

CITY OF COFFEE CITY
MINUTES OF CITY COUNCIL MEETING
July 08, 2019

Call to Order.

The City Council of Coffee City, Texas, convened in regular session on July 08, 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	(Present)
Phil Rutledge, Mayor Pro-Tem	(Present)	Shellena Bivens, Municipal Court Judge	(Present)
Don Weaver, Alderman	(Present)	Chris Moore, Fire Chief	(Absent)
Riley Standifer, Alderman	(Present)	James Kirkham, Police Chief	(Present)
Terry Cooper, Alderman	(Present)		

1. Call to Order.
The meeting was called to order at 6:00 pm by Mayor Wright
2. Pledge of Allegiance.
The Pledge of Allegiance was let by officer Welch.
3. Invocation.
The Invocation was given by Ray Ver Hey
4. Roll Call and announce if quorum is present.
The roll was called by the city secretary, and a quorum was present.
5. Opening Remarks:
 - a. Special thanks to the Phil Rutledge and Don Weaver for working on the newly proposed City of Coffee City Policies and Procedures and the City.
The Mayor thanked Mayor Pro Tem Rutledge, and Councilman Weaver for their work on the proposed city policies manual.
 - b. Council Meeting Rules.
The Mayor spoke about the new meeting rules.
 - c. There will be no open forum in this meeting.
The Mayor stated that there would be no open forum during this council meeting.
6. Consider and Act upon Consent Items: #7, #8, #9, #10.
Councilman Weaver made a motion to accept the consent items as written. Councilman Cooper seconded the motion. A vote was taken, and was unanimous.
7. Approve the Minutes from the City Council Meeting on June 10, 2019, as written.
8. Approve the City Check Register for the month of June 2019.
9. Approve the EDC Check Register for the month of June 2019.
10. Approve the EDC H.O.T. Account Check Register for June 2019.

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11. Mayor's Report:

- a. Publication of the Ordinance Limiting Time for Open Records Request was published in the newspaper of record, The Frankston Citizen and is now enforceable.
- b. The open position for the Receptionist position was also published in the Frankston Citizen, the City received 2 applications.
- c. Notice of the acceptance for Cleaning Bids for the City were published in the Frankston Citizen, to date the City has received one bid.
- d. Road conditions in the Highsaw Addition have been addressed with Henderson County, projected date for improvements is August 2019.
- e. Garage sale complaint was received. Discuss prior ordinance and the repeal of said ordinance.

The Mayor stated that she had received a complaint from a citizen in the Highsaw subdivision. She went on to say that she knew of a prior ordinance concerning garage sales at one time, and that the ordinance had been repealed. The mayor asked if the council could discuss this matter at the conclusion.

The Mayor stated that a council seat was now open, and she requested that the council members consider people for nomination to that position in the August meeting.

The Mayor stated that the Mayor Pro Tem had suggested it might be a good time to have a town hall meeting. She asked the council to consider a time that would be good for that meeting.

The Mayor announced that on Wednesday at 10:30, KETK TV would be at Coffee City interviewing the police officers and fire fighters for a public interest series that the station is doing on first responders. She stated that the council was invited as well.

Mayor Wright asked on open discussion amongst the council:

Mayor Pro Tem Rutledge asked what kind of garage sale complaint did we have. The Mayor stated that on the corner of Pinedale and Duval there is a trailer that sets there and it's kind of like a perpetual garage sale. She stated that they do clean it up, but they are still stacking and covering it, and that it is unsightly. The complaint was that they were getting a lot of traffic in the neighborhood. Councilman Standifer stated that in Smith county you could only have so many a year. Councilman Weaver stated that in the past they had discussed how Frankston handled the situation, and they charged a \$5.00 fee. He went on to say that he did not feel it was worth the effort. The Mayor stated that she would pull the past ordinance and bring it in to discussion in the August council meeting.

Mayor Pro Tem Rutledge stated regarding the nominations for council place 1, the council should review the nominees background, and what they have done in the past, to make sure that we have someone that can contribute. The Mayor stated that her goal would be to put the decision for a replacement for council palce 1 on the August agenda. Mayor Pro Tem Rutledge said that he thought September would be a better time.

