

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

November 12, 2019

The City Council of Coffee City, Regular Council Meeting was held on November 12, 2019 Texas, convened in at City Hall Court Room, 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)	James Kirkham, Police Chief (Present)
Terry Cooper, Alderman (Present)	
Edward McDaniel (Present)	

1. Call to Order.

The Mayor called the meeting to order at 6:00 pm.

2. Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Pro Tem Rutledge

3. Invocation.

The Invocation was given by Mayor Wright

4. Roll Call and announce if quorum is present.

The roll was called by the city secretary, and all council members were present.

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

The Mayor welcomed the people, and thanked them for coming out.

6. Consider and Act upon Consent Items: #7, #8.

Consent items 7 and 8 were reviewed. Mayor Pro Tem Rutledge asked about a deposit for \$65,682.00 and was told that it was the quarterly transfer from the court. The Mayor asked about a debit for Coffee City Special Events for \$3,799.00, if it was the disbursement. The City Secretary said yes. A motion was made by Mayor Pro Tem Rutledge to accept the consent items. Councilman Cooper seconded the motion. A vote was taken, and was unanimous.

7. Approve the Minutes from the City Council Meeting on OCTOBER, 2019, as written.

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

November 12, 2019

8. Approve the City Check Register for the month of OCTOBER 2019.

9. Open Forum:

- a. Open Forum is limited to items currently on the agenda.
- b. Speakers must sign in 10 minutes before the beginning of the meeting.
- c. Speakers will be given 3 minutes to speak.

There were no speakers in open forum.

10. Mayor's Report:

- a. **Meeting with TxDot representative regarding proposed business at Hwy. 155 and 3506. Cross access agreement with Family Dollar is stalled, this meeting was an effort to investigate other alternatives to providing the necessary access from Hwy 155. TX Dot representative will investigate the original agreement with Family Dollar and make a report back. One alternative would mean that Family Dollar would lose the access, and allow TX Dot to grant access to owner of new business. Present at the meeting were myself, Mayor Pro-Tem Phil Rutledge, TX Dot Representative, Real Estate Representatives on behalf of the seller and buyer of the property as well as the Buyer.**

The Mayor stated that she along with Mayor Pro Tem Rutledge met with a representative of TX Dot, and the buyer of the plot of land on SH 155 and FM 3506 regarding a cross access agreement. Because it was stalled we wanted to get together and find out what alternatives we had. She stated that TX Dot had provided some information, and said that he would go back and investigate the original agreement that was filed regarding the joint access driveway with Family Dollar. The Mayor asked Mayor Pro Tem Rutledge if he wished to speak to the issue. He said that he did not, because they had not gotten an answer from Tx Dot. He went on to say that the Tx Dot representative said originally the way the driveway was poured, it looked like you would have thought it was for joint access. The Tx Dot representative said that if they would not give access to that corner, then Tx Dot had the right to close the drive in question. Mayor Pro Tem Rutledge said that is one option to get Family Dollar to say ok. The Mayor said that the Tx Dot representative was going to try to get back with the city last week, but has not.

- b. **Executed plan with Fire Chief, Chris Moore to make repairs to City Hall parking lot. Fill in pot holes and re-work drainage issue on drive to Community Center.**

The Mayor stated that she had gotten with the Fire Chief to attempt to make repairs to the city hall parking lot, and to alleviate some of the drainage issues.

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

November 12, 2019

- c. Continuing to work with Seed Stock regarding Grant Funding project for community park.**

The Mayor stated that they were continuing to work with Seed Stock to see if there was grant funding available to help establish a small community park between the community center and city hall. She stated that Seed Stock was waiting for some information from her regarding size and type of park the city wanted to pursue.

- d. Meeting with Staff regarding Emergency Management-Fire Chief**

The Mayor stated that she had worked with Fire Chief Chris Moore regarding emergency management. She asked the Fire Chief to speak to the training. The Fire Chief stated that they had gone over three core elements pertaining to after disaster actions. He stated that Joy Kimbrough, with the Henderson County Emergency Management team had attended the meeting. He went on to say that this was in preparation for the city to do another emergency response exercise in September, in order to keep the city compliant.

