Manager Kevin Carruth stated that, in case you haven't noticed, we have a new monitor on the wall, replacing the laptop and projector. The catalyst for that was the little laptop we use for Zoom. The laptop, particularly, was reaching the point where it could no longer handle the Microsoft OS, and the projector was getting progressively dimmer. We were able to get this 95-inch monitor during a Black Friday sale for less than replacing those two older pieces of equipment, and it allows us to do more with our computer than just using the monitor itself.

Fire Chief Lance Billeaud then addressed the Council regarding a grant from the Texas Forestry Service. Last year, the City received a grant that reimbursed the firefighters' workers' comp. We received a \$25,000 grant from them the other day, which was actually applied for in 2018 by our previous Assistant Fire Chief, Kelly Moore. There was a massive backlog of grant applications that they finally received some funding for. This grant can be used for equipment or PPE, and once it is decided on what to use the grant money for, Chief Billeaud stated he would bring it back to the Council for an update. There were no further reports.

Mayor Borne asked for citizen comments, and there were none.

**DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE DECEMBER 8, 2025, CITY COUNCIL MEETING:** Mayor Pro Tem Gay moved to approve the minutes of the December 8, 2025, City Council meeting as written, and Councilmember McAdams seconded. Mayor Borne asked for questions or comments, and there were none. The motion passed unanimously.

**RECEIVE THE MINUTES OF THE DECEMBER 1, 2025, PLANNING AND ZONING MEETING:** Mayor Borne stated that all of the Council members have received the minutes from the December 1, 2025, Planning and Zoning Meeting.

**DELIBERATE AND ACT ON AN INVESTMENT GRADE AUDIT AGREEMENT WITH SCHNEIDER ELECTRIC BUILDINGS AMERICAS, INC. TO IDENTIFY ENERGY CONSERVATION MEASURES AVAILABLE IN CITY FACILITIES, PROPOSE A SCOPE OF WORK FOR IMPLEMENTATION OF THOSE MEASURES, AND**



**AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE ALL NECESSARY DOCUMENTS:** Councilmember Chelette made a motion to deliberate and act on an Investment Grade Audit Agreement with Schneider Electric Buildings Americas, Inc. to identify energy conservation measures available in City facilities, propose a scope of work for implementation of those measures, and authorizing the City Manager to negotiate and execute all necessary documents. Mayor Pro Tem Gay seconded. Craig Mesenbrink of Schneider Electric then introduced Troy Hotchkiss, the Chief Engineer at Schneider, who has 33 years of wastewater experience. Mr. Hotchkiss stated that when he first looked at this project, he said it wouldn't work, so he visited the wastewater plant with Public Works Director Troy Foxworth. After visiting the plant, he was proven wrong and commended the workers there for their exceptional work to keep the plant running. Mr. Hotchkiss then stated that, now that he understands how Mr. Foxworth and his team are making the plant work, there are unique circumstances regarding how the plant needs to be operated by the operators, as well as the control systems we are proposing to implement here to maximize energy and handle peak flows. The City has very high peak flows caused by infiltration into the collection system, which the plant was not designed to handle. Again, the workers at the plant are working magic to make it happen. Mr. Hotchkiss then went over the Sampling Campaign Results, which include the flow, CBOD5, TSS, and NH3-N. This data is needed to help design the plant and to provide the performance guarantee for the system designed for the City, which is the essence of the contract.

Mayor Borne asked what the impact of the flow would be if initially, we are looking at a plant that does 2.56 million gallons per day, and then going to a design that will take it down to the standard of 1.6 mgd, and if we get back to that 2.56, will the plant be able to sustain? Mr. Hotchkiss stated that it will. Mayor Borne then asked whether we were able to identify the reason for the mgd dropping from 2.56 to 1.6? Was it the pipe-bursting project or less rainfall? Mr. Foxworth stated it was a combination of both. The plant permit is for 5 mgd, which is the ultimate system we want to install for the aeration components we will discuss. Councilmember Chelette asked whether there was a rain event during these measurements to show the influx of rain they experience from time to time, and Mr. Hotchkiss stated there was not. Councilmember Holmes asked: As far as the egress from rain flow, other than this initial sampling, do we need to conduct further investigation into what effect that would have on the system? Mr. Hotchkiss stated that the collection system requires a lot of TLC and will continue to need investment. Our goal is to change that in a way that allows us to optimize energy use while still handling the inflow of rain. If the plant



is operated in storm mode all of the time, you are just burning money to treat stormwater instead of wastewater. We will change the way the plant operates to treat wastewater when stormwater, the INI, comes into the system. It will go into a different mode, but only long enough to pass that water. Mr. Hotchkiss then went over what has changed in the scope of work from the original, completed in 2022, to the most recent, completed in 2025, which is not that much different. The primary focus is on the aeration, because that is the heart of the treatment plant, and the vast majority of the energy savings is in the actual aeration, the biological process. The aerobic digesters are a secondary process that doesn't address the actual treatment of what goes into the creek; these are the solids that come off the biological process. Because the City has an arrangement with a landfill that will accept sludge, you don't have to digest it, so you don't want to spend that money and time processing it when it is just going to a landfill.

Mr. Hotchkiss then stated that they want to replace the old blowers that feed the system so that the digesters can do what they are supposed to do if they were actually digesting solids. Schneider is suggesting only operating one of those blowers, so that we are not wasting time, volume, and energy processing something that doesn't need to be processed. That way, the City will always have that resource available to operate, and this scope will suggest operational changes to improve energy efficiency. Mr. Mesenbrink then addressed the Council, stating that one of the things he wanted to highlight was that there was a whole lot of work that was done a few years ago to put this together, and part of our mission in this process was to introduce another investment-grade audit that will get us to the finish line. To do this, we had to identify what was the same and what was different, and for the most part, everything was the same. One change is that the controls package will be significantly different, helping manage peak flows that were not part of the original scope but are now. There are also other new things, which is why this investment-grade audit incurs a cost. The last scope of work included the headworks, which have already been completed, and we are now focusing on aeration, digestion, and a robust controls and sequencing package. Councilmember Holmes then asked whether there was any information on the service life and life expectancy of the new blowers, and Mr. Hotchkiss stated that the high-speed turbos have gained traction over the last 20 years. Whichever one we end up going with, there's a trade-off on longevity and efficiency. Day one out of the box, it is super-efficient but requires maintenance, which is part of the technology selection we will go through with Mr. Foxworth. Councilmember Holmes asked about the cybersecurity aspect, and Mr. Hotchkiss stated that they intend to have these control panels and their logic feed into the plant-level SCADA system.



Mr. Mesenbrink then stated that they will complete this investment-grade audit and return with a scope of work and a price for the final project. If the Council approves the investment-grade audit process now, then Schneider can start it immediately. Mayor Borne asked about the cost of the audit, and Mr. Mesenbrink stated it is \$590,000. Mayor Borne asked City Manager Kevin Carruth if he had information on how this could be funded at this time, and Mr. Carruth stated that we have sufficient reserves. Mr. Carruth then said that if we reach the end of the IGA and the Council decides not to move forward, the City would still have to pay the \$590,000 and part ways. If we move forward, the cost of the IGA will be rolled into the project. Mr. Carruth stated that both he and the City Attorney have reviewed the agreement and are both good with it. Mayor Borne reiterated that the \$590,000 would be paid at the end of the audit if we decided to part ways and asked if that was correct. Mr. Mesenbrink stated that the contract includes an invoicing stage with a one-step invoice of approximately \$140,000, which would likely occur in April, after which the final part of the IGA would be rolled into construction. Mr. Carruth then stated that the 5-year rate plan for utilities anticipated issuing debt, servicing this project's debt, and servicing debt for other projects. Mayor Borne asked whether this scope of work would yield cost savings, and Mr. Mesenbrink stated that it would, including energy savings and operational savings. The operational savings will exceed the energy savings. The motion passed unanimously.

DELIBERATE AND ACT TO AUTHORIZE THE CLOSURE OF 39<sup>TH</sup> STREET FROM GULF AVENUE TO LINCOLN AVENUE ON SATURDAY, FEBRUARY 7, 2026, FROM 4:30 P.M. TO 7:00 P.M. FOR A MARDI GRAS PARADE: Councilmember McAdams made a motion to deliberate and act to authorize the closure of 39<sup>th</sup> Street from Gulf Avenue to Lincoln Avenue on Saturday, February 7, 2026, from 4:30 p.m. to 7:00 p.m. for a Mardi Gras Parade and Mayor Pro Tem Gay seconded. Emily Daniel from Stacked Cake and Confection Co. addressed the Council and stated that they want to do a golf cart, motorcycle, and boat parade down Lincoln Avenue for a Mardi Gras event. Ms. Daniel noted that she understands this is not an approved parade route and is okay with having it on the existing approved route. Mayor Borne asked City Marshal Christopher Robin if he had been involved in this planning, and he stated that he had. Marshal Robin also indicated that it would be simpler to use an already established route, but whatever the Council decides, he will make sure it gets worked out. Marshal Robin would rather use the 39<sup>th</sup> Street route than hold a couple of Workshops to develop ideas for an alternate parade route for smaller parades, and get it recognized by the Council and on the books. The Council then discussed various route options. Fire Chief Lance Billeaud then addressed the Council and stated that his most significant problem with the parade being on Lincoln



was that people would park on the side of the street, leaving hardly any room, and it was unsafe, especially for kids. Councilmember Chelette stated that he would like to see this parade happen this year and not put it off. Marshal Robin then said we could shorten the already-approved parade route, still on 39th Street, and go only from Lincoln Avenue to Gulf Avenue. Councilmember Chelette stated that it would improve safety and still provide adequate parking. Councilmember McAdams amended his previous motion to authorize the closure of 39<sup>th</sup> Street from Lincoln Avenue to Gulf Avenue on Saturday, February 7, 2026, from 4:30 p.m. to 7:00 p.m. for a Mardi Gras Parade. Mayor Pro Tem Gay seconded. There was no further discussion, and the motion passed unanimously.

**DELIBERATE ON VACANCIES AND NOMINATIONS FOR POSITIONS ON THE PLANNING AND ZONING COMMISSION AND ZONING BOARD OF ADJUSTMENT:** Mayor Borne stated that this item is informational only, and at this time, we have only three applicants. Mayor Borne suggested that we continue accepting applications until the next City Council Meeting, and hopefully, we can receive more. After further discussion, it was stated that we still need six more people across both boards. There was no further discussion.

**DELIBERATE AND ACT TO ESTABLISH WEST JEFFERSON STREET, BETWEEN GRAVES AVENUE AND GULF AVENUE, AS A ONE-WAY STREET DURING SPECIFIED MORNING AND AFTERNOON HOURS TO ENHANCE GROVES INTERMEDIATE SCHOOL STUDENT SAFETY:** Councilmember Holmes made a motion to deliberate and act to establish West Jefferson Street, between Graves Avenue and Gulf Avenue, as a one-way street during specified morning and afternoon hours to enhance Groves Intermediate School student safety. Mayor Pro Tem Gay seconded. City Marshal Christopher Robin addressed the Council, stating that over the last five months, they have found a series of issues arising in this specific region of West Jefferson. During peak time, there is a lot of congestion and frustrated parents. Marshal Robin then went over some diagrams with the Council, discussing what is happening now with the current drop-off and pickup, and then he discussed the new pickup and drop-off recommendation. Marshal Robin then stated that the first recommendation is to make West Jefferson from Graves Avenue to Gulf Avenue a one-way street. In the morning, there will be one line for drop-off, and in the afternoon, two lines for pick-up. The exit will be a right turn only. Marshal Robin then stated that the crosswalks will be painted during the Christmas break. They have worked with the school in planning this idea, and the school loves it. Marshal Robin then went over the afternoon pickup plan. Mayor Borne then asked about the outer left-hand lane, and the Marshal stated that it is for emergency vehicles only.



Mayor Borne then asked about the through traffic that has to travel on West Jefferson, and Marshal Robin noted that it will not be an option for the afternoon pickup. City Manager Kevin Carruth then noted that it will only be unavailable for two blocks. Marshal Robin then explained the reasoning for that, stating that for pickup, they will line up in two lanes, so any through traffic would have to drive on the wrong side of the road to even reach that section and proceed through. Mayor Borne then asked about the church's parking lot being blocked, since it has only one entrance and exit, and Marshal Robin stated that they had informed him this would not affect their operations. Councilmember Holmes asked who would be responsible for putting out the barricades and cones, and Marshal Robin stated that the crossing guards would be. There will also be a designated drop-off point on the side of the road at the beginning of the sidewalk leading to the school. Councilmember Holmes amended his previous motion to include Ordinance 2025-24, and Mayor Pro Tem Gay seconded. There was no further discussion, and the motion passed unanimously.

**DELIBERATE AND ACT TO APPROVE A CHANGE ORDER TO THE WASTEWATER TREATMENT PLANT IMPROVEMENT CONTRACT TO ADD THE REMOVAL AND REPLACEMENT OF THE HANDRAILS AND GRATING FOR THE STAIRWAY OF THE GRIT CHAMBER:** Mayor Pro Tem Gay made a motion to deliberate and act to approve a change order to the Wastewater Treatment Plant Improvement Contract to add the removal and replacement of the handrails and grating for the stairway of the grit chamber and Councilmember Chelette seconded. City Manager Kevin Carruth informed the Council that this scope of work should have been included in the original ARPA project, which, for whatever reason, was missed. This was a binding in our last TCEQ inspection, so it must be completed. All of our ARPA funds have been allocated, so this will come from our maintenance line item for the Wastewater Plant. Mayor Borne asked Finance Director Troy Foxworth if these are the original handrails, and Mr. Foxworth stated that he believes they are. Councilmember Chelette noted that he toured the plant the day before and insists that these need to be replaced; there is no price on safety. Councilmember Holmes asked whether the current contractor working at the plant would also perform this replacement, and Mr. Foxworth stated that he would. There was no further discussion, and the motion passed unanimously.

**DELIBERATE AND ACT ON THE DECEMBER 22, 2025, INVOICE LIST:** Mayor Pro Tem Gay made a motion to deliberate and act on the December 22, 2025, invoice list, and Councilmember Holmes seconded.

