



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
March 11, 2024 @ 6 pm
7019 Pleasant Ridge Rd
Coffee City, TX 75763

NOTICE IS HEREBY GIVEN OF A COUNCIL MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **MONDAY, MARCH 11, 2024, at 6:00 PM AT THE COFFEE CITY, CITY HALL, 7019 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 PURSANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551, OF THE TEXAS GOVERNMENT CODE.

Council Members

Jeff Blackstone – Mayor (P)

Carrie Ousley - Place 3 (P)

Ruthie Seward - Place 1 (P)

Keith Skender - Place 4 (A)

Marquis Castleberry – Mayor Pro-Tem (P)

Ollie Harmon - Place 5 (P)

1. Call Meeting to Order:

Jeff Blackstone called the meeting to order at 6:03 PM.

2. Roll Call and Announce if quorum is present:

Mary McDonald announced roll call & a quorum was present. Alderman Keith Skender was absent.

3. Opening remarks:

Jeff Blackstone stated that there were a few items go cover tonight and they would get started by approving items 5 & 6 the February 2024 financials and the February 12, 2024 meeting minutes.

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

Carrie Ousley made a motion to approve the city financials for February 2024 and the meeting minutes for the February 12, 2024 council meeting. Ollie Harmon seconds the motion. Motion carries.

5. Approving City financials for February 2024.

Ruthie Seward asked about Evan's Air expense for \$1,143.12. Mary McDonald explained that it was for motor replacement and cleaning on the front unit. Mr. Blackstone stated that it was causing a burning smell so it was shut off before it caused a fire and then about two weeks later the back unit went completely out and has to be replaced.

6. Approving meeting minutes for the February 12, 2024 Council Meeting.

7. Consider and Act upon accepting the resignation of Alderman Keith Skender.

Mr. Blackstone stated that during the last meeting Mr. Skender stated that he would be resigning and he had submitted his formal resignation to the city. Carrie Ousley made a motion to accept the resignation of Alderman Keith Skender. Ruthie Seward seconds the motion. Motion carries.

8. Consider and Act upon removing Keith Skender from all signature cards for accounts at Austin

Bank.

Ollie Harmon made a motion to remove Keith Skender from all signature cards for accounts at Austin Bank. Carrie Ousley seconds the motion. Motion carries.

9. Consider and Act upon adding one other Council member to the signature cards at Austin Bank.

Mr. Blackstone stated that Marquis and himself are currently on to sign and the other person would just be an alternate in case they were not available to sign. Carrie Ousley made a motion to add Ruthie Seward to all signature cards at Austin Bank. Marquis Castleberry seconds the motion. Motion carries.

10. Consider and Act upon accepting applications for Place 4 on City Council, term ending December 2025.

Ollie Harmon made a motion to accept applications for Place 4 on City Council, term ending December 2025. Ruthie Seward seconds the motion. Motion carries.

11. Consider and Act upon approving one bid for new AC unit in the Court Room area.

Mr. Blackstone stated that Evan's Air submitted 3 different bids with the first bid being the Deluxe at \$13,467.00 and that he believes that would be too large for the amount of area that it's needed for. He stated that the basic 2.5 Ton at the amount of \$10,590.00. The next was the economy system at \$9,166.00. Mrs. Seward stated that the bid from Action Tech didn't give much description as far as unit size and it's for \$6,763.00.

Mr. Castleberry stated that the bid from Handy Manny's does list a description of exactly what will need to be replaced and the amount is \$7,500.00.

Mrs. Ousley asked if anyone has ever used any of the companies and Mrs. Seward stated that she has used Handy Manny's. Mr. Blackstone stated that he was familiar with action tech as they mainly do new installs on rental properties. Mrs. Ousley stated that she likes the bid from Handy Manny's.

Carrie Ousley made a motion to accept the bid from Handy Manny's in the amount of \$7,500.00. Marquis Castleberry seconds the motion. Motion carries.

12. Consider and Act upon approving one bid for tree trimming on Pleasant Ridge Rd & Stevenson Rd.

Mr. Blackstone stated that he would really like to table the item after review the bids because there was not a lot of description on them and the prices have big differences. He stated that he would like to reach out to the 3 companies and asked that they come back out and go over what exactly needs to be done and that he also didn't have them look at Coffee Landing Rd. and there are a few trees there that need to come down.

Ruthie Seward made a motion to table item #12. Ollie Harmon seconds the motion. Motion carries.

13. Fire Department Report:

Chief Bill Johnston gave the fire report. He discussed the 13 calls for service they received. He also stated that the fire department would be holding an Easter Egg Hunt on March 30th. Mr. Blackstone asked for a copy of a flyer so that copies could be made to hand out to the schools and churches in the area.

14. Municipal Court Report:

Mary McDonald gave the court report and reported that for the month of February a total of \$31,846.98 was collected. \$6,856.33 of it would be sent to the state and \$18,627.95 would go to the General Fund. Carrie Ousley asked why the income was so much more than the last 3 months. Mary McDonald stated that usually around this time each year when people receive their tax returns they start paying off any outstanding cases they have.

