**CITY OF COFFEE CITY**

**COUNCIL MEETING AGENDA**

**MINUTES**

**7019 Pleasant Ridge Rd.**

**Coffee City, Texas 75763**

**June 14, 2021**

NOTICE IS HEREBY GIVEN OF A MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **MONDAY JUNE 14, 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.

**Council Members**

Frank Serrato – Mayor (P) Riley Standifer – Mayor Pro Tem (P)

Chuck Jones Place 1 (P) Marquis Castleberry Place 2 (P)

Kevin Swanson Place 3 (P) Ray Ver Hey Place 5 (A)

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

1. **Call to Order: *Mayor Serrato called the meeting to order at 6:02PM***
2. **Roll Call and announce if quorum is present: *City Secretary Nanette Moss called roll at 6:02 the Councilman that were present at the time, Councilman Jones, Councilman Castleberry, the Mayor waited a few minutes for other Councilman to attend. The second roll called was taken @ 6:11 PM, all Councilman were present with the absenteeism of Councilman Ray Ver Hey.***
3. **Opening Remarks: Welcome to the City Council Meeting of Coffee City**

1. **Consider and Act upon Consent Items: 5,6**
2. **Approve the Minutes from the City Council Meeting(s): on May 10, 2021 / Special Called Meeting May 28, 2021:**
3. **Approve City Financials: May 2021.: *Mayor Pro Tem Standifer made a motion to accept Items 5 & 6 with Councilman Castleberry seconded the motion passed.***
4. **Consider and Act Upon: Approving the EDC Bylaws: *Councilman Swanson made a motion to accept the EDC By Laws as written, with Mayor Pro Tem Standifer seconded the motion passed.***
5. **Consider and Act Upon: Approving the EDC’s FY 2021-2022 Budget: *Mayor Serrato recommended that the Council accept this Budget with the amendment of the office supply section, with the amount being higher than the $300. that was stated. Councilman Jones asked about the $3K amount under Office Equipment, EDC President, Pam Drost explained that this amount was for the purchase of a New Computer, a Laptop Computer as well as another device to for the recording of the EDC Meetings. Mayor Serrato stated that the EDC now has his old office at City Hall for their security needs. Councilman Jones asked about the Sign Master – Maintenance $2,400.00 if this was for the EDC two information signs, Ms. GeoJan Wright Hunter stated Yes. Councilman Jones also asked about the Legal fee’s asking if they voted on getting an Attorney? Ms. Wright Hunter said yes, they did, she also stated that the EDC went with Attorney Mr. Nichols, from the Houston area. Councilman Jones asked about the Projects section Ms. GeoJan Wright explained each section; City/Community Center Improvements, Business Opportunity Funding, that if someone came to the EDC seeking help with a new business in the area, this is allocated in helping with that project. Venue and Events, for things like a festival, Public Safety, in helping with the Fire Dept. as well as the Police Dept. GeoJan explained there was no projects at this time that have been outlined, that they were very hopeful that in the near future this would happen, and any expenditures will still become before the Council once the EDC gets engaged with an entity. Mayor Serrato asked about the Alarm system amount for the EDC consideration on their half in the budget as well, Secretary N. Moss said the amount was $31.54 a month for the City’s alarm monitoring. Mayor Serrato asked that the EDC consider placing their part in their budget as well. Motion was made by Mayor Pro Tem to accept the EDC FY 2021-2022 Budget with changes, Councilman Swanson seconded the motion, the motion passed.***
6. **Consider and Act Upon: Approving Terry Cooper’s EDC Application: *GeoJan introduced Mr. Cooper as being a City Councilman as well in the past and that he was present this afternoon to answer any questions that the Council may have for him. Mr. Cooper came forward to the Council. Mr. Cooper stated that he was here to help out and that he had been here since 1996 and that he worked at Fat Dogs since, Councilman Jones asked Mr. Cooper if he was a good salesman, and Mr. Cooper stated that he would help any way he can to help bring businesses to the city, that he knew a lot of people in the area and that could help. Councilman Swanson made a motion to accept Mr. Cooper’s application to the EDC Board, Councilman Castleberry seconded the motion, motion passed.***
7. **Consider and Act Upon: Lake Palestine Church Contract: *Secretary Moss, asked that she explain the revisiting of this contract, Mayor Serrato gave permission, Ms. Moss stated that the last time this was reviewed there was questions about the appliance section by a Councilman, asking that it be re-written. The Church had gone back and revised the appliance section to the wording that was needed. Councilman Swanson made the motion to accept the Lake Palestine Church Lease Agreement, Mayor Pro Tem Standifer seconded the motion, motioned passed.***
8. **Consider and Act Upon: Placing a $500 spending cap for any department in the City, anything over $500. Needs prior approval through the Mayor/ City Secretary: *Councilman Jones asked if this was a per purchase cap? Mayor Serrato stated yes a per purchase, Councilman Swanson made the motion to accept a $500 spending cap per department at city hall per purchase without approval, anything over the cap would have to be approved either through the Mayor or City Secretary, Councilman Castleberry seconded the motion, motion passed.***
9. **Review: Traffic & Vehicle Ordinance # 20200810-002 that was never approved back in 2020. (*This Ordinance also concerns the Speed Limit Signage): Mayor asked that the Council go to page 6 where it shows the Specific Streets and the Speed Limits. He suggested 2 speed limit signs on Royal Forest Drive, one at each entry, 1 sign on Stevenson Road, CR 4218 with a dead-end sign, 1 sign on CR 4219 and a stop sign, 1 sign on CR 4223 along with a dead-end sign, 1 sign on Coffee Landing Road CR 4119 plus a new dead-end sign, 1 sign on Pine Street, 1 sign on Highsaw Trail. – Joni Harbert, asked that the signage on Stevenson Rd. be 25 for the fact that people are always going to be traveling at least 10 mph over anyway. Ms. Harbert stated that someone was going to get hurt with the traffic running up and down that road, she is asking this for the safety of the residents that walk and their grandchildren that play in that area as well. There was talk about a survey being taken by TEX – DOT on seeing what the speed limit should be. Councilman Swanson asked that this item be tabled until further review, Councilman Castleberry seconded the motion, motion passed that this item be tabled for further review.***
10. **Executive Session: Texas Gov’t Code 551.074;** *Personnel Matters; Closed Meeting; Fire Chief, Chris Moore, Court Clerk, Mary McDonald, City Secretary, Nanette Moss.* ***/ Mayor Serrato asked that this item be moved to the end of the meeting before the adjournment.***
11. **Discuss and Schedule: Final Budget Workshop: *Mayor Serrato discussed the Proposed Budget review that he would be asking a couple of Councilman to meet with him at a time to review the budget, and then meet with the other Councilmen at a different time that way their meetings would not be considered an official Council Meeting. Councilmen Swanson and Mayor Pro Tem stated that they could meet with the Mayor on Monday the 21, 2021 @ 11:30 AM for the discussion of the FY 2021-2022; Councilman Jones and Councilman Castleberry stated they could meet with the mayor at 4:45 PM Monday the 21st, for their Budget review time.***