INVOICES: City Manager Kevin Carruth presented invoices for payment totaling \$154,455.86 as follows:

1. Allco	Change order for replacement of handrails at WWTP.	\$52,825.00
2. CITI Bank	Purchasing cards payment.	\$10,925.78
3. City of Port Arthur	Sludge disposal for November 2025.	\$5,460.00
4. EGSW	Micro-solve 55-gallon drum.	\$6,550.00
5. Lower Neches Valley Authority	Raw water purchase for November 2025.	\$25,875.00
6. Republic Services	Sludge disposal November 2025.	\$6,835.08
7. Soutex Surveyors	Engineering for 25 <sup>th</sup> Street.	\$5,000.00
8. Soutex Surveyors	Engineering for WWTP improvements.	\$23,500.00
9. TCEQ	Permit fee for Water Plant 2026.	\$17,485.00

Mayor Borne asked for questions, and there were none. The motion passed unanimously.

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:

- A. SECTION 551.071 (1) (A) – CONSULTATION WITH ATTORNEY WHEN THE GOVERNMENTAL BODY SEEKS THE ADVICE OF ITS ATTORNEY ABOUT PENDING OR CONTEMPLATED LITIGATION.

The Council went into Executive Session at 6:36 p.m.



The Council reconvened into Open Session at 7:32 p.m.

DELIBERATE AND ACT TO AUTHORIZE THE CITY MANAGER TO EXECUTE SETTLEMENT CLAIM FORMS FOR THE AQUEOUS FILM-FORMING FOAM PRODUCTS LIABILITY LITIGATION: Councilmember Chelette made a motion to deliberate and act to authorize the City Manager to execute settlement claim forms for the Aqueous Film-Forming Foam Products Liability Litigation, and Councilmember McAdams seconded. City Attorney Brandon P. Monk stated that the deadline is January 1, 2026, so if the City Council wants to authorize it, now is the opportune time. There was no further discussion, and the motion passed unanimously.

Mayor Borne asked for Council comments, and Councilmember McAdams wished everyone a Merry Christmas and a Happy New Year.

There being no further business, the meeting was adjourned at 7:34 p.m.

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Mayor Borne

ATTEST:

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City Clerk



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## MEMORANDUM TO CITY COUNCIL

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To: Kevin Carruth, City Manager  
From: Christopher Robin, City Marshal  
Date: January 5th, 2026  
Re: Introduction and swearing-in of new Deputy Marshals

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### **Purpose**

I am writing to respectfully request a place on the agenda for the upcoming City Council Meeting on January 12, 2026, to present a brief report on the newest members of our police department. Along with this report, I would also like to request the honor of conducting a ceremonial swearing-in for these officers during the meeting. This brief ceremony will provide an opportunity to formally introduce our new Deputies to the council and the community.

### **Deputy Kevin White**

Deputy White returns to the Groves Police Department with extensive prior law enforcement experience, bringing valuable perspective, sound judgment, and proven leadership. Deputy White has chosen to continue his career here, committing his skills and experience to this community and to this department, including mentoring and developing younger officers.

Deputy White began his law enforcement career following three years of service in the United States Army. Throughout his career, he has served with multiple agencies, including the Houston Police Department, Vermont State Police, and Beaumont Police Department, among others. He has also previously served with our department.

Most recently, Deputy White served several years as a homicide detective in Fort Bend County. We are grateful to welcome him back to the department and the community.

### **Personal Statement from Deputy White:**

"It feels good to be back home. I'm excited to continue working alongside the outstanding officers of this department. I look forward to sharing my experience, mentoring younger officers, and helping instill the values and qualities that make this profession and this department stronger."

### **Deputy Gianni Mejia**

Deputy Mejia was born in Houston, Texas, and later moved to Port Arthur as a teenager, where he graduated from Memorial High School. Following graduation, he enlisted in the United States Marine Corps and served a four-year contract. During his service, he was stationed in Japan and



participated in operations in the Philippines. While overseas, he met his wife, and they are currently expecting their first child in early 2026.

In the fall of 2025, Deputy Mejia was sponsored by the Groves Police Department to attend the Regional Police Academy. During the academy, he achieved the highest overall physical training score and was recognized with a plaque for completing the most push-ups, as well. He is active in Brazilian jiu-jitsu and regularly trains alongside several members of our department.

Deputy Mejia strives to be a well-rounded officer, with long-term interests that include narcotics investigations, SWAT operations, traffic enforcement, and continued professional advancement. He is also strongly committed to ongoing training and to educating both the public and fellow law enforcement professionals.

**Personal Statement from Deputy Mejia:**

“From serving our country to now serving the people of Groves, this community already feels like family to me. I look forward to serving with pride and making a positive difference here.”

**Deputy Brayden Simmons**

Deputy Simmons has spent the majority of his life in Mid-County, bringing more than 15 years of local perspective to his role in law enforcement. He is an experienced Brazilian jiu-jitsu instructor, having taught for seven years and trained for over a decade at the same school, where several current department members also train.

Deputy Simmons was also sponsored by our department to attend the Regional Police Academy, where he distinguished himself in practical applications and scenario-based training. He aspires to become a canine officer with a focus on narcotics investigations, while continuing to make a meaningful difference in the community and serve as a source of support and reassurance to those in need.

**Personal Statement from Deputy Simmons:**

“I want to thank everyone who helped me get to this point, especially the Groves Police Department staff who inspired and supported me throughout the academy and beyond. I’d also like to give a special thank-you to Stan Smith for his unwavering support and for taking me under his wing as if I were his own son. I truly don’t know where I would be without him.”

**Deputy Zachary Graff**

Last, but certainly not least, Deputy Graff has lived in Beaumont his entire life and is a graduate of West Brook High School. He earned a Bachelor of Science in Criminal Justice, with honors, from the University of North Texas. He initially put himself through the Regional Police Academy and was hired by our department prior to taking the TCOLE exam.

Deputy Graff graduated from the academy with honors and received the award for highest GPA, serving as class valedictorian. He is a well-rounded individual who is committed to excellence in all aspects of law enforcement. With aspirations to lead and mentor fellow officers, he hopes to

continue advancing through the ranks and ultimately serve in leadership roles within the department.

**Personal Statement from Deputy Graff:**

“First and foremost, I want to thank the City of Groves for the opportunity to serve. I strive for excellence both as an officer and as a representative of this department. I am grateful for the support of the city and look forward to contributing to the department as a whole.”

**Conclusion**

Thank you for your time and attention to this request. 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.



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## MEMORANDUM

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To: Mayor and City Council

From: City Manager Kevin Carruth 

Date: January 9, 2026

Re: Resolutions Authorizing Notice of Intent and Reimbursement  
for Proposed 2026 Certificate of Obligation

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### Purpose

The purpose of this memorandum is to summarize the proposed issuance of the City of Groves, Texas, Certificates of Obligation, Series 2026, in an amount not to exceed \$26,000,000, and to recommend City Council action to proceed with the required statutory steps, including publication of the Notice of Intention and adoption of a reimbursement resolution.

### Background and Authority

Texas Local Government Code, Chapter 271, Subchapter C authorizes home-rule cities to issue certificates of obligation (COs) to finance public works, infrastructure, equipment, and related professional services. Under this authority, the City proposes to issue Certificates of Obligation to fund critical infrastructure projects and related professional costs.

In addition, federal tax law requires the City to adopt a reimbursement resolution if it intends to reimburse itself for eligible project expenditures incurred prior to the issuance of tax-exempt debt. The proposed reimbursement resolution satisfies those requirements and preserves the City's ability to recover eligible costs from future bond proceeds

### Proposed Projects

The proposed Certificates of Obligation listed in the table below will fund major capital improvements that address long-standing infrastructure needs and regulatory obligations.

#### **Proposed 2026 Certificates of Obligation**

<b>Project</b>	<b>Amount</b>
25th Street Sewer Bottleneck (Estimate)	\$ 2,018,600
Automatic Meter Infrastructure	\$ 5,695,507
Parks	\$ -
Streets	\$ -
Wastewater Treatment Plant (Estimate)	\$ 13,000,000
<b>Projects Total</b>	<b>\$ 20,714,107</b>
<b>CO Principal Not To Exceed Total</b>	<b>\$ 26,000,000</b>
City of Groves	Revised 1/09/26

The 25<sup>th</sup> Street Sewer Bottleneck project will improve wastewater flow in south part of the system and will have cost participation from a developer. The Automatic Meter Systems are under

contract with Schneider Electric Buildings, and the debt service is already programmed into the rate schedule. Designs for improvements to the wastewater treatment plant are nearing completion and should provide more accurate cost estimates in time for the issuance of the COs. As stated in the Notice of Intent, the proposed CO allows for street and park projects; however, these are contingency projects that would be contemplated only after the three proposed water and wastewater projects are completed and funds remain in the CO.

The total estimated project cost is \$20,714,107, with the Certificates structured at a principal amount not to exceed \$26,000,000 to allow for issuance costs, contingencies, and professional services. The final principal amount will be refined prior to final issuance and will likely be lower, but will not exceed \$26,000,000.

### **Financing Structure**

The Certificates of Obligation will be secured by:

- A direct and continuing *ad valorem* tax, and
- A limited subordinate pledge of surplus water and sewer system revenues (not to exceed \$1,000).

The Certificates may have a maturity of up to forty years, with final terms subject to market conditions at the time of sale. Based on an illustrative interest rate assumption of 5.00%, the estimated combined principal and interest cost is approximately \$41.4 million, though actual results will depend on market conditions at issuance.

### **Public Notice and Timeline**

State law requires publication of a Notice of Intention to Issue Certificates of Obligation at least 45 days prior to adoption of the bond ordinance. The proposed schedule anticipates:

- Council approval of Notice of Intent: January 12, 2026
- First publication and website posting: January 21, 2026
- Second publication: February 9, 2026
- Council consideration of bond ordinance and sale authorization: March 9, 2026
- Bond closing and receipt of funds: April 2026

This timeline allows for rating agency review, preparation of offering documents, and competitive or negotiated sale of the Certificates. Please see the accompanying calendar for a detailed timeline.

### **Fiscal and Policy Considerations**

The City is in an enviable position, with just three outstanding debt issues that will be paid off relatively soon. The first is the Series 2013 CO with an outstanding balance of \$1,480,000 and payoff on September 1, 2033. The second is the Series 2016 General Obligation Refunding Bonds with \$675,000 remaining and payoff on September 1, 2027. The last is the Series 2020 CO, whose outstanding balance is \$7,304,000 and will be paid off on September 1, 2041.

The proposed projects address critical infrastructure needs, support system reliability, reduce long-term operational risk, and position the City for continued compliance with regulatory requirements. Issuing Certificates of Obligation allows the City to spread the cost of these long-

lived assets over time while preserving cash reserves for operations and emergencies. Additionally, the City's current debt profile will allow the City to structure the debt service

### **Staff Recommendation**

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It is recommended that the City Council:

1. Approve the Resolution Authorizing Publication of the Notice of Intention to Issue Certificates of Obligation, and
2. Approve the Reimbursement Resolution to preserve eligibility for tax-exempt financing of project costs.

**Approval of these items does not authorize the sale of the Certificates at this time** but allows the City to proceed with required legal notices and preparation for a future issuance decision.





# City of Groves

TEXAS

## Combination Tax & Limited Revenue Certificates of Obligation, Series 2026


### DRAFT Calendar of Events


January 2026						
S	M	T	W	T	F	S
				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	31

February 2026						
S	M	T	W	T	F	S
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

March 2026						
S	M	T	W	T	F	S
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	31				

April 2026						
S	M	T	W	T	F	S
			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		

 Holiday

 Groves Council Meeting

 FOMC Meeting

Date	Action
01/12/2026	City Council approves Notice of Intent ("NOI") to issue Certificates of Obligation
01/15/2026	First publication of NOI in Beaumont Enterprise, also posted to City website
01/21/2026	First Draft Preliminary Official Statement (POS) distributed
01/22/2026	Second publication of NOI in Beaumont Enterprise
01/29/2026	Documents submitted to rating agency
01/29/2026	Comments due first draft POS
2/9/2026-2/12/2026	Tentative conference Call with rating agency
02/09/2026	Second Draft of POS distributed
02/18/2026	Comments due on Second draft of POS
02/24/2026	Due diligence call with underwriters
02/26/2026	Receive rating from rating agency
03/02/2026	Post POS
03/09/2026	Sale of Certificates of Obligation, Council meeting to authorize sale
04/07/2026	Bond closing, funds delivered to City account



**RESOLUTION NO. 2026-**  
**CITY OF GROVES, TEXAS**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY  
OF GROVES, TEXAS, EXPRESSING OFFICIAL INTENT  
TO REIMBURSE THE CITY WITH PROCEEDS OF TAX-  
EXEMPT CERTIFICATES OF OBLIGATION FOR COSTS  
ASSOCIATED WITH CONTRACTUAL OBLIGATIONS TO  
FINANCE CONSTRUCTION OF PUBLIC WORKS AND  
PUBLIC IMPROVEMENTS**

**WHEREAS**, the City of Groves, Texas (the “City”) desires to reimburse itself from the proceeds of tax-exempt certificates of obligation obligations to be issued subsequent to the date hereof for the purpose of evidencing the indebtedness of the City to pay all or any part of the contractual obligations to be incurred for the purpose of (1) the construction of public works, more specifically, the construction of road and street improvements, improvements to the City’s water system and wastewater treatment system, including acquisition and installation of automatic water meters, sewer line bottleneck repairs and improvements and rehabilitation and upgrades to the City’s wastewater treatment plant, improvements to the City’s parks and park facilities, and any items related thereto, and (2) payment of the professional services incurred in connection therewith (the “Project”);

**WHEREAS**, the City is authorized to finance its activities by creating obligations, the interest on which is excludable from gross income for federal income tax purposes (“tax-exempt obligations”) pursuant to §103 of the Internal Revenue of 1986, as amended (the “Code”);

**WHEREAS**, the Internal Revenue Service and the U.S. Treasury Department have promulgated §1.150-2 of the Treasury Regulations (the “Regulations”) which authorize an issuer to reimburse itself for expenditures made with respect to projects prior to the issuance of tax-exempt obligations for such projects;

**WHEREAS**, the City acknowledges that it will make, or has made not more than 60 days prior to the date hereof, payments with respect to the Project; and

**WHEREAS**, the City acknowledges that it expects to issue tax-exempt obligations to reimburse itself for the costs associated with the Project.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Groves, Texas that:

**Section 1.** The City declares its official intent pursuant to Regulation §1.150-2 to incur debt, as one or more series of obligations, with an aggregate maximum principal amount currently estimated not to exceed \$26,000,000, a portion of the proceeds of which are to reimburse the City for the purpose of paying capital expenditures, cost of issuance of the obligations or other expenditures eligible for reimbursement under Regulation §1.150-2(d)(3) for the purpose of paying for the Project.



