



7019 Pleasant Ridge Road CR 4217 * Coffee City, TX 75763 Phone: (903) 876-3414 * Fax: (903) 873-2433

CITY OF COFFEE CITY
City Council Meeting Minutes
November 14, 2022 @ 6 pm
7019 CR 4217/Pleasant Ridge Rd
Coffee City, TX 75763

NOTICE IS HEREBY GIVEN OF AN SPECIAL CALLED MEETIN GOF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **MONDAY, November 14, 2022, at 6:00 PM AT THE COFFEE CITY HALL, 7019 CR 4217, 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 PURSANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551, OF THE TEXAS GOVERNMENT CODE.

Council Members

Jeff Blackstone – Mayor Pro Tem (P)

Keith Skender– Place 4 (P)

Chuck Jones – Place 1 (P)

GeoJan Hunter– Place 5 (P)

Marquis Castleberry – Place 2 (P)

1. Call Meeting to Order:

Mr. Blackstone called the meeting to order at 6:00 PM.

2. Roll Call and Announce if quorum is present:

Carolina Martinez announced roll call & quorum was present.

3. Opening remarks:

Mr. Blackstone thanked everyone for coming out. He also thanked the EDC, all the city council members, the fire department and police department for all showing up and really helping out in the trunk or treat. Stated they had a good supporting cast from our city there and was nice to see everybody working together. Mr. Blackstone also stated that they had quite a few things on the agenda and asked that the audience members reserve questions and comments until the end during open forum. He stated the Mary was not able to attend so some items may have to be tabled on the financials if there were any questions.

4. Consider and Act upon approving items 5 & 6.

5. Approving City financials for October 2022.

Mrs. Hunter asked about the liability insurance and how often it is paid. Mr. Blackstone stated he believed it was quarterly. Mr. Blackstone stated the state's share of fines was quarterly as well and that's why on the balance sheet it was off on the you are only see a month worth of income but a quarterly amount of expense for the state share of fines. Mr. Skender and Mr. Blackstone asked if the Axon expense listed was quarterly as well. Chief Portillo stated it was a yearly expense. Mr. Skender stated that he had questions in regards to the Office Depot expense and that he would email Mary for clarification. Mr. Castleberry

asked if anything was going to change by asking, Mr. Blackstone said it would not. Mr. Castleberry suggested to go a head and approve the financials and then just get clarification from Mary later. GeoJan Hunter made a motion to approve the October 2022 financials with the questions to be answered by the City Secretary. Marquise Castleberry second the motion. Motion carries.

6. Approving meeting minutes for October 10, 2022 Council Meeting.

Chuck Jones made a motion to approve the meeting minutes for the October 10, 2022 Council Meeting. GeoJan Hunter second the motion. Motion carries.

7. Consider and Act upon lifting the burn ban for Coffee City.

Chuck Jones made a motion to lift the burn ban for Coffee City. GeoJan Hunter second the motion. Motion carries.

8. Consider and Act upon changing the City's bid process for City projects from three bids to two bids.

Mr. Blackstone stated that the reason for this was because he had been trying for months to get a third bid for trees and every company, he has called has not returned his call. He stated he had two bids and that both are fairly comparable to each other so he felt they're good reputable bids. He stated that they had the same issue with lawn maintenance and that's why it took so long with get someone. Mr. Castleberry asked if this was for just the trees or for all projects. Mr. Blackstone said it would be for all due to the labor shortage at the moment. Chuck Jones made a motion to change the city's bid process from three bids to two bids. Marquis Castleberry second the motion. Motion carries.

9. Consider and Act upon approving a bid for cleaning submitted by Maria Cruz.

Mr. Blackstone stated that Maria Cruz had spoken with Mary. He stated that Mary isn't here and she knows all the details about it but basically, she'll come in and clean for \$60.00 a week and the community center on an as needed basis. He also stated that we haven't had anybody cleaning since the previous cleaning person was let go. Mr. Jones asked if she would be cleaning once a week and Mr. Blackstone confirmed. Mr. Jones asked if she was going to supply the cleaning supplies and Mr. Blackstone stated that would be a question to clarify with Mary but he doubts it and that we probably would have to make sure that she has what she needs for cleaning, especially at that price.

Mrs. Hunter asked if they were going to offset the payment for the community center. Mr. Blackstone stated that was something that would need to put on another agenda as far as possibly adding an extra additional cleaning fee to the community center because with COVID restrictions and other things, he felt that just requiring the renters to clean up after themselves may not be meeting sanitation requirements that need to be met. Mr. Castleberry asked what the deposition was. Mr. Blackstone stated he believed it was \$100.00 and Chief Portillo confirmed that it was. Mr. Blackstone stated that the contract was amended it would need to add a non refundable sanitation or sterilization type cleaning fee. GeoJan Hunter made a motion to approve the bid for cleaning services from Maria Cruz for \$60 weekly for City Hall and then \$100 for the community center as needed. Keith Skender second the motion. Motion carries.