- e. Continuing beginning phase of new website construction with Seed Stock.**

The Mayor stated that the web person had sent her a link on a proposed web site. The Mayor stated that the web developer was still waiting on more information to populate the site. She said that she had questioned the web person on the length of the initial page, and was told that the reason was it made it easier for people on phones to view the site. The Mayor stated that she would send the council the link for their review.

11. EDC Report

Councilman Weaver stated that he had been informed that a nursery was planning to open near the Fat Dogs Liquor store.

12. Municipal Court Report

Judge Bivens reported that, for the month of October 2019, there were 225 new cases filed.

- 62 were dismissed after completion of drivers safety,*
- 14 after deferred disposition,*
- 5 cases dismissed after proof of insurance,*
- 38 warrants were issued,*
- 3 cases satisfied with jail credit,*
- 1 dismissal for indigency totaling \$215.00*

The total collected in fines for the month was \$30,960.00

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

November 12, 2019

13. Police Report

COFFEE CITY POLICE DEPARTMENT MONTHLY REPORT

OCTOBER 2019

In the month of October, 2019 the Coffee City Police Department had 45 calls for service and /or officer-initiated activities.

Accident: 2	Funeral Escort:	Road hazard: 3
Runaway:	Fire: 1	Shots Fired: 1
Alarm: 1	Follow up: 1	Stolen Vehicle:
Animal: 1	Illegally Parked Vehicles:	Suspicious Activity: 4
Assault:	Information: 13	Suspicious Person:
Burglary of habitation:	Loose livestock: 1	Suspicious Vehicle: 5
Civil Matter:	Lost Child:	Terroristic Threat:
Criminal Mischief:	Lost Property:	Theft:
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: 2	Welfare Check:
Disturbance: 3	Nuisance ordinance violation:	Harassment: 1
Death/Homicide:	Possession of Controlled Sub:	911 Hang Up:
D.W.I:	Public Intoxication:	Bomb Threat:
Evading:	Possession of Marijuana:	Open Door:
Fake ID:	Reckless Driver:	Distress:
911 Hang Up:	Reports: 9	Burglary of a Vehicle:
Dog Bite:	Welfare Check:	Burglary in Progress:
Suicidal Person:	Lost Property:	Call for an E.M.S.:
	Sexual Assault: 1	Found Property: 1
Misdemeanor Arrest: 7		Unresponsive Person: 1
Felony Arrest:		
Agency Assist: 14		
Fire: 2		
Manhunt: 1		
Medical: 4		

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

November 12, 2019

Car on Person: 1		
D.W.I.: 1		
Arrest: 1		
Traffic Stop: 1		
Car Under Water: 1		

The Coffee City Police Department currently has 3 Full time officers, 5 Reserve Police Officers.

Lt. Frank Serrato Full Time	Matthew Lopez: 18	
Cody Welch: Full time	Alisha Saxon:	
Chief James Kirkham: Full Time	Michael Green: 18	
	Lt. Wayne Frazier: 0	
	Maxanette Rose: 18	

October 2019: The Coffee City Police Department had a total of 377 traffic stops and of those traffic stops 179 citations were issued totaling 232 violations and 198 warnings.

<u>CITATIONS:</u>		
Allowing Unlicensed Driver to Drive:	Failed to Stop at Designated Point:	Speeding 1-9mph: 4
Defective equipment: 5	Failed to Dim Headlights:	Speeding 10-19mph: 100
Driving While License Invalid: 12	Failed to YIELD Right of Emergency Vehicle: 13	Speeding 20-29 mph: 27
Driving down turn lane:	Fictitious Plates:	Speeding 30 mph over: 11
Disregard Stop Sign: 2	Failed to Display Driver License:	Operating Golf Cart:
Driver License Restrictions:	Littering:	Unrestraint Child: 1
Drug paraphernalia:	No Insurance: 14	Window tint: 2
Expired Driver License: 3	No License Plate light: 1	Displayed Improper L.P.:
Expired MVR: 10	No Rear License Plate:	Improper MVR Displayed:
Fail to change address on Driver License: 2	No Seat Belt: 1	Following to Close: 2
Failed to Control Speed:	No Front License Plate:	Poss. Of Paraphernalia:
Failure to Display Reg.	No Driver's License: 11	Failed to Maintain Single Lane: 1
Failed to Signal Turn: 2	Open Container:	No Trailer Lights:

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

November 12, 2019

Failed to Signal Lane Change:	Obscured License Plate:	Unregistered Trailer:
Failure to Display MVR:	Public Intoxication:	Blue Headlights:
Failure to Display D.L.:	Displayed Altered L.P.:	Displayed Improper License Plates: 1
Drove on Left Lane W/out passing: 4		

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

November 12, 2019

14. Fire Dept. Report

MONTHLY DEPARTMENTAL REPORT TO THE CITY OF COFFEE CITY COUNCIL

7 November 2019

DEPARTMENT: Coffee City Volunteer Fire Department

FOR THE PERIOD ENDING: 31 October 2019

SUBMITTED BY: Fire Chief Chris L. Moore

We are currently not under a Burn Ban

In the month of October, we had 21 calls for service. Call volume is average

2 Building Fires	(1 Noonday and 1 Frankston)
0 Good Intent	3 Grass / Unattended Fire
2 MVA's	8 Medical Calls
2 Tree Obstruction	1 Public Service (Unlock car)
2 Boat Calls	1 Burn Ban Warnings

We currently have 16 Senior Fire Fighters and no Explorers (Two Mascots)

Upcoming Events

Holiday Meal 14th
December 31st New Years Stand By

If you have any questions or problems please contact me.

CHRIS L. MOORE
Fire Chief Cell: 903-539-
7925
thefirechief@outlook.com

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

November 12, 2019

15. Consider and Act upon Canvassing the 2019 Election Results, if available.

The city council reviewed the election results provided by the Henderson County Elections department. Mayor Pro Tem Rutledge made a motion to accept the election results. Councilman Cooper seconded the motion. A vote was taken, and was unanimous.

16. Review, Consider and Act upon Community Center Rental Agreement Revision.

The Mayor stated that she had split out several items based on the old agreement. She stated that the city requires one officer if you have one to fifty attendees, two officers for fifty to one hundred, and three officers if there is more than one hundred attendees. She asked Police Chief Kirkham if that was a good ratio. Chief Kirkham stated that that was standard. She stated that she did not change the amount to be paid to the officer. She stated that she changed the rental fee structure to simplify the agreement. She stated that she had changed the rental fee to \$150.00 including the kitchen, and the security deposit had been lowered. She stated that in the past we had held the deposit check, but she wanted to deposit the money into the account. The Mayor went on to say that she thought it would be a good service to offer setup and breakdown of tables and chairs. Mayor Pro Tem Rutledge asked what the fee for four hours was in the past. The Mayor answered fifty dollars for four hours, plus twenty-five dollars for the kitchen. Mayor Pro Tem Rutledge asked "So we are doubling it?" Vicki Castleberry stated that they were merging the two and just making one fee for the use of the center and the kitchen. Mayor Pro Tem Rutledge stated that he understood that, but if it were kept the same price it would be seventy-five dollars for four hours with the kitchen. Mrs. Castleberry answered yes, but decrease the deposit. Mayor Pro Tem Rutledge stated that now for one hundred and fifty, we are actually doubling the fee if they wanted the kitchen, and tripling it if they did not want the kitchen. The Mayor stated that this information is based on Vicki's canvassing other rental venues. Mayor Pro Tem Rutledge stated that in the last meeting they were looking at having a separate fee for Coffee City citizens. He said that he was afraid that if we went up to one hundred and fifty dollars, that it would run people off that otherwise might say they weren't going to do it. Mrs. Castleberry stated that recently, while talking with people that came in, the deposit was more of a deterrent than the cost. Mayor Pro Tem Rutledge said "yeah because the cost wasn't a problem. Now we are raising the cost that could be a problem. I agree with lowering the deposit." The Mayor asked if we had a recommendation for the cost for four hours of the rental just to make it a flat fee. Mayor Pro Tem said "We can always change it back to lower if we need to". He stated that he thought that we should just charge a \$100.00 flat fee. Councilman Weaver stated that he thought that making it a flat fee of one hundred dollars was a great idea. Councilman Standifer stated that he had rented the community center and it was filthy, there were no garbage bags, only one air conditioner worked. "If we are going to rent it, we need to take care of it." Mayor Pro Tem Rutledge asked if we had hired someone to clean the center. He asked if the community service people were maintaining it. The City Secretary stated that community service occasionally cleaned, but in the past it had been city staff that cleaned the center. Mrs. Castleberry said that at the time Councilman Standifer was speaking of, that she made sure the bathrooms had what they needed, but at that time there were not any large liners, that is why there were not any there at that time. Mayor Wright stated that was one of the things we are working on as far as inventory of cleaning and office supplies. The Mayor stated that she could talk to the cleaning person that does city hall, and see if she is