**Section 2.** Other than (i) expenditures to be paid or reimbursed from sources other than proceeds of the obligations, (ii) expenditures contemplating preliminary expenditures within the meaning of Regulation §1.150-2(f)(2) or (iii) expenditures in a “de minimus” amount as defined in Regulation §1.150-2(f)(1), no original expenditures for the Project have been paid by the City more than sixty (60) days prior to the date of this Resolution.

**Section 3.** No tax-exempt obligation will be issued by the City in furtherance of this Resolution after a date which is later than eighteen (18) months after the later of (i) the date the expenditures are paid or (ii) the date on which the property, with respect to which such expenditures were made, is placed in service.

**Section 4.** The foregoing notwithstanding, no tax-exempt obligation will be issued pursuant to this Resolution more than three (3) years after the date any expenditure which is to be reimbursed is paid.

**Section 5.** The terms that are defined in the recitals to this Resolution are hereby adopted and incorporated in this Resolution.

**Section 6.** The City Council hereby finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council of the City of Groves held on the 12th day of January, 2026.

**City of Groves, Texas**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
\_\_\_\_\_, **City Attorney**

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

Council Meeting Date: 1/12/2026 Department: City Manager Agenda Item No. 12

Title for Item (same as to be placed on Agenda): Deliberate and act to approve Reimbursement Resolution 2026-02, expressing official intent to reimburse the City with proceeds of tax-exempt certificates of obligations for costs associated with contractual obligations to finance construction of public works and public improvements.

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

Submitted to City Manager's Office on: Date: 1/7/26 Time: 3:00 p.m. By: C. THIBODEAUX

Explanation of Item: See accompanying City Manager's January 9, 2026, memo.

Deadline for Approval: January 12, 2026.

Staff Recommendation: Staff recommends the City Council adopt Resolution 2026-02, expressing official intent to reimburse the City with proceeds of tax-exempt certificates of obligation for costs associated with contractual obligations to finance construction of public works and public improvements.

Alternative (if any) for consideration: None.

Identify any attachments to this document: City Manager's January 9, 2026, memo; Resolution 2026-02.

Specific Council Action Requested: None (Information item only) ☐ Motion ☒ X

Ordinance – Number ☐ Resolution – Number 2026-02 Other – Specify: ☐

Signed: ☐ Date: ☐ Approved: [Signature] Date: 01/09/26  
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, 2026

Re: Resolutions Authorizing Notice of Intent and Reimbursement  
for Proposed 2026 Certificate of Obligation



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### Purpose

The purpose of this memorandum is to summarize the proposed issuance of the City of Groves, Texas, Certificates of Obligation, Series 2026, in an amount not to exceed \$26,000,000, and to recommend City Council action to proceed with the required statutory steps, including publication of the Notice of Intention and adoption of a reimbursement resolution.

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### Background and Authority

Texas Local Government Code, Chapter 271, Subchapter C authorizes home-rule cities to issue certificates of obligation (COs) to finance public works, infrastructure, equipment, and related professional services. Under this authority, the City proposes to issue Certificates of Obligation to fund critical infrastructure projects and related professional costs.

In addition, federal tax law requires the City to adopt a reimbursement resolution if it intends to reimburse itself for eligible project expenditures incurred prior to the issuance of tax-exempt debt. The proposed reimbursement resolution satisfies those requirements and preserves the City's ability to recover eligible costs from future bond proceeds.

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### Proposed Projects

The proposed Certificates of Obligation listed in the table below will fund major capital improvements that address long-standing infrastructure needs and regulatory obligations.

#### Proposed 2026 Certificates of Obligation

Project	Amount
25th Street Sewer Bottleneck (Estimate)	\$ 2,018,600
Automatic Meter Infrastructure	\$ 5,695,507
Parks	\$ -
Streets	\$ -
Wastewater Treatment Plant (Estimate)	\$ 13,000,000
<b>Projects Total</b>	<b>\$ 20,714,107</b>
<b>CO Principal Not To Exceed Total</b>	<b>\$ 26,000,000</b>
City of Groves	Revised 1/09/26

The 25<sup>th</sup> Street Sewer Bottleneck project will improve wastewater flow in south part of the system and will have cost participation from a developer. The Automatic Meter Systems are under

contract with Schneider Electric Buildings, and the debt service is already programmed into the rate schedule. Designs for improvements to the wastewater treatment plant are nearing completion and should provide more accurate cost estimates in time for the issuance of the COs. As stated in the Notice of Intent, the proposed CO allows for street and park projects; however, these are contingency projects that would be contemplated only after the three proposed water and wastewater projects are completed and funds remain in the CO.

The total estimated project cost is \$20,714,107, with the Certificates structured at a principal amount not to exceed \$26,000,000 to allow for issuance costs, contingencies, and professional services. The final principal amount will be refined prior to final issuance and will likely be lower, but will not exceed \$26,000,000.

### **Financing Structure**

The Certificates of Obligation will be secured by:

- A direct and continuing *ad valorem* tax, and
- A limited subordinate pledge of surplus water and sewer system revenues (not to exceed \$1,000).

The Certificates may have a maturity of up to forty years, with final terms subject to market conditions at the time of sale. Based on an illustrative interest rate assumption of 5.00%, the estimated combined principal and interest cost is approximately \$41.4 million, though actual results will depend on market conditions at issuance.

### **Public Notice and Timeline**

State law requires publication of a Notice of Intent to Issue Certificates of Obligation at least 45 days prior to adoption of the bond ordinance. The proposed schedule anticipates:

- Council approval of Notice of Intent: January 12, 2026
- First publication and website posting: January 21, 2026
- Second publication: February 9, 2026
- Council consideration of bond ordinance and sale authorization: March 9, 2026
- Bond closing and receipt of funds: April 2026

This timeline allows for rating agency review, preparation of offering documents, and competitive or negotiated sale of the Certificates. Please see the accompanying calendar for a detailed timeline.

### **Fiscal and Policy Considerations**

The City is in an enviable position, with just three outstanding debt issues that will be paid off relatively soon. The first is the Series 2013 CO with an outstanding balance of \$1,480,000 and payoff on September 1, 2033. The second is the Series 2016 General Obligation Refunding Bonds with \$675,000 remaining and payoff on September 1, 2027. The last is the Series 2020 CO, whose outstanding balance is \$7,304,000 and will be paid off on September 1, 2041.

The proposed projects address critical infrastructure needs, support system reliability, reduce long-term operational risk, and position the City for continued compliance with regulatory requirements. Issuing Certificates of Obligation allows the City to spread the cost of these long-



lived assets over time while preserving cash reserves for operations and emergencies. Additionally, the City's current debt profile will allow the City to structure the debt service

### **Staff Recommendation**

It is recommended that the City Council:

1. Approve the Resolution Authorizing Publication of the Notice of Intention to Issue Certificates of Obligation, and
2. Approve the Reimbursement Resolution to preserve eligibility for tax-exempt financing of project costs.

**Approval of these items does not authorize the sale of the Certificates at this time** but allows the City to proceed with required legal notices and preparation for a future issuance decision.



# City of Groves

TEXAS

## Combination Tax & Limited Revenue Certificates of Obligation, Series 2026 DRAFT Calendar of Events


January 2026						
S	M	T	W	T	F	S
				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	31

February 2026						
S	M	T	W	T	F	S
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

March 2026						
S	M	T	W	T	F	S
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	31				

April 2026						
S	M	T	W	T	F	S
			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		

 Holiday

 Groves Council Meeting

 FOMC Meeting

Date	Action
01/12/2026	City Council approves Notice of Intent ("NOI") to issue Certificates of Obligation
01/15/2026	First publication of NOI in Beaumont Enterprise, also posted to City website
01/21/2026	First Draft Preliminary Official Statement (POS) distributed
01/22/2026	Second publication of NOI in Beaumont Enterprise
01/29/2026	Documents submitted to rating agency
01/29/2026	Comments due first draft POS
2/9/2026-2/12/2026	Tentative conference Call with rating agency
02/09/2026	Second Draft of POS distributed
02/18/2026	Comments due on Second draft of POS
02/24/2026	Due diligence call with underwriters
02/26/2026	Receive rating from rating agency
03/02/2026	Post POS
03/09/2026	Sale of Certificates of Obligation, Council meeting to authorize sale
04/07/2026	Bond closing, funds delivered to City account





**RESOLUTION NO. 2026-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, AUTHORIZING THE PUBLICATION OF THE NOTICE OF INTENTION TO ISSUE CITY OF GROVES, TEXAS CERTIFICATES OF OBLIGATION IN A PRINCIPAL AMOUNT NOT TO EXCEED \$26,000,000 FOR THE CONSTRUCTION OF PUBLIC WORKS AND ACQUISITION OF EQUIPMENT AND ANY ITEMS RELATED THERETO AND FOR THE PAYMENT OF CONTRACTUAL OBLIGATIONS FOR PROFESSIONAL SERVICES; AUTHORIZING THE DISTRIBUTION OF A NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT RELATING TO SUCH CERTIFICATES; AND CONTAINING OTHER PROVISIONS RELATING THERETO**

<b>THE STATE OF TEXAS</b>	<b>§</b>
<b>COUNTY OF JEFFERSON</b>	<b>§</b>
<b>THE CITY OF GROVES</b>	<b>§</b>

**WHEREAS**, the City of Groves, Texas (herein referred to as the “City”), acting through its governing body (hereinafter referred to as the “City Council”), is authorized to issue certificates of obligation to pay contractual obligations to be incurred in connection with authorized capital improvements and equipment purchases within the City including (1) the construction of public works, more specifically, the construction of road and street improvements, improvements to the City’s water and system and wastewater treatment system, including acquisition and installation of automatic water meters, sewer line bottleneck repairs and improvements and rehabilitation and upgrades to the City’s wastewater treatment plant, improvements to the City’s parks and park facilities, and any items related thereto (herein referred to as the “Project”), as more particularly described in the notice attached hereto as Exhibit “A”, and for costs of issuance and professional services rendered in connection therewith pursuant to Texas Local Government Code, Subchapter C, Sections 271.041 - 271.064, as amended; and

**WHEREAS**, the City Council of the City has determined that it is in the best interest of the City and otherwise is desirable to issue a series of certificates of obligation in a principal amount not to exceed TWENTY-SIX MILLION DOLLARS (\$26,000,000) to be known as the “City of Groves, Texas, Certificates of Obligation, Series 2026” (hereinafter referred to as the “Certificates”) to finance the Project and to pay for costs of issuance and professional services rendered in connection therewith; and

**WHEREAS**, in connection with the issuance of the Certificates, the City Council intends to publish notice of the intent of the City to issue the Certificates in accordance with the requirements of the Texas Local Government Code Section 271.049, as amended, and pursuant to Section 271.049 of the Texas Local Government Code, as amended, prior to the issuance of the Certificates of Obligation, the City is required to publish notice of its intention to issue the Certificates of Obligation (the “Notice”) in a newspaper of general circulation in the City stating (i) the time and place the City Council tentatively proposes to pass the ordinance authorizing the issuance of the Certificates of Obligation, (ii) the maximum amount of Certificates of Obligation proposed to be issued, (iii) the purpose for which the Certificates of Obligation are to be issued;



(iv) the manner in which the Council proposes to pay for the Certificates of Obligation; (v) the following: (A) the then-current principal of all outstanding debt obligations of the issuer; (B) the then-current combined principal and interest required to pay all outstanding debt obligations of the issuer on time and in full, which may be based on the issuer's expectations relative to the interest due on any variable rate debt obligations; (C) the maximum principal amount of the certificates to be authorized; and (D) the estimated combined principal and interest required to pay the certificates to be authorized on time and in full; (vi) the estimated interest rate for the certificates to be authorized of that the maximum interest rate for the certificates may not exceed the maximum legal interest rate; and (vii) the maximum maturity date of the certificates to be authorized;

**WHEREAS**, the City Council has been presented with and has examined the proposed form of notice attached hereto as Exhibit "A" to be published and finds that the form and substance thereof are satisfactory and that the recitals and findings contained therein are true, correct and complete;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS:**

**Section 1.** The facts and recitations contained in the preamble of this resolution are hereby found and declared to be true and correct.

**Section 2.** The City Council hereby approves the form of the Notice of Intention to Issue Certificates of Obligation presented to the City Council in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference (the "Notice"). The City Council hereby authorizes the Mayor or any other member of the City Council or any other official of the City to execute and deliver the Notice on behalf of the City, with such changes therein and additions thereto as the person executing same may approve, such approval to be conclusively evidenced by such execution thereof. The City Council hereby authorizes and directs the Mayor, the City Secretary or any other official of the City to cause the Notice to be published in the manner required by law in a newspaper of general circulation in the City and to also post the Notice on the City's website in compliance with Texas Local Government Code Section 271.049.

**Section 3.** The Notice set forth in Exhibit "A" attached hereto shall be published in English once a week for two (2) consecutive weeks in a newspaper which is of general circulation in the City, the date of the first publication to be not less than forty-five (45) days prior to the date tentatively set in the Notice for the passage of the ordinance authorizing the issuance of such Certificates of Obligation. Further, such Notice shall be published and posted continuously on the City's website for at least forty-five (45) days prior to the date tentatively set in the Notice for the passage of the ordinance authorizing the issuance of such Certificates of Obligation.

**Section 4.** The City Council hereby approves the preparation and distribution by the County's financial advisor to prospective purchasers of the Certificates of a Preliminary Official Statement, a Notice of Sale if the Certificates are to be sold by competitive bid, or a Term Sheet, Private Placement Memorandum or similar instrument if the Certificates are to be sold by private placement, as the same may be completed, modified or supplemented from time to time, with the approval of the Mayor, the City Secretary or any other authorized officers and agents of the City.



**Section 4.** The Mayor, the City Secretary, and other officials of the City are hereby authorized and directed to do any and all things necessary or desirable to carry out the provisions of this resolution.

