

**CITY OF COFFEE CITY**  
**COUNCIL MEETING MINUTES**  
**7019 Pleasant Ridge Rd.**  
**Coffee City, Texas 75763**  
**April 12, 2021**

NOTICE IS HEREBY GIVEN OF A MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **Monday, April 12, 2021@ 6 PM. LOCATED AT THE COFFEE CITY COMMUNITY CENTER, 7019 PLEASANT RIDGE ROAD, COFFEE CITY, TEXAS.** FOR THE PURPOSE OF CONSIDERATION OF THE FOLLOWING AGENDA ITEMS. THE CITY COUNCIL RESERVES THE RIGHT TO MEET IN A CLOSED SESSION ON ANY AGENDA ITEM SHOULD THE NEED ARISE AND APPLICABLE PURSUANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551, OF THE TEXAS GOVERNMENT CODE.

THIS MEETING WILL BE OPEN TO THE PUBLIC. SOCIAL DISTANCING WILL BE OBSERVED DURING THIS MEETING.

**Council Members**

*Frank Serrato – Mayor (P)*

*Riley Standifer – Mayor Pro Tem Place 4 (P)*

*Chuck Jones Place 1 (P)*

*Marquis Castleberry Place 2 (P)*

*Kevin Swanson Place 3 (P)*

*Ray Ver Hey Place 5 (P)*

THE ITEMS LISTED BELOW ARE PLACED ON THE AGENDA FOR DISCUSSION AND/OR ACTION.

1. **Call to Order.** *Mayor Serrato called the Council Meeting to order @ 6 PM.*
2. **Roll Call and announce if quorum is present** *Roll call was taken, all Council Members were present, a quorum was determined by City Secretary, Nanette Moss.*
3. **Opening Remarks: Welcome to the City Council Meeting of Coffee City**
4. **Consider and Act upon Consent Items: 5, 6, 7.** *Mayor Pro Tem made a motion to accept these items, Councilman Castleberry seconded the motion, motion carried unanimously.*
5. **Approve the Minutes from the City Council Meeting on March 08, 2021.**
6. **Approve the Minutes from the City Council Special Called Meeting on March 22, 2021.**
7. **Approve City Financials March 2021.**
8. **Swear in Appointed Police Chief: John Jay Portillo** *Mayor Serrato introduced John Jay Portillo, ask the Council if they had any questions, Councilman Ver Hey said to Mr. Portillo that he was curious as to why there were times and dates on his resume that was short term as in 4 mo., 6mo., less than a year in these jobs? Mr. Portillo, explained to Councilman Ver Hey that these were terms that he filled until a new mayor was elected, once a new mayor was elected that mayor brought in a new chief, and that he was no longer needed. One of the positions he carried he was asked to leave because one of the mayor's family members got arrested by him, and the mayor didn't like that. Mr. Portillo explained that he was a man of integrity and he walked the line of the law, it was his job to enforce the law as a police officer and that he didn't play politics, that wasn't his job, his job was to enforce the law by State law. His main concern as taking oath as a Police Officer was to Protect and Serve the community that he's working for, as well as protecting and serving the citizens of Texas. Councilman Ver Hey then asked why was there spaced in his resume that was showing nothing for a year or so? Mr. Portillo explained that the*

death of his Mother was during that time, he took time off to be with family, as well as owning 5 business's he wanted something less stressful at the time and was refocusing on law enforcement. Councilman Ver Hey asked if he was willing to relocate to this area? Mr. Portillo said yes, that after discussing with his wife and getting her blessing that they would be moving to this area. Councilman Ver Hey then asked what about the restaurants that he had in the Houston area, what was his plans for those after relocating here? Mr. Portillo explained that they have 9 grown children that run and oversee these business's and that he was leaving that up to his children. Councilman Swanson asked Mr. Portillo if this is where he wanted to call home? Mr. Portillo replied, Yes Sir. Councilman Swanson then expressed his thoughts on wanting someone that wanted to stay in this area and not jump around because of the last Police Chief was on here for a "Hot Minute". Mr. Portillo explained that Officer Safety was his main concern because these guys have to go home at the end of their shifts, and the Department being very thin on things that were needed, he was going to start off by focusing on these things to get the department up to speed. Mayor Serrato spoke to say that he has known Portillo for a long time, a decade, but he didn't call him for this position, he just figures that he was busy with his business's and they stay in contact at least 3 – 4 times a year. Councilman Swanson made the motion to swear in John Jay Portillo as the Coffee city Police Chief, seconded by Mayor Pro-Tem Standifer vote was made and motion carried unanimously. At this time City Secretary, Nanette Moss administered the Oath of Office for Police Chief.