10. Discuss, Consider and Act upon the development of a Resolution outlining the governance, procedures and policies of the impound program/asset forfeiture account.

Mrs. Hunter stated the first page was the general order and that she had sent it over to Police Chief because it was taken from another entity and she had gone through and did minor names change and that some on the yellow that lead to be worked out by the chief as far as whether or not these things are applicable. Chief Portillo confirmed that it was. Mrs. Hunter stated that this was for their impoundment for failure to maintain financial responsibility. Mr. Castleberry asked for explanation to them and the public of what is financial responsibility verification is. Chief Portillo explained that they pull over and they don't have the required insurance for their vehicles. Chief Portillo stated that just because they don't have insurance doesn't mean the car is going to be towed, but if they go to do the check on the driver's license and they have more than one previous citation or conviction for no insurance is when the vehicle will be towed. GeoJan Hunter made a motion to act upon the development outlining the governance procedures and policies of the impound program/asset forfeiture account based on this general order by the Coffee City Police Department impound for failure to maintain financial responsibility and asset.

Marquis Castleberry second the motion. Motion carries.

11. Discuss, Consider and Act upon the development of a Resolution outlining the governance, polices and procedures for applying for Departmental Grants.

Mr. Castleberry asked if they had two different resolutions for this, Mrs. Hunter confirmed that they did. She stated that one was for what the city wants to happen and what it says is that we want grant applications to be made to support various departments but we also recognize the need for the city council and the mayor to review, approve and monitor all applications for the grant funding that re made on behalf of the city. She stated this was a resolution outlining what we want to happy a policy or procedure, the process and that before any grants are applied for that they need to be authorized and approved council. Mr. Blackstone asked if this would be for all grants or just grants that require the city to match funds. Mr. Skender stated that he felt it was best to have a second set of eyes look over a grant and regardless if it's a matching grant or not, he would still like to know and the council approve it before anybody applies for a gran on the city's behalf. Marquis Castleberry made a motion to act upon the development of a resolution outlining the governance, polices and procedures for applying for departmental grants. GeoJan Hunter seconds the motion. Motion carries.

12. Fire Dept. Report:

Mr. Blackstone stated the Fire Chief could not attend the meeting and he would read the report. Stated that they had 29 calls for service for October.

13. Police Dept. Report:

Chief Portillo stated that they made contact with 944 people from the city. They had 6 felony arrest, sexual assault of a child. 9 impounds and 9 other arrest that included possession of marijuana. He stated they had 787 traffic stops and 362 of those were citations. Chief Portillo reported vehicles repairs and that the department had two new officer's sworn in. GeoJan Hunter asked Chief Portillo is there was a reason why officer's weren't being sworn in at council meeting anymore. Chief Portillo explained the TCOLE has changed their system and once paperwork is done and background investigations, he had 10 days to get them into his roster otherwise he would have to start all over.

14. Municipal Court Report:

Mary McDonald could not attend the meeting so Mr. Blackstone read the fines collected report on her behalf.

15. EDC Report:

Tom McBride gave the EDC report. He stated that the last month the EDC had approved the resolution for the Highsaw Trail property located at Highsaw Trail and FM 3506 that will be closed on later this month on the 28th. He stated he had checked with TML regarding property insurance because they had to get that through the city and the TML property coverage documents excludes land coverage, there's no buildings on it so they will need to buy property insurance on it. Mr. McBride discussed the trunk or treat and the Christmas market that had taken place.

Mr. McBride stated they were collection the required documents on the third-party financing from government capital on the next piece of property they're looking at at FM 3506 and HWY 155. Mr. McBride discussed the next steps in the purchase of the properties and what would be brought before the council next month.

16. Open Forum:

- Open Forum is limited to items currently on the agenda.
- Speakers must sign in 5 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

Tim Casey and Jimmy Roberson signed in for open forum.

Stated they had been working with Chris Moore on this before the council came out and looked at the area he is talking about. They discussed needing council approval for easement revision on their property. Mr. Blackstone stated they it would be placed on the next meeting agenda to approve.

17. Adjournment: GeoJan Hunter mad a motion to adjourn the meeting at 6:58 P.M. Chuck Jones second the motion. Motion carries, meeting adjourned at 6:58 P.M.


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, Section 551.071 (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 Cod, including, but not limited to, Section 321.3022 (Sales Tax Information).

CERTIFICATION

I CERTIFY THAT A COPY OF THE MONDAY, NOVEMBER 14, 2022, CITY COUNCIL MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND THE CITY WEBSITE ON THURSDAY, NOVEMBER 10, 2022 BY 5:00 PM.



JEFF BLACKSTONE
MAYOR PRO-TEM



CITY SECRETARY
MARY MCDONALD