**Section 5.** The following is a list of the outstanding general obligation debt of the City and the amount of any self-supporting obligation:

Issue	Outstanding Balance	Self-Supporting Amount
Certificates of Obligation, Series 2013	\$1,380,000	0
General Obligation Refunding Bonds, Series 2016	\$675,000	0
Certificates of Obligation, Series 2020	\$7,305,000	0

**Section 6.** This resolution shall take effect immediately upon its passage.

**Section 7.** It is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by the Texas Government Code Chapter 551, as amended.

**PASSED AND APPROVED** this 12th day of January, 2026.

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

ATTEST:

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

(SEAL)

Approved as to form and legality.

\_\_\_\_\_, City Attorney

## **EXHIBIT "A"**

### **NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION**

NOTICE IS HEREBY GIVEN that the City Council of the City of Groves, Texas (the "City"), will meet in the Groves City Hall, 3947 Lincoln Avenue, Groves, Texas, at 5:00 p.m., on the 9th day of March, 2026, which is the time and place tentatively set for the passage of an ordinance and to take such other action as may be deemed necessary to authorize the issuance of the City's Certificates of Obligation, Series 2026, in the maximum aggregate principal amount not to exceed \$26,000,000 (the "Certificates"), payable from the levy of a direct and continuing ad valorem tax against all taxable property with the City sufficient to pay the interest on this series of Certificates as due and to provide for the payment of the principal thereof as the same matures, as authorized by Chapter 271, Subchapter C, Texas Local Government Code, as amended, and also payable from a subordinate lien and limited pledge of certain surplus net revenues of the City's water and sewer system not to exceed \$1,000, bearing interest at a rate or rates, not in excess of that prescribed by law, and maturing over a period of years not to exceed forty (40) years from the date thereof, as shall be determined within the discretion of the City Council of the City at the time of issuance of the Certificates, for the purpose of evidencing the indebtedness of the City to finance all or any part of the contractual obligations to be incurred for the purpose of (1) the construction of public works, more specifically, the construction of road and street improvements, improvements to the City's water system and wastewater treatment system, including acquisition and installation of automatic water meters and rehabilitation, sewer line bottleneck repairs and improvements and upgrades to the City's wastewater treatment plant, improvements to the City's parks and park facilities, and any items related thereto, and (2) payment of the professional services incurred in connection therewith (the "Project");.

In accordance with Texas Local Government Code Section 271.049, (A) the current principal amount of all of the City's outstanding debt obligations secured by and payable from ad valorem taxes is \$9,360,000, (B) the current combined principal and interest required to pay all of the City's outstanding debt



obligations secured by and payable from ad valorem taxes on time and in full is \$11,546,319, (C) the maximum principal amount of the Certificates to be authorized is \$26,000,000, (D) the estimated combined principal and interest required to pay the Certificates to be authorized on time and in full is \$41,365,000, (E) the maximum interest rate for the Certificates may not exceed the maximum legal rate of interest; and (F) the maximum maturity date of the Certificates to be authorized is March 1, 2065 . The estimated combined principal and interest required to pay the Certificates to be authorized stated above is provided for illustrative purposes only, and is based on an assumed interest rate of 5.00%. Market conditions affecting interest rates vary based on a number of factors beyond the control of the City, and the City cannot and does not guarantee a particular interest rate associated with the Certificates. The Certificates are to be issued, and this notice is given, under and pursuant to the provisions of Texas Local Government Code sections 271.041 through 271.064.

The resolution designating certain outstanding debt obligations of the City as self-supporting for purposes of Chapter 271 is available upon request to the City at the address noted above.

**WITNESS MY HAND AND THE OFFICIAL SEAL OF THE CITY**, this 12th day of January, 2026.

/s/  
**Chris Borne, Mayor**

**CITY OF GROVES, TEXAS**

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

Council Meeting Date: 1/12/2026 Department: City Manager Agenda Item No. 13

Title for Item (same as to be placed on Agenda): Deliberate on possible amendments to Sec. 9-1300 of the Code of Ordinances to allow business signs for home occupations in R-1 and R-2 Single-Family Residential Zoning Districts.

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

Submitted to City Manager's Office on: Date: 1/7/26 Time: 2:30 p.m. By: C. THIBODEAUX

Explanation of Item: Please see accompanying January 7, 2026, City Manager's Memo.

Deadline for Approval: Not an action item.

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

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

Identify any attachments to this document: Sec. 9-1300 of the Code of Ordinances; City Manager's 1/7/26

Memo; City Attorney's 12/30/25 Memo; FAQ's; alternative proposed ordinance.

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: [Signature] Date: 01/08/26  
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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**Sec. 9-1300. Signs.**

The following types of signs may be permitted in certain districts or areas as indicated below, provided such signs do not exceed the maximum area and height standards set forth:

Type	District
(9-1301a) Advertising sign: A sign which directs attention to a business, commodity, service, or entertainment, conducted, sold or offered elsewhere than upon the same lot, and which does not exceed fifty (50) square feet in area and ten (10) feet in height.	C-2, C-3
(9-1301b) Billboard/Pylon sign: A sign which directs attention to a business, commodity, service, or entertainment, conducted, sold or offered elsewhere than upon the same lot. All signs shall be located so as no part of the sign encroaches or projects over adjoining or public properties.	C-1, C-2 or C-3 on Hwy. 73/87
(9-1302) Bulletin sign: An accessory board or sign erected by a church, community center, school, public agency or institution on its own premises for announcement purposes, and which does not exceed twenty (20) square feet in area and six (6) feet in height.	In any district
(9-1303) Business signs: An accessory sign which directs attention to a profession, business, commodity, service or entertainment conducted, sold or offered on the same lot. All signs are to be located so as no part of the sign shall be located on or projecting over public property.	P-1, C
(9-1304) Real estate sign "residential": A sign directing attention to the sale, lease, rent or trade of land and/or residence and not exceeding thirty-two (32) square feet in area and six (6) feet in height.	In any district
(9-1305) Real estate sign "commercial": A sign directing attention to the sale, lease, rent or trade of the land or building upon which it is erected or attached and not exceeding fifty (50) square feet in area and twenty-five (25) feet in height.	In any district

(Ord. No. 2008-07, § 6, 3-3-08; Ord. No. 2012-04, § 8, 6-18-12)

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## MEMORANDUM

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To: Mayor and City Council

From: City Manager Kevin Carruth *KC*

Date: January 7, 2026

Re: Possible Amendments to Sec. 9-1300 of the Code of Ordinances to Allow Business Signage at Home Occupations in R-1 and R-2 Zoning Districts



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### Background

Approximately two years ago, Mr. Eric Gallier, who operates a home-based firearms customization business at 5001 Bellaire, contacted the City seeking a zoning compliance letter required for issuance of a federal firearms license. During that process:

- A site visit was conducted by the Building Official.
- Follow-up phone calls and consultations occurred with staff and the City Attorney.
- It was determined that the business qualified as a home occupation.
- The City concluded the business would not negatively impact the surrounding neighborhood due to minimal customer traffic, lack of excessive noise or fumes, and no on-site advertising.

Earlier this month, Code Enforcement received a complaint regarding a 3' x 8' vinyl banner displayed on the fence at the residence advertising the business. Staff advised Mr. Gallier that business signage is not permitted in residential zoning districts (R-1 and R-2) and that the sign must be removed.

Mr. Gallier disputes this determination, asserting:

- The sign has allegedly been in place for several years.
- The sign is used only as a landmark for occasional customers.
- The Code of Ordinances does not explicitly state that such signage is prohibited.

Multiple conversations have since occurred between Mr. Gallier and City staff and elected officials reiterating the City's interpretation of the ordinance.

### Applicable Ordinance and Legal Interpretation

The City Attorney has reviewed Section 9-1300 of the Code of Ordinances and concluded that:

- A sign identifying or advertising a business conducted on the same lot is classified as a "business sign."
- Business signs are permitted only in P-1 and commercial zoning districts, not in R-1 or R-2.
- The Code does not contain any provision allowing business signage for home occupations in residential districts.
- The City lacks authority to permit a sign type that is not expressly authorized by ordinance.



Accordingly, under the current ordinance, business signage at a residence in an R-1 or R-2 zoning district is not permitted.

## **Policy Considerations**

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### **A. Reasons to Consider Amending the Ordinance**

#### **1. Clarity for Home-Based Businesses**

A narrowly tailored allowance (e.g., small identification plaques) could reduce future disputes and ambiguity.

#### **2. Modern Home-Occupation Trends**

Increasing numbers of low-impact home businesses may seek limited identification signage for delivery or customer access.

#### **3. Consistency with Other Jurisdictions**

Some cities allow modest, non-illuminated home-occupation signage under strict size and placement limits.

### **B. Reasons to Keep the Ordinance Unchanged**

#### **1. Protection of Residential Character**

Prohibiting business signage preserves the residential appearance of neighborhoods and prevents incremental commercialization.

#### **2. Enforcement Consistency and Fairness**

Allowing exceptions for one business would create pressure for similar allowances citywide and complicate enforcement.

#### **3. Slippery-Slope Concerns**

Even small signage allowances can expand over time in size, number, or visibility, undermining the intent of residential zoning.

#### **4. Existing Adequate Alternatives**

Home-based businesses may operate legally without signage, relying on digital mapping, online presence, and direct communication with customers.

#### **5. Clear Legal Authority**

The ordinance is internally consistent and defensible as written, and staff actions align with the City Attorney's interpretation.

## **Staff Recommendation**

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### **Staff recommends no changes to the Code of Ordinances.**

The current sign ordinance clearly prohibits business signage in R-1 and R-2 zoning districts, including for home occupations. Maintaining the ordinance as written preserves neighborhood character, ensures consistent enforcement, and avoids unintended policy consequences. The City's position is legally sound and has been communicated clearly to the property owner.

## MEMORANDUM

**TO:** City of Groves - City Manager / Planning & Zoning / Code Enforcement  
**FROM:** Brandon Monk, City Attorney  
**DATE:** December 30, 2025  
**RE:** Signage at residence for home-based business in **R-1 or R-2** zoning district - **Sec. 9-1300 Signs**

### 1. Issue Presented

Whether a Groves resident operating a business out of a home located in an R-1 or R-2 district may display signage at the residence advertising or identifying that business under the City's sign ordinance.

**Answer:** Under Sec. 9-1300, a sign advertising a business conducted on the same lot is a "business sign." The ordinance allows business signs only in P-1 and C districts. Because the residence is located in R-1 or R-2, Sec. 9-1300 does not list business signs as permitted there. I can find no other provision of the City code that creates a specific residential/home-occupation sign allowance; therefore the sign is not permitted. The city does not have authority under its ordinances to permit a sign if it is not listed as approved in the zoning ordinances.

### 2. Facts

- The property is a single-family residence located in either R-1 or R-2.
- The resident operates a business from the home and has installed/maintained signage at or on the residential lot for that business.

Note: There is a separate ordinance for off-site signage that does not apply here because this signage is on-site.

### 3. Applicable Ordinance Provision Reviewed

#### **City of Groves Code - Sec. 9-1300, "Signs."**

Sec. 9-1300 lists "types of signs [that] may be permitted in certain districts or areas as indicated below," including (among others):

- **Advertising sign** (Sec. 9-1301a) (business offered elsewhere) - permitted **C-2, C-3**
- **Billboard/Pylon sign** (Sec. 9-1301b) - permitted **C-1, C-2, C-3 on Hwy. 73/87**
- **Bulletin sign** (Sec. 9-1302) for church/community center/school/public agency - **in any district**
- **Business signs** (Sec. 9-1303) (accessory sign for business conducted on the same lot) - permitted **P-1, C**
- **Real estate sign (residential)** (Sec. 9-1304) - **in any district**
- **Real estate sign (commercial)** (Sec. 9-1305) - **in any district**

### 4. Analysis



**1) The resident's sign most naturally fits the ordinance's definition of a "Business sign"**

Sec. 9-1303 defines "**Business signs**" as an accessory sign that "directs attention to a profession, business, commodity, service or entertainment conducted, sold or offered on the same lot." The sign is a "business sign" because it identifies/advertises a business conducted on the same lot.

**2) Business signs are not listed as permitted in R-1 or R-2**

The district column for Business signs under Sec. 9-1303 lists "P-1, C" and does not include R-1 or R-2. Under Sec. 9-1300 as provided, a business sign at a residence in an R-1 or R-2 district is not a permitted sign type.

**3) Alternative classification possibilities (and why they still do not help in R-1/R-2)**

If the resident argues the sign is not a "business sign," these are the closest alternatives in Sec. 9-1300:

- **Advertising sign (Sec. 9-1301a):** This applies when the sign directs attention to a business/commodity/service "conducted, sold or offered elsewhere than upon the same lot," and is permitted in **C-2, C-3** only.  
If the sign advertises an off-site business, it would still not be permitted in R-1/R-2 (again, based solely on the provided section).
- **Bulletin sign (Sec. 9-1302):** Limited to churches, community centers, schools, public agencies/institutions for announcements. Not a fit for a private home business.
- **Real estate sign (residential) (Sec. 9-1304):** Allowed in any district, but only if it directs attention to the sale/lease/rent/trade of land/residence. It does not authorize general business advertising.

None of these apply to allow the sign under the facts presented.

**4) Practical conclusion under Sec. 9-1300**

If the sign is for a home-based business on the same lot, the sign is a "**business sign**" under Sec. 9-1303, and **business signs are permitted only in P-1 and C districts**, not in R-1/R-2. Accordingly, unless there is another City code provision that creates an exception (for example, a limited "home occupation" sign allowance in residential districts), the City's cleanest reading is that the business sign at a residence in **R-1/R-2 is not permitted** under Sec. 9-1300.

# *Frequently Asked Questions*

## **Business Signage at Home-Based Businesses**

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**1. What issue is the City Council being asked to consider?**

City Council is being informed of a code enforcement issue involving business signage displayed at a residence operating a home-based business in an R-1 or R-2 zoning district. The question is whether the City's current sign ordinance should be amended to allow business signage at residential properties used for home occupations.

**2. Is the business itself allowed to operate in a residential zoning district?**

Yes. Certain businesses may operate as home occupations in residential zoning districts if they meet specific criteria, including limited customer traffic and no adverse impacts on the neighborhood.

**3. Does approval as a home occupation allow business signage at the residence?**

No. Approval of a home occupation does not authorize business signage. Business operations and signage are regulated separately under the Code of Ordinances.

