

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

May 11, 2020

The City Council of Coffee City, Special Council Meeting was held on May 11, 2020, convened in at the Coffee City Community Center, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

GeoJan Wright, Mayor (Present)	Douglas Davis, City Secretary (Present)
Phil Rutledge, Mayor Pro-Tern (Present)	Shellena Bivens, Municipal Court Judge (Present)
Don Weaver, Alderman (Present)	Chris Moore, Fire Chief (Present)
Riley Standifer, Alderman (Present)	Frank Serrato, Interim Police Chief (Present)
Marquis Castleberry, Alderman (Present)	
Edward McDaniel (Present)	

1. Call to Order.

Mayor Wright called the meeting to order at 6:00 pm

2. Pledge of Allegiance. *The pledge was not preformed.*

3. Invocation. *Mayor Wright led the invocation.*

4. Roll Call and announce if quorum is present.

The roll was called by the City Secretary. A quorum was present.

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

6. Consider and Act upon Consent Items: 7, 8, 9, 10, 11, 12, 13, and 14.

Councilman Weaver made a motion to approve consent items 7, 8, 9, 10, 11, 13, and 14. Councilman Weaver objected to approving item 12, the April 2020 EDC meeting minutes. He stated that there were questions raised about the meeting minutes by Mayor Wright, and Councilman Weaver wanted the parties involved in the areas in question to be available to answer said questions. Mayor Pro Tem Rutledge seconded the motion. A vote was taken and was unanimous.

7. Approve the Minutes from the City Council Meeting on March 09, 2020 as written.

8. Approve the Minutes from the Emergency City Council Meeting on March 26, 2020 as written.

9. Approve the Minutes from the City Council Meeting on April 13, 2020 as written.

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10. Approve the city check register for the month of March 2020.

11. Approve the city check register for the month of April 2020.

12. Approve the EDC Minutes for March and April 2020.

Councilman Weaver made a motion to table the approval of the minutes for the April 2020 EDC meeting, until the people involved with questions pertaining to the minutes, are available to answer the questions.

13. Approve the EDC HOT account check register for March and April 2020.

14. Approve the EDC general account check register for March and April 2020.

15. Open Forum:

There will be no Open Forum Due to the Governors mandated social distancing requirements. Any person wishing to submit questions to the council can e-mail the questions to the City Secretary at citysecretary@cityofcoffeecity.com

Mayor Wright asked if there had been any questions submitted. The City Secretary stated that there had not been any questions submitted.

16. Mayor's Report:

- **3rd Quarter 2020 Budget Review Questions**

Mayor Wright stated that the quarterly review information had been given to the council in the last meeting, and asked if the council had any questions. Mayor Pro Tem Rutledge stated that under TVEC Income the budget suggested forty-nine thousand dollars income. He stated that it was a mistake because we typically get one check from TVEC a year, and it should be around thirteen thousand dollars. The Mayor said that she would correct the mistake. Mayor Pro Tem Rutledge stated that nCourt was the old court collection software, and for the past nine months we have collected fifty-nine hundred dollars, and that is probably all we would get. Judge Bivens stated that nCourt is a credit card processing company, and we are still getting payments through them. Mayor Pro Tem Rutledge stated that we might get a thousand dollars in the next three months, not seventeen thousand. The Mayor stated that she would correct that error. The Mayor stated that in January there shows to be a loss, and that is because the Judge makes quarterly payments in one quarter that are for a previous quarter. She went on to say that we are trying to show that more real time. She stated that overall, she believed we were in good shape. She asked if anyone saw a need to amend this budget, other than the corrections previously identified. No further questions were presented.

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- **COVID-19 Update**

The Mayor stated that as of the start of the meeting there were forty-five positive cases of COVID-19 in Henderson County. She went on to say that she had not received any notifications that any of those cases were in the city of Coffee City. We are still taking our precautions, and every time we have an update, the web site is updated.

- **Resignation of Police Chief James Kirkham**

Mayor Wright said that Police Chief James Kirkham had resigned. She stated that he had given some notice a few weeks ago that he had a position he was interested in, that would benefit his family. She stated that she had been working with Lieutenant Serrato to take the necessary security measures.

- **Entertain recommendations for an interim Police Chief.**

Mayor Wright stated that she would like to give the council the opportunity to name an interim police chief.

17. EDC Report

Sandy Atteberry stated that the EDC had agreed donating money to the Belts, and Hoses tournament. She stated that they had reduced the price for the sale of the Lake Palestine Center to \$220,000.00. The Fire Chief stated that the new price had been posted on the electronic sign. She stated that they were working on H&R Blocks lease agreement. She stated that the rod and real repair shop was on hold. She said that there had been nine qualifying tournaments held by the Lake Palestine Resort, and that \$1,800.00 in prize money had been handed out.

