

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

October 15, 2019

The City Council of Coffee City, Texas, convened in special session on October 15, 2019 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 (Absent)
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 (Absent)	
Edward McDaniel (Present)	

1. Call to Order.

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

2. Pledge of Allegiance.

Mayor Pro Tem Rutledge led the pledge.

3. Invocation.

Councilman Standifer gave the invocation.

4. Roll Call and announce if quorum is present.

Judge Bivens called the roll. Councilman Cooper was absent. A quorum was present.

5. Opening Presentations, Activities or Remarks:

a. Coffee City Oath of Office/Swearing in of New Officers

Tabled per Jim Kirkham due to illness.

b. Texas National Night Out-Presentation Don Weaver

Councilman Weaver stated that during National Night Out people were asked to vote for their favorite officer. The purpose was to let the public know who the officers were. He announced that Judge Shellena Bivens was the winner of the award. Councilman Weaver went on to say that, although National Night Out is a police event, the fire department put a lot of effort into the event as well. He said that if the Sword Award was done again next year, he would like to have an award for the first responders as well as the police officers.

c. Texas National Night Out-Presentation of Sponsorship Certificates-Mayor

The Mayor asked Police Chief Kirkham to address the National Night Out event. Chief Kirkham stated "we had a good coming together of the employees of Coffee

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City". He stated that he thought that the event budget would be around \$500.00, but the actual expenditures was \$433.00. He said that they had a lot of sponsors that helped out with food, location, and sponsorship. He said that total they had \$1,325.00 in sponsorship (money, product, and food). He said that they were happy with the turnout, and that there were around 0 to 70 people in attendance. The certificates of appreciation are going to Family Dollar, Beard Auctions, Allstate Insurance, Republic Services, Jots Rentals, Kilo Liquor, BE Entertainment, and Brinda Kirkham, for sponsorship.

6. Consider and Act upon Consent Items: #7, #8, #9, #10 and #11.

Councilman Weaver made a motion to accept the consent items with the correction in the October 7, 2019 minutes. Councilman Standifer seconded the motion. A vote was taken, and the motion carried.

7. Approve the Minutes from the City Council Meeting on September 09, 2019, as written.

8. Approve the Minutes from the Special-Called City Council Meeting on October 7, 2019, as written.

Mayor Pro Tem Rutledge had a correction for the minutes on page 2 in the forth paragraph, where it states "Mr. Beggerly said that it would only be 1/4 of the city's portion of the sales tax created by Family Dollar" it should say "Mr. Beggerly said that it would only be 1/4 of the city's portion of the sales tax created by the new business". The Mayor stated that they were trying to bring a new business into the city, and that is what the special called council meeting was concerning.

9. Approve the City Check Register for the month of September 2019.

10. Approve the EDC Check Register for the month of August and September 2019.

11. Approve the EDC H.O.T. Account Check Register for August and September 2019.

12. 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 for open forum.

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13. Mayor's Report: Election Propositions and Voting

The Mayor stated that the elections were coming up, and we have the two candidates in attendance.

National Night Out Recap

The Mayor stated that she was really pleased for the city, the employees and how they came together.

Reconsideration of Sewer System Project Meeting-Chris Moore and Mayor Wright

The Mayor said that Chris Moore and her met with Schomburg and Polk. She stated that there was going to be more information forthcoming, and that she would keep everyone updated.

Update on Grant Writing Proposal due to approaching deadlines-Park

She spoke about the grant writing proposal due to approaching deadlines. She stated that the grant writer has been researching some. She stated that they had been looking at a grant for a park to enhance the community center. She said that she would provide details as that approaches.

Report on the following Community Center improvement proposals:

Recommendation: Purchase of Rolling Storage Cart for chairs.

Recommendation: Purchase of Storage Building for Community Center overflow.

Recommendation: Purchase of Additional Chairs and Tables.

Consider changes to Community Center Rental Agreement to allow for Equipment Rental (table and chairs)-Test rental-opening additional opportunities.

The Mayor asked Vicki Castleberry to update the council on the community center. Vicki stated that they had used a modified version of the community center agreement to rent the equipment for use off site. The Mayor said that they had tested the off site rental, and would like to hear any opposing opinion's. Mayor Pro Tem Rutledge asked if they equipment was rented off site, what if they did not bring them back? He stated that a friend of his that is in the rental business has 10% to 15% of his customers that he will never rent to again because of the issues of damage and loss. He stated that you can sue the people but you will not recover the amount of money spent. The Mayor said that she takes that into consideration. That's a good point, the aspects of expanding where we could increase some of the revenue coming in for the community center so we can do some other things finishing it. Mayor Pro Tem asked "who is going to police it". The Mayor stated that was one of the things that we could expand upon. If we can get agreement we could offer setup and pickup. Mayor Pro Tem Rutledge asked who was going to do the setup and pickup? He stated that we don't have anyone to do it, and we can't ask our volunteers to do it. He then asked if they were going to keep it within Coffee City? The Mayor said yes.

