**CITY OF COFFEE CITY**

**CITY COUNCIL MEETING**

**MINUTES**

**FEBRUARY 14, 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, FEBRUARY 14, 2022 AT 6:00 P.M., AT THE COFFEE CITY, CITY HALL 7019 CR 4217 / 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 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 Serrato called the meeting to order at 6 PM.
2. **Roll call and announce if quorum is present:** City Secretary, Nanette Moss called roll, with all Councilmen present, a quorum was determined to be present.
3. **Opening remarks:** Mayor Serrato welcomed everyone present to the meeting.
4. **Consider and Act upon: 5,6.** Councilman Jones had a question about the Special Events amount on the Profit & Loss statement, as well as what was the “Other” listed concerning? Nanette explained to Councilman Jones that this amount was for the Police Department’s annual officer meeting meals with Chief Portillo, the “other” was for the amount that was left over that had to be covered for the meals. As well as the reimbursement to the Mayor for the trip taken to Austin to pick up the PD Units. Also, for a Chief’s Class that was being paid for as well. Councilman Ver Hey made a motion to accept items 5 & 6 with a second from Councilman Jones, motion carried unanimously
5. **Approve: Meeting Minutes January Council Meeting**
6. **Approve: City Financials – January 2022**
7. **Mayor - EOW Badge Presentation: Lt. Wayne Frazier to Ms. Becky Henderson.** Mayor Serrato explained that this was an End of Watch presentation in honor of Lt. Wayne Frazier, to Ms. Becky Henderson. Mayor Serrato, after the Mayor gave a briefing on the work and commitment that Coffee City Police Department received from Lt. Frazier during his reserve time here with the City, he then presented Ms. Henderson with a Coffee City Police Badge that was printed with Lt. Wayne Frazier’s End of Watch date 11-23-2021.
8. **Police Report:** Mayor Serrato gave a brief explanation as to why the Police Dept. The Fire Dept. and the Municipal Court reports were moved up on the agenda, as the PD getting calls as well as the Fire Dept. the Court Clerk needing to be dismissed as well for her small children.

Chief Portillo spoke to say the PD had a total of 730 calls for service with 11 arrests and that all the arrests were paying off, in addition to Capitan Bryan Skero having a long history of working drug interdiction. Chief Portillo also stated that if you see him working with his Canine to please do not approach, as his Canine is a working dog. 597 traffic stops were made 394 citations with 200 warnings. Chief Portillo also mention that there had been some equipment that has been donated by a Police Dept. in Diboll for the Lights for the new units and these would be installed for nothing to the city. When these units get all equipped out then the Dept. will be needing Canine equipment for one of the units. He stated that the PD had one suicide and one found body in Highsaw, he advised that if the public knew the elderly in this area, then please check on them during the winter months especially, when you haven’t heard from them in a couple of days or so.

1. **Fire Dept Report:** Chief Chris Moore gave the Fire Dept. report, stating they had 32 calls for service, being 1 building fire, 10 grass fires, 12 medical calls, 1 boat call, 2 MVA, 1 false alarm, (control burn) 4 canceled en route. Chief Moore, said that the upcoming events that were planned are as follows: Belts & Hoses fishing tournament May 14th? Easter Egg Hunt April 14th, July 4th, TEEX July 17-22, course to be released in March, Fly In, Square Fair, waiting in UIL.
2. **Municipal Court Report:** Court Clerk Mary McDonald, introduced Tina Baker as a contract hire, after she had sat down with the Mayor & Mayor Pro-Tem Riley Standifer, she explained that she needed help with all the work coming in with the Police Dept. She explained that with Ms. Baker’s help this past week with answering the phones and making the citation folders that she was being able to catch up on things from the Judge coming in this past Friday. Ms. McDonald also stated that since Ms. Baker had been here her phone message volume has decreased as well. Mayor Serrato asked Ms. McDonald how many warrants were cleared for the month of January, she stated there were no warrants cleared. City Secretary Ms. Moss also explained that Ms. Baker had made well over 600 folders for citations since being here in a week.
3. **Discuss/Consider & Act Upon: Tabled Item #8 from Dec. Meeting / *Establishing a monetary fine amount for Vacation Rental Property Owners who are delinquent.*** – Mayor Serrato stated that the EDC had taken care of this item, on the penalty fee by going by what the City Ordinance states, by charging 15% for delinquent fees. Mayor Serrato asked this item be removed and non-acted upon.
4. **Consider & Act Upon: Tabled Item #9 from Dec. Meeting / *Forgiving of prior/past Hotel Occupancy Tax owed by Vacation Rental Property Owners who are delinquent. /***