**9. Swear in appointed Part Time Police Officer:** City Secretary, Nanette Moss administered the Oath of Office for Part Time Police Officer for the City of Coffee City.

- Troy Anderson

**10. Swear in Reserve Police Officers:** City Secretary, Nanette Moss administered the Oath of Office for Reserve Police Officer for the City of Coffee City.

- Jimmy Du
- James Foster III
- George Williamson – Absent
- Jason Ganaway
- Barry Horn

**11. Consider and Act Upon: The appointment of Vicki Castleberry to the EDC Board:** Mayor Serrato spoke about the changes that had been on going with the EDC Board, and stated that Mrs. Castleberry had turned in her application for a Board position and that he recommended to the Council to accept her application. Mayor Serrato then asked the Council if they had any questions for Mrs. Castleberry, that time was to ask them now. Councilman Swanson commended Mrs. Castleberry for time that she had served in the education field and he thought that anyone that could do that as long as she had, was definitely what the EDC Board needed. Councilman Ver Hey said that he had a question that he knew one time that she had rented a building from the EDC, for her business, and his understanding was that she didn't make a go of it, and she had actually got behind on the rent with the EDC and they had to evict you out. Councilman Ver Hey said that he had always had a problem with that, with someone wanting to be on the EDC, that actually didn't work with the EDC well to pay the rent and gotten behind and had to be evicted out, and wanted an explanation about this, because that was one issue, he had always had about accepting her application on the EDC Board, he knew in the past that she had applied but had been denied. Mrs. Castleberry, then thanked Councilman Very Hey for the question, that she would like to clarify his accusations, she had never been terminated from anything in her 40 yr. career. The case that Councilman Ver Hey was speaking about was taken before the Council and that Mrs. Castleberry stated that she was never evicted, that after a year or so she chose to move on, that she was involved in many things at the time and she also explained that she also had another business in Frankston at the time and the fact of her terminating these businesses was for the lack of proceeds

coming into the businesses. Mrs. Castleberry also said that out of all the years of her working that she had never been fired or terminated from any job, and that also held many awards for her participation and hard-working ethics on the jobs that she done. Councilman Ver Hey expressed his concerns about Vicki and Jan Daughtery as well as GeoJan, all being neighbors of each other and all being on the EDC Board, he was wondering why they had the small group that live in the same vicinity of each other all on the EDC Board, Very Hey stated that it was a concern of his and he wanted it noted for others to know. Mayor Serrato said that it was his job to find the best suited members for the EDC Board, and it was out of his control where they lived. Mrs. Castleberry asked to let Mr. Very Hey know that this wasn't the first time she wanted to help serve her community, since her retirement in 2013 she has tried to give back to her community and tried being an asset for her community and always trying to volunteer when functions were available, as in the Fire Dept. and the City functions, that she has lived in this community for 18+ years, since she worked out of town it took her time away from helping her community, but since retirement she would love to get involved and help her community to grow and get to know her neighbors and her community. Motion was made by Mayor Pro Tem to accept Mrs. Vicki Castleberry to the EDC Board, Seconded by Councilman Swanson. Vote carried as passed; Councilman Jones (Y), Mayor Pro Tem Standifer (Y) Councilman Swanson (Y), Councilman Castleberry (Y) Councilman Ver Hey (N).