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Councilman Weaver said that under improvement there was a listing for a storage building. He went on to say that you wouldn't think that the community center equipment would take u a lot of space, but it does. He also said that as far as adding chairs, the EDC had bought enough chairs, because anything more than that would be a violation of fire code. Vicki Castleberry stated that on the application the limitation is 135 people with tables and 150 people max with chairs only. The Mayor thanked them for their comments, and said that all she was doing at this point in time was making recommendations for additional improvements.

14. Consider and Act upon the Website Agreement that was tabled last month.

- a. Contingent upon the approval of moving to Seed Stock as our City Website Host- consider and act upon upgrading the current video equipment with new MP3/4 capabilities.

Mayor Pro Tem Rutledge made a comment that going this direction would take time off of the city secretary, and he made a motion to accept the agreement with the purchase of new video equipment. Councilman McDaniel seconded the motion. A vote was taken, and was unanimous.

15. Consider and Act upon revising the Church of Lake Palestine rental agreement to allow for restructuring of the organization.

- a. Report from Mayor Pro-tem Phil Rutledge who is the liaison between The Church at Lake Palestine and the City.

The Mayor asked Ray Ver Hey to speak to the restructuring. He stated that the pastor that was at the church had stepped down, and they were currently looking for a pastor. He stated that they were a little behind on the rent due to the changes, but he came in today and paid for last month and this months rent. He stated that he thought that we had a good horizon to look forward to. He went on to say that they had discussed the new amount of \$ 600.00, but was hopeful that they could stay at the old amount of \$500.00 until the church could complete the restructure. Mayor Pro Tem Rutledge stated that he would like to keep the rental amount at \$500.00 per month until the first of the year. He then asked for comments from the council. Councilman Weaver made a motion that they accept the rental rate at \$500.00 a month until the end of the year. Councilman Standifer seconded the motion. A vote was taken, and was unanimous.

16. Municipal Court Report

Judge Bivens reported that there were 189 new cases filed in the month of September. 67 cases were satisfied with drivers safety, 22 were satisfied by deferred disposition, 4 new juvenile cases filed, 55 warrants were issued, 4 were satisfied by community service , 4 partially satisfied by community service, 1 case satisfied by jail credit, 5 indigency cases dismissed for a total of \$1078, the court paid quarterly state taxes in the amount of \$42,923.00, the court transferred \$65,682.00 to the city, \$35,000.00 collected for the month. GHS collected \$9,887.00, officer Welch cleared warrants two warrants..

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17. Police Report

COFFEE CITY POLICE DEPARTMENT MONTHLY REPORT

SEPTEMBER 2019

In the month of September, 2019 the Coffee City Police Department had 36 calls for service and /or officer-initiated activities.

Accident: 3	Funeral Escort:	Road hazard: 1
Agency Assist: 7	Fire:	Shots Fired: 1
Alarm:	Follow up:	Stolen Vehicle:
Animal: 1	Illegally Parked Vehicles:	Suspicious Activity: 2
Assault:	Information: 3	Suspicious Person: 1
Burglary of habitation: 1	Loose livestock:	Suspicious Vehicle: 6
Civil Matter: 1	Lost Child:	Terroristic Threat:
Criminal Mischief:	Lost Property:	Theft:
Criminal Trespass: 1	Boat Sank: 1	Unlawful carrying of weapon:
Code Enforcement:	Medical Services:	Vehicle Impound:
Code clean up:	Misdemeanor Arrest: 1	Warrant Service: 1
Code in Progress:	Motorist Assist: 3	Welfare Check:
Disturbance: 4	Nuisance ordinance violation:	Harassment:
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:
Felony Arrest: 2	Reports: 3	Burglary of a Vehicle:
Dog Bite:	Welfare Check:	Burglary in Progress:
Suicidal Person:	Lost Property:	Call for an E.M.S.:
Missing Person:	911 Hang Up:	Runaway:

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

Lt. Frank Serrato Full Time	Matthew Lopez: Injured	Maxanette Rose:
Cody Welch: Full time	Alisha Saxon: 41	
Chief James Kirkham: Full Time	Michael Green: 15	
	Lt. Wayne Frazier: 34	

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September 2019: The Coffee City Police Department had a total of 303 contacts and of those were 152 citations issues with 181 violations and 151 warnings and 4 voided.

