

**CITY OF COFFEE CITY
COUNCIL MEETING MINUTES
7019 Pleasant Ridge Rd.
Coffee City, Texas 75763
December 14, 2020**

The City Council of Coffee City, Council Meeting was held on December 14, 2020, convened at the Coffee City Community Center, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Phil Rutledge, Mayor Pro-Tern (Present)	Douglas Davis, City Secretary (Present)
Don Weaver, Alderman (Absent)	Shellena Bivens, Municipal Court Judge (Present)
Riley Standifer, Alderman (Present)	Chris Moore, Fire Chief (Present)
Marquis Castleberry, Alderman (Present)	
Edward McDaniel (Absent)	

1. Call to Order.

Mayor Pro Tem Rutledge called the meeting to order at 6:04 pm.

2. Roll Call and announce if quorum is present.

City Secretary Douglas Davis called the roll. Councilman Weaver, and Councilman McDaniel were absent. The City Secretary announced that a quorum was present.

3. Opening Remarks: Welcome to the City Council Meeting of Coffee City Texas.

Mayor Pro Tem Rutledge welcomed everyone to the meeting.

4. Consider and Act upon Consent Items 5, 6, 7, 8, and 9.

Councilman Standifer made a motion to accept the consent items. Councilman Castleberry seconded the motion. A vote was taken, and was unanimous.

5. Approve the Minutes from the City Council Meeting on November 09, 2020 as written.

6. Approve the Minutes from the City Council Meeting on November 12, 2020 as written.

7. Approve the City Financials for November 2020.

8. Approve the EDC Check Register for the month of October 2020 and November 2020.

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9. Approve the EDC minutes from the October 05, 2020 EDC Meeting as written. (No EDC meeting in November)

10. Swear in the newly elected Mayor Frank Serrato.

Public Notary Sandy Atteberry administered the Oath of Office to Mayor Frank Serrato.

11. Swear in Municipal Court Judge Shellena Bivens. (The municipal court judge is re-sworn in at each election of a new Mayor)

Public Notary Sandy Atteberry administered the Oath of Office to Judge Shellena Bivens.

12. Swear in newly elected city council members:

- **Chuck Jones – Alderman Place 1**
- **Kevin Swanson – Alderman Place 3**
- **Ray Ver Hey – Alderman Place 5**

Public Notary Sandy Atteberry administered the Oath of Office to Alderman Jones, Swanson, and Ver Hey as a group.

After all incoming council members had been sworn in, Mayor Pro Tem Rutledge took his place in the audience and the new council members took their place at the council table, and Mayor Serrato took the meeting over.

13. Consider and Act Upon removing Phil Rutledge from all city bank accounts, and the city's safe deposit box.

Councilman Standifer made a motion to remove Phil Rutledge from all city bank accounts and the city's safe deposit box. Councilman Swanson seconded the motion. A vote was taken, and was unanimous.

14. Consider and Act Upon naming a new Mayor Pro Tem.

Mayor Serrato asked the council to table this until they had more time to discuss. Councilman Standifer made a motion to table. Councilman Swanson seconded the motion. A vote was taken, and was unanimous.

15. Consider and Act Upon naming a new signer on the city bank accounts, and safe deposit box.

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The City Secretary stated that normally the signer is the new Mayor. Councilman Ver Hey made a motion to add Mayor Serrato as a signer on the bank accounts, and safe deposit box. Councilman Standifer seconded the motion. A vote was taken, and was unanimous.

16. Consider and Act Upon naming Alisha Tobey as the (chief) administrator for the police department.

Mayor Serrato stated that there has to be someone in the police department to do background checks to bring police officers on. He stated that normally that would be him, but he did not want to run the police department. He went on to say that she knows how to do that and is knowledgeable in CJIS and TCOL. Councilman Standifer asked if she was already an employee. Mayor Serrato stated that she was not currently employed by the city, all she needs is to be approved by the council. Councilman Standifer made a motion to name Alisha Tobey as the police department Chief Administrator. Councilman Swanson seconded the motion. A vote was taken, and was unanimous. Councilman Ver Hey asked if this position was permanent. Mayor Serrato stated that even if they got another Police Chief in, she would remain as Chief Administrator.

