

CITY OF COFFEE CITY
MINUTES OF CITY COUNCIL MEETING
June 10, 2019

Call to Order.

The City Council of Coffee City, Texas, convened in regular session on June 10, 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)	Frank Serrato, Police Chief	(Present)
Terry Cooper, Alderman	(Present)		
Pam Drost, Alderman	(Present)		

1 Call to Order.

The meeting was called to order at 6:00 pm by Mayor Wright. Mayor Wright asked that everyone stand for the pledge of allegiance, and invocation.

2 Pledge of allegiance

Chief Serrato led the pledge of allegiance.

3 Invocation

Councilman Standifer led the council in prayer.

4 Roll Call and announce if quorum is present.

Roll was called by the city secretary and a quorum was present.

5 Opening Remarks:

a The Open Public Meetings Act does not require that citizens be allowed to participate and speak at council meetings (other than public hearings). That Act merely specifies that the public has a right to attend council meetings, except for executive sessions. The city council is to determine in their rules of procedure if and for how long citizens will be allowed to speak at council meetings.

b There will be no open forum in this meeting.

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

The Mayor asked if there were any questions concerning any of the consent items. Councilperson Drost stated that on the May 13, 2019 minutes, the police report that was attached was for March. The city secretary made a note to correct that issue. The Mayor stated that in the May

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13, 2019 minutes it said that we have a debit card in the name of Mayor Pam Drost. It also states in the minutes that the card would be reissued in the current Mayors name. Mayor Wright asked that the reissuance of a debit card in her name be struck from the minutes. She went on to state that she did not want to have a debit card in her name, and that she did not see the need for the city to have a second card.

Mayor Pro Tem made a motion to accept the consent items with the amendment to item 11 in the May 13, 2019 minutes that the second debit card not be reissued. Councilman Weaver seconded the motion. A vote was taken and was unanimous.

- 7 Approve the Minutes from the Joint EDC and City Council Meeting on April 23, 2019.
- 8 Approve the Minutes from the City Council Meeting on May 13, 2019, as written.
- 9 Approve the Minutes from the City Council Budget Meeting on May 14, 2019, as written.
- 10 Approve the Minutes from the City Council Special Meeting on May 20, 2019, as written.
- 11 Approve the City Check Register for the month of May 2019.
- 12 Approve the EDC Check Register for the month of May 2019.
- 13 Approve the EDC H.O.T. Account Check Register for May 2019.
- 14 Consider and Act upon the Order of Election to be held on November 5, 2019:
 - a Alderman Place 2
 - b Alderman Place 4

Councilperson Drost made a motion to accept the Order of Election. Mayor Pro Tem Rutledge seconded the motion. A vote was taken and was unanimous. Councilman Cooper asked when the filing dates were. The city secretary stated that the final day to file was July 20, 2019. (This is incorrect, the first day to file is July 20, 2019 and the final day to accept applications August 19, 2019.)

- 15 Consider and Act upon the adoption of the final draft of the Employee Code of Conduct Resolution. *Mayor Pro Tem said that on page 3 – 14b stated City Manager, and should state City Secretary. He also stated that on page 4 at the bottom of the page City Manager should also be changed. Councilperson Drost stated that on page 2 section 12-1 City Manager should be changed to Mayor. Mayor Pro Tem Rutledge made a motion to adopt the final draft of the Employee Code of Conduct Resolution with the afore mentioned changes. Councilman Cooper seconded the motion. A vote was taken, and was unanimous.*

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16 Consider and Act upon the adoption of Ordinance Limiting Time for Open Record Requests.

Mayor Wright stated that the city office operates with only two full time employees, and one part time person with that position being vacant at this time. She went on to state that she found an ordinance and took the liberty of drafting it, and having the city attorney look at it. She stated that the attorney has blessed it, and it meets the legal standard. The Mayor stated that the ordinance gives the city council the authority to limit the amount of time that the city spends on Open Records requests. She stated that the intent of this ordinance is not to limit anyones ability to receive Open Records request, but it gives the city the ability to say that we have a certain number of hours that we can spend on this annually and monthly. She went on to say that we are obligated to tell anyone requesting records where we are at with the time, and that their request is going to take x amount of time to complete so the requestor can be aware. The Mayor stated that this ordinance was geared towards vexatious requestors.

Councilman Standifer made a motion to accept the adoption of an Ordinance Limiting Time for Open Records Request. Councilman Weaver seconded the motion. A vote was taken, and was unanimous.

17 EDC:

- a Consider and Act upon the approval of the EDC expenditure of up to \$1800.00 for the installation of the parking lot lights for the Community Center.

Councilman Weaver made a motion to a approve the EDC expenditure of up to \$1800.00 for the installation of parking lot lights at the community center. Councilman Standifer seconded the motion. A vote was taken, and was unanimous.

18 Consider and Act upon approving the additional billing for the new Community Center parking lights to the City's Street Bill from TVEC. Cost projected at \$20.00 for each light monthly.

Mayor Pro Tem Rutledge made a motion to approve the additional expense for the new parking lot lights at the community center. Councilman Standifer seconded the motion. A vote was taken, and was unanimous.

19 Review and Consider Proposed Budget for FY 2020.

Mayor Pro Tem Rutledge addressed the council concerning the proposed budget. He stated that the police department revisited there request for budget in the 2020 fiscal year, and was able to

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cut about \$10,000.00. He stated that the police department had reviewed and advised that they were budgeting to increase the income from uncollected warrants to \$38,000.00. Mayor Pro Tem Rutledge stated that they were not acting on the proposed budget tonight, that would be acted upon in the July meeting. The reason for this is so we would actually have year end numbers through June to make sure that everything was covered. Councilperson Drost asked if we were going to need the available fund balance. Mayor Pro Tem Rutledge stated that that would be discussed in the next meeting.

