



7019 Pleasant Ridge Road * Coffee City, TX 75763 * Phone: (903) 876-3414 * Fax: (903) 873-2433

CITY OF COFFEE CITY
City Council Meeting Minutes
April 11, 2022
7019 CR 4217 Pleasant Ridge Rd.
Coffee City, Texas 75763

NOTICE IS HEREBY GIVEN OF A MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **MONDAY, APRIL 11, 2022, @ 6 PM.** - AT THE COFFEE CITY, COMMUNITY CENTER 7019 CR 4217 PLEASANT RIDGE RD., 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.

Council Members

Frank Serrato – Mayor	Riley Standifer – Mayor Pro-Tem
Chuck Jones – Place 1	Marquis Castleberry – Place 2
Kevin Swanson – Place 3	Ray Ver Hey – Place 5

1. **Call Meeting to Order:** - Mayor Pro Tem Riley Standifer called the meeting to order @ 6:01 PM.
2. **Roll call and announce if quorum is present:** - City Secretary, Nanette Moss, called for attendance, Mayor Serrato Absent, Councilman Swanson Absent, all other Councilmen were present. A quorum was determined.
3. **Opening remarks:** - Mayor Pro Tem, Standifer welcomed the attendees to the evening meeting, stating that the Council normally doesn't have this kind of crowd, but it was welcoming.
4. **Consider & Act Upon:** 6 (*February & Partial Meeting Minutes from March*). – Councilman Jones made the motion to accept the February Meeting Minutes, as well as the partial Meeting Minutes from the March Meeting, seconded by Councilman Castleberry, motion passed.
5. **Consider & Act Upon:** 7 (*City Financials for February, March*) – Councilman Ver Hey stated that there were a few items that was still in question from the last meeting. Councilman Castleberry asked the financials all together or something in particular? Councilman Ver Hey said things in particular. Mayor Pro Tem Standifer stated the one's we had questions about last month that didn't get answered. Councilman Ver Hey made a motion not to approve these financials until we can get these items addressed. Councilman Ver Hey made a motion to table this agenda item until the questions could



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be answer by obviously people that were not available to be asked at this meeting due to being out of town. Seconded by Councilman Castleberry, motion passed unanimously.

6. Approve: February Meeting Minutes / Parcel Meeting Minutes March Council Meeting
7. Approve: City Financials – February – March
8. Consider & Act Upon: Approving March 29, 2022, Executive Session Minutes. – Councilman Castleberry made the motion to accept the minutes from the Executive Session March meeting as written, seconded by Councilman Ver Hey, motion passed unanimously.
9. Discuss - Consider & Act Upon: Storage Unit Rental for Municipal Court / Police Dept. – (Tabled from January Meeting) – Mayor Pro-Tem Standifer stated that it was recommended that these units be climate controlled. Mayor Pro Tem gave the break down on these units as 11x11 climate controlled \$120.00 month / 9x13 climate controlled \$120.00 / 10x15 regular unit \$ 100.00. He also mentioned these units would be for storing records from the Police Dept, as well as the Municipal Court records. These prices came from the Porter Sporting Good units. Councilman Ver Hey asked if these were a contract price or monthly? Mayor Pro Tem stated that these would be monthly. Councilman Jones asked about purchasing shelving units for these records? Court Clerk Mary McDonald stated not for the court that these records were in boxes. Fire Chief Moore stated that the boxes in the Conex were collapsing, from the weight and being stacked. Councilman Ver Hey asked about what would happen to the Conex Box after these files were moved? Fire Chief Moore stated that the Conex Box belonged to the Fire Dept, but the mayor had forbidden the Fire Dept to go in there, because these records being stored in the Fire Dept. Conex Box. Councilman Ver Hey stated that the Conex Box was being used for the utilization of the Fire Dept. and it would stay where it was. Fire Chief Moore stated yes. The Conex Box was purchased by the Fire Dept. Councilman Ver Hey asked if the FD purchased the unit, then why couldn't the FD use it? Fire Chief Moore responded, because the mayor said No. Chief Moore spoke on to say that is where the emergency generators are stored but the FD does have an emergency plan in place that if these should be needed, they could get to them, but otherwise they had to have a Police Officer to be with them when they needed access to the unit. Councilman Ver Hey asked that the city did not purchase the Unit from the FD when they took it over? Chief Moore stated No. Councilman Ver Hey made the motion to go ahead and approve either one of the climate-controlled units, which ever one that was needed the most. Mayor Pro Tem stated that there would be 2 units needed, one for the Police Dept, one for the Court Files. Councilman Jones asked where the money would come from for these units? Would the PD be paying for it? City Secretary spoke to say that this item was something that the mayor had brought up to her but did not discuss with her on how these would be paid for. Councilman Castleberry asked so do we know if the PD could pay for this monthly from their budget? City Secretary stated that she couldn't authorize that. Councilman Ver Hey made the motion that they Council approves two units, one for the PD, based on them being able to pay for the units and one for the Court, based on them being able to pay for the units, @ \$120.00 a month for each unit, as well as they provide their own shelving units. Councilman Ver



