

MINUTES OF REGULAR CITY COUNCIL MEETING January 9, 2017

1. Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Monday, January 9, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Janie Krakowski, City Secretary
Don Weaver, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Phil Rutledge, Alderman	Scott Medcalf, Chief of Police
Riley Standifer, Alderman	

Mayor Drost called the meeting to order at 5:57 p.m. City Secretary Janie Krakowski called roll. *Quorum was present.*

2. Consent Items.

Motion made by Phil Rutledge; second by Don Weaver to approve consent items as follows:

- December 12, 2016 Regular City Council Meeting Minutes, as written. *(An updated copy of the Minutes were provided to reflect the council swear-in which was omitted.)*
- December 2016 Check Written Register

Motion carried by unanimous vote.

3. Open Forum.

No one spoke during Open Forum.

4. New City Council Appointments.

Place No. 1 remains vacant, but for Place No. 2, Terry Cooper, the manager of Fat Dogs, was to be considered. Mayor Drost said he would be a good addition to the Council. *Motion* was made by Riley Standifer; *second* by Phil Rutledge to appoint Terry Cooper to the City Council, Place No. 2. *Motion carried unanimously.* Notary Sandy Atteberry swore Mr. Cooper in and he recited his Oath.

5. New Mayor Pro-Tem Appointment.

Don Weaver has enjoyed being Mayor Pro Tem but would like to re-appropriate Phil Rutledge if he is willing to accept. Phil Rutledge accepts. *Motion* was made by Don Weaver; *second* by Riley Standifer to appoint Phil Rutledge as Mayor Pro Tem, for the newly seated Council, per Local Government Code 23.027. *Motion carried unanimously.* The Mayor thanked both Don and Phil.

6. Budget Amendment.

According to Mayor Drost, adding a line item to the Budget must be done by Resolution to Amend Budget. Per Phil Rutledge, this legal requirement was brought to our attention by Bud Dueling and the Auditor has approved it. The line item amendments are as follows:

- Increasing Court Income from \$80,000.00 to \$88,720.00
- Increasing Auto Expense from \$8,500.00 to \$48,500.00
- Increasing Payroll Taxes (City Share) from \$6,475.00 to \$7,095.00
- Salaries from \$84,580.00 to \$92,680.00

Motion was made by Don Weaver; *second* by Riley Standifer to amend the 2016-2017 Budget by Resolution to Amend. *Motion carried unanimously.* This will be filed with the Henderson County Clerk.

7. **Hiring Part-Time Police Officer.**

Now that the Budget has been amended, and due to recent armed robbery, the Mayor feels it would benefit the city to have a part-time officer on duty. Per Phil Rutledge, it would give the City more police presence, and this was justified last month by looking at financials. *Motion* was made by Don Weaver; *second* by Riley Standifer to hire a part-time officer for no more than 30 hours a week at \$11.25 per hour, on a temporary basis, contingent upon position paying for itself. *Motion carried unanimously.*

8. **Hiring Officer Deborah Moose-Clark as Part-Time Police Officer.**

Several interviews were held by Chief Medcalf, attended by Phil Rutledge, and Debra Moose-Clark was the best candidate. *Motion* was made by Phil Rutledge; *second* by Riley Standifer to hire Debra Moose-Clark as the part-time officer on a temporary basis as previously discussed. *Motion carried unanimously.*

9. **Quotes for Purchase of New Police Vehicle.**

Again, now that Budget has been amended, the discussion on purchasing a police vehicle and quotes can be revisited. Phil asked why Dodge no longer being considered and Chief Medcalf indicated that the preferred choice is the Ford SUV per his Reserves. *Motion* was made by Riley Standifer to purchase the SUV for \$38,742.93, in white. Don Weaver mentioned he would like it to be assigned to Chief Medcalf and not rotated. Phil agreed, but asked if the use would be limited to the Chief specifically, even in an emergency. Don added that per his employment agreement, he is to have a take-home vehicle, and it would ultimately be Chief's call. Council was in agreement on lettering and that it should stand out as a police vehicle. Mayor Drost pointed out that the quotes said "color to be determined". The discussion on what vehicle would be sold was tabled for a later date. *Second* by Don Weaver to purchase the SUV: *Motion carried unanimously.*

10. **Mayor's Report.**

Mayor Drost said she hoped everyone had a great Christmas and a Happy New Year.