**4. What does the City's sign ordinance currently allow in residential zoning districts (R-1 and R-2)?**

The ordinance allows limited types of signs in residential districts, such as:

- Residential real estate signs
- Certain temporary or civic signs (e.g., school, church, or public agency signs)

The ordinance does not list business signs as a permitted sign type in R-1 or R-2 zoning districts.

**5. How is a "business sign" defined under the ordinance?**

A business sign is defined as a sign that directs attention to a profession, business, commodity, or service conducted on the same lot as the sign.

**6. Where are business signs allowed under the current ordinance?**

Business signs are permitted only in P-1 (Planned Development) and commercial zoning districts, not in residential districts.

**7. If the ordinance does not explicitly say "business signs are prohibited" in residential areas, why can't they be allowed?**

Under zoning law, uses and sign types must be expressly permitted. If a sign type is not listed as allowed in a zoning district, it is considered prohibited. The City cannot authorize sign types that are not permitted by ordinance 2025-12-30 MemoSignageR-1R-2.



**8. Does the length of time a sign has been displayed change its legality?**

No. The duration a sign has been displayed does not legalize a sign that is not permitted under the ordinance. Enforcement may occur when a violation is identified or a complaint is received.

**9. Why doesn't the City make an exception for small or low-impact business signs?**

Creating exceptions can:

- Undermine the residential character of neighborhoods
- Lead to inconsistent enforcement
- Create pressure for additional signage allowances
- Gradually commercialize residential areas

The current ordinance provides a clear, consistent standard.

**10. Could the ordinance be amended to allow limited home-occupation signage?**

Yes, the City Council has the authority to amend the ordinance. However, any amendment would require careful consideration of size limits, placement, enforcement challenges, and long-term neighborhood impacts.

**11. What alternatives do home-based businesses have for helping customers find their location?**

Home-based businesses may rely on:

- Online maps and GPS directions
- Websites and social media
- Direct communication with customers
- Appointment-only visits

These methods allow businesses to operate without physical signage.

**12. What is the staff's recommendation?**

Staff recommends no changes to the sign ordinance. The ordinance is clear, legally sound, and effective in protecting residential neighborhoods while still allowing home-based businesses to operate.

**13. Does this decision affect only one property?**

No. Any change to the ordinance would apply citywide and could affect all residential neighborhoods.

**14. What is the City's overall goal in maintaining the current ordinance?**

The goal is to:

- Preserve the residential character of neighborhoods
- Ensure consistent and fair enforcement
- Avoid unintended expansion of commercial activity into residential areas

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**WHEREAS**, the City of Groves regulates the placement and characteristics of signs within its corporate limits through Chapter 9 of the Code of Ordinances, specifically Section 9-1300, "Signs"; and

**WHEREAS**, under the current provisions of Section 9-1300, "Business signs" as defined in Section 9-1303 are permitted only in P-1 and C zoning districts and are not permitted in R-1 or R-2 single-family residential zoning districts; and

**WHEREAS**, the City Council has determined that it is in the best interest of the public health, safety, and welfare to allow residents operating lawful home occupations in R-1 and R-2 districts to display limited signage identifying such home occupations; and

**WHEREAS**, the City Council finds that such signage should be narrowly tailored with objective limitations on size, illumination, placement, and other characteristics to preserve the residential character of R-1 and R-2 zoning districts; and

**WHEREAS**, the City Council has determined that home occupations do not have a detrimental impact, including by customer traffic, on the surrounding R-1 and R-2 districts; and

**WHEREAS**, the City Council finds that requiring a permit for such signs will allow the City to monitor compliance and address any complaints;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS:**

**SECTION 1. AMENDMENT.** Chapter 9, Section 9-1300 of the Code of Ordinances of the City of Groves, Texas, "Signs," is hereby amended to add the following new sign type to the table of permitted signs:



Type	District
(9-1306) Home Occupation Sign: A nameplate sign identifying a lawful home occupation conducted on the premises, subject to the following restrictions: (a) maximum area of two (2) square feet; (b) non-illuminated; (c) mounted flush to the main structure; (d) maximum thickness of three (3) inches; (e) no moving parts; (f) limited to one (1) sign per lot; and (g) requiring a sign permit as provided in Section 9-1306.1.	R-1, R-2

**SECTION 2. PERMIT REQUIREMENT.** Chapter 9 of the Code of Ordinances of the City of Groves, Texas, is hereby amended to add a new Section 9-1306.1, "Home Occupation Sign Permit," to read as follows:

**Sec. 9-1306.1. Home Occupation Sign Permit.**

(a) *Permit required.* No person shall erect, install, or maintain a home occupation sign as described in Section 9-1306 without first obtaining a home occupation sign permit from the City.

(b) *Application.* Application for a home occupation sign permit shall be made to the City on forms provided by the City and shall include the applicant's name, address of the property where the sign will be located, a description of the sign including dimensions and materials, and such other information as the City may require.

(c) *Term.* A home occupation sign permit shall be valid for a period of twenty-four (24) months from the date of issuance and may be renewed upon application to the City.

(d) *Renewal.* Upon application for renewal, the City may consider any complaints received regarding the sign or the home occupation during the permit term in determining whether to renew the permit.

(e) *Fee.* The City Council may establish by resolution a fee for the issuance and renewal of home occupation sign permits.

(f) *Revocation.* A home occupation sign permit may be revoked by the City upon a finding that the sign does not comply with the requirements of Section 9-1306, that the home occupation is no longer being conducted on the premises, or that the permit holder has violated any provision of this Code related to the sign or the home occupation.

**SECTION 3. SEVERABILITY.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its passage, approval, and publication as required by law.

**SECTION 5. PUBLICATION.** The City Secretary is hereby directed to publish this Ordinance, or its caption and penalty clause, in the official newspaper of the City of Groves within ten (10) days of its passage.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Groves, Texas, at a regular meeting this \_\_\_\_ day of January, 2026.

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

**ATTEST:**

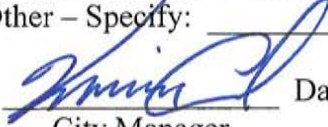
\_\_\_\_\_  
**Clarissa Thibodeaux, City Clerk**

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

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



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

Council Meeting Date: <u>1/12/2026</u>		Department: <u>City Manager</u>	Agenda Item No. <u>14</u>
Title for Item (same as to be placed on Agenda): <u>Deliberate and act on the January 12, 2026, Invoice List.</u>			
Party(ies) requesting placement of this item on the agenda: <u>City Manager, Kevin Carruth</u>			
Submitted to City Manager's Office on: Date: <u>1/8/25</u>		Time: <u>2:00 p.m.</u>	By: <u>C. THIBODEAUX</u>
Explanation of Item: <u>Approval of the invoices for the City that are above \$5,000.</u>			
Deadline for Approval: <u>Immediately</u>			
Staff Recommendation: <u>Approval of the list, as presented.</u>			
Alternative (if any) for consideration: _____			
Identify any attachments to this document: <u>Invoice approval list.</u>			
Specific Council Action Requested: <u>None (Information item only)</u>		Motion	<u>X</u>
Ordinance – Number _____	Resolution – Number _____	Other – Specify: _____	
Signed: _____	Date: _____	Approved: 	Date: <u>01/09/26</u>
Department Head		City Manager	
<b>FUNDING (IF APPLICABLE)</b>			
Are sufficient funds specifically designated and currently available for this purpose? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, specify account no. _____		If no, explain and identify intended funding source: _____	
<b>PAYMENT REQUEST</b>			
Amount of requested payment \$ _____		Cumulative total of payments to date for this project/item (if applicable): \$ _____	
Balance due for this project/purchase (if applicable): \$ _____			
<b>ACTION TAKEN BY COUNCIL</b>			
APPROVED: <input type="checkbox"/> NOT APPROVED: <input type="checkbox"/> Any follow-up action required? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, explain _____			

Invoice Approval List - January 12, 2026

Vendor	Description	Amount
1. Brenntag Southwest, INC	Sodium Hydroxide for Water Plant	\$ 5,100.64
2. Enterprise	Lease for new vehicles	\$ 12,316.07
3. Houston Poly Bag	Trash bags	\$ 7,920.00
4. PVS DX, INC	Chlorine for Water Plant	\$ 6,861.60
5. SHI Government Solutions	Cloudflare for 1 year	\$ 6,194.38
6. Standard Life Insurance Company	Standard life for October 2025 and November 2025	\$ 7,342.38
7. Standard Life Insurance Company	Standard life for December 2025 and January 2026	\$ 7,930.14
8. United Communications INC	Six radios and nine spare batteries for the Fire Department	\$ 20,357.70
9. Wex Bank	Fuel for all vehicles for December 2025	\$ 12,474.52
Total		\$ 86,497.43

KC  
01/09/26



# PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: January 6, 2026

P.O. NUMBER: 09-41412

TO: Kevin Carruth

FROM: Chris Cropper

## Purchase Recommendation

**Recommended Company:** Brenntag Southwest, INC

**Items to be Purchased:** Sodium Hydroxide 25% NSF

ITEM DESC.	QTY	UNIT COST	TOTAL COST
Sodium Hydroxide 25% (Caustic)	1	\$5,100.64	\$5,100.64
818 (DST) Dry Short Ton			\$0.00
11.1098			\$0.00
			\$0.00
* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!			\$5,100.64*

**RECEIVED**

REASONS FOR PURCHASE:

JAN 06 2026

Sodium Hydroxide (Caustic) used for PH adjustment

**FINANCE**

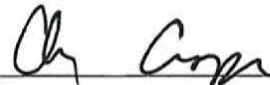
## QUOTES

	COMPANY NAME	COST
1.	Brenntag 818 DST	\$ 5,100.64
2.	Univar Solutions 825 DST	\$ 5,144.29
3.	PVS DX No Response	\$
4.	Vantex No Response	\$
5.		\$

CHARGE NUMBER: 11-5-63-02-120

VENDOR NUMBER: 01-420031

Requested by:



Date:

1-6-2026

Approved by:

(PW Director)



Date:

1-6-2026

Approved by:

(City Manager)

Date:

Date Council Approved

## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41349

12/19/2025

ISSUED TO: VEND #: 01-23839  
 ENTERPRISE FM TRUST  
 P.O. BOX 800089  
 KANSAS CITY, MO 64180-0089

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	LEASE 2896PJ	01 -5-31-06-050	0.00	1,030.06
0.00	LEASE 2896PL	01 -5-31-06-050	0.00	960.94
0.00	MAINT MGMT 27PVQ4	11 -5-67-06-050	0.00	10.00
0.00	MAINT MGMT 27PVPS	01 -5-31-06-050	0.00	10.00
0.00	MAINT MGMT 27PVPL	01 -5-31-06-050	0.00	10.00
0.00	MAINT MGMT 27PVPP	01 -5-31-06-050	0.00	10.00
0.00	MAINT MGMT 27PVVP	01 -5-31-06-050	0.00	10.00
0.00	MAINT MGMT 27PVPR	01 -5-31-06-050	0.00	10.00
0.00	MAINT MGMT 27PVPT	01 -5-31-06-050	0.00	10.00
0.00	MAINT MGMT 27VP7	01 -5-31-06-050	0.00	10.00
0.00	LEASE & MAINT 2896MT	01 -5-32-06-050	0.00	843.36
0.00	LEASE & MAINT 2896MW	01 -5-32-06-050	0.00	842.87
0.00	MAINT MGMT27PVQM	11 -5-63-09-840	0.00	10.00
0.00	MAINT MGMT 27PVQ2	01 -5-38-06-050	0.00	10.00
0.00	LEASE & MAINT 2896P2	01 -5-46-06-050	0.00	811.92
0.00	LEASE & MAINT 2896NT	01 -5-46-06-050	0.00	875.36
0.00	MAINT MGMT 27PVQ6	01 -5-44-06-050	0.00	10.00
0.00	MAINT MGMT 27PVQ7	01 -5-44-06-050	0.00	10.00
0.00	LEASE & MAINT2896LN	01 -5-44-06-050	0.00	790.55
0.00	MAINT MGMT27PVQ9	01 -5-44-06-050	0.00	10.00
0.00	MAINT MGMT 27PVNW	01 -5-44-06-050	0.00	10.00
0.00	LEASE & MAINT 2896KC	11 -5-67-06-050	0.00	925.32
0.00	MAINT MGMT 27PVQF	11 -5-67-06-050	0.00	10.00
0.00	LEASE & MAINT 2896LL	11 -5-67-06-050	0.00	787.23
0.00	MAINT MGMT 27PVQJ	11 -5-67-06-050	0.00	10.00
0.00	LEASE & MAINT 289K5B	11 -5-67-06-050	0.00	663.78
0.00	LEASE & MAINT 2896LR	11 -5-67-06-050	0.00	787.23
0.00	LEASE & MAINT 2896LP	11 -5-67-06-050	0.00	787.23
0.00	MAINT MGMT 27VPZ	11 -5-67-06-050	0.00	10.00

\*\* CONTINUED \*\*

PAID

DEC 19 2025

FINANCE



## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41349

12/19/2025

ISSUED TO: VEND #: 01-23839  
ENTERPRISE FM TRUST  
P.O. BOX 800089  
KANSAS CITY, MO 64180-0089

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	MAINT MGMT 27PVQL	11 -5-67-06-050	VEHICLE LEASE	0.00 10.00
0.00	LEASE & MAINT 2896L5	01 -5-42-06-050	VEHICLE LEASE	0.00 791.15
0.00	LEASE & MAINT 2896KR	01 -5-42-06-050	VEHICLE LEASE	0.00 925.32
0.00	MAINT MGMT 27PVP8	01 -5-32-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVPF	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVP9	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFN	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFM	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFB	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFQ	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFD	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFC	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFG	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFJ	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFH	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	MAINT MGMT 27PVFK	01 -5-31-06-050	VEHICLE LEASE	0.00 10.00
0.00	FINANCE CHARGES	11 -5-67-06-050	VEHICLE LEASE	0.00 183.75
	LEASE FOR NEW VEHICLES			

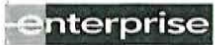
PAID

DEC 19 2025

FINANCE \*\*\* TOTAL \*\*\* 12,316.07

ORDERED BY: TROY W. FOXWORTH

APPROVED BY: TROY W. FOXWORTH



**FLEET MANAGEMENT**

**ENTERPRISE FM TRUST**

Enterprise Fleet Management Customer Billing

PO BOX 800089

Kansas City, MO 64180-0089

>00500 00044556 F004D C601 11464



**CITY OF GROVES, TEXAS**

3947 Lincoln Ave

Groves, TX 77619-4604

09-41352



00044556 F004D C601 00500 1/9

**PAID**

DEC 19 2025

**FINANCE**



## Monthly Statement

Dec 3, 2025

Statement Number: 535007A-120325

Customer Number:

CITY OF GROVES, TEXAS

3947 Lincoln Ave

Groves, TX 77619-4604



**FLEET MANAGEMENT**

Billing Solutions Team

[ARBilling@efleets.com](mailto:ARBilling@efleets.com)

1-866-556-2864

## Combined Summary



Account	Previous Balance	Payments	Adjustments	New Charges	New Balance	Amount Due
Monthly Invoice	\$12,249.76	-	-	\$12,316.07	\$24,565.83	\$24,565.83
Total amount due:						<b>\$24,565.83</b>

**Total amount due: \$24,565.83**

Payment is due upon receipt, late if not paid by 2025-12-20

For additional billing details or to enroll  
in autopay, visit Billing » Statements at:  
<https://login.efleets.com>

**Late payment warning:** Past due items are subject to a  
Finance Charge of 1.5% per month (annual rate of 18%)

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Lease Agreement and shall have all rights and obligations of the Lessor under the Master Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) (Insurance) and 12 (Indemnity) of the Master Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust.