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12. Consider and Act upon the Adoption of Personnel Policies and Procedures for Coffee City.

The Mayor stated that there was numeration issues on document that would be corrected. Also, in section 1-03 the wording "City Secretary" should read "City Mayor". Councilman Weaver stated that since the wording of the document stated volunteers, the volunteer fire department should be made aware. The Mayor stated that upon approval, everyone would get a copy of the document. Councilman Weaver asked if that meant every volunteer. The Mayor answered yes. Councilman Weaver asked if they thought the document would hurt any of our volunteer effort? The Mayor that she did not believe it would, because most of it is boiler plate, or routine for you to have guidelines. Mayor Pro Tem Rutledge stated that if anyone had a problem with the document, then they could address it back to the city. He went on to say if the person had a problem with the basic parts of the document, he was not sure we want them.

Mayor Pro Tem made a motion to accept the Personnel Policies and Procedures Manual. Councilman Cooper seconded the motion. A vote was taken, and was unanimous.

13. Consider and Act upon the Adoption of Council Rules and Meeting Procedures.

Councilman Weaver was concerned about section four (Land Use Hearings). He stated that he did not know of any time in the history of Coffee City, that the city had ever had a land use hearing. Mayor Pro Tem Rutledge stated that the only time was when the council considered the plot changes. Councilman Weaver stated that due to limited real estate in Coffee City, he did not see a purpose for having that section in the document. The Mayor stated that the title "Land Use Hearing" was a broad scope, but there were items in the section that could be pertinent if anything did come up. With the section included, we would have some type of structure that we could refer to. Councilman Standifer asked if this would have helped in the case of the party held a year ago. Councilman Weaver stated no. Mayor Pro Tem Rutledge stated that he agreed that we haven't needed the section, but asked what it would hurt to leave it in. Councilman Weaver made a motion to adopt the document with the removal of section four "Land Use Hearings". Councilman Cooper seconded the motion. A vote was taken, and was unanimous.

14. Consider and Act Upon FY 2019 Budget.

Councilman Cooper asked if we were adding any police cars this year. The rest of the council answered no. Councilman Weaver stated that it looked like there was a lot of thought put into the budget, and that he did not have any questions. Mayor Pro Tem Rutledge asked if he could speak to the budget. He went on to say that the police department had reviewed there budget request, and was able to trim back their request by around ten thousand dollars. He also stated that the police department had committee to do thirty eight thousand dollars in in-house warrant collections. He also stated that we will have a loss for the year, but we do have the Available Fund Balance of forty four thousand dollars that can be used if needed. Judge Bivens asked where the cost for the ticket writing software for the court side. Mayor Pro Tem asked what that was for. The Judge stated that when they had the budget workshop it was discussed because the police were going to go to the ticket writers, the court software required a change to be able to accept the tickets. The Mayor Pro Tem asked Officer Kirkham if that had been included in any of his numbers. Officer Kirkham stated that it was not because it was a court expense. Officer Kirkham asked what the Available Fund Balance was for the police to purchase the Mobile Data Terminals, and stated that the MDT equipment had been purchased in the previous budget. He

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went on to state that the police department would not need the Available Fund Balance for the MDT purchases this year. Mayor Pro Tem Rutledge suggested that they amend the budget to add seventy nine hundred dollars to Computer Expense – Court, and remove five thousand from the Available Fund Balance for Mobil Data Terminals. Mayor Pro Tem Rutledge made a motion to accept the budget with the afore stated changes. Councilman Weaver seconded the motion. A vote was taken, and was unanimous.