**The previous discussion was to not Forgive / go back 2 yrs. prior.**  Mayor Serrato, once again stated that the EDC has handled this agenda item by following the ordinance, going back 2 years prior with no forgiveness. He asked that this item be removed and non-acted upon.

1. **Consider & Act Upon: Item # 13 was tabled for wanting more Bids for the construction on the Community Center. – *One BID has been obtained since the last meeting.***

Mayor Serrato, then presented the Council a Sealed Bid that had been presented to him, the Council reviewed this BID with questions from Councilman Ver Hey if the prior Bids that were presented where available for viewing, Secretary Moss stated that the Mayor had those Bids that they were not given to her after the January Council Meeting. Mayor Serrato explained that there was actually one proper bid that was presented and the other bid was just a written amount. Councilman Ver Hey stated that it still would be nice to be able to compare the prior bid to the bid that was being presented, he also stated his concerned for the Bid being honored for the pricing since it had been a month since being presented to the Council. Councilman Ver Hey also stated that this agenda item stated to be Considered and Acted Upon and he felt that would be difficult to do if they couldn’t remember what the other bid was. Councilman Ver Hey made a motion to table this item until the other bids could be brought back for the Council to review with the bids being honored past 30 days because of the building material pricing changes. Councilman Swanson seconded the motion, motion passed unanimously.

