

City of Coffee City
Special Called Council Meeting Agenda
January 26, 2021

NOTICE IS HEREBY GIVEN OF A MEETING OF THE CITY COUNCIL OF COFFEE CITY TO BE HELD ON TUESDAY, JANUARY 26, 2021 AT 4:30 PM IN 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.

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

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

1. Call to Order

Mayor Frank Serrato called the meeting to order at 4:30pm.

2. Roll Call and announce if quorum is present:

C. Jones (present) M. Castleberry (absent) R. Standifer (present) K. Swanson (present) R. Ver Hey (present).

Nanette Moss confirmed there was a quorum present.

3. Consider and Act upon naming another signatory to the City Bank Accounts.

Mayor Serrato stated that the current signatures that are on the banking account is former employee Shellena Bivens along with former Mayor Pro Tem, Phil Rutledge, as well as the new Mayor Pro Tem, Riley Standifer, and himself Mayor Frank Serrato that was approved at a previous council meeting. Mayor Serrato then said, he needed to find someone else and asked for recommendations from the council. Ray Ver Hey asked who was the council supposed to be picking from? The Mayor then said, it typically is a council member and preferably one that lives in a close proximity of the City Hall, and who had the more flexible hours so that the checks could get signed when needed. Ray Ver Hey, then asked was that the only people that they could recommend was a council member and the Mayor asked did he have any other suggestions? Ver Hey said no, that he just didn't know the protocol on nominating a signatory, or was it a common practice to have someone from the office at City Hall to sign? The Mayor stated that the City didn't have a secretary at this time. Councilman Swanson stated that he would recommend himself as a signatory on the bank accounts. Councilman Swanson then said that it would have to be in the afternoons for him to be able to sign until he could retire. Councilman Swanson also said that if someone could advise him if he was needed to sign something that was needed immediately that morning or a day ahead of time that would work as well. Councilman Swanson made a motion to nominate himself as a signatory on the City bank accounts, the motion was seconded by Mayor Pro Tem Riley Standifer, a vote was taken with the councilman present, motion passed unanimously.

4. Consider and Act upon removing Phil Rutledge, and Shellena Bivens from City Bank Account with the exception of the EDC Account.

Mayor Serrato said that he had spoken to Phil Rutledge this week and he said that Phil wasn't willing to stay on the signatory card and would only sign payroll checks so that the employees would get paid but, he would not sign any payable checks. Mayor Serrato explained that there were about 6 to 7 payables that were needed to be paid at this time but were not late as of now, just so everyone was informed.

Mayor Pro Tem Riley Standifer stated that the Mayor and himself could sign these checks, the Mayor then informed the council that even though he was previously approved to be able to sign, that this could not take place until Shellena Bivens and Phil Rutledge was removed from the signatory card. Councilman Jones asked if this was something that the council was waiting on from the bank? Mayor Serrato then said no, the bank was waiting on them to have the signatures from Shellena Bivens and Phil Rutledge removed before any action of adding him or another councilman to the signatory card for the City. Councilman Swanson then asked if Bivens and Rutledge had to sign in order for the Mayor to be added on the signatory card? Mayor Serrato said no, we need a motion and a vote to have S. Bivens and P. Rutledge removed from the account except for the EDC account for S. Bivens, then once approved the mayor would take the minutes to the bank and they could be removed. Mayor Pro Tem Standifer, himself (Mayor Serrato) and Councilman Kevin Swanson could be added to the account signature card for the City.

Councilman Swanson made a motion that former signees, Shellena Bivens and Phil Rutledge be removed from the banking signature cards, Councilman Chuck Jones interrupted Councilman Swanson saying that the council had already tabled the Shellena Bivens interest in a prior council meeting and this business could not be discussed at this time. Mayor Serrato said that was fine if that's the way the council wanted to handle it, but the payables that were due would be late as for the fact there was no one able or willing to sign the checks at this time. Mayor Pro Tem Standifer said that technically Shellena Bivens was still an employee with the city and the council could not ask for her to be removed from the signatory card. Councilman Swanson, asked what exactly was tabled from the last meeting and if there was an agenda from that meeting available for review, Councilman Ray Ver Hey said that he had his copy and that # 8 item was an executive meeting about personnel matters pertaining to Shellena Bivens (Tabled) and that # 10 was about the removal of Shellena Bivens signature from the bank account other than the EDC (Tabled). Mayor Serrato said yes that # 10 item was tabled and that was what this special called meeting today was for. The removal of Shellena Bivens and Phil Rutledge's signatures.

Mayor Pro Tem Standifer stated that as far as he was concerned that Shellena Bivens was still an employee of the City, the Mayor stated no she was not.

Councilman Ver Hey suggested to move forward the council could have S. Bivens removed and later placed back on the signee card at the bank. That if the councils needed to do that at this time in order for the payables to get paid that's what he (Ver Hey) needed to be done.

Mayor Serrato asked Councilman Jones what he meant by tabling the discussion on this item, and explained once again that this was a special meeting called for that tabled item from back at the last council meeting on January 11th, 2021.

Mayor Pro Tem Standifer stated that as far as he was concerned that Shellena Bivens could still sign a check today.

Councilman Ver Hey said at the January 11, 2021 meeting the council said they would have an executive session at the next council meeting, from it being tabled at the last council meeting.