The inclusion of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by FM Trust, and are payable at the direction of FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

**PAID**  
**DEC 19 2025**  
**FINANCE**

0004556 F004D C601 00500

P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-41173

11/25/2025

ISSUED TO:                      VEND #: 01-430224  
                     HOUSTON POLY BAG I, LTD  
                     11726 HOLDERRIETH ROAD  
                     TOMBALL, TX 77375

SHIP TO:  
                     City of Groves Public Works  
                     4925 McKinley Street  
                     Groves, TX        77619  
                     Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1,800.00	GARBAGE BAGS ROLLS OF TRASH BAGS	05 -5-55-02-440	4.40	7,920.00



PAID  
 DEC 30 2025  
 11:11:00

**PAID**  
 JAN 02 2025  
**FINANCE**

\*\*\* TOTAL \*\*\*                      7,920.00

ORDERED BY: GLEN BOUDOIN  
 APPROVED BY: TROY W. FOXWORTH





11726 HOLDERRIETH ROAD  
TOMBALL, TEXAS 77375

Voice: (281) 351-1726

09 41173  
PO# ~~09412301~~  
Packet# ~~09412301~~  
36412

## Invoice

Invoice Number:  
105531

Invoice Date:  
Dec 11, 2025

Page:  
1

S.O. # 111255

Sold To:  
City of Groves  
3749 Lincoln Avenue  
Groves, TX 77619

Ship to:  
Groves Public Works  
4925 McKinley  
Attn: Glen  
Groves, TX 77619  
409-960-5704

Customer ID	Customer PO	Payment Terms	
City of Groves	09-4173	1% 10, Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
DC	Majewsk 281-260-8880	12/11/25	1/10/26

Qty Ordered	Qty Shipped	Description	Unit Price	Extension
1800.00	1,800.00 Roll	30 x 37 -.0015 Trash Bag Black, 50/Roll, Sleeved With 6" Twist Ties, Folded in half 180 Rolls/Gaylord Box	4.40	7,920.00
<div>PAID JAN 02 2025 FINANCE</div> <div>RECEIVED L. J. NEW FINANCE</div>				

Subtotal	7,920.00
Sales Tax	
Freight	
Total Invoice Amount	7,920.00
<b>TOTAL</b>	<b>7,920.00</b>

All agreements are contingent upon strikes, accidents, acts of God, material shortages, or other delays, unavoidable or beyond our control. Houston Poly Bag I, LTD is not liable for any damage to products packaged in the items covered by this invoice. Any claims involving, quality, or damage shall be made promptly, but not later than 30 days after receipt. City of Groves' liability shall in no event exceed the purchase price. No goods accepted for return without written consent. All invoices are due and payable in the state of Texas. All disputes will be litigated in Harris County Texas. All orders subject to 10% over or under run. Above specifications are based on commercially.

# PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: January 6, 2026

P.O. NUMBER: 09-41417

TO: Kevin Carruth

FROM: Chris Cropper

## Purchase Recommendation

**Recommended Company:** PVS DX, INC

**Items to be Purchased:** Chlorine

ITEM DESC.	QTY	UNIT COST	TOTAL COST
CHLORINE	1	\$6,840.00	\$6,840.00
8,000 LB at \$0.8550			\$0.00
Super Fund	1	\$21.60	\$21.60
			\$0.00
* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!			\$6,861.60*

## REASONS FOR PURCHASE:

Chlorine used for disinfection

## QUOTES

COMPANY NAME		COST
1.	SOLE SOURCE	\$
2.		\$
3.		\$
4.		\$
5.		\$

CHARGE NUMBER: 11-5-63-02-120

VENDOR NUMBER: 23739

Requested by: Chris Cropper

Date: 1-6-2026

Approved by: [Signature]  
(PW Director)

Date: 1-6-2026

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

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

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

## P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-41367

12/23/2025

ISSUED TO:                      VEND #: 01-130139  
SHI GOVERNMENT SOLUTIONS, INC.  
P O BOX 847434  
  
DALLAS, TX 75284-7434

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	CLOUDFLARE CLOUDFLARE 1 YEAR	01 -5-99-06-200	0.00	6,194.38



PAID  
DEC 26 2025  
FINANCE

\*\*\* TOTAL \*\*\*        6,194.38

ORDERED BY: LAMAR OZLEY

APPROVED BY: LAMAR OZLEY





Pricing Proposal  
Quotation #: 26969992  
Created On: 12/15/2025  
Valid Until: 12/31/2025

## TX-City of Groves

### William Spell

3947 Lincoln Ave  
Groves  
Texas  
77619  
Phone: 409-962-4471  
Email: WSpell@mcml.us

## Client Solutions Manager

### Lauren Simone

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 732-866-6210  
Email: lauren\_simone@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Term 12 - Months CloudFlare - Part#: CF - Enterprise Contract Name: COTS/Related Services Contract #: DIR-CPO-5241 Coverage Term: 12/31/2025 - 12/30/2026	1	\$6,194.38	\$6,194.38
2 Term 12 - Months CloudFlare - Part#: CF - Enterprise Contract Name: COTS/Related Services Contract #: DIR-CPO-5241 Coverage Term: 12/31/2026 - 12/30/2027	1	\$6,194.38	\$6,194.38
3 Term 12 - Months CloudFlare - Part#: CF - Enterprise Contract Name: COTS/Related Services Contract #: DIR-CPO-5241 Coverage Term: 12/31/2027 - 12/30/2028	1	\$6,194.38	\$6,194.38

**PAID**  
**DEC 26 2025**  
**FINANCE**

Subtotal	\$18,583.14
Shipping	\$0.00
Total	\$18,583.14

### Additional Comments

By purchasing year 1, customer commits to the following schedule:

Year 1 payment: \$6,194.38  
City of Groves

Year 2 payment: \$6,194.38

Year 3 payment: \$6,194.38

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*

**PAID**

**DEC 26 2025**

**FINANCE**

## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41375

12/26/2025

ISSUED TO: VEND #: 01-23425  
 STANDARD INSURANCE COMPANY  
 P.O. BOX 5676  
 PORTLAND, OR 97228-5676

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	STANDARD LIFE 11/2025	01 -5-02-01-250	LIFE INSURANCE	0.00 121.97
0.00	STANDARD LIFE 11/2025	01 -5-03-01-250	LIFE INSURANCE	0.00 74.60
0.00	STANDARD LIFE 11/2025	01 -5-05-01-250	LIFE INSURANCE	0.00 180.90
0.00	STANDARD LIFE 11/2025	01 -5-13-01-250	LIFE INSURANCE	0.00 33.57
0.00	STANDARD LIFE 11/2025	01 -5-21-01-250	LIFE INSURANCE	0.00 115.25
0.00	STANDARD LIFE 11/2025	01 -5-25-01-250	LIFE INSURANCE	0.00 72.36
0.00	STANDARD LIFE 11/2025	01 -5-31-01-250	LIFE INSURANCE	0.00 926.53
0.00	STANDARD LIFE 11/2025	01 -5-32-01-250	LIFE INSURANCE	0.00 569.59
0.00	STANDARD LIFE 11/2025	01 -5-33-01-250	LIFE INSURANCE	0.00 27.60
0.00	STANDARD LIFE 11/2025	01 -5-38-01-250	LIFE INSURANCE	0.00 107.05
0.00	STANDARD LIFE 11/2025	01 -5-41-01-250	LIFE INSURANCE	0.00 219.70
0.00	STANDARD LIFE 11/2025	01 -5-42-01-250	LIFE INSURANCE	0.00 81.69
0.00	STANDARD LIFE 11/2025	01 -5-44-01-250	LIFE INSURANCE	0.00 262.60
0.00	STANDARD LIFE 11/2025	05 -5-55-01-250	LIFE INSURANCE	0.00 200.68
0.00	STANDARD LIFE 11/2025	01 -5-46-01-250	LIFE INSURANCE	0.00 131.29
0.00	STANDARD LIFE 11/2025	11 -5-63-01-250	LIFE INSURANCE	0.00 207.03
0.00	STANDARD LIFE 11/2025	11 -5-64-01-250	LIFE INSURANCE	0.00 166.00
0.00	STANDARD LIFE 11/2025	11 -5-66-01-250	LIFE INSURANCE	0.00 54.08
0.00	STANDARD LIFE 11/2025	11 -5-67-01-250	LIFE INSURANCE	0.00 262.97
0.00	STANDARD LIFE 11/2025	01 -5-02-01-250	LIFE INSURANCE	0.00 7.46
0.00	STANDARD LIFE 11/2025	01 -5-03-01-250	LIFE INSURANCE	0.00 2.42
0.00	STANDARD LIFE 11/2025	01 -5-05-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 11/2025	01 -5-21-01-250	LIFE INSURANCE	0.00 4.84
0.00	STANDARD LIFE 11/2025	01 -5-25-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 11/2025	01 -5-31-01-250	LIFE INSURANCE	0.00 39.72
0.00	STANDARD LIFE 11/2025	01 -5-32-01-250	LIFE INSURANCE	0.00 29.84
0.00	STANDARD LIFE 11/2025	01 -5-33-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 11/2025	01 -5-41-01-250	LIFE INSURANCE	0.00 11.19
0.00	STANDARD LIFE 11/2025	01 -5-42-01-250	LIFE INSURANCE	0.00 3.73

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RECEIVED

DEC 26 2025

FINANCE

PAID

DEC 26 2025

FINANCE



## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41375

12/26/2025

ISSUED TO: VEND #: 01-23425  
STANDARD INSURANCE COMPANY  
P.O. BOX 5676  
PORTLAND, OR 97228-5676

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	STANDARD LIFE 11/2025	01 -5-44-01-250	LIFE INSURANCE	0.00	18.45
0.00	STANDARD LIFE 11/2025	01 -5-46-01-250	LIFE INSURANCE	0.00	2.42
0.00	STANDARD LIFE 11/2025	05 -5-55-01-250	LIFE INSURANCE	0.00	7.46
0.00	STANDARD LIFE 11/2025	11 -5-64-01-250	LIFE INSURANCE	0.00	6.15
0.00	STANDARD LIFE 11/2025	11 -5-67-01-250	LIFE INSURANCE	0.00	9.33
0.00	STANDARD LIFE 11/2025	01 -5-02-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 11/2025	01 -5-31-01-250	LIFE INSURANCE	0.00	31.77
0.00	STANDARD LIFE 11/2025	01 -5-33-01-250	LIFE INSURANCE	0.00	7.06
0.00	STANDARD LIFE 11/2025	01 -5-41-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 11/2025	01 -5-42-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 11/2025	01 -5-44-01-250	LIFE INSURANCE	0.00	10.59
0.00	STANDARD LIFE 11/2025	05 -5-55-01-250	LIFE INSURANCE	0.00	7.06
0.00	STANDARD LIFE 11/2025	11 -5-63-01-250	LIFE INSURANCE	0.00	10.59
0.00	STANDARD LIFE 11/2025	11 -5-64-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 11/2025	11 -5-67-01-250	LIFE INSURANCE	0.00	21.18
STANDARD LIFE INSURANCE - NOVEMBER 2025					