- 12. Consider and Act Upon: The appointment of Jan Daughtery to the EDC Board.** Mayor Serrato introduced Ms. Jan Daughtery and ask the Council if they had any questions, if not motion was needed. Mayor Pro Tem made the motion to accept Jan Daughtery EDC application, Councilman Castleberry seconded the motion, the Vote carried and passed; Councilman Jones (Y) Councilman Castleberry (Y) Mayor Pro Tem Standifer (Y) Councilman Swanson (Y) Councilman Very Hey (N).
- 13. Consider and Act upon: Revisit the January 11, 2021 Item #16; Revoke the dates to accept the dates proposed by the EDC, After City Hall found original term dates.** (See Attached) / Councilman Swanson made the motion to revoke the dates that was proposed by the EDC, Seconded by Mayor Pro-Tem Standifer, motion carried unanimously.
- 14. Consider and Act Upon: CBS (Complete Business Systems) breakdown on firewall, server payments through the departments.** (see breakdown information) City Hall was @ 40%; Police Dept. @ 30%; Fire Dept. @ 20%; and EDC @ 10% of paying the monthly billing invoice. Motion was made by Councilman Swanson, to accept the billing breakdown from the CBS IT invoicing. Seconded by Councilman Ver Hey, motion carried unanimously.
- 15. Consider and Act Upon: Bids for New Front Gutters at City Hall (See Bids attached)** With help of the EDC Funding this project. Mayor Serrato explained that if this item was voted on that he would then approach the EDC to help funding for this project, as the gutters where in very bad shape with a portion missing and pouring water out and hoped it never fell on anyone. Councilman Ver Hey asked if the EDC could spend money on this? Mayor Serrato said he had no idea but he would ask. Councilman Ver Hey asked if we as a City have funds set aside to help pay for building repairs? Mayor Serrato said yes, we did but if the EDC could help with part of the project that would be great too. Councilman Jones asked would there be a warranty with these gutter quotes? Nanette Moss said that she thought there would be a 5-to-10-year warranty on the bid from Jacksonville Gutters but wasn't sure about Quality Seamless Gutters. Councilman Jones suggested getting more information on these quotes and he stated that he would work on this information and bring back to the Council. Motion was made to table this item by Councilman Jones, Seconded by Councilman Swanson; vote was carried unanimously to table the item.
- 16. Discuss / Consider and Act Upon: Accepting proposal for Community Center Construction Addition (see attached proposal)** With help of the EDC Funding this project. Mayor Serrato explained that there were two bids placed for this project, but after verbally speaking to the first gentleman and his quote Mayor Serrato told him no, for the fact it was much higher than the bid we had at hand, by Mr.

*Rice. Mayor Serrato explained the construction needed to make extra storage area for City Hall that would not interfere with the Red Cross availability of the building, if needed. Councilman Jones made the motion to table this item for time to seek another bid, Councilman Swanson seconded the motion, vote carried unanimously.*

- 17. Discuss: Budget Workshop in April or May.** *Discussion was made about scheduling a workshop in May, that occurs during the week in the afternoons. Decision was made to have the workshop on May 13<sup>th</sup> at 4:30 PM Mayor Serrato encourage everyone to attend this work shop meeting.*
- 18. Mention: Security and Safety; Wandering Persons and Bag Checks upon entering a City Office or Facility for the Safety of the EDC, Council and all City Citizens.** *Mayor Serrato spoke about the safety of the citizens as well as the Council and EDC Members at their meetings and functions, that this would be a normal protocol from now on, it was to be expected.*
- 19. Discuss: City Wide Spring Clean Up (May 01, 2021) - #2 / 30 Yd. Dumpsters will be delivered to the Community Center Parking lot on the 30<sup>th</sup> of April.** *Mayor Serrato advised the Council and Community that the City would be hosting a City-Wide large item cleanup for the citizens, this would happen on May 1<sup>st</sup> 2021. There was also discussion on security being present during the time of these dumpsters being present on City property. The Fire Chief as well as the Police Chief Administrator advised that there would be security present during this time.*
- 20. Review and Discuss: Contract for the Church of Lake Palestine. (Contract Attached)** *Mayor Serrato advised the Council that they could find the Lake Palestine Church Contract in their packets and asked that the Council review this Contract between the City & the Church and that would be discussed at the next council meeting. Councilman Jones made a motion to table for further review the Councilman Castleberry Seconded motion carried unanimously.*
- 21. Accept Resolution # 2021-0111; Adoption Revision of the Coffee City Reserve Police Officer(s) numbers from 15 to 40. – Council actual signed this resolution on the 11<sup>th</sup> of January 2021.** *Councilman Castleberry made a motion to accept this resolution with a second from councilman Swanson. Motion carried unanimously.*
- 22. Accept Resolution # 2021-0308; Adoption Revision of the Coffee City 2021 Holiday Calendar dates added from original adoption on August 10, 2020.** *Motion was made by Councilman Swanson to accept this resolution with a second from Councilman Castleberry, motion carried unanimously.*
- 23. Accept Resolution for the approval of The Hazard Mitigation Action Plan from the County Emergency Management. (See Attached Copy)** *Fire Chief Chris Moore explained the reasoning behind this resolution with the county, as in if needed FEMA funding this resolution needed to be on file with the county in order for the City to be eligible for the benefits. Councilman Swanson made the motion to accept this resolution seconded by Councilman Mayor Pro Tem Standifer, motion passed unanimously; all Councilman, Mayor and City Secretary Signed.*

#### **Open Forum:**

- Open Forum may contain any suggestions and ideas about the City.
- Complaints must be in writing. Forms are available at City Hall Lobby.
- Speakers will be given 3 minutes to speak.
- Speakers must sign in prior to speaking.