<u>CITATIONS:</u>		
Allowing Unlicensed Driver to Drive:	Failed to Stop at Designated Point:	Speeding 1-9mph: 2
Defective equipment:	Failed to Dim Headlights:	Speeding 10-19mph: 101
Driving While License Invalid:	Failed to YIELD Right of Emergency Vehicle: 11	Speeding 20-29 mph: 23
Driving down turn lane:	Fictitious Plates:	Speeding 30 mph over: 1
Disregard Stop Sign:	Failed to Display Driver License:	Operating Golf Cart:
Driver License Restrictions:	Littering: 1	Unrestraint Child:
Drug paraphernalia:	No Insurance: 12	Window tint: 3
Expired Driver License:	No License Plate light:	Displayed Improper L.P.:
Expired MVR:	No Rear License Plate:	Improper MVR Displayed:
Fail to change address on Driver License:	No Seat Belt:	Following to Close:
Failed to Control Speed:	No Front License Plate:	Poss. Of Paraphernalia: 1
Failure to Display Reg.	No Driver's License: 8	Failed to Maintain Single Lane: 1
Failed to Signal Turn: 1	Open Container:	No Trailer Lights:
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.:	

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18. Fire Dept. Report

The Fire Chief stated that the Mayor had signed a agreement that we would follow the Henderson County Emergency Management plan. He stated that he had sent the document to the representative, and that she would pick up the original on Friday. He stated that on Friday they would be having a meeting with the Henderson County Emergency Management coordinator. The Mayor asked the Fire Chief to elaborate on why he was circling back to this training. He stated that they normally sent someone to training, but there was a tape that the emergency management person could show that would satisfy three of the core requirements.

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

4 October 2019

DEPARTMENT: Coffee City Volunteer Fire Department

FOR THE PERIOD ENDING: 30 September 2019

SUBMITTED BY: Fire Chief Chris L. Moore

In the month of June we had 23 calls for service. Call volume is average

1	Building Fires	0	Livestock (Loose Horse)
2	Grass	2	MVA's
10	Medical Calls	0	False Alarm (Control Burn)
1	Tree Obstruction	1	Public Service (Unlock car)
3	Boat Calls	3	Burn Ban Warnings

We currently have 15 Senior Fire Fighters and 2 Explorer

Upcoming Events

October 19th and 29th HCFCFA Fire School
October 4th - 6th Eastman Fire School
November 9th Veterans Appreciation Pancake Breakfast
December 8th Holiday Meal

If you have any questions or problems please contact me.

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

November 20, 2019

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19. Discussion, Consider and Act upon a Quarterly Review of the 2019-2020 FY Budget. *The Mayor asked Mayor Pro Tem Rutledge to discuss the budget. Mayor Pro Tem Rutledge stated that he was pleased with the budget expenditures. He stated that the overall budget for the year was \$720,000.00 for expenses. He stated that \$12,000.00 was projected for the year in payroll taxes, but we have already paid over \$12,000. He stated that several years ago the past city secretary did not pay some payroll taxes. The Mayor stated that the payroll taxes were previously taken care of, but the government came back with penalties and interest which represented about \$7,000.00. Mayor Pro Tem Rutledge stated that the projected vs actual numbers are real close. The Mayor commented that under postage \$250.00. She stated that she had decided to get a postage machine and it was filled for \$250. She went on to say that the postage would last us for quiet some time so she don't think the projection will be \$900. The Mayor asked if the council saw any areas that should be increased? Mayor Pro Tem Rutledge said that we should let the budget ride for another quarter and revisit it then. Councilman McDaniel made a motion to revisit the budget next quarter. Councilman Weaver seconded the motion. A vote was taken and was unanimous.*

20. Open Discussion of revision of Community Center Rental Agreement as follows:

- a. Restructuring the Deposit and Rental fees
- b. Allow for Rental Deposits to be deposited upon receipt.
- c. Extending Rental Agreement to allow for tables and chairs rental

The Mayor asked Vicki Castleberry to bring the council up to date on the proposed changes to the community center rental agreement. She stated that even if the kitchen is locked, it is still being used. She said that she had suggested to the Mayor to make the rental one price, and include the kitchen. She stated that the security deposit is outweighing the cost of the building. The Mayor asked what she thought the rental fee should be. Mrs. Castleberry said that it should be raised to not less than \$100 for the initial four hours. Councilman Weaver asked what she thought the security deposit should be and she said that she would at least cut it in half. (\$150) She also stated that there should be a cancelation fee added to the agreement. Councilman Weaver stated that this is a community center and it is supposed to be used by the community. He asked Mrs. Castleberry who the bulk of rentals, who is coming to it? She said that they were getting people from around the area using it for birthday parties, family reunions, holiday parties. Councilman Weaver said that the reason that he was asking was because this is a community center, and we are trying to promote the community gatherings. Mayor Pro Tem Rutledge said that they might be able to structure the new rental agreement to charge one rate for Coffee City citizens, and another rate for non-residents.

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21. Adjournment.

The Mayor asked if there was anything else that needed to be discussed. There were no comments. The Mayor asked if there were any questions from the audience? The Republic Waste representative said “thanks again for the recognition”. The Mayor asked for a motion to adjourn. Mayor Pro Tem Rutledge made a motion to adjourn. The motion was not seconded. A vote was taken, and was unanimous.

Attestation:

These minutes were approved on:

Mayor

City Secretary