1. **Consider & Act Upon: Housing Ordinance */ This item has been tabled from the Nov. & Dec Meetings. Councilman Swanson suggested in Dec. Meeting to amend the Ordinance instead of Re-Writing.*** Councilman Swanson, stated that after further reviewing the current Housing Ordinance he felt that it just needed to stay written the way it was, and move forward with the discussion that was made about having a Code Enforcement officer review and then if needed the Council could re-write the Ordinance. Chief Portillo stated that the Code Enforcement Officer Ms. Suzanne Stewart would be here at the City on March 5th if the Council wanted to come up and visit with her on any of these ordinances, she had just completed the Abatement Class that was mentioned by the Mayor for her to take. Mayor Serrato asked the Council if they had any problem areas or concerned to email him and he could pass them on to the Code Enforcement Officer Ms. Stewart. Councilman Swanson made a motion for the Housing Ord. stay then same until further review with the code enforcement officer could take place, then make changes in need. Councilman Ver Hey seconded the motion, motion passed unanimously.
2. **Consider & Act Upon Revision of the Personnel Policy and Procedures Manuel */ Revision’s Pg. 22 Sec. 3-01 Probation Period from 6 mos. To 3 Mos. - Pg. 28 5-01 Holidays - Pg. 29 Sec. 5-02 Vacation Days - Pg. 35 Sec. 6-01 Business Hours – Pg. 36 # 19 Change from City Secretary to Mayor.*** *See old & revised copies.* Mayor Serrato and the Council walked through each item mentioned, Probation Period: Councilman Ver Hey asked what the reason for changes the probation period from 6 months to 3 months, it was explained that after 3 months if the employee hasn’t shown progression of the job, then 6 months wouldn’t be helpful either as well as saving the city money the employee has to be released from the job, instead of waiting 6 months to do so. Holidays: were discussed as the difference in the old and the new, Councilman Ver Hey asked if these holidays coincided with other entity’s our counties, Secretary Moss, stated that these were the same holidays that were being recognized through out the County of Henderson. Councilman Castleberry stated that the only question that he had was concerning the Christmas Eve, holiday, that if it fell on a Sunday then what day would be taken, with Christmas being on a Monday, Secretary Moss, then read item 2 under the holiday policy stating that if the holiday falls on a Saturday, the preceding Friday shall be observed, and if the holiday falls on a Sunday then the holiday is to be observed on a Monday, in this instance if Christmas Eve fell on a Sunday then no extra day would be observed with Christmas being on a Monday. Councilman Jones asked what the change was from the old holiday schedule? It was discussed that MLK Day was added, Presidents Day, and Columbus Day. Secretary Moss stated that these holidays had already been approved that the Council was just updating the Policy Book. Vacation Days: from 6 days to 5 from 12 days to 10 from 18 days to 15 days. Per year of service. Attendance/Time Sheets: business hours changed from 9 to 5 – to 8 to 5. Councilman Ver Hey asked if the Office would be opened during the lunch hour, having the lunches staggered? Mayor Serrato stated yes that will an extra hired person if approved then that person would go to lunch from 12-12:30 and then Nanette & Mary between 12:30-1:30. Under Work Standards: changing the item number 19. Reading from: Any reason or no reason as deemed appropriate by the City Secretary Department and/or the City Secretary, to read: ANY REASON OR NO REASON DEEMED APPROPRIATE BY THE MAYOR. Councilman Swanson made the motion to accept the changes to the Policy and Procedure manual, Mayor Pro-Tem Standifer seconded the motion, motion carried unanimously.
3. **Consider & Act Upon: Adopting Resolution 2022-01 Opioid Settlement (Endo); (TEVA)** *See Resolution.* Councilman Swanson made the motion to accept the Opioid Settlement resolutions as stated, with a second by Councilman Ver Hey, Motion passed unanimously*.*
4. **Consider & Act Upon: Adjustments to property line boundaries and approval of new surveys for Justin Liedtke and Raymond Ver Hey on Pine Street, to add additional property as per discussed in person with City Fire Chief and Mayor.** Copy of the property plat was provide for reviewing, there was discussion on how the boundaries came together, Councilman Ver Hey explained that the reasoning was for Mr. Liedtke to be able to build a new home on this piece of property. Councilman Swanson made the motion to accept the plat as provided with a second from Mayor Pro-Tem Standifer, vote carried as follows, Councilman Castleberry (Yes) Councilman Jones (Yes) Councilman Ver Hey refrained from voting since this partially about his property as well. Motion Passed unanimously.
5. **Consider & Act Upon: Discussing Eminent Domain rules and regulations with the City Attorney and see what’s involved or allowed to be done.** Councilman Ver Hey, stated that he would volunteer to speak to the City Attorney, so that if the city wanted to move forward, they would know the outlying reasons on what was allowed and what wasn’t allowed. Councilman Castleberry asked if was pertaining to any particular properties? Councilman Ver Hey stated not at this moment. Mayor Serrato asked Councilman Ver Hey to keep him informed on the information that was received from the attorney. Councilman Swanson made the motion to allow Councilman Ver Hey to make contact with the City Attorney on the Eminent Domain rules and regulations Seconded by Mayor Pro Tem Standifer, motion carried unanimously.
6. **Consider & Act Upon: Amending the City Budget for new hire salary, (Assistant for the Court Clerk/City Secretary.) $6,552.00** Mayor Serrato, stated if she was to be approved then the budget would need to be amended to the $6,522.00. Councilman Castleberry asked if this was for the hiring of Tina? Mayor Serrato stated yes. Mayor Serrato stated that this would cover her part time on an hourly basis, for the remaining of the fiscal year. Councilman Swanson asked if this should be placed in Executive Session under Personnel Issues? Mayor Serrato stated no that she was being paid as contract labor right now, Councilman Swanson stated it doesn’t matter she was working here, wasn’t she? He also added that she was here last week when he came by to sign some paperwork for the City Secretary, so wouldn’t that be considered the city paying her? Mayor Serrato stated that she was just being paid contract labor right now, Councilman Swanson stated that the city ws still paying her right? Councilman Swanson asked the Mayor who authorized her to work here? The Mayor stated that he did, just like he authorizes all contract workers to work here at the City. Councilman Swanson pointed out that the Council ws supposed to be the ones to be approved before anyone was to go to work for the city. Mayor