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Hey also stated which ever unit size the PD and Court preferred; they were both about the same. Councilman Castleberry asked the Court Clerk if this is something that the Court had considered paying for? Court Clerk Mary McDonald spoke to say no they had not that this is something that she had just recently learned about the unit, last month. Councilman Jones asked Mary the Court Clerk if one unit would be enough for their files? Mary stated that she thought so. Councilman Jones asked the police dept. if one unit would be enough for them? Capt. Skero stated as of right now it is. Councilman Castleberry asked could we afford to finance the unit? AS far as the budget the Court has? Court Clerk Mary McDonald stated that as of right now there was nothing in the budget for that, but this was something for the upcoming year that can be added, because it hasn't been approved just yet. Mayor Pro Tem asked could the Court pay for it now, Mary stated yes, the Court would be able to. The motion was seconded by Councilman Castleberry with the understanding that the PD and Court could come back to the Council if any changes needed to be made to the original motion. Motion passed unanimously.

10. Consider & Act Upon: The Resignation of the Mayor's Police Commission being held by Coffee City Police Dept. (Since May 10, 2021). - Mayor Pro Tem Standifer mentioned that there was a vote previous about the mayor being a Reserve Police Officer and it was the Councils vote that Mayor Serrato could not be a Reserve Police Officer for the City of Coffee City. Mayor Pro Tem stated that the mayor wanted to get his commission held by the city so that he could get other jobs being a police officer, he did not inform the Council or the Mayor Pro Tem that it would be for here for him to be a Reserve Police Officer to carry his commission, and the Council found out that he was on the Coffee City Police Dept. Roster. Councilman Castleberry asked id there was any paperwork sign that he couldn't be a reserve officer for the City of Coffee City, Councilman Castleberry stated that he knew according to the city minutes that he was not suppose to be, but he was wanting to know if there was any paperwork stating that he was a Police Officer for Coffee City? City Secretary stated that the mayor was sworn in under oath, to be a Reserve Police Officer for the City, Councilman Castleberry asked after it was stated by the Council that he couldn't be a reserve officer under the city? Secretary Moss stated yes Sir. Mayor Pro Tem stating that in order to keep his commission he needed to be on a reserve list somewhere. Secretary Moss stated that she swore him in on May 10, 2021. Mayor Pro Tem stated that the Council wants to rescind that commission. Councilman Ver Hey made the motion to rescind the Mayor's Police Commission that is being held with the City of Coffee City Police Dept. Councilman Jones seconded the motion, vote carries as follows: Councilman Jones (Y) Councilman Ver Hey (Y) Mayor Pro Tem Standifer (Y) Councilman Castleberry abstained from voting.
11. Consider & Act Upon: The returning of the City's Laptop Computer / Wi-Fi Internet connection box back to the City from the Mayor's possession. - Mayor Pro Tem stating that this has been talked about extensively, Councilman Castleberry made the motion to the returning the City's Laptop and Wi-Fi Internet box back to the city, Councilman Jones seconded the motion, motion carried unanimously. Councilman Ver Hey asked if the mayor still had these items or had they been returned? Secretary Moss stated no they had not been returned to the city.