17. Open Forum:

- Open Forum is limited to items currently on the agenda.
- Speakers must sign in 10 minutes before the beginning of the meeting.
- Speakers will be given 3 minutes to speak.

Any person that is unable to attend and wishes to submit questions to the council can e-mail the questions to the City Secretary at citysecretary@cityofcoffeecity.com

There were no speakers signed up for open forum.

18. Mayor's Report

Mayor Serrato thanked everyone that was in attendance. He also thanked the citizens of Coffee City that voted for him and the ones that did not vote for him. He stated that he hoped to make them all proud.

19. EDC Report

Councilman Ver Hey stated that the EDC met last week, and they went over several agenda items. He stated that they had reviewed their bylaws, that they had tabled a few other items.

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20. Municipal Court Report

Judge Bivens reported that for the month of November there were nineteen new cases filed, thirty-one were satisfied by drivers safety course, twenty were satisfied by deferral, one was satisfied by proof of insurance, four other transportation code citations were dismissed, three cases were satisfied in full by community service, ten cases were satisfied by jail credit, two cases of indigency for \$866 and one case has been appealed to county. There were one hundred and twenty-two warrants issued. The court collected \$27,647 in the month of November. GHS collected \$ 8,384 for the month. \$ 4,231 was collected by the in-house warrant program, with Chief Moore clearing nine warrants, and officer Cate clearing two warrants. The court transferred \$ 14,481 to the city.

21. Police Report

There was no police report for the month of November.

22. Fire Department Report

Chief Moore reported that for the month of November the fire department had twenty-eight calls, eight of which were building fires. There was one grass fire, ten medical calls, one boat call, two wrecks, one controlled burn, four canceled in route, and one police assist. He stated that the county has been going through an emergency management plan update. He said that when the emergency management plan is approved, and comes back from the state, the city will have to put it on the agenda to adopt the plan, if not the city has to come up with their own plan. He stated that the fire department was still at about fourteen members. Mayor Serrato asked if the building fires were houses. The Fire Chief stated that they were houses. Mayor Serrato asked if the house fires were completely engulfed. The Fire Chief stated that not all of them were, it depended on circumstances like when the fire was reported, and how involved the fire was when it was reported. The Fire Chief stated that the department was averaging ten-to-fifteen-minute response. He stated that the two on Shadybrook were gone by the time the fire department arrived. Mayor Serrato asked if that was due to a lack of manpower. The Fire Chief said no they are standing at fourteen to fifteen firefighters. He stated that they have automatic aid with Berryville, Frankston, Noonday and Westside is there also. He stated depending on when the fire occurs, people may be at work, and that is why we have automatic aid from the other departments. Mayor Serrato asked if fourteen people was enough, or is the fire department looking for more. Chief Moore stated that they will always take more people. He stated that he would like the department to be manned at about twenty people. He stated that one of the worst things is the people that they get are employed and are unable to respond to calls. He stated that he spoke with the Mayor of Berryville and told him that they don't have anyone from Berryville to respond to calls

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during the day due to work schedule, but Frankston, Coffee City, etc. will be covering the area. Chief Moore stated that they always need people and they always need training, and a lot of it is when we are notified. The Mayor asked if the city had placed limitations on the number of volunteers. Chief Moore stated that there have never been limitations, but the city could if they wanted to. Councilman Swanson asked if they could outfit twenty firefighters. Chief Moore stated that with the grants coming in, the department could outfit twenty firefighters, because not all of them are going to be interior firefighters, some will be tanker drivers, some are just pumper engineers not all of them go in. Chief Moore stated that they had to take what they could get, if they were a paid department, they could be more demanding. Chief Moore announced that the only change in manpower is that Assistant Fire Chief Paul Rife has retired, and that Deputy Chief Bill Johnston has taken over as Assistant Chief.

23. Adjournment

Councilman Swanson made a motion to adjourn, and Councilman Ver Hey seconded the motion. A vote was taken, and was unanimous.

Attestation:

These minutes were approved on:

Frank Serrato - Mayor

**Prepared by Nanette R. Moss for
the City of Coffee City**