*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](mailto:citysecretary@cityofcoffeecity.com) or Mayor Serrato; [Mayor.Serrato@Cityofcoffeecity.com](mailto:Mayor.Serrato@Cityofcoffeecity.com)*

*There was one sign in for the open forum; Joni Harbert*

*Ms. Harbert spoke about the concern needing speed limit signs on Stephenson Road, as the traffic was getting worse with all the construction happening on the end of Stephenson Road, with the*

residence walking in the evenings and having children and grandchildren in the area she was concerned for their safety with the speeding vehicles that traveled the roadway. Fire Chief Moore spoke to say that in the past there had been discussion about ordering road signs for this area as well as other areas that needed signage, in fact he had about 50 signs needed to order, was just waiting to get with the mayor on this issue. Mrs. Herbert also spoke about the trash issue on Stephenson Road, saying that the neighbors and herself had been taking it upon themselves to pick up the debris off the roadways and bar ditches to help keep their road clean and neat. Ms. Harbert asked that the City or Fire Dept to furnish a couple of reflective vests for them to wear during this time. Mayor Serrato asked that Ms. Harbert notify the PD of when they would be cleaning so that the Police Dept. Could have a safety presence during this time. Fire Chief Moore stated that the Fire Dept. could furnish 2 reflective vests for the community. Ms. Harbert thanked the Mayor and Council for their time and listening to her concerns, as well as thanked Fire Chief Moore for the Vests donation.

- 24. Mayor's Report.** – *EDC By Laws Review; Lawn Care Bids; Mayor Serrato advised the Council that they had a copy of the EDC Proposed by laws, asked that they review and they would consider and act on at the next council meeting. He also said that the City was taking bids for Lawn Care. Mayor Serrato asked if he could get volunteers to ride around with the Fire Chief or the Mayor to look at the trees in the City that needed to be removed and asked if any councilman had connections on other bids besides the 4 that the Fire Chief had gotten, in which Mayor Serrato thought were very high in dollar amount. Councilman Swanson has advised that he could go around and take pictures as well as video, Fire Chief advised there was 6 location areas that needed tree work, 1 location was in the High Saw Addition by Mr. Castleberry's house, as well as a ditch that needs to be cleaned out, it's causing water drainage issues. 3 Trees on Coffee Landing Road, 2 of the 3 is located by Ms. Woods and the other one down by Ms. Pam Drost's property. Then # 3 on CR 4121. Mayor Serrato said that He and Councilman Swanson would get with the Fire Chief and ride and mark these trees.*
- 25. City Secretary's Report.** *City Secretary, Nanette Moss advised the Council that the City was running like a gin. Asked if the Council had any questions, there was none asked.*
- 26. EDC Report.** *EDC President, Micah Wolfe advised that the EDC has had a couple of meetings and gave an overview of these meetings. The Special Called meeting was to welcome a new EDC Member that the City Council Appointed, Ms. GeoJan Hunter, also the election of new officers for their board, one being the President position, the other being the treasurer after the Council voted to remove Jim Beggerly from the Presidents position also the Council voted to remove Sandy Atteberry from the Treasurer position for over extension of their terms. Micah, advised that the EDC Board voted for him (Micah) to be the new EDC President and Ms. GeoJan Wright-Hunter to be the new EDC Treasurer. Micah said that the EDC had removed these two former members from the signature card at both banks and added the new signatories, being himself Micah and GeoJan as being the new signatories on the accounts. The Mayor asked about on their agenda March 29<sup>th</sup>, item #7 on the voting results, he wanted to know about the 4 votes for and the 1 against, and who was the individual that was against? Micah said that he believed that the one who abstained vote that he would have to research that and get back with the Mayor. Micah advised that he believed that was a misprint for the fact that at the time there was only 4 members and he was actually the one that abstained in voting. Micah, then gave a report on the regular meeting on April 6<sup>th</sup>, that the meeting was being welcomed with a new meeting objective with committees being formed for different resource avenue's needing to be addressed. Micah also discussed that the EDC was taking in consideration on asking the City for an Office space to rent from the City for their secretary to use since apparently there were issues from the City of letting their secretary into the area, she needs to be in to do her position with the EDC. Or proposing the City to move to the Community Center for their offices and the EDC using the current City facility as their offices. Micah asked that the City maybe consider one of these ideas for the future. The project for the Lake Palestine Resort was being withdrawn by the Lake Palestine Resort Owner, himself Micah Wolfe. The EDC also considered supporting the Belts and Hoses Tournament this May, in which was voted on to decline this*