stated no, not on contract labor, Councilman Swanson asked was he sure about that? Councilman Swanson gave examples of the lawn guy cutting the lawn being approved as well as the cleaning lady being approved. Councilman Swanson stated that he didn’t understand how she was approved to work here at the City without the Councils approval like all other contract labor that the city has hired going before the Council first. Councilman Swanson concerns was that someone was hired without the knowing or approval by the Council. Mayor Serrato stated that he wasn’t going to call him every time someone needed to be hired for contact labor prior to them working. Mayor Pro Tem made the motion to amend the budget to accommodate the new hire hourly salary as part time. Councilman Ver Hey asked where the funds coming from for this budget amendment? Mayor Serrato stated that there was money set aside for this in the general fund, was that right Ms. Pam? Ms. Pam stated that it all comes from the general fund, that if they looked at their budget, in which she stated she was sure they had not done, right now that the city was $440K to the good, and she based that on solely what the Police Dept has brought in. But there was also a lot coming out of it as well. But yes, the city certainly has the money to hire someone, in her opinion. Councilman Castleberry asked if it was unethical based on contract or permanent to hire Tina without the Councils consent? Mayor Serrato stated no. Councilman Castleberry just reviewed his understanding of what was being asked of the Council, on amending the budget if the Council decided to Hire Tina Baker part time. Mayor Serrato said yes that was correct. Councilman Jones asked what the 6,552.00 covered as in her salary situation? Mayor Serrato explained that it would cover the remainder of the fiscal year for her part time salary at $12.00 an hour. Mayor Serrato said in which was 30 hours a week. Chief Portillo asked to speak stating that the Court was overwhelmed, and the files that were seen in the room was because of what the police dept. was doing, Ms. Mary can’t handle it, by herself. He said that he receives calls all hours of the night asking how to take care of tickets? Since Ms. Baker has started with the city, the phone call volume on his phone has decreased. Chief Portillo stated in his opinion, that as the city is growing should the staff as well. Chief Portillo stated that 400 agencies in this region and Coffee City was ranked 9, that includes the surrounding counties. The only one’s that beat Coffee City was Smith County, Cherokee County, Rusk County, the city out did Henderson County, these agencies have full staff and we only have 2 ladies and now a third helping. This is why for his well being and his sleep he asked that Council to approve the budget amendment for her hiring. GeoJan Hunter spoke her opinion and the agenda process of the hiring of the parttime help should have come before the amendment of the budget for her salary. Mayor Serrato stated that in defense of that he stated that it she was hired and the council didn’t approve mending the budget then we city couldn’t pay her, GeoJan Hunter stated you will have to pay her anyway if she was approved to be hired, without amending the budget. Pam Drost stated that she would think that the Council would give the Mayor the lead way to handle a situation between council meetings and if there is an emergency situation and this wasn’t the case, and it was pretty hard on Mary, it would be fine for the Mayor to handle a situation at hand. And now that the Mayor has tried helping with the situation, he’s asking for the councils help, but if the council doesn’t approve it then she will go away. Councilman Swanson stated that in the future he would ask if the Mayor had to make a spur of the moment decision, then he asked that the Mayor at least send the Council an email advising them of the situation, instead of the Council walking in City Hall and seeing a new person working and not being advised about the hire. Mayor Pro Tem Standifer stated that he knew about. Councilman Swanson stated well your Pro Tem and your phone works just like mine does. Mayor stated that he has called Councilman Swanson sometimes and he didn’t answer. Discussions was made about the full-time hours being 30 hrs. was considered full time per the IRS. It was also asked how many hours would the new hire be working? Mayor Serrato stated that she would be working 30 per week. It was agreed that Tina would be working 29 hours to keep from being considered full-time. Councilman Ver Hey stated that he wanted to make a motion on the discussion of 29 hours for the new hire and the budget being amended to document that, Mayor stated that there was already a motion on the table, just was needing a second, Councilman Ver Hey stated that he would not second the original motion made because it was based on full time hours not part time hours. Councilman Ver Hey stated that he would second the motion that the agenda item stated was to amend the budget for the new hire. Motion carried unanimously.
7. **Consider & Act Upon: New Hire starting on February 21, 2022.** Councilman Ver Hey made the motion to go ahead and hire Ms. Bake for the part-time position that was being needed. Seconded by Mayor Pro Tem Standifer, Motion carried unanimously.
8. **Consider & Act Upon: Purchasing Portable Radios (4) $8,283.00) for the Police Dept.**  *See Attached* – Mayor Serrato asked the Court Clerk Ms. McDonald about the judge still wanting to purchase two radios for the Court Bailiff’s and was that still the case and where was the update on that? Ms. McDonald stated that the Judge was waiting on an email from Chief requesting that these 2 radios be purchased for the Court Bailiff’s. Mayor Serrato stated that the quote that the council was looking at now from Harris Radios would actual be cut in half of the 8,283.00 amount, that these are for portable handheld radios. Councilman Castleberry asked what budget would this purchase be coming from the Police budget or the city budget? It was explained that it would be coming from the city budget. Councilman Swanson made a motion to purchase the portable radios (4), seconded by Councilman Castleberry, motion carried unanimously.
9. **Consider & Act Upon: The City paying for Councilman Castleberry taking the QuickBooks Class. With the City Employees, (Court Clerk, Mary McDonald & City Secretary, Nanette Moss), Mayor Serrato & New Hire (*$2,100.00.)*** Mayor Serrato explained that the new hire would be paying for this class herself, and once her probation period ended then the city would reimburse her for this class. Discussion was made about the Fire Chief attending this class as well, that he would be paying himself for this class, not the city. Councilman Castleberry discussed about this being brought up at last months meeting about who ever signs checks needed to be taking this class. Mayor Serrato stated that Mr. Swanson wasn’t able to attend this class, so that is why Councilman Castleberry was being asked to attend. Councilman Castleberry expressed his concerns how it was his understanding that the persons signing checks needed to take this class, but it made no difference to him. Councilman Ver Hey made the motion for the city to pay for Councilman Castleberry QuickBooks class along with the city employees, so this class could take place. Seconded by Councilman Swanson, motion carried unanimously.
