

**CITY OF COFFEE CITY**  
**COUNCIL MEETING MINUTES**  
**AGENDA**  
**7019 Pleasant Ridge Rd.**  
**Coffee City, Texas 75763**  
**February 08, 2021**

NOTICE IS HEREBY GIVEN OF A MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **Monday February 08, 2021 AT 6:00 P.M., 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.

**THIS MEETING WILL BE OPEN TO THE PUBLIC, SOCIAL DISTANCING WILL BE OBSERVED DURING THIS MEETING.**

**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 6pm.*

**2. Roll Call and announce if quorum is present.**

*Roll call was taken by Nanette Moss, all council were present a quorum was determined.*

**3. Opening Remarks: Welcome to the City Council Meeting of Coffee City Texas.**

*Mayor Serrato welcomed everyone to the meeting.*

**4. Consider and Act upon Consent Items: 5,6,7.**

*Motion was made by Mayor Pro Tem Standifer to accept item 4 the motion was seconded by Councilman Swanson; motion carried unanimously.*

**5. Approve the Minutes from the Special City Council Meeting on January 26, 2021 as written.**

**6. Approve the Minutes from the City Council Meeting on January 11,2021 as written.**

**7. Approve City Financials for January 2021.**

**8. Consider and Act upon: Appointing Reserve Police Officers**

- Diana Bonilla
- Aaron Poole II (not present)
- Mageli Lopez
- Karina Richards
- Christie Crocker

*Councilman Swanson made the motion to accept the appointment of Diana Bonilla, Maglei Lopez, Karina Richards, Christie Crocker, Aaron Poole II was not present. Mayor Pro Tem Standifer seconded the motion, the motion passed unanimously.*

**9. Swear in newly appointed:**

- *Diana Bonilla – Reserve Police Officer*
- *Aaron Poole II – Reserve Police Officer (Not Present)*
- *Mageli Lopez – Reserve Police Officer*
- *Karina Richards – Reserve Police Officer*
- *Christie Crocker – Reserve Police Officer*

*Ms. Sandy Atteberry administered their oath of office, all officers were sworn in.*

**10. Executive Session: Local Government Code 551.074 (Personnel Matters).**

- Employee Mary McDonald
- Review the resignation of Doug Davis
- Advise Council with reasons for the termination of Shellena Bivens on December 28, 2020. (Policy Violations)

*Mayor Serrato Called the Executive Meeting at 6:10pm*

**11. Re-convene the Meeting**

*Mayor Serrato called the meeting back to order at 7:25pm.*

**12. Consider and Act upon: Results of Executive Meeting.**

*Councilman Swanson made the motion for no action to be taken from the executive meeting, Mayor Pro Tem Standifer seconded the motion, motion carried unanimously.*

**13. Consider and Act upon: Removing Doug Davis and Shellena Bivens from the City's bank accounts and keep (Shellena Bivens) on EDC account.**

*Mayor Serrato explained to the Council that there was 40 thousand dollars in City payables that needed to be taken care of at this time. Councilman Swanson made the motion to remove Doug Davis as well as Shellena Bivens from the bank accounts, with consideration of keeping Ms. Bivens on the EDC Account, Councilman Castleberry seconded the motion. Motion carried unanimously.*

**14. Consider and Act upon: The appointment of Judge Alan Rich for the Municipal Judge Position.**

*Mayor Pro Tem Standifer made the motion to accept the appointment of Judge Alan Rich as the Municipal Judge for Coffee City, Councilman Swanson seconded the motion, vote was taken,*

*Councilman Castleberry (Y) Councilman Swanson (Y) Councilman Ver Hey (Y) Councilman Jones (N)  
Mayor Pro Tem Standifer (Y) Motion passed.*

**15. Tabled from January 11, 2021 Council Meeting:**

**Consider and Act upon Renewing the Maintenance Contract with Joey Ridgle's Septic Service (Expires 03/07/2021).**

*Mayor Pro Tem made the motion to accept the yearly contract from Joey Ridgle's Septic service, Councilman Ver Hey seconded the motion, motion carried unanimously.*

**16. Tabled from January 11, 2021 Meeting: The appointment of Frank Serrato as a Reserve Police Officer for the City of Coffee City Police Department.**

**Consider and Act upon: Accepting the Resolution 21.003 (see Resolution attached) to allow members of the governing body of the City of Coffee City to volunteer for any organization that protects the Health, Safety, or Welfare of the City.**

*Mayor Pro Tem Standifer expressed his concerns about appointing the Mayor as a Reserve Officer with the Coffee City Police Dept. stating that he felt that the Mayors position was a full-time job, and that is where the City needed him most. Councilman Swanson made the motion to deny the Resolution to accept the appointment of Mayor Serrato for a Reserve Officer for the City, Seconded by Councilman Jones, Motion passed unanimously.*

**17. Tabled from January 20, 2021: Government Code 551.089 and Government Code 2059.001-153 Texas Computer Network Security Systems**

**Consider and Act upon: Naming one of the two businesses; Complete Business Services (CBS) Mark Guthrie or Cenergy Technology – Dave Pickens (See Attached for both business quotes)**