15. Municipal Court Report:

Judge Shellena Bivens reported the following for the Month of June 2019:

<i>New Cases</i>	<i>163</i>	<i>Satisfied by Jail Credit</i>	<i>4</i>
<i>Satisfied by Drivers Safety</i>	<i>70</i>	<i>Indigency Cases</i>	<i>1 for \$ 250.00</i>
<i>Satisfied by Deferment</i>	<i>37</i>		
<i>Appealed to County</i>	<i>3</i>	<i>Quarter Taxes to State</i>	<i>\$36,914.00</i>
<i>Warrants Issued</i>	<i>111</i>	<i>Collections from GHS</i>	<i>\$ 8,250.00</i>
		<i>Quarterly Transfer to</i>	<i>\$43,008.00</i>
		<i>General Fund</i>	
<i>Total yearly collections</i>	<i>\$399,84</i>	<i>Total To General Fund</i>	<i>\$194,351.00</i>
	<i>7.00</i>		

16. Police Report:

Officer Cody Welch gave the report for the police department for the month of June 2019.

<i>Calls for service</i>	<i>81</i>	<i>Assaults</i>	<i>2</i>
<i>Accidents</i>	<i>3</i>	<i>Civil Matters</i>	<i>4</i>
<i>Agency Assists</i>	<i>10</i>	<i>Disturbances</i>	<i>2</i>
<i>Alarm Calls</i>	<i>4</i>	<i>Follow-up call</i>	<i>1</i>
<i>Animal Calls</i>	<i>2</i>	<i>Information Calls</i>	<i>24</i>
<i>Loud Noise</i>	<i>1</i>	<i>Misdemeanor Arrests</i>	<i>10</i>
		<i>Motorist Assist</i>	<i>4</i>
<i>Reckless Driver</i>	<i>3</i>	<i>Road Hazzard</i>	<i>1</i>
<i>Suspicious Activity</i>	<i>2</i>	<i>Suspicious Persons</i>	<i>9</i>
<i>Thefts</i>	<i>3</i>	<i>Vehicle Impounds</i>	<i>3</i>
<i>Welfare Checks</i>	<i>3</i>	<i>Harassment Call</i>	<i>1</i>
<i>911 Hang-up</i>	<i>1</i>	<i>Bomb Threat</i>	<i>1</i>

Coffee City currently has three full time officers, and six reserve officers. In the month of June they had two hundred and eighty eight contacts. Of those one hundred and forty three were citations. There were one hundred seventy six violations, one hundred forty five warnings and one voided. He stated that they had two community service people that picked up trash throughout the city that equaled two truck beds full of trash. The Mayor stated that officer Serrato assisted by community service picked up trash throughout the city.

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17. Fire Dept. Report:

Firefighter Edward McDaniel gave the report for the fire department for the month of June 2019.

<i>Grass Fires Calls</i>	<i>1</i>		<i>Boater Assistance Calls</i>	<i>3</i>
<i>Medical Calls</i>	<i>11</i>		<i>Loose Livestock Calls</i>	<i>1</i>
<i>Tree Obstruction Calls</i>	<i>12</i>		<i>Motor Vehicle Accidents Calls</i>	<i>2</i>
<i>Public Service Calls</i>	<i>2</i>			

He stated that the department has sixteen senior firefighters and two explorers.

Upcoming events:

July 13, 2019 Meet and Great in Berryville

July 20 through July 26 Texas A&M fire school

July 26, 2019 they will be testing the weather alert sirens. (The sirens will be tested on the last Friday of each month)

September 11, 2019 will be a 911 ceremony.

October 06, 2019 Eastman fire school

October 13, 2019 Henderson County fire school

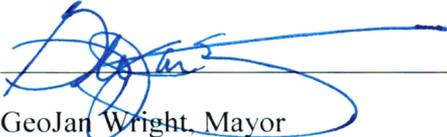
November 09, 2019 Veterans Appreciation Pancake Breakfast

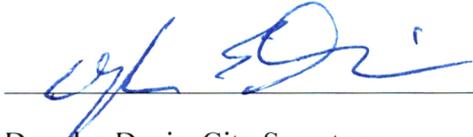
December 08, 2019 Holiday Meal

18. Adjournment.

The Mayor asked if there was any other business. Councilman Cooper made a motion to adjourn. Mayor Pro Tem Rutledge seconded the motion. A vote was taken, and was unanimous.

Attest:


GeoJan Wright, Mayor


Douglas Davis, City Secretary