10. **Consider & Act Upon: Resolution for Police Department JAG Grant $171,892.00.** City Secretary Nanette, gave the statistics on this grant, explaining the grant benefits and what all was being covered, and how this resolution was being needed so the grant could be considered further. She stated that there would be no City matching share, covered certified police officer, a k9 kennel for a patrol unit, a k9 accessories, 10 body cams, citation software, mobile computers. Secretary also explained that his grant would probably not be available until September/ October when it would be awarded to the police dept. Chief Portillo explained that this grant would re-pay the city for the purchases of the equipment that was being asked to buy. Councilman Swanson made the motion to accept the JAGG Grant resolution, seconded by Councilman Ver Hey, motion passed unanimously.
11. **Consider & Act Upon: Using Capt. Brian Skero Canine “Grimm” for the Coffee City Police Dept.** Capt. Skero, explained that Grimm had 4 actual working years, and that he was 5 years old. Councilman Swanson asked if he was a dual trained canine? Capt. Skero stated yes, for tracking, apprehension and narcotics. Capt. Skero gave a history on his work with Grimm from when he worked in Harris County and all the accomplishments Grimm had made with seizing property and drugs. Capt. Skero also stated that Grimm actually belong to Canine Officers.org and that he was a 15-thousand-dollar dog, he also stated that Grimm is an All-Black Shepherd. Mayor Serrato asked Capt. Skero about the care for the dog as in vaccinations etc. Skero stated that normally the vets could do comp worming’s and vaccinations, but yes, he had been shot, and it ended up being an emergency situation and the county took care of that since the dog was being on duty under Harris County when the incident occurred. Councilman Jones stated that everyone sees folks come and go through the police dept, and asked Capt. Skero if he was full time and did, he resides here? Skero stated yes, he was full time and no he lived in Houston. Councilman Jones asked how often would he be patrolling? Skero stated the same 3 – 4 days a week. Mayor Pro Tem Standifer made the motion to accept Canine Grimm into our police dept. operations under the direction of his handler Capt. Skero. Seconded by Councilman Swanson, motion passed unanimously.
12. **Consider & Act Upon: Purchasing a Dog Kennel, for a Police Dept. Unit.**  Council discussed the many options that Capt. Skero had brought forward to them, and what the federal law required for the Canine Units. There was discussion on this purchase being reimbursed through the JAGG Grant as well, Chief Portillo stated yes. The question was asked that this unit would be used in one of the Tahoe’s that was obtained through DPS? Chief Portillo stated yes. For clarification this until is called a Canine insert, not a Dog Kennel. Councilman Swanson made the motion to accept the purchasing of the Canine Insert with the add-ons that include, the Platform $2520.00 Cool Guard $1361.00 Door Popper $347.00 Alert Pager $440.00 for a total of 4,668.00. Seconded by Mayor Pro Tem Standifer, motion carried unanimously.
13. **Consider & Act Upon: Changing the Part Time Police Officers (32 hours) to Full Time Status without benefits. –**  The Employment Law states that you do not have to offer full time benefits if you do not have 50 employees, the city does not have 50 employees. If the employees are working full time you have to at least offer the benefits, was stated by a citizen attending the meeting. Mayor Serrato stated that yes, they would be offered but the employees would also agree to deny the benefits, and a denial form would be obtained and held in their files. Chief Portillo stated that all his officers agreed not to have benefits available. Councilman Swanson made the motion to change the part time officer to full time officers without benefits. Seconded by Councilman Castleberry, motion carried unanimously.
14. **Discuss: TEXAS BIT STATEMENT for materials purchased for oil sand.** – The mayor asked Fire Chief Moore about the statement. The statement from Tex Bit was for the repairs on Stephenson Road that had been approved months ago, the mayor had this confuse with the materials that we have stored behind city hall and was wondering why we had to pay for these materials. This item was scratched from the agenda with no further discussion needed.
15. **Consider & Act Upon: City Employees (Non-Law Enforcement Personnel) to carry a firearm on City Property.** Councilman Castleberry asked what the purpose for this? Mayor Serrato asked Secretary Nanette to explain this, Nanette the purpose for this request was for the fact that Mary and herself and now Ms. Baker was in the office a lot without police presents, and that there were times that when the public comes in to do business with the court, it would be questionable if that person was safe to be around. Councilman Swanson, stated he has had this discussion with Ms. Nanette before about the ladies being here by their selves and at one time, he had come to City Hall and the door was locked. Councilman Swanson stated that he didn’t have a problem with this if someone that was carrying the firearm held a concealed license. Ms. Nanette stated that she was licensed and there was a copy of her concealed license in her employee folder. Councilman Castleberry stated that is what he was going to ask next if someone here in the office was licensed to carry. Councilman Ver Hey stated that he didn’t feel that it made a difference anyway because the city wasn’t wanding anyone that came in to the council meetings anyway and how did the public know if anyone was carrying a gun at this particular moment anyway. Mayor Serrato stated that the reason for that was they couldn’t find the wand. GeoJan asked Nanette if she had check into the lability with TML on this situation? Nanette stated no she had not. Councilman Swanson suggested have the city draw up a waiver and have it signed by the employee that they could not hold the city liable for any accidents. Mayor suggested that this item be tabled until it could be looked into further as in a waiver being signed. Councilman Ver Hey agreed, until more research could be done. Councilman Swanson made the motion to table this item until more information could be obtained on carrying a fire arm in the city by non-law enforcement employees. Seconded by Councilman Castleberry, motion carried unanimously.