year as there was not enough notice for research determination for this sponsorship. Micah then apologized to Fire Chief Moore for not contacting him earlier about this decision from the EDC, until here at this meeting. Encouraged the Fire Dept. to reapply next year in a timely manner so that the item and be considered and approved.

Micah explained the committee's purpose, the first committee was to work with the governing body to work together on developing a set of Bylaws for the EDC, Tom McBride and GeoJan have agreed to co-chair that committee. Another committee was to contact a legal firm to help with any legal issues that the EDC may have at this time, or in the future as in following the state statues and any other legal issues that may arise, Micah stated that he himself was the chair of that committee. The EDC also developed a committee for an outreach program to help reach out to new investors for the City of Coffee to help bring in new business' as well as revenue for our City, Ray Ver Hey and Greg Malkoch have agreed to work on that Committee. The last committee was created to research money management for the EDC, avenues in being able invest in money market account with a little bit of a higher interest rates. GeoJan and Micah have agreed to co-chair this committee since it them being in their board positions. Phil Rutledge voiced his concerns about placing members together on a committee about the Open Meeting Act, and being cautious on how they meet and discuss these items. Mayor Serrato thanked Micah for giving such a detailed report for those who didn't attend the EDC Meetings, now the citizens were aware of their meeting and discussions. Micah then gave the EDC's Treasurers report.

**27. Municipal Court Report.** / Judge Rich discussed the Court report with the information that was provided to the Council in their packets.

**28. Police Report.** / Chief Administrator Alisha Tobey spoke with the Police Report for the Month of March. She advised the Council that after this evening meeting they had 19 Officers. Chief Tobey then advised about the equipment that had been taken care of, Radars being fixed in Unit 1223 and Unit 5, Siren fixed in Unit 5, Radio fixed in Unit 719, Master switches placed on all units, Chief Tobey advised that all units where now completely functioning. New MDT's in all units as well as 2 new desk top computers for the Admin. Office and in the Patrol Room Office.

Continuing education hours for the officers was a total of 52 hours. Calls of Service was 105, Total Stops 114, Citations Written 63, and warnings written 51. Chief Tobey then advised the breakdown of these calls.

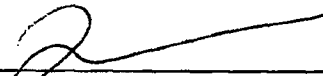
**29. Fire Dept. Report.** Fire Chief Moore, gave the Fire Dept. Report with saying the call volume was average, the total calls of service for the month of March were 20. Chief Moore also discussed the upcoming events, with the Belts and Hoses not being sponsored by the EDC that was being canceled at this time, Fly in May 8<sup>th</sup>. The Fire Dept. completed First Aid and Blood Pathogens classes.

**30. Adjournment.** / Councilman Swanson made the motion to adjourn the meeting with Councilman Castleberry seconded, Motion carried unanimously, Meeting was adjourned at 7:24 PM.

The City Council of the City of Coffee City reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberation about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberation about Security Devices), 551.087 (Economic Development), 418.175-183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code, including, but not limited to, Section 321.3022 (Sales Tax Information).

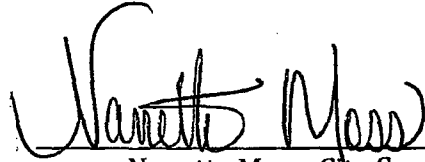
**CERTIFICATION**

I hereby certify that the above notice was posted at the Coffee City, City Hall, 7019 Pleasant Ridge Rd., Coffee City, Texas 75763 on the 9<sup>th</sup> day of April 2021.



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Frank Serrato, Mayor



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Nanette Moss, City Secretary