20 Review and Consider Proposed City of Coffee City Personnel Policies and Procedures.

The Mayor stated that the Open Records requests have identified areas where the city does not have sufficient records, policies in place. Mayor Pro Tem Rutledge stated that he thought that we should have a committee review the proposed policy. The committee will be made up of Mayor Wright, Mayor Pro Tem Rutledge, and Councilman Weaver.

21 Review and Consider Proposed City of Coffee City-City Council Meeting Rules and Procedures.

The Mayor stated that this is a part of item 21, and will be reviewed by the afore mentioned committee.

22 Mayor's Report:

- a New Policy for Agendas and Council Meetings:
 - i Pledge of Allegiance
 - ii Invocation
 - iii Community Attendance
 - iv Open Forum limitations

23 Municipal Court Report:

The Coffee City Municipal Court, for the month of April 2019, reported:

208 New Cases

38 Dismissed after Drivers Safety

20 Cases Satisfied after deferred disposition

4 Juvenile Cases

12 Cases Dismissed after Jail Credit

3 Cases waived due to indigency totaling \$585.00

The court income for the month was \$ 29,483.00

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GHS Collected \$ 8,233.00

The warrants are on track and will be up to date by August. The Police chief has schedule for warrants issued.

24 Police Report:

COFFEE CITY POLICE DEPARTMENT MONTHLY REPORT

MAY 2019

In the month of MAY, 2019 the Coffee City Police Department had 129 calls for service and /or officer-initiated activities.

Accident: 3	Nuisance ordinance violation:	Warrant Service:
Agency Assist: 10	Possession of Controlled Sub:	Lost Child:
Assault:	Possession of Marijuana:	Shots Fired: 1
Alarm:	Public Intoxication: 1	Reckless Driver: 2
Burglary of habitation: 2	Road hazard: 3	Evading:
Civil Matter: 7	Suspicious Person: 8	Stolen Vehicle:
Criminal Mischief: 1	Suspicious Vehicle: 8	Welfare Check: 3
Criminal Trespass: 2	Suspicious Activity: 3	Animal: 3
Disturbance: 4	Terroristic Threat:	Funeral Escort:
Information: 40	Theft: 6	Death/Homicide: 1
Loose livestock: 4	Unlawful carrying of weapon:	D.W.I: 3
Motorist Assist: 4	Vehicle Impound: 1	Illegally Parked Vehicles: 2
Fake ID:	Follow up: 3	Medical Services: 2
Fire: 1	Loud Noise: 1	Lost Property: 1
Felony Arrest: 2	Code Enforcement:	

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Misdemeanor Arrest: 1	Code clean up:	
Reports: 3	Code in Progress:	

The Coffee City Police Department currently has 3 Full time officers, 7 Reserve Police Officers.

Frank Serrato Full Time	Matthew Lopez: 30	
Cody Welch: Full time	Sgt. Joshua Jones: 30	
Sgt. James Kirkham: Full Time	Michael Green: 10	
	Lt. Wayne Frazier:	
Arthur Luevanos: 20	Edgar Clayton:	
Matthew Roberts: 20	Eric Johnson: 20	

MAY 2019: The Coffee City Police Department had a total of 372 contacts and of those were 172 citations and issued 200 warnings.

<u>CITATIONS:</u>		
Failed to Signal Turn: 3	Public Intoxication:	Speeding 1-5mph: 1
Defective equipment: 3	No License Plate light:	Speeding 6-10mph: 23
No driver's license: 5	Expired Driver License: 2	Speeding 11-15mph: 46
Expired MVR: 5	Open container:	Speeding 16-20mph: 25
Driving While License Invalid: 14	No seat belt:	Speeding 21-over: 12
Window tint: 3	Failed to Dim Headlights:	Failed to Display Driver License: 1
No insurance: 7	Unrestraint Child:	Driver License Restrictions: 1
Fail to change address on Driver License: 3	Failed to YIELD to Emergency Vehicle: 7	Allowing Unlicensed Driver to Drive:
Disregard Stop Sign: 1	No Seat Belt: 5	Failed to Signal Lane Change:
Driving down turn lane:	Fictitious Plates:	Obscured License Plate: 1
No Front License Plate:	Littering:	Failed to Stop at Designated Point:

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Drug paraphernalia: 1	Failure to Display Reg.	Failed to Control Speed: 1
No Rear License Plate: 1		Failure to Display MVR: 1

25 Fire Report:

MONTHLY DEPARTMENTAL REPORT TO THE CITY OF COFFEE CITY COUNCIL

6 June 2019

DEPARTMENT: Coffee City Volunteer Fire Department

FOR THE PERIOD ENDING: 31 May 2019

SUBMITTED BY: Fire Chief Chris L. Moore

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

0 Building Fires	0 Good Intent	1 Grass / Unattended Fire
1 VIVA's	12 Medical Calls	1.0 False Alarm (Control Burn)
6 Tree Obstruction	0 Public Service (Unlock car)	
2 Boat Calls	0 Burn Ban Warnings	

We currently have 17 Senior Fire Fighters and no Explorers (Two Mascots)

Upcoming Events

June SFFMA Annual Conference June 21 26

July is Texas A&M

October National Night Out

December 1 4th is the Holiday Meal

If you have any questions or problems please contact me.

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

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26 Adjournment.

The Mayor asked for a motion to adjourn. Councilman Cooper made a motion to adjourn. Mayor Pro Tem Rutledge seconded the motion. A vote was taken and was unanimous. The meeting was adjourned at 6:36 pm.

Attest:

GeoJan Wright, Mayor

Douglas Davis, City Secretary