*Mayor Serrato introduced Kevin Wellman with Complete Business Services (CBS) and spoke about Mr. Dave Pickens with Cenergy Network Systems, advised the council that both businesses had submitted quotes for the City's Network Security System. Mayor Serrato opened the floor for the Councilmen to ask any questions they may have for Mr. Wellman. Questions were asked with discussion. Councilman Ver Hey made the motion to accept the quote from CBS for the City's Computer Network Security System, Councilman Swanson seconded the motion. Motion carried unanimously.*

**18. Consider and Act upon: Naming another council member to the bank signatory cards. The auditor's suggestion was to limit the signing of the checks by the same employee that, enters the checks into the payable, generated the checks, or balances the bank statement. Due to limited number of employees, it is the Mayor's recommendation that another Council member be a signatory.**

*This action had already taken place at a prior Council Meeting, the following members are listed as signatories from the previous meeting. Mayor Pro Tem Riley Standifer, Mayor Frank Serrato, Councilman Kevin Swanson.*

**19. Consider and Act upon: Appointment Mr. Tom McBride to the EDC as a director.**

*Councilman Castleberry asked what the overall policy was for the EDC for the appointment of the Directors of their board? Jim Beggerly spoke to say, The State Status states that the EDC has to bring the nominated member to the council for approval of their position. Councilman Castleberry asked Mr. Beggerly if the EDC could bring to the council's attention about a nomination before there was to be a vote on the nominated person, so that the council had time to review the nominated candidate before the vote. Mr. Beggerly agreed that from thence forward that the EDC would bring a nominated candidate to the council before a vote was to be taken in a council meeting. Councilman Castleberry then asked what the EDC's procedures were on getting the nominations for a seat on the board of directors, what was the EDC process? Mr. Beggerly then said that the EDC has to rely on postings, one which was signage and that one of the signs was out of commission at this time, the other was the City's website and since the resignation of the City Secretary there had not been any help with getting the information on the website. Councilman Swanson made the motion to accept Tom McBride to the EDC Board as a Director, Councilman Jones seconded the motion, vote was Councilman Jones (Y) Councilman Swanson (Y) Mayor Pro Tem Standifer (Y) Councilman Ver Hey (sustained) Councilman Castleberry (Objected). Motion Passed.*

**20. 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)*

*There were 3 signatures on the Open Forum sign in sheet (1) GeoJan Wright Hunter- GeoJan spoke about EDC concerns (2) Jim Beggerly Spoke about EDC concerns (3) Vicky Castleberry expressed her thoughts on how the EDC goes about their board of directors' appointments. – Each person was given allotted time to speak, their concerns.*

**21. Mayor's Report.** – *Mention the Section 5-02 Paid Time Off being revised. (in Council Packet)*

*Mayor Serrato explained to the meeting body that he was learning how to be a mayor and how the laws worked to help the city, he appreciated the patient of the council as well as the citizens of the Coffee City Community.*

**22. City Secretary's Report. (Nothing to report at this time).**

**23. EDC Report. Also see attached EDC Check Register and Minutes**

*Mr. Beggerly stated that the Mayor had asked him to have the EDC report given on any items that needed to be placed on the agenda to the Councilman at least 2 weeks prior to a Council Meeting so that all Councilman had time to review before any consideration or action could be taken on a EDC request. The treasurer report was given by the EDC Treasurer Sandy Atteberry, the EDC meeting minutes were attached to the councilman's packets for review.*

**24. Municipal Court Report. (Nothing to report at this time).**

**25. Police Report**

*Chief Administrator Alisha Tobey, gave a report on the Police units, that there was working being done as in some wiring issues, for the radars and radios. Remotes for the radars are needing to be replaced as the remoted that are in the units do not work with the police departments radars. Tobey also said that the department now has 12 officers 1 part time and 11 reserve officers at this time, with more interviews coming up in the next couple of weeks. Police Report was attached to council packet for more information. Service calls included # 75 for information # 1 for a fire dept notification # 1 Abandoned Vehicle # 1 Disturbance # 1 Property Recovery # 2 Service # 2 Road Hazards # 1 Suspicious Vehicle # 1 Suspicious Activity #3 Animal Calls # 2 Theft # 1 Impoundment # 2 Follow ups # 1 Speeding # 1 Illegal Dumping Reports.*

**26. Fire Dept. Report**

*Chief Moore discussed the culvert issue that was needed on Stephenson Road, he had a quote from Keith Bristow on a 43' of 16" pipe @ \$16.00 per foot Total estimate \$688.00. Chief Moore also gave his monthly report the department had 7 medical calls 4 accident calls 3 calls canceled 3 fire calls 3 utility calls 2 public service calls 1 control burn call Total calls for the month of January #23. Chief Moore also advised the fire department had Jaws training on the 16<sup>th</sup> of January as well as EVOC training on the 23<sup>rd</sup> of January. Upcoming training on February 27, 2021 CPR Training March 27, 2021 First Aid and Blood-borne pathogens training.*

**27. Adjournment.**

*Mayor Serrato called for a motion to adjourn the meeting at 8:36pm Councilman Swanson made the motion to adjourn with a second by Mayor Pro Tem Standifer, motion passed unanimously.*

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Frank Serrato - Mayor

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Mary McDonald – Coffee City Court Clerk