PAID  
DEC 26 2025  
FINANCE

\*\*\* TOTAL \*\*\* 4,072.03

ORDERED BY: ELIZABETH DIAZ

APPROVED BY: ELIZABETH DIAZ

NOV. 01, 2025

- CVRG	LIVES	VOLUME	PREMIUM	LIVES	PREMIUM
168	BLIFE	164	10932500	3859.18	0 .00
169	AD6D	135	10642500	212.85	0 .00

TOTAL PREMIUMS	4072.03
TOTAL MEMBER ADJUSTMENTS	.00

TOTAL THIS BILL	4072.03
OUTSTANDING BAL AS OF 10/17/25	3005.55

PLEASE PAY THIS AMOUNT 7077.58

PAID  
DEC 26 2025  
FINANCE

## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41370

12/23/2025

ISSUED TO:                      VEND #: 01-23425  
STANDARD INSURANCE COMPANY  
P.O. BOX 5676  
  
PORTLAND, OR 97228-5676

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	STANDARD LIFE 10/2025	01 -5-02-01-250	LIFE INSURANCE	0.00 121.97
0.00	STANDARD LIFE 10/2025	01 -5-03-01-250	LIFE INSURANCE	0.00 74.60
0.00	STANDARD LIFE 10/2025	01 -5-05-01-250	LIFE INSURANCE	0.00 180.90
0.00	STANDARD LIFE 10/2025	01 -5-13-01-250	LIFE INSURANCE	0.00 33.57
0.00	STANDARD LIFE 10/2025	01 -5-21-01-250	LIFE INSURANCE	0.00 115.25
0.00	STANDARD LIFE 10/2025	01 -5-25-01-250	LIFE INSURANCE	0.00 72.36
0.00	STANDARD LIFE 10/2025	01 -5-31-01-250	LIFE INSURANCE	0.00 444.26
0.00	STANDARD LIFE 10/2025	01 -5-32-01-250	LIFE INSURANCE	0.00 400.63
0.00	STANDARD LIFE 10/2025	01 -5-33-01-250	LIFE INSURANCE	0.00 27.60
0.00	STANDARD LIFE 10/2025	01 -5-38-01-250	LIFE INSURANCE	0.00 107.05
0.00	STANDARD LIFE 10/2025	01 -5-41-01-250	LIFE INSURANCE	0.00 205.58
0.00	STANDARD LIFE 10/2025	01 -5-42-01-250	LIFE INSURANCE	0.00 81.69
0.00	STANDARD LIFE 10/2025	01 -5-44-01-250	LIFE INSURANCE	0.00 129.80
0.00	STANDARD LIFE 10/2025	01 -5-46-01-250	LIFE INSURANCE	0.00 131.29
0.00	STANDARD LIFE 10/2025	05 -5-55-01-250	LIFE INSURANCE	0.00 200.68
0.00	STANDARD LIFE 10/2025	11 -5-63-01-250	LIFE INSURANCE	0.00 207.03
0.00	STANDARD LIFE 10/2025	11 -5-64-01-250	LIFE INSURANCE	0.00 166.00
0.00	STANDARD LIFE 10/2025	11 -5-66-01-250	LIFE INSURANCE	0.00 54.08
0.00	STANDARD LIFE 10/2025	11 -5-67-01-250	LIFE INSURANCE	0.00 262.97
0.00	STANDARD LIFE 10/2025	01 -5-02-01-250	LIFE INSURANCE	0.00 7.46
0.00	STANDARD LIFE 10/2025	01 -5-03-01-250	LIFE INSURANCE	0.00 2.42
0.00	STANDARD LIFE 10/2025	01 -5-05-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 10/2025	01 -5-21-01-250	LIFE INSURANCE	0.00 4.84
0.00	STANDARD LIFE 10/2025	01 -5-25-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 10/2025	01 -5-31-01-250	LIFE INSURANCE	0.00 39.72
0.00	STANDARD LIFE 10/2025	01 -5-32-01-250	LIFE INSURANCE	0.00 29.84
0.00	STANDARD LIFE 10/2025	01 -5-33-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 10/2025	01 -5-41-01-250	LIFE INSURANCE	0.00 11.19
0.00	STANDARD LIFE 10/2025	01 -5-42-01-250	LIFE INSURANCE	0.00 3.73

\*\* CONTINUED \*\*

PAID

DEC 26 2025

FINANCE

RECEIVED

DEC 26 2025

FINANCE



## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41370

12/23/2025

ISSUED TO: VEND #: 01-23425  
STANDARD INSURANCE COMPANY  
P.O. BOX 5676  
PORTLAND, OR 97228-5676

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	STANDARD LIFE 10/2025	01 -5-44-01-250	LIFE INSURANCE	0.00	18.45
0.00	STANDARD LIFE 10/2025	01 -5-46-01-250	LIFE INSURANCE	0.00	2.42
0.00	STANDARD LIFE 10/2025	05 -5-55-01-250	LIFE INSURANCE	0.00	7.46
0.00	STANDARD LIFE 10/2025	11 -5-64-01-250	LIFE INSURANCE	0.00	6.15
0.00	STANDARD LIFE 10/2025	11 -5-67-01-250	LIFE INSURANCE	0.00	9.33
0.00	STANDARD LIFE 10/2025	01 -5-02-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 10/2025	01 -5-31-01-250	LIFE INSURANCE	0.00	31.77
0.00	STANDARD LIFE 10/2025	01 -5-33-01-250	LIFE INSURANCE	0.00	7.06
0.00	STANDARD LIFE 10/2025	01 -5-42-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 10/2025	01 -5-44-01-250	LIFE INSURANCE	0.00	10.59
0.00	STANDARD LIFE 10/2025	05 -5-55-01-250	LIFE INSURANCE	0.00	7.06
0.00	STANDARD LIFE 10/2025	11 -5-63-01-250	LIFE INSURANCE	0.00	10.59
0.00	STANDARD LIFE 10/2025	11 -5-64-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 10/2025	11 -5-67-01-250	LIFE INSURANCE	0.00	21.18
STANDARD LIFE INSURANCE - OCTOBER 2025					

PAID  
DEC 26 2025  
FINANCE

\*\*\* TOTAL \*\*\* 3,270.35

ORDERED BY: ELIZABETH DIAZ

APPROVED BY: KEVIN CARRUTH

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-41376

12/26/2025

ISSUED TO: VEND #: 01-23425  
STANDARD INSURANCE COMPANY  
P.O. BOX 5676  
PORTLAND, OR 97228-5676

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	STANDARD INSURANCE 12.25	01 -5-31-01-250	LIFE INSURANCE	0.00 871.33
0.00	STANDARD INSURANCE 12.25	01 -5-32-01-250	LIFE INSURANCE	0.00 569.59
0.00	STANDARD INSURANCE 12.25	01 -5-05-01-250	LIFE INSURANCE	0.00 180.90
0.00	STANDARD INSURANCE 12.25	01 -5-13-01-250	LIFE INSURANCE	0.00 33.57
0.00	STANDARD INSURANCE 12.25	01 -5-21-01-250	LIFE INSURANCE	0.00 115.25
0.00	STANDARD INSURANCE 12.25	01 -5-25-01-250	LIFE INSURANCE	0.00 72.36
0.00	STANDARD INSURANCE 12.25	01 -5-33-01-250	LIFE INSURANCE	0.00 27.60
0.00	STANDARD INSURANCE 12.25	01 -5-38-01-250	LIFE INSURANCE	0.00 107.05
0.00	STANDARD INSURANCE 12.25	01 -5-41-01-250	LIFE INSURANCE	0.00 219.70
0.00	STANDARD INSURANCE 12.25	01 -5-42-01-250	LIFE INSURANCE	0.00 81.69
0.00	STANDARD INSURANCE 12.25	01 -5-44-01-250	LIFE INSURANCE	0.00 262.60
0.00	STANDARD INSURANCE 12.25	05 -5-55-01-250	LIFE INSURANCE	0.00 200.68
0.00	STANDARD INSURANCE 12.25	01 -5-46-01-250	LIFE INSURANCE	0.00 131.29
0.00	STANDARD INSURANCE 12.25	11 -5-63-01-250	LIFE INSURANCE	0.00 207.03
0.00	STANDARD INSURANCE 12.25	11 -5-64-01-250	LIFE INSURANCE	0.00 166.00
0.00	STANDARD INSURANCE 12.25	11 -5-66-01-250	LIFE INSURANCE	0.00 54.08
0.00	STANDARD INSURANCE 12.25	11 -5-67-01-250	LIFE INSURANCE	0.00 262.97
0.00	STANDARD INSURANCE 12.25	01 -5-02-01-250	LIFE INSURANCE	0.00 7.46
0.00	STANDARD INSURANCE 12.25	01 -5-03-01-250	LIFE INSURANCE	0.00 2.42
0.00	STANDARD INSURANCE 12.25	01 -5-05-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD INSURANCE 12.25	01 -5-21-01-250	LIFE INSURANCE	0.00 4.84
0.00	STANDARD INSURANCE 12.25	01 -5-25-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD INSURANCE 12.25	01 -5-31-01-250	LIFE INSURANCE	0.00 39.72
0.00	STANDARD INSURANCE 12.25	01 -5-32-01-250	LIFE INSURANCE	0.00 29.84
0.00	STANDARD INSURANCE 12.25	01 -5-33-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD INSURANCE 12.25	01 -5-41-01-250	LIFE INSURANCE	0.00 11.19
0.00	STANDARD INSURANCE 12.25	01 -5-42-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD INSURANCE 12.25	01 -5-44-01-250	LIFE INSURANCE	0.00 18.45
0.00	STANDARD INSURANCE 12.25	01 -5-46-01-250	LIFE INSURANCE	0.00 2.42

\*\* CONTINUED \*\*

PAID

JAN 02 2025

RECEIVED

JAN 02 2026

FINANCE

FINANCE

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-41376

12/26/2025

ISSUED TO: VEND #: 01-23425  
STANDARD INSURANCE COMPANY  
P.O. BOX 5676  
PORTLAND, OR 97228-5676

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	STANDARD INSURANCE 12.25	05 -5-55-01-250	LIFE INSURANCE	0.00 7.46
0.00	STANDARD INSURANCE 12.25	11 -5-64-01-250	LIFE INSURANCE	0.00 6.15
0.00	STANDARD INSURANCE 12.25	11 -5-67-01-250	LIFE INSURANCE	0.00 9.33
0.00	STANDARD INSURANCE 12.25	01 -5-02-01-250	LIFE INSURANCE	0.00 3.53
0.00	STANDARD INSURANCE 12.25	01 -5-31-01-250	LIFE INSURANCE	0.00 31.77
0.00	STANDARD INSURANCE 12.25	01 -5-33-01-250	LIFE INSURANCE	0.00 7.06
0.00	STANDARD INSURANCE 12.25	01 -5-41-01-250	LIFE INSURANCE	0.00 3.53
0.00	STANDARD INSURANCE 12.25	01 -5-42-01-250	LIFE INSURANCE	0.00 3.53
0.00	STANDARD INSURANCE 12.25	01 -5-44-01-250	LIFE INSURANCE	0.00 10.59
0.00	STANDARD INSURANCE 12.25	05 -5-55-01-250	LIFE INSURANCE	0.00 7.06
0.00	STANDARD INSURANCE 12.25	11 -5-63-01-250	LIFE INSURANCE	0.00 10.59
0.00	STANDARD INSURANCE 12.25	11 -5-64-01-250	LIFE INSURANCE	0.00 3.53
0.00	STANDARD INSURANCE 12.25	11 -5-67-01-250	LIFE INSURANCE	0.00 21.18
0.00	STANDARD INSURANCE 12.25	01 -5-02-01-250	LIFE INSURANCE	0.00 121.97
0.00	STANDARD INSURANCE 12.25	01 -5-03-01-250	LIFE INSURANCE	0.00 74.60
	STANDARD LIFE - DECEMBER 2025			

PAID

JAN 02 2025

FINANCE

\*\*\* TOTAL \*\*\* 4,016.83

ORDERED BY: ELIZABETH DIAZ

APPROVED BY: KEVIN CARRUTH



## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41397

12/30/2025

ISSUED TO:                      VEND #: 01-23425  
 STANDARD INSURANCE COMPANY  
 P.O. BOX 5676  
 PORTLAND, OR 97228-5676

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	STANDARD LIFE 01/2026	01 -5-02-01-250	LIFE INSURANCE	0.00 121.97
0.00	STANDARD LIFE 01/2026	01 -5-03-01-250	LIFE INSURANCE	0.00 74.60
0.00	STANDARD LIFE 01/2026	01 -5-05-01-250	LIFE INSURANCE	0.00 180.90
0.00	STANDARD LIFE 01/2026	01 -5-13-01-250	LIFE INSURANCE	0.00 33.57
0.00	STANDARD LIFE 01/2026	01 -5-21-01-250	LIFE INSURANCE	0.00 115.25
0.00	STANDARD LIFE 01/2026	01 -5-25-01-250	LIFE INSURANCE	0.00 72.36
0.00	STANDARD LIFE 01/2026	01 -5-31-01-250	LIFE INSURANCE	0.00 757.18
0.00	STANDARD LIFE 01/2026	01 -5-32-01-250	LIFE INSURANCE	0.00 638.97
0.00	STANDARD LIFE 01/2026	01 -5-33-01-250	LIFE INSURANCE	0.00 27.60
0.00	STANDARD LIFE 01/2026	01 -5-38-01-250	LIFE INSURANCE	0.00 107.05
0.00	STANDARD LIFE 01/2026	01 -5-41-01-250	LIFE INSURANCE	0.00 219.70
0.00	STANDARD LIFE 01/2026	01 -5-42-01-250	LIFE INSURANCE	0.00 81.69
0.00	STANDARD LIFE 01/2026	01 -5-44-01-250	LIFE INSURANCE	0.00 262.60
0.00	STANDARD LIFE 01/2026	05 -5-55-01-250	LIFE INSURANCE	0.00 200.68
0.00	STANDARD LIFE 01/2026	01 -5-46-01-250	LIFE INSURANCE	0.00 73.85
0.00	STANDARD LIFE 01/2026	11 -5-63-01-250	LIFE INSURANCE	0.00 207.03
0.00	STANDARD LIFE 01/2026	11 -5-64-01-250	LIFE INSURANCE	0.00 166.00
0.00	STANDARD LIFE 01/2026	11 -5-66-01-250	LIFE INSURANCE	0.00 54.08
0.00	STANDARD LIFE 01/2026	11 -5-67-01-250	LIFE INSURANCE	0.00 262.97
0.00	STANDARD LIFE 01/2026	01 -5-02-01-250	LIFE INSURANCE	0.00 7.46
0.00	STANDARD LIFE 01/2026	01 -5-03-01-250	LIFE INSURANCE	0.00 2.42
0.00	STANDARD LIFE 01/2026	01 -5-05-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 01/2026	01 -5-21-01-250	LIFE INSURANCE	0.00 4.84
0.00	STANDARD LIFE 01/2026	01 -5-25-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 01/2026	01 -5-31-01-250	LIFE INSURANCE	0.00 39.72
0.00	STANDARD LIFE 01/2026	01 -5-32-01-250	LIFE INSURANCE	0.00 29.84
0.00	STANDARD LIFE 01/2026	01 -5-33-01-250	LIFE INSURANCE	0.00 3.73
0.00	STANDARD LIFE 01/2026	01 -5-41-01-250	LIFE INSURANCE	0.00 11.19
0.00	STANDARD LIFE 01/2026	01 -5-42-01-250	LIFE INSURANCE	0.00 3.73

\*\* CONTINUED \*\*

**RECEIVED**  
 JAN 02 2026  
 FINANCE

**PAID**  
 JAN 02 2025  
 FINANCE

## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41397

12/30/2025

ISSUED TO: VEND #: 01-23425  
STANDARD INSURANCE COMPANY  
P.O. BOX 5676  
PORTLAND, OR 97228-5676

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	STANDARD LIFE 01/2026	01 -5-44-01-250	LIFE INSURANCE	0.00	17.14
0.00	STANDARD LIFE 01/2026	01 -5-46-01-250	LIFE INSURANCE	0.00	2.42
0.00	STANDARD LIFE 01/2026	05 -5-55-01-250	LIFE INSURANCE	0.00	7.46
0.00	STANDARD LIFE 01/2026	11 -5-64-01-250	LIFE INSURANCE	0.00	6.15
0.00	STANDARD LIFE 01/2026	11 -5-67-01-250	LIFE INSURANCE	0.00	9.33
0.00	STANDARD LIFE 01/2026	01 -5-02-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 01/2026	01 -5-31-01-250	LIFE INSURANCE	0.00	31.77
0.00	STANDARD LIFE 01/2026	01 -5-33-01-250	LIFE INSURANCE	0.00	7.06
0.00	STANDARD LIFE 01/2026	01 -5-41-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 01/2026	01 -5-42-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 01/2026	01 -5-44-01-250	LIFE INSURANCE	0.00	10.59
0.00	STANDARD LIFE 01/2026	05 -5-55-01-250	LIFE INSURANCE	0.00	7.06
0.00	STANDARD LIFE 01/2026	11 -5-63-01-250	LIFE INSURANCE	0.00	10.59
0.00	STANDARD LIFE 01/2026	11 -5-64-01-250	LIFE INSURANCE	0.00	3.53
0.00	STANDARD LIFE 01/2026	11 -5-67-01-250	LIFE INSURANCE	0.00	21.18

STANDARD LIFE INSURANCE - JANUARY 2026

PAID

JAN 02 2025

FINANCE

\*\*\* TOTAL \*\*\* 3,913.31

ORDERED BY: ELIZABETH DIAZ

APPROVED BY: KEVIN CARRUTH

P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40901

10/21/2025

ISSUED TO:                      VEND #: 01-23917  
UNITED COMMUNICATIONS INC.