18. Municipal Court Report (March and April)

Judge Bivens stated that for the month of March 2020, there were 173 new cases filed, 23 were satisfied by drivers safety, 26 were satisfied by deferred disposition, 5 by proof of insurance, 7 were satisfied by community service, 9 were satisfied by jail credit, and 3 indigency cases were dismissed for \$ 1,002.00. There was \$37,101.00 in fines collected, and \$17,771.00 was collected by GHS. A transfer to the General Fund of \$19,451.00 was done.

Judge Bivens stated that for the month of April 2020, there were 173 new cases filed. 24 cases were satisfied by driver's safety course, 11 were satisfied with deferred disposition, 1 case satisfied by proof of insurance, 4 cases were appealed to county court, 2 cases were satisfied by community service, 1 case was satisfied by jail credit, and there were no indigency cases. Warrant officer Cintron cleared 10 outstanding warrants. There was \$24,344.00 in total fines collected, of that \$8,780.00 was collected by GHS. The monthly transfer to the General Fund was \$8,168.00.

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19. Police Report (March and April)

**COFFEE CITY POLICE DEPARTMENT MONTHLY REPORT
APRIL 2020**

In the month of April, 2020, the Coffee City Police Department had 61 calls for service and /or officer-initiated activities.

Accident: 1	Funeral Escort:	Road hazard: 2
Runaway:	Fire:	Shots Fired:
Alarm: 1	Follow up: 6	Stolen Vehicle:
Animal: 2	Illegally Parked Vehicles:	Suspicious Activity: 1
Assault: 1	Information: 2	Suspicious Person: 1
Burglary: 1	Loose livestock:	Suspicious Vehicle: 2
Civil Matter: 1	Lost Child:	Terroristic Threat:
Criminal Mischief:	Lost Property:	Theft: 3
Criminal Trespass:	Boat Sank:	Unlawful carrying of weapon:
Code Enforcement:	Medical Services:	Vehicle Impound: 6
Code clean up:	Missing Person:	Warrant Service:
Code in Progress:	Motorist Assist: 3	Welfare Check:
Disturbance:	Nuisance ordinance violation:	Harassment:
Death/Homicide:	Possession of Controlled Sub:	911 Hang Up:
D.W.I: 1	Public Intoxication:	Bomb Threat:
Evading:	Possession of Marijuana:	Open Door:
Fake ID:	Reckless Driver: 2	Distress:
911 Hang Up:	Child Endangerment:	Burglary of a Vehicle:
Dog Bite:	Welfare Check: 3	Burglary in Progress:
Suicidal Person:	Lost Property:	Call for an E.M.S.:
Reports: 5	Sexual Assault:	Found Property:
Misdemeanor Arrest: 2	Overdose:	Unresponsive Person:
Felony Arrest: 2	Child Abduction:	Burglary in Progress:
Of those 4 arrest a total of 9 warrants	Supplement Report:	Attempted Warrant Served:
Open Door: 2	Suicide Attempt:	CPS Info:

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Noise Complaint: 1	Drugs Found on Traffic: 3	Grant Searches: 3
Illegal Dumping: 1	Vehicle in Water: 1	Tango Tango Radio: 1
Lost Property: 1		Dept. Of Defense: 1
Counterfeit Money: 1		Motorola: 1
Agency Assist: 14	Warrant Service:	Translator: 2
Suspicious Person:	Disturbance:	CPS Assist:
Arrest: 3	Fire:	Unresponsive Person:
Welfare Check:	Information:	Accident:
Traffic Stop: 2	Medical: 4	Vehicle Searches: 1
Stolen Vehicle: 2	D.W.I.:	

The Coffee City Police Department currently has 3 Full time officers, 12 Reserve Police Officers. During the month of April, the officers combined did 37 hours of training`.

Lt. Frank Serrato Full Time	Matthew Lopez: 16	Edgar Clayton: 10
Cody Welch: Full time	Alisha Saxon: 91	Erik Johnson:
Chief James Kirkham: Full Time	Michael Green: 8	
Toshia Hume: 8	Lt. Wayne Frazier:	Cedric Watson: 10
Joseph Cintron: 20	Peyton Robinson:	

April, 2020: The Coffee City Police Department had a total of 291 traffic stops and of those traffic stops 138 citations were issued totaling 195 violations and 217 warnings.