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

November 12, 2019

interested in cleaning the center if the council is willing to pay for it. Councilman Cooper asked how often the community center was rented. Mayor Pro Tem Rutledge stated "Every week". Mayor Pro Tem Rutledge stated that needed to be on a different agenda. The Mayor asked the council if they would like to table this item? Councilman McDaniel made a motion to table the agreement. Councilman Cooper seconded the motion. A vote was taken, and was unanimous to table the agreement.

17. Review, Consider and/or Revise Contract for Berryville Proposal for Police Services.

The Mayor stated that she knew that people had not heard a lot about it, but it was still alive. She stated that her last conversation with Ron (Mayor Hewlett of Berryville), he felt like the ball was in Coffee City's court, Mayor Wright said that she told him that she had been waiting to hear that Berryville was wanting to move forward. The Mayor stated that she had sent the agreement out to the council before, but some changes had been made to the agreement. The Mayor said that she was not asking for the council to act upon the contract tonight, but we would need to revisit how we would like to form this contract. She stated that she had attached some numbers that will probably need some discussion such as policing salary, court salary, which some will be discussed in the executive session. She went on to state that the city's ask on this contract was around \$113,000.00, and from what she had heard that was not a problem with Berryville. The Mayor asked the council if there were any questions or comments. Councilman Weaver stated that "We don't need to move forward at all until Berryville says they are interested, that's putting the cart before the horse". He went on to say that once Berryville says yes, then he has a lot of questions. Councilman Weaver suggested that it be tabled until we got Berryville's response. Mayor Pro Tem Rutledge stated that he was with Councilman Weaver as far as tabling right now. He stated that he did not feel comfortable doing anything when he had not had a good chance to analyze the proposal. The City Secretary asked if a motion had been made? The Mayor said that she had a comment. She stated that her goal of bringing this up again was to get the council to take a look at the format of the contract. To see if there is anything in the contract that you (the council) had a preconceived idea that is not going to work, or would not stand up for what we would potentially approve. Mayor Pro Tem Rutledge stated that he was not opposed to going ahead with the executive session. The Mayor stated that as of right now "we were just considering and reviewing, so we are not going to act" The Mayor stated that the open portion of the meeting is closed and we will go into executive session.

18. Executive Session:

Pursuant to Sec 551.074 that authorizes certain deliberations about officers and employees of the governmental body to be held in executive session.

- a. Discuss employment assignments for Berryville Proposal

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

November 12, 2019

The council moved into executive session in the Mayor's office.

19. Consider and Act upon Executive Session discussions/deliberations regarding employment assignments for Berryville Proposal.

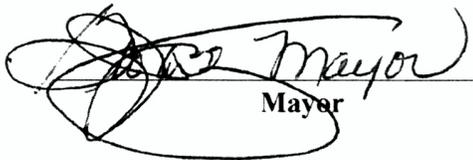
The council returned from executive session. The Mayor stated that the executive session resulted in no action. Mayor Pro Tem Rutledge made a motion that the council not discuss or do anything on employment for the Berryville proposal. The motion was seconded by Councilman McDaniel. A vote was taken, and was unanimous.

20. Adjournment.

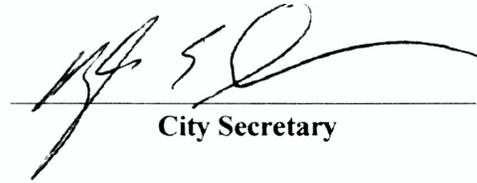
Councilman Cooper made a motion to adjourn. Councilman Standifer seconded the motion. A vote was taken, and was unanimous. The meeting was adjourned at 7:05 pm.

Attestation:

These minutes were approved on:



Mayor



City Secretary