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12. Consider & Act Upon: Paying the City Secretary mileage for conducting City Business with a log being kept for documentation. – Mayor Pro Tem explained that the City Secretary was told **Do Not use your personal car under any circumstance**, and as a result of that no money has been deposited and nothing been done. The recommendation is that the city pays her mileage @ .58 cents per mile driven for City Business, using her personal car. Councilman Castleberry asked how that number came about? Mayor Pro Tem Standifer stated that was the standard fee. Secretary Moss stated that was the Texas Workforce Commission standard rate. Councilman Ver Hey made the motion for the City Secretary to use her personal vehicle for City Business with being paid .58 per mile with a log book being kept of her mileage. Seconded by Councilman Castleberry, motion carried unanimously.

Open Forum:

- *Open Forum may contain any suggestions and ideas about the city.*
- *Complaints must be in writing. Forms are available at City Hall.*
- *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 Email the questions to the City Secretary at Citysecretary@cityofcoffeecity.com or Mayor Serrato Mayor.Serrato@Cityofcoffeecity.com.

There were 4 residence that sign to speak, GeoJan Hunter; Kimberley Vochatzer; Tim Casey; Jimmy?

Ms. Hunter spoke first following up on the street signs for Highsaw Subdivision, it's her understanding that they are here but have not been out in place, was there any time line on when these signs would be placed? Chief Chris Moore stated that the posts where just delivered on Wednesday of last week, he said that in the next week or two they would be set. Another thing was the conditions on the property abatement ordinance, it was her understanding that the City had a code enforcement officer now, when is this ordinance starting to be enforced? Mayor Pro Tem asked the Police Dept. Capt. Skero stated that she started about a month ago, and she came up to learn the city and he thought she would be working a couple of times a month. Mayor Pro Tem asked would she be reporting to the Council when she does something? Capt. Skero stated that she would be reporting to the Police Chief.

Mayor Pro Tem asked for Kimberly to speak her turn, Kimberly refrained at this time from speaking.

Mayor Pro Tem called for Tim Casey to speak, he stated that he had spoken with Chief Moore about the property plat realignment down from Councilman Ver Hey, on scheduling a time for them to meet up and discuss. Tim also stated that he and Jimmy were together.



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13. **Mayors Report:** - Mayor Pro Tem stated that the mayor was out of Town fixing his mother in laws house with the correction to his sister in laws house, from being hit by a tornado.
14. **City Secretary Report:** City Secretary Nanette Moss stated that she had nothing to report at this time since she wasn't able to do City Business, she stated that the last deposit for the city was on March the 3rd. But now that the city had given her permission to use her vehicle things could get back to being done.
15. **EDC Report:** - Vice President, Vicky Castleberry stood to speak about how the EDC had been working very diligently on property project that the EDC wants to present to the Council, this evening on things that they feel that will make this community more productive for the citizens. Ms. Castleberry asked that the EDC Treasurer give the financial report for the EDC. Ms. Hunter spoke to ask if there were any questions about the financial report, she stated that since the EDC had moved their meeting to the fourth Monday of the month their bank statements would now only one month behind instead of the two months prior. Ms. Hunter spoke to say with the help of Nanette the City Secretary the EDC has been able to collect all the HOT money that had been being owed to the city, that all these are now on record and up to date and they all are complying. Mayor Pro Tem asked who the new EDC President was, Ms. Hunter stated that the EDC had not elected one yet. Councilman Castleberry asked if the agenda that was being presented if that was their last meeting agenda? Ms. Hunter said yes sir.
16. **Consider & Act Upon:** The approval of Cynthia Swanson, former EDC Member to be reinstated for the remainder of Pam Drost's term concluding May 31st 2022 due to Ms. Drost's resignation. – Mayor Pro Tem asked if the EDC deems Ms. Swanson worthy? Ms. Hunter stated yes and she was appreciative for the fact they're with citizens wanting to step up and be a part of helping the city grow. Ms. Hunter explained that Ms. Swanson would be fulfilling Ms. Drost's term until the end of May with the consideration of stating a member. Ms. Castleberry introduced Ms. Swanson, saying that she had served on the EDC Board about a yr. ago. Councilman Castleberry made the motion to accept Ms. Swanson as fulfilling the term of past President Pam Drost until the end of May 2022, Mayor Pro Tem Standifer seconded the motion, motion carried unanimously.
17. **Consider & Act Upon:** The approval of Jeff Blackstone and Justin Wiggins as EDC Board Members (*See Applications Attached*) – Ms. Castleberry introduced Jeff Black Stone. Mr. Blackstone stepped forward, stated that he really only knew Mr. Ver Hey, but also explained that he just lived across the street from City Hall. Mr. Blackstone stated that he owned the Lakeview Storage facility up on HWY 155. He stated that he and his family had this property out here for about 12 years and they had lived in Tyler until they sold their house and then moved here. Ms. Castleberry introduced Justin Wiggins, stated that he was not available due to him working late, and that Ms. Swanson was on vacation. Councilman Ver Hey made the motion to accept these two gentlemen as board of directors on the EDC Board, seconded by Councilman Castleberry, motion carried unanimously.