CITATIONS:		
Allowing Unlicensed Driver to Drive:	Failed to Stop at Designated Point:	Speeding 1-10 mph: 7
Defective Equipment: 3	Failed to Dim Headlights: 1	Speeding 11-20 mph: 87
Driving While License Invalid: 7	Failed to YIELD Right of Emergency Vehicle: 7	Speeding 21+ mph: 12

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Driving on turn lane:	Fictitious Plates:	Passing in no Passing Zone:
Disregard Stop Sign: 4	Failed to Display Driver License:	Operating Golf Cart:
Driver License Restrictions: 1	Littering: 1	Unrestraint Child: 3
Drug Paraphernalia:	No Insurance: 13	Window Tint: 3
Expired Driver License: 3	No License Plate light: 1	Displayed Improper License Plate: 1
Expired MVR: 5	No Rear License Plate:	Improper MVR Displayed:
Fail to Change Address on Driver's License:	No Seat Belt: 1	Following to Close:
Failed to Control Speed:	No Front License Plate: 1	Possession of Paraphernalia: 6
Failure to Display Registration:	No Driver's License: 9	Failed to Maintain Single Lane:
Failed to Signal Turn: 1	Open Container:	No Trailer Lights:
Failed to Signal Lane Change:	Obscured License Plate: 1	Unregistered Trailer:
Failure to Display MVR:	Public Intoxication:	Blue Headlights:
Failure to Display Driver License:	Displayed Altered License Plate:	Displayed Improper License Plates:
Driving on Left Lane Without Passing:	Criminal Trespass:	Minor in Possession: 2
Minor in Consumption:	Unsecured Load:	Displayed Wrong MVR:
Obscured View:	Driving Without Lights:	Displayed Expired License Plate:
Unsafe Lane Change:		

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20. Fire Dept. Report (March and April)

**MONTHLY DEPARTMENTAL REPORT TO THE CITY OF COFFEE CITY
COUNCIL**

6 May 2020

**DEPARTMENT: Coffee City Volunteer Fire Department
FOR THE PERIOD ENDING: 30 April 2020
SUBMITTED BY: Fire Chief Chris L. Moore**

**In the month of April, we had 14 calls for service. Call volume is below average
3 Building Fires (Agency Assist) 1 Good Intent / Canceled en route
1 Lawn Mower Fire 1 MVA's
5 Medical Calls 0 False Alar
0 Lift Assist 1 Public Service (Unlock car)
0 Assist Disable 1 Down Power Line
1 Smoke Investigation 0 Water Rescue / Boat Call**

We currently have 10 Senior Fire Fighters

Upcoming events:

May 16th Belts and Hoses

July 4th?

Square Fair (19 September 2020)

**If you have any questions or problems please contact me.
CHRIS L. MOORE
Fire Chief
Cell: 903-539-7925**

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COFFEE CITY VFD

04/01/2020 - 04/30/2020 (30 Days)

Breakdown by Incident Category

Incident Category	# Incidents	% of Total
Medical	5	35.71%
Fire	5	35.71%
Public Service	1	7.14%
HazMat	1	7.14%
Accident	1	7.14%
Canceled	1	7.14%
Total	14	100%

		% of Total
111 - Building fire	3	21.42%
130 - Mobile property (vehicle) fire, other	1	7.14%
151 - Outside rubbish, trash or waste fire	1	7.14%
311 - Medical assist, assist EMS crew	5	35.71%
322 - Motor vehicle accident with injuries	1	7.14%
400 - Hazardous condition, other	1	7.14%
553 - Public service	1	7.14%
611 - Dispatched & canceled en route	1	7.14%
Total	14	100%

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21. Discuss and Set a date to hold the FY 2021 Budget workshop.

Councilman Weaver stated that May 21st at 2:00 pm would work for him. Mayor Pro Tem Rutledge asked about the 28th, the City Secretary stated that would be end of month, and might not work well. Mayor Pro Tem Rutledge stated that the 21st would be fine. The Mayor stated that she would get another worksheet out that would reflect the April numbers.

22. Consider and Act Upon approving or rescinding the Extension of Coffee City Declaration of Disaster Proclamation.

Councilman Weaver made a motion to extend the Coffee City Declaration of Disaster Proclamation until the next regular Coffee City Council meeting (June 8th 2020). Mayor Pro Tem Rutledge seconded the motion. A vote was taken, and was unanimous.

23. Consider and Act Upon appointing an interim Police Chief.

Councilman McDaniel made a motion to name Officer Frank Serrato as Coffee City's interim Police Chief. Councilman Weaver seconded the motion. A vote was taken and was unanimous.

Note: The Mayor asked if there was any other new business. She stated that any items that were brought forth to the council by her are made for the edification of the council, not as an attack on any one individual.

24. Adjournment.

Councilman McDaniel made a motion to adjourn, and Mayor Pro Tem Rutledge seconded the motion. A vote was taken, and was unanimous.

Attestation:

These minutes were approved on:



Mayor



City Secretary