15. EDC Report:

Vicki Castleberry gave the EDC report. She reported that the EDC is assisting the fire department with the Belts and Hoses Tournament with a donation of around \$4,000.00. She stated that discussed trying to schedule a meeting with the sheriff department and some council members to discuss options on enforcing city ordinances. She stated that they are still working on the welcome signs, strip center logo and waiting on response from the City's attorney regarding moving forward with the gifted property.

She stated that the EDC donated to the Lake Palestine Resort for their Texas Independent firework show in the amount of \$500.00. She discussed that the EDC approving granting Kilo's liquor the grant funding again in the amount of \$10,000.00 but that they had agreed to do a beginning partial payment then give the rest upon completion of the project. Mrs. Seward asked if the money was returned to the EDC that was granted before and Mrs. Castleberry confirmed that it was and that now he was applying again. She then moved to stated they accepted a resignation of member Jan Daughtery and terminated Sandrew Ellis for excessive absenteeism.

16. Consider and Act upon the dismissal of Sandrew Ellis from the EDC board due to excessive absenteeism.

Ruthie Seward made a motion to dismiss Sandrew Ellis from the EDC board due to excessive absenteeism. Ollie Harmon seconds the motion. Motion carries.

17. Consider and Act upon approving the grant award to Kilo's liquor in the amount of \$10,000.00 for Façade Replacement.

Carrie Ousley made a motion to approve granting Kilo's liquor the grant award in the amount of \$10,000.00 for façade replacement. Marquis Castleberry seconds the motion. Motion carries.

18. Consider and Act upon the EDC contracting GeoJan Hunter at \$25.00/Hr to assist with report filing.

Mrs. Castleberry stated these would be all required reports that have to be filed with the state and no one on the EDC board is familiar with the reports or the process. Mr. Blackstone asked how many reports they would need assistance with and an estimated time it would take for them. Mrs. Castleberry stated that each report was different and the first report she helped with took about an hour and half and she stated that she had another report due in April & July. Mr. Blackstone stated that he sounded like maybe just a couple hours per report and Mrs. Castleberry confirmed that it would be at most 10 hours but she doesn't believe it would even reach that amount of time. Ruthie Seward made a motion to approving the EDC to contract GeoJan Hunter at \$25.00/Hr to assist with report filing. Ollie Harmon seconds the motion. Motion carries.

19. Discuss, Consider and Act upon appointing a 2nd council member to sit on the EDC board as needed in the absence of an EDC board member to conduct business for voting purposes.

Mrs. Castleberry stated the reason for this request was due to recently losing two members and being in the process of trying to have new members join the board and they need to try to prevent coming to a standstill until someone new joins the board. Mrs. Ousley asked if this would be temporary and Mrs. Castleberry stated that it could be just temporary until the EDC is able to recruit at least two new members.

Ruthie Seward made a motion to appoint Ollie Harmon to the EDC board. Marquis Castleberry seconds the motion. Motion carries.

20. 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

Brian Smale spoke during open forum. Mr. Smale started by stating the federal law has changed and the 14.3 SR that was on the bids is too low for the HVAC system and he stated that if they wanted another bid he has someone he could recommend. He stated that pertaining to item # 8 Keith Skender resignation and since he is not present he would request a copy of his resignation letter. He then stated that he is trying to find out about the city's 2022-2023 budget and if there are any remaining council members on the board that approved that budget. Mr. Castleberry stated that he was on council at that time. Mr. Smale then stated that this was third meeting he has attended since September 2023 and that he has never seen the city's attorney,

Robert Davis attend any of these meetings. He continued to state that he has a public information request that is outstanding by 75 days and he has not received a response and his request was submitted to the city secretary and then to Robert Davis and he was told that it wasn't a report that could be ran and separated the way he wanted. He stated that this information was long past due and asked that this information be passed to Robert Davis or he will have to escalate it to taking it to the state. He stated that back in 2018 when he had requested the same information someone that was in the office was able to provide him with it from the Office of Court Administration so he was asking the council assistance in the matter and that he was wondering with Keith's Skenders resignation if that was somehow tied to that now that he's no longer on the council, there was nobody on council that approved the 2022-2023 budget that effectively authorized the now defunded police department to write quota illegally. He then stated that's all and he appreciated the assistance.

Mr. Blackstone stated that he didn't have answers to those but he is aware of them and he had seen that the request had been submitted to the attorney. He stated that he doesn't have that information himself and that Mary had submitted what she had. Mr. Smale then stated that that was true and he had spoken with Mary and from there he sent his request to Robert Davis for the Office of Court Administration reports.

21. Adjournment:

Ruthie Seward made a motion to adjourn the meeting. Carrie Ousley seconds the motion. Meeting adjourned at 6:45 PM.

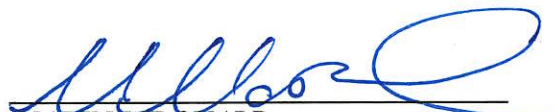
The City Council of the City of Coffee City reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Section 551.071 (Deliberation about Gifts 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, MARCH 11, 2024, CITY COUNCIL MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND CITY WEBSITE ON FRIDAY, MARCH 8, 2024 BY 5:00 PM.



JEFF BLACKSTONE
MAYOR



MARY MCDONALD
CITY SECRETARY