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- 18. Municipal Court Report: - Court Clerk, Mary McDonald, explained that from the March meeting she was going to inform the Council that Ms. Baker that the Council had approved as being a part time employee that recently decided this was not the best fit for her, that since then the mayor had hired another young lady, Carolina Martinez, that she had been working for 2 weeks contract labor and just this week decided that this was a good place for her and she wanted to stay on as a paid employee. Mary also tried explaining the Excess Highway fines, that this was something that she was still trying to figure out, that she had been in contact with the auditor David on this as well as the Council was more than welcome to reach out to him about this if any questions were needing to be asked. The report that Mary gave the Council she stated was from July 2021 to March 2022. Once 30% of this year's revenue of the fines meet 30% last years then the Court quits transferring money to the city. Mary explained that the majority of the fines that are being collected from her on out will be returned to the state. She also said that since January no funds had been transferred to the city.**
- 19. Police Dept. Report: - Chief Portillo was not available to give the Police Report, Capt. Bryan Skero stepped in to give the PD Report. Capt. Skero stated that the PD has currently 1 Chief – 4 full times officers and 40 reserves at this time. Calls for service was 1030 for the month of March. Traffic Stops 933; Citations 563; Warnings 370. He also spoke about the new vehicles that have been received from DPS, about the equipment being installed, the Charger was completed as of this date, Tahoe's should be finished anytime soon. Unit 719 the Black Charger has a blown head gasket, the estimate to be fixed if around 2,500 to 3,00.00. Unit 5 Black Explorer the brakes were re-done. Mayor Pro Tem stated that at one time someone had mentioned about the city getting a dog catcher, he also mentioned that there had been three cats killed in the Higsaw neighborhood. Capt. Skero stated that he and Chief responded to a call at 6 AM one morning, to the Higsaw neighborhood, first house on the left about a Pitbull Dog, being aggressive, he did say that the dog was not aggressive towards them but was towards the gentlemen that called because of him taunting the dog. He stated that the PD called Henderson County and they came and got the dog, but the people that owned the dog had to pay for the euthanasia of the dog. Capt. Skero stated that Officer Bruchmiller got a call later that day and called the County and they told the city that they would no longer come out that the city would be responsible for their own animal calls.**
- 20. Consider & Act Upon: Amending the original purchase price from the Police Departments Request for the K-9 Insert, to include the additional K-9 Insert Purchase and Equipment that was purchased as well. Original Approved Amount \$4,668.00 to \$5,477.50 (Difference of \$809.50). - Councilman Ver Hey said that he had a few questions for Capt. Skero, if he knew if the equipment that was ordered for the vehicles was new? Capt. Skero stated that some of it was new and some was used, but in working order. Councilman Ver Hey asked about the equipment that came with the three vehicles when we purchased them? Capt. Skero stated that the only equipment that came with the vehicles was the safe locks in the back, one light bar for the Charger, and a couple of dashboard lights and that was it. When the program was initially done, they thought they were able to get three items per vehicle, when they got to Austin it was three items for all three vehicles. Councilman Ver Hey asked on the equipment that was bought did it provide, everything, that from what was originally requested, it was talked about the dog kennel,**