**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)

***Joni Harbert signed up to speaking during the open forum time. Ms. Harbert stated that her concerns had been already addressed during the Traffic and Signage sections and that she appreciated all the Council was doing on trying to get the Speed Limit issue on Stevenson Road addressed and solved.***

1. **Mayor's Report: *Mayor Serrato gave his report on the Audit that had taken place last week, with David Godwin and his wife. Those things went well and that David had met with several Councilman on discussing the finding and explaining the Audit process that he would be doing for the city.***
2. **City Secretary's Report: *City Secretary Nanette Moss gave the Council an update on the Gutters being installed at City Hall, that Quality Seamless Gutters would be installing these either this weekend or next, they would be doing this work on the weekends so that no vehicles would be in the way of installation.***
3. **EDC Report: President Pam Drost explained that there had been some delay on some things since there had been members removed but she felt like those things were moving forward once again, she then announced the Board Members with EDC Positions: President Pam Drost, Vice President Vicki Castleberry, Secretary Jan Daughtery, Treasurer GeoJan Wright-Hunter. Ms. Wright-Hunter gave the treasurer’s report. GeoJan also said that after meeting with the Auditor last week it was his recommendation that the EDC provide the Council with a copy of their Bank Reconciliation as well as their Actual Bank Statements, that would close the loop on everyone’s responsibility for their physical management. Mayor Serrato asked who the signatures were for the EDC, Pam Drost, GeoJan Wright-Hunter and Jan Daughtery, names were given.**
4. **Municipal Court Report: *Mayor Serrato introduced the City Prosecutor Daniel Hunt, Mr. Hunt them gave the Court Report on having a hearing scheduled but through miscommunication that wasn’t able to happen but it was re-scheduled for a better time for all. Mr. Hunt also said that they had several cases coming up for hearings on the 28th, and the citizens were more than welcome to come sit in on one of the hearing to see exactly how they works, because it wasn’t anything you have seen on tv.***
5. **Police Report: *Chief Portillo gave the PD Report, CJIS Audit has ben completed and up to date, working to finalize Grant for equipment and vehicles. Working on COPS completion to hire more officers, #5 Officers sworn in. Equipment update, Unit 5 brakes, in car equipment serviced, DVR replaced in unit 5 @ no charge. Traffic Stops for the month 211 – Citations 164 – Warnings -55.***
6. **Fire Dept. Report: *Chief Moore stated that their department had a total of 31 calls for the month, medical calls 31, Unlock car 1, Fire Structure 2, Control Burn 1, Down Power Line 0, False Alarm 1, Accident 4, Canceled enroute 4, Vehicle Fire 1, Good intent 1, Water Search (asst Smith Co.) 1, No Response 1, Service other 1. New 700 Radio System coming on line county wide New 700 pager being issued.* SFFMA Annual Training June 24-27 SCBA Training June 26, TEEX July 25-30 ISO Test TBD.**

**Item # 13 was moved to here, Executive Session @ 6:59 PM**

**Council Meeting resumed to regular session @ 7:54 PM / No Actions taken in executive session.**

1. **Adjournment: councilman Swanson made motion to adjourn the meeting @ 7:55 PM Councilman Castleberry seconded, Motion passed.**

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 CERTIFY THAT A COPY OF THE MONDAY JUNE 14, 2021 CITY COUNCIL MEETING AGENDA OF ITEMS FOR CONSIDERATION BY THE COFFEE CITY, CITY COUNCIL WAS POSTED ON THE CITY HALL PUBLIC INFORMATION BOARD AND CITY WEBSITE ON FRIDAY, JUNE 11, 2021 AT 4PM.

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