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	1 RADIO 1 KENWOOD PORTABLE RADIO WITH ACCESORIES FROM MOTIVA GRANT 2025 FOR FIRE DEPARTMENT	01 -5-32-09-780	HAND HELD RADIOS 0.00	3,168.70

\*\*\* TOTAL \*\*\*                      3,168.70

ORDERED BY: \_\_\_\_\_

APPROVED BY: LANCE BILLEAUD

**PAID**

**JAN 02 2025**

**FINANCE**





# Invoice

Date	Invoice #
12/30/2025	63030

Bill To
CITY OF GROVES PO BOX 846 GROVES, TX 77619

REMIT PAYMENT TO:
UNITED COMMUNICATIONS INC 5615 COLLEGE ST. BEAUMONT, TX 77707 (409)-842-3790 FAX (409)842-1991

P.O. No.	Terms
09-40901	NET 30

Quantity	Description	Rate	Amount
1	VIKING VP-8000 PORTABLE RADIO WITH CHARGER SERIAL NUMBER - C5961925  REFERENCE TICKET # 30788	3,168.70	3,168.70

PAID  
JAN 02 2025  
FINANCE

Credit Card payments are accepted but will be charged an additional 3% Processing Fee

**Total** \$3,168.70

## P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40900

10/21/2025

ISSUED TO:                      VEND #: 01-23917  
UNITED COMMUNICATIONS INC.

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	5 RADIOS	01 -5-32-09-780	0.00	15,843.50
0.00	9 SPARE BATTERIES	01 -5-32-09-780	0.00	1,345.50
PURCHASE OF 5 NEW KENWOOD PROTABE RADIOS AND 9 SPARE BATTERIES FOR THE DEPARTMENT.				

PAID

\*\*\* TOTAL \*\*\*        17,189.00

JAN 02 2025

FINANCE

ORDERED BY: \_\_\_\_\_

APPROVED BY: LANCE BILLEAUD



# Invoice

Date	Invoice #
12/30/2025	63029

Bill To
CITY OF GROVES C/O FIRE DEPARTMENT PO BOX 846 GROVES, TX 77619

REMIT PAYMENT TO:
UNITED COMMUNICATIONS INC 5615 COLLEGE ST. BEAUMONT, TX 77707 (409)-842-3790 FAX (409)842-1991

P.O. No.	Terms
09-40900	NET 30

Quantity	Description	Rate	Amount
5	VIKING VP-8000 PORTABLE RADIOS WITH CHARGERS & BATTERIES SERIAL NUMBERS - C5691930 C5691911 C5691912 C5691913 C5691929	3,168.70	15,843.50
9	RICHCOM 4000MAH BATTERIES	149.50	1,345.50
REFERENCE TICKET # 30787			
		<b>PAID</b> <b>JAN 02 2025</b> <b>FINANCE</b>	
Credit Card payments are accepted but will be charged an additional 3% Processing Fee			<b>Total</b> \$17,189.00



## P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-41404

01/02/2026

ISSUED TO: VEND #: 01-23852

WEX BANK  
P.O. BOX 4337

CAROL STREAM, IL 60197-4337

SHIP TO:

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	FUEL FOR PD VEHICLES	01 -5-31-02-030	VEHICLE FUEL & OIL	0.00	3,531.22
24.00	FUEL CARD	01 -5-31-02-030	VEHICLE FUEL & OIL	2.00	48.00
0.00	FUEL REBATE	01 -5-31-02-030	VEHICLE FUEL & OIL	0.00	91.22-
0.00	FUEL FOR FD VEHICLES	01 -5-32-02-030	VEHICLE FUEL & OIL	0.00	1,216.17
10.00	FUEL CARD	01 -5-32-02-030	VEHICLE FUEL & OIL	2.00	20.00
0.00	FUEL REBATE	11 -5-32-02-030	VEHICLE FUEL & OIL	0.00	28.53-
0.00	FUEL FOR PW VEHICLES	11 -5-38-02-030	VEHICLE FUEL & OIL	0.00	127.59
3.00	FUEL CARD	01 -5-38-02-030	VEHICLE FUEL & OIL	2.00	6.00
0.00	FUEL REBATE	01 -5-38-02-030	VEHICLE FUEL & OIL	0.00	3.29-
0.00	FUEL FOR G VEHICLES	01 -5-42-02-030	VEHICLE FUEL & OIL	0.00	66.57
2.00	FUEL CARD	01 -5-42-02-030	VEHICLE FUEL & OIL	2.00	4.00
0.00	FUEL REBATE	01 -5-42-02-030	VEHICLE FUEL & OIL	0.00	1.68-
0.00	FUEL FOR S/D VEHICLES	01 -5-44-02-030	VEHICLE FUEL & OIL	0.00	1,082.80
26.00	FUEL CARD	01 -5-44-02-030	VEHICLE FUEL & OIL	2.00	52.00
0.00	FUEL REBATE	01 -5-44-02-030	VEHICLE FUEL & OIL	0.00	24.08-
0.00	FUEL FOR FM VEHICLES	01 -5-46-02-030	VEHICLE FUEL & OIL	0.00	287.79
9.00	FUEL CARD	01 -5-46-02-030	VEHICLE FUEL & OIL	2.00	18.00
0.00	FUEL REBATE	01 -5-46-02-030	VEHICLE FUEL & OIL	0.00	7.43-
0.00	FUEL FOR SW VEHICLES	05 -5-55-02-030	VEHICLE FUEL & OIL	0.00	4,997.98
8.00	FUEL CARD	05 -5-55-02-030	VEHICLE FUEL & OIL	2.00	16.00
0.00	FUEL REBATE	05 -5-55-02-030	VEHICLE FUEL & OIL	0.00	99.52-
0.00	FUEL FOR WP VEHICLES	11 -5-63-02-030	VEHICLE FUEL & OIL	0.00	42.04
2.00	FUEL CARD	11 -5-63-02-030	VEHICLE FUEL & OIL	2.00	4.00
0.00	FUEL REBATE	11 -5-63-02-030	VEHICLE FUEL & OIL	0.00	1.06-
0.00	FUEL FOR WWP VEHICLES	11 -5-64-02-030	VEHICLE FUEL & OIL	0.00	141.10
2.00	FUEL CARD	11 -5-64-02-030	VEHICLE FUEL & OIL	2.00	4.00
0.00	FUEL REBATE	11 -5-64-02-030	VEHICLE FUEL & OIL	0.00	3.50-
0.00	FUEL FOR UT VEHICLES	11 -5-67-02-030	VEHICLE FUEL & OIL	0.00	1,066.88
15.00	FUEL CARD	11 -5-67-02-030	VEHICLE FUEL & OIL	2.00	30.00

\*\* CONTINUED \*\*

PAID

JAN 02 2026

FINANCE

P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-41404

01/02/2026

ISSUED TO:                      VEND #: 01-23852  
                     WEX BANK  
                     P.O. BOX 4337  
                     CAROL STREAM, IL 60197-4337

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	FUEL REBATE FUEL FOR ALL VEHICLES FOR DECEMBER 2025	11 -5-67-02-030	0.00	27.31-

**PAID**  
**JAN 02 2026**  
**FINANCE**

\*\*\* TOTAL \*\*\* 12,474.52

ORDERED BY: TROY W. FOXWORTH

APPROVED BY: TROY W. FOXWORTH



Exxon Mobil



09-41404

36824

# Invoice Statement

INVOICE NUMBER:

109667329

ACCOUNT NAME:

City of Groves

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE**	AMOUNT DUE
	54650.00	31	DEC-31-2025	JAN-22-2026	12474.52

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
DEC-12-2025	Payment - Thank You		12556.04
DEC-31-2025	Fuel Purchases	12560.08	
DEC-31-2025	Other Purchases	0.06	
DEC-31-2025	Other Adjustments this Period	202.00	237.05
DEC-31-2025	Rebates and Rebate Reversals		50.57
<div>REMINDER PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.</div>			
<div><b>PAID</b> <b>JAN 02 2026</b> <b>FINANCE</b></div>			
<b>**Payment must process by Payment Due Date. Paper checks must be received at least two business days before Payment Due Date to enable on-time processing.</b>			
The Finance Charge is determined by applying a periodic rate of 8.99%			

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILL CLOSING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.  
SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
12556.04	12556.04	12762.14	287.62	12474.52

CALL CUSTOMER SERVICE TO PAY BY PHONE

FEDERAL TAX ID:

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT



### Balance Subject to Late Fees

If Company fails to make payment in full by the applicable Due Date, or a payment is returned (each a "Payment Default"), then a fee (the "Late Fee") will apply to the Total Outstanding Balance (as defined below). The late fee will be calculated by multiplying the applicable late fee rate by the Total Outstanding Balance on the Calculation Date, not to exceed the amount allowable by applicable law. For Billing Cycles other than monthly, the percentage rate used in the Late Fee calculation will be prorated based on the length of the billing cycle in relation to a monthly billing cycle. Company will be considered to have made a payment to Issuer on an Account only when the payment is posted to the Account as provided in this Agreement. The "Calculation Date" is the earlier of (a) the posting date for Company's payment in full of the invoiced amount to its Account, or (b) the last day of the Billing Cycle during which the Payment Default occurred. The "Total Outstanding Balance" is the invoiced amount, plus the amount of any unbilled Transactions delivered by a merchant to Issuer, and minus any credits that have posted to the Account, through the Calculation Date.

### How to Dispute Your Invoice

Charges must be disputed in writing no later than sixty (60) days from the bill closing date or they will be considered final and binding.

### Card Issuer

The card is issued and payable to WEX Bank under a Business Charge Account Agreement with the cardholder named on the reverse.

### Customer Service

For account inquiries and correspondence regarding account service or billing:

- Call 1-888-774-4939, or
- Email [correspondence@wexinc.com](mailto:correspondence@wexinc.com), or
- Fax to 1-800-395-0809, or
- Mail to P.O. Box 639, Portland, ME 04104

Do not mail payments to this address. Payments must be sent to the remit address on your invoice.

Be sure to include your account number on all correspondence.

Your full Business Card Agreement is available here:  
<https://www.wexdrive.com/tncs/enterprise.pdf>

### Payment Options

#### Mail

Be sure to include bottom portion of invoice with your payment. Write your account number or invoice number on the check to help avoid delays in payment processing if the check and remit stub become separated. Check payments can take up to two Business Days to process from the time the envelope containing a check arrives at Issuer's facility to posting of the check amount to the Account.

Allow 10 business days prior to the due date for mailing to help avoid late fees. Paper checks must be received at least two business days before Payment Due Date to enable on-time processing.

#### Online

Authorized users can elect to receive an email notification when an invoice is ready for online viewing and payment. Log in or register to set up an online account at [www.wexefm.com](http://www.wexefm.com).

Online payments scheduled by 3:30 PM ET (on business days) are credited to your account on the same day. There is no fee for online payments.

#### Phone

Call Customer Service to schedule a payment or check your balance.

Payments scheduled by 3:30 PM ET (on business days) are credited to your Account on the same day.

Be prepared with your fleet card account number and a sample check to enter your bank account number and routing number. There is no fee for phone payments.

PAID

JAN 02 2023

FINANCE

# Invoice Statement

INVOICE NUMBER: 109667329  
ACCOUNT NAME: City of Groves

PAGE 3

If an adjustment is shown here and in the detail above, the amount listed here is a summed value of those individual charges.

DATE	TRANSACTION DESCRIPTION	FUNDED BY	REBATE PERIOD UNITS/DOLLARS	PERIOD AMT	REBATE YTD UNITS/DOLLARS	REBATE YTD AMT
12-31	OTHER ADJUSTMENTS THIS PERIOD					
12-31	Monthly Card Charge			202.00		
12-31	XOM Enterprise Tribrand Rebate			-237.05		
	Subtotal			-35.05		
12-31	REBATES AND REVERSALS					
	Rebate Adjustment			-50.57		-396.01
	Subtotal			-50.57		-396.01
	Total			-85.62		-396.01

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

Council Meeting Date: 1/12/2026 Department: City Manager Agenda Item No. 17

Title for Item (same as to be placed on Agenda): Deliberate and act to approve a waiver of conflicts with Jefferson County Drainage District No.7 concerning the employment of Bullock, Bennett, and Associates, LLC, and authorizing the City Manager to negotiate and execute all necessary documents.

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

Submitted to City Manager's Office on: Date: 1/7/26 Time: 2:30 p.m. By: C. THIBODEAUX

Explanation of Item: Pending Executive Session discussion.

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

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

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

Identify any attachments to this document: \_\_\_\_\_

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: [Signature] Date: 01/08/26  
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 \_\_\_\_\_