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cool guard heating / cooling system, rescue door popper, and pager for the cool guard. Did all that get purchased with the extra stuff that came separate because the invoice didn't break down really all that was received? Capt. Skero stated yes, along with the emergency lights, and sirens. Mayor Pro Tem stated that it wasn't just stuff for the dog kennels, Capt. Skero stated that it was the equipment to outfit all three vehicles. Capt. Skero also stated that the only thing that wasn't taken into consideration was the installation of the equipment, he believed that it was \$1200. Per Tahoe and \$700 for the Charger total of \$3,100.00. Mayor Pro Tem asked just to install the equipment? Capt. Skero stated to install all the equipment, everything. Councilman Ver Hey asked why was there equipment order for two canines when Capt. Was the only one with a canine? Capt. Skero stated that he knew when he spoke to the Chief that he did say that he would need a back unit in case one broke down for him to have a back unit for his canine. – Councilman Ver Hey stated that he would like this item tabled, that he still had some questions for Chief Portillo and since he was available for these questions to be answered at this time. Councilmen Ver Hey made a motion to table item number #20, Councilman Castleberry seconded the motion. Motion carried unanimously.

21. Fire Dept. Report: - Fire Chief Moore, gave the breakdown on the FD calls for the month of March, total calls 31; call volume was below normal, 1 building fire; 6 grass fires; 10 medical calls; 1 camper fire; 1 down tree; 1 good intent; 1 MVA; 3 false alarms (control burns); 5 canceled en route; 1 down powerline; 1 no response. Chief Moore, talked about the May 14th Fishing Tournament; The Easter Egg Hunt would be this Saturday here at the community center starting at 10 AM. – Mayor Pro Tem asked about the Tree Trimming? Chief Moore stated that he had given that report to the mayor; and has traveled around with the mayor; that he was currently putting together a BID to the Council, hoping that he could have it email to the Council either Tuesday or Wednesday. Chief Moore stated that it would be approx. \$26K, that the Road account had \$126K in the account that is what that account was used for and nothing else.
22. Discuss: Reimbursement to the Fire Dept. on prior approved budget items that the Fire Dept. paid, from their own funds that was City allocated. – Mayor Pro Tem asked Chief Moore if he had gotten any of these funds yet? Chief Moore stated No sir. Chief Moore said that some of this money was federal money that was given to them and had not been given back to them from the city. Mayor Pro Tem asked what the amount was that the city owed the Fire Dept.? Fire Chief Moore gave the break down as to 20-21 Budget \$4,697.37; Covid Funds: \$1,913.37; 21-22 Notification System \$ 960.00; total amount \$7,570.74. Chief Moore stated that he has been asking since March of 2021 for this money to be given back to the Fire Dept. that all these monies have been previously approved through the city budget. Mayor Pro Tem asked Fire Chief Moore about needing tires? Chief Moore stated yes that every year they put in the budget needing tires for the units, but that he had sent an email out a couple of weeks ago requesting funds for tires and oil changes. Chief Moore stated that he couldn't spend any more FD funds out, for the fact that he had lost a 13 yr. relationship with a vendor that the mayor refused to pay, and that Chief Moore had to hang on to the FD money just in case the mayor wouldn't pay for the radios that he said for the FD to get. Mayor Pro Tem asked Chief Moore if they had the \$7500 would that give them what they needed to function? Chief Moore stated yes, until this year's budget. and if the mayor would release the



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money for the tires and oil changes from the budget that could be taken care of as well. Chief Moore stated that the only reason the mayor would not release these funds was because Selina Bivens was a check signer for the FD.