**Open Forum:** - GeoJan Wright-Hunter signed to speak during Open Forum, Mayor Serrato asked her to speak. Ms. Hunter stated that she wanted to re-visit the discussion on signage that was needed in the Highsaw addition. She stated that there was Stop Signs still being needed on streets on Lakewood & Pinedale, a street sign on Duval, and a speed limit sign that was approved. Fire Chief Moore state that he had evaluated the signage issue, and these are the signs that needed to either be replaced or new ordered. Duval and Highsaw – Simms – Lounette/Duval at the 3-way intersection a 25-mph sign, but the council has not approved these signs as of date. The mayor advised to order a 25-mph sign for the entrance. Councilman Swanson suggested a Children at Play sign being placed as well, the one that was there was unreadable. Mayor advised the Fire Chief to order the signs that were needed for the street and 1 speed limit sign and 1 children at play sign, all to be placed in the Highsaw Addition.

Mayor Serrato acknowledged a couple of gentlemen in the audience about wanting to speak in open forum. One gentleman stated that they had questions about how to go about the property line area that was his front yard belonging to the City. On Pine Street and he was wondering how he could go about getting something done about this like Councilman Ver Hey done. Councilman Ver Her stated that they would need to get with Fire Chief Moore and get him to go look at it and then hire a surveyor to come and draw the plans for approval. Fire Chief Moore stated that if would get with him he could help with this property line issue.

