



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**  
**February 12, 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, FEBRUARY 12, 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 PURSUANT 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 (A)

Keith Skender - Place 4 (P)

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 PM.*

**2. Roll Call and Announce if quorum is present:**

*Mary McDonald announced roll call and that a quorum was present. Ruthie Seward was absent.*

**3. Opening remarks:**

**a. Recycling Bin**

**b. Spring Cleanup Scheduled for April 13, 2024**

*Jeff Blackstone talked about possibly having to remove the recycling bin due to people putting items in that are not allowed and the city is being charged for that. He stated that they would like into putting up signs. He then stated that the spring clean up is scheduled for the weekend of April 13<sup>th</sup> and there will be 3 bins at city hall and one down at the corner of highsaw and 3506.*

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

*Keith Skender made a motion to accept the city financials for January 2024 and the meeting minutes for the January 8, 2024 council meeting. Carrie Ousley seconds the motion. Motion carries.*

**5. Approving City financials for January 2024.**

*Carrie Ousley asked about a payment for \$9,000 and Mary McDonald responded that it was to the EDC for sales tax and that it was much higher due to it being a payment for December and January.*

**6. Approving meeting minutes for the January 8, 2024 Council Meeting.**

**7. Consider and Act upon getting a credit card for the City.**

*Mr. Blackstone stated the next to items needing approval is something the city needs to have due to some payments requiring card payments only and all the new authentication requirements that require text messages to be sent to a phone in order to log into an account. He stated that was an issue we were having with the city's domain; we couldn't gain access to it due to a text and email code being sent to something that we no longer have access to. He also stated that having a cell phone would help when the internet goes down, we would have the cell phone to use because when that happens the phones are down as well and no way for anyone to get a hold of city hall.*

*Ollie Harmon made a motion to approve the city getting a credit card. Carrie Ousley seconds the motion. Motion carries.*

**8. Consider and Act upon having a cell phone for City Hall.**

*Carrie Ousley made a motion to approve a cell phone for City Hall. Keith Skender seconds the motion. Motion carries.*

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

*Item moved for next month meeting due to not receiving all the bids.*

**10. Consider and Act upon appointing William Johnston as Fire Chief for Coffee City Fire Department.**

*Mr. Blackstone stated that the fire department unanimously voted to have Mr. Johnston become the next fire chief and the council has to vote to accept the recommendation by the fire department. Marquis Castleberry made a motion to appoint William Johnston as Fire Chief for the Coffee City Fire Department. Carrie Ousley seconds the motion. Motion carries. Oath of Office was done by Mary McDonald.*

**11. Fire Department Report:**

*Bill Johnston gave the fire report. He reported the department had a total of 25 calls and presented the breakdown of those calls.*

**12. Municipal Court Report:**

*Mary McDonald gave the court report. She reported that a total of \$16,615.34 was collected by the court which \$3,449.26 was state portion and \$8,746.10 went to the general fund.*

**13. EDC Report:**

*Vicki Castleberry gave the EDC report. She reported the deed for the gifted property was filed with the county clerk's office. She next stated that they had review the resume of Officer Morgan Rollins and the EDC agreed to retain him for services regarding the city ordinances upon council approval. She stated that they had approved a bid for the signs and they have provided the council with the 2 bids they received for them to review and approve next.*

**14. Discuss, Consider & Act upon approving the bid from Lyon Landscaping Company for the construction of two "Welcome to Coffee City" signs.**

*Vicki Castleberry stated that the EDC already approve the bid from Lyon Landscaping was looking for the council to approve it as well. Laney Lyon with Lyon Landscaping spoke to the council regarding her bid and provided details of what the bid included. Mr. Blackstone asked if the \$24,000 bid included both signed or was it for each and Ms. Lyon confirmed that it was for both signs. Mr. Blackstone stated that he felt there were still lots of questions that need to be addressed before be able to approve a bid at that amount. He stated that they needed to know exactly where the second sign would be located, have approval from TXDOT and would like to have a photo attached to the bid showing exactly what it would look like. Carrie Ousley stated that she would like to see bids for stone vs brick. Mr. Blackstone stated that maybe they should try to get one other bid because the 2 that they have gotten was so different in the amount that it would be nice to see one from someone else. Mrs. Castleberry asked that they council email her their questions that they have regarding the signs so that she could gather those answers for them and they are able to move forward with approving a bid for the signs. Marquis Castleberry made a motion to table the item until more information is gathered. Ollie Harmon seconds the motion. Motion carries.*

**15. 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](mailto:citysecretary@cityofcoffeecity.com)*

*No one spoke during open forum.*

**16. Executive Session: Gov't Code 551.074 – Personnel Matters (City Secretary, Mary McDonald and Court Assistant, Carolina Martinez)**

*Mr. Blackstone stated that they would now go into executive session under government code 551.074 regarding personnel matters. Executive session called at 6:27 PM.*

**17. Reconvene from Executive Session: (state time and any action taken).**

*Reconvened from executive session at 6:33 PM. Mr. Blackstone stated that they discussed moving the court clerk to part time due to the lack of workload due to not having a police department. Carrie Ousley made a motion to move Carolina Martinez from full time to part time employee. Ollie Harmon seconds the motion. Motion carries.*

*Before adjourning the meeting Keith Skender stated that he was letting council know that he will be resigning from his place on council due to work and not being able to dedicate the time that is needed.*

**18. Adjournment:**

*Keith Skender made a motion to adjourn the meeting. Carrie Ousley seconds the motion. Motion carries. Meeting adjourned at 6:37 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, FEBRUARY 12, 2024, CITY COUNCIL MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND ELECTRONIC SIGNS LOCATED AT FM 3506 & PLEASANT RIDGE RD/HWY 155 ON FRIDAY, FEBRUARY 9, 2024 BY 5:00 PM.

  
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**JEFF BLACKSTONE**  
MAYOR

  
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**MARY MCDONALD**  
CITY SECRETARY