23. Executive Session: Gov't Code 551.087 (Economic Development)- To Consider & Act Upon approving the EDC projects concerning property acquisition. – Called at 7:00 PM.

Gov't Code 551.074 (Personnel Matter) – Police Chief; JohnJay Portillo

24. Reconvene from Executive Session: State Time and Any Action Taken: Reconvened at 7:50 PM. Action Taken was: Consider & Act Upon: to give Councilman Ver Hey permission to contact the City Attorney about the Eminent Domain, on this discuss property and get back with the EDC on this. Amount was set on contacting the attorney for \$2,000.00. Councilman Ver Hey made the motion to discuss with the City Attorney in more length on the Eminent Domain, the process of this, and get this in writing and some extra cost on some property the EDC is looking into, currently not looking than no more than the \$2,000.00 in fees from the attorney. Seconded by Councilman Castleberry, motion carried unanimously. Councilman Ver Hey stated that he wanted to make a motion for the EDC to move forward on another property here in Coffee City on the purchase price that the EDC proposed, that they move forward for them to get a contract to bring back to the City for consideration. Seconded by Mayor Pro Tem Standifer, motion carried unanimously. Mayor Pro Tem Standifer stated that the Executive Session on Personnel Matters Gov't Code 551.074 concerning Chief Portillo would be tabled until next months meeting in May, with him present and maybe the mayor. Councilman Ver Hey stated that this might have to be done sooner, considering their schedules. City Secretary asked if she could bring something forward that was just discovered by her and Mary the Court Clerk? Secretary Moss stated that they had just realized that there was only one signer available for the payroll checks this week, with Councilman Swanson, & the mayor being out of town, the city checks required two signatures. There was discussion, on trying to contact Councilman Swanson on seeing when he was returning to the city from vacation. It was stated that he was in Big Bend. Also, discussion on maybe meeting the mayor half way to get these signed, the secretary stated that it wouldn't be her. Councilman Ver Hey suggested outing another signer on the account, Mayor Pro Tem said we can't do that this quick. Mayor Pro Tem asked the city secretary if she could contact the mayor to see if he could meet someone half way to sign these checks? Secretary Moss said that she could try contacting him tomorrow morning. Councilman Ver hey asked about overnighting the check to the mayor for him to sign and him sending them back? City Secretary said that she didn't feel that the mayor would sign the paychecks for the fact that he hadn't seen the paperwork to go with them, that needed to be signed. Mayor Pro Tem stated that City Secretary was probably right that he (the mayor) wouldn't sign them until he had seen all the time sheets and documents.
25. Adjournment: Councilman Castleberry made the motion to adjourn the meeting, seconded by Mayor Pro Tem Standifer, motion carried. Meeting was adjourned at 8:15 PM.

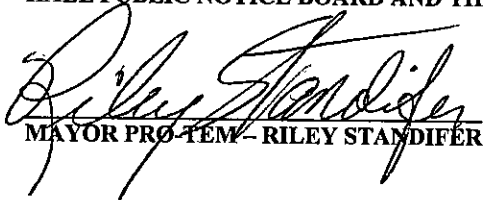


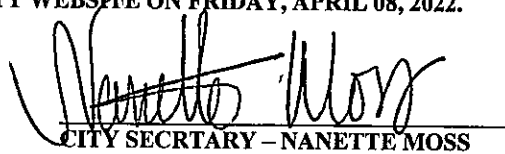
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The City Council of the City of Coffee City reserves that right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberation about Real Property), 551.073 (Deliberation about Gifts and Donations), 551.074 (Personnel Matters), 551.076, (Deliberations 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 CERTIFY THAT A COPY OF THE MONDAY, APRIL 11, 2022, CITY COUNCIL MEETING AGENDA OF ITEMS FOR CONSIDERATION BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND THE CITY WEBSITE ON FRIDAY, APRIL 08, 2022.


MAYOR PRO-TEM - RILEY STANDIFER


CITY SECRETARY - NANETTE MOSS