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

1. **Mayor’s Report:** Mayor Serrato informed the public that Ms. Kay Raven passed away last week. Mayor Serrato stated to the council that he wanted to apologize for not informing them about the new hire prior to the meeting.
2. **City Secretary’s Report:** Secretary Nanette Moss spoke to say that she had been working on several grants at one time, 2 grants for the PD 1 grant for the Broadband and 2 Opioid Settlements for the city, these are very consuming with all the reading detail that needed to be done. Mayor Serrato also mentioned about the Broadband Grant that Secretary Moss would be doing a mass mail out explaining the grant and how we can help the citizens with their internet services in this area. Ms. Moss also mentioned that she had been working with the EDC on the Hotel Occupancy Tax documents that the city was responsible for.
3. **EDC Report:** Ms. Pam Drost gave the EDC Report on at their last meeting they had a presentation from Joshua Trees, he was the new owner of the “T”’s and “Foot’s” Liquor store property. He owns a Christmas Light Business as well a Christmas Light installation business. He has 86 locations across the US. He also stated that he would continue to grow his business but to also utilize these two building on bring new business to the City of Coffee City, Ideas where a boat and ski rental business, a drive through Coffee Shop, a seasonal Christmas Store and a walk-through Christmas experience, a food trailer court, and having a gaming spot such as corn hole, horseshoes and washers etc. and possibly a stage for live entertainment. The EDC is working on a policy for a grant to be able to Grant money out for these types of projects. They are plagiarizing the Grant that the Athens EDC has in place but toning it to the City of Coffee City’s needs. Ms. Drost stated that they are making progress on the VRBO’s on collecting the back revenue that is owed by some that have not been keep their H.O. Tax up to date with the city, she stated that they just collected 3,300.00 dollars just today on one that should have been paying all along, and also, they have been working with the newer one’s that have came into the city. Ms. Drost also mentioned that the EDC has not heard anything back from Jack Shepherd, in regarding his project on Kilo Park, he has not returned her phone calls or her texts.
4. **Executive Session: Gov’t Code 551.074 *(Personnel Matters) Nanette Moss; Mary McDonald; Fire Chief Chris Moore; Police Chief JohnJay Portillo; New Hire Tina Baker*** – Called at 8:03 PM.
5. **Reconvene from Executive Session: State Time / Any Decisions to be notated** Time Returned at 8:56 PM stating there was no action taken.
6. **Adjournment:** Councilman Swanson made the motion to adjourn, with a second by Councilman Ver Hey, the meeting was adjourned at 8:57 PM.

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 CERTIFIY THAT A COPY OF MONDAY, FEBRUARY 14, 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, FEBRUAR 11, 2022.**

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**MAYOR – FRANK SERRATO CITY SECRTARY – NANETTE MOSS**