11. **Economic Development Financial Report.**

EDC Treasurer Sandy Atteberry gave the EDC Report: Phil asked about Unit #1 and Sandy indicated that there was a discrepancy regarding an auto bank draft and it is being caught up.

- Beginning General Account Balance: \$67,137.05; Ending Balance: \$71,756.43. Deposits included business center rents and Sales Tax Income. Expenses included water, electric, Secretarial, mowing, and Treasurer bank miles.
- Beginning Hotel/Motel Account Balance: \$94,235.96; Ending Balance: \$94,235.96.

12. **Municipal Court Report.**

Judge Bivens gave the Municipal Report, mentioning that Warrant Officer Caddell went out Saturday and left door hangers, and the Court has been busy taking phone calls, encouraging them to come in and set up payment plans:

- 108 New Cases Filed; 64 Warrants issued; 7 Capias Pro Fine
- 24 Dismissed after completion of Driver's Safety Course; 12 Deferred; 3 Compliance Dismissals for Proof of Financial Responsibility
- 2 Jail Credits
- Total Fines Collected: \$16,318.35
- \$16,507.10 Quarter Taxes; \$24,373.94 Quarter Transfer to General Fund.
- MVBA Collected: \$100.00

13. Police Department Report.

Chief Medcalf gave the following Police Department Report, and Sandy Atteberry swore in new Police Department Reserve Officer Christina Dye, with her family present:

- 83 citations issued; 14 warnings - 97 contacts made
- 1 Arrest; 2 Call Outs
- 5 Suspicious Persons/Vehicles; 1 Aggravated Robbery; 1 Possible Counterfeiting; 7 Agency Assists; 1 Accident; 1 Animal Complaint; 4 Civil Matters; and 1 Driving While License Invalid
- 12 Reserve Officers; 1 Recruit completing Field Training Process; Officer Easter resigned.

14. Fire Department Report.

Fire Chief Moore was absent and there was no report given.

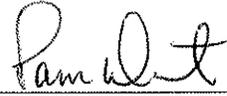
15. Adjournment.

Motion made by Riley Standifer; second by Don Weaver to adjourn the meeting. Motion carried by unanimous vote at 6:22 p.m.

ATTEST



Janie Krakowski, City Secretary



Pam Drost, Mayor

**MINUTES OF REGULAR CITY COUNCIL MEETING
February 13, 2017**

1. Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Monday, February 13, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Janie Krakowski, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Don Weaver, Alderman	Scott Medcalf, Chief of Police
Riley Standifer, Alderman	
Terry Cooper, Alderman	

Mayor Drost called the meeting to order at 6:01 p.m. City Secretary Janie Krakowski called roll. *Quorum was present.*

2. Consent Items.

Motion made by Don Weaver; second by Phil Rutledge to approve consent items as follows:

- January 9, 2016 Regular City Council Meeting Minutes, as written.
- January 2016 Check Written Register

Motion carried by unanimous vote.

3. Open Forum.

Mayor Drost introduced her daughter and grandson, visiting from Ohio.

4. Removing Don Weaver from Signatory Cards and Safe Deposit Box.

Motion was made by Don Weaver; second by Riley Standifer to remove previous Mayor Pro Tem Don Weaver from bank signatory cards and safe deposit box. Motion carried unanimously.

5. Adding Phil Rutledge to Signatory Cards and Safe Deposit Box.

Motion was made by Riley Standifer; second by Don Weaver to add current Pro Tem Phil Rutledge to bank signatory cards and safe deposit box. Motion carried unanimously.

6. Public Investment Act (PIFA) Online Class.

The Public Investment Act (PIFA) online class is a requirement every two years. Either the Mayor or Mayor Pro Tem will take it. The cost is \$250.00. *Motion was made by Terry Cooper; second by Riley Standifer to approve the PIFA course in the amount of \$250.00. They will decide later who takes it. Motion carried unanimously.*

7. Republic Trash Service Contract (3 Year) Renewal

Gene Keenon was present at the meeting. He stated that no changes were being made to the contract but dates. Mayor Drost expressed her appreciation and said that Republic has always supported the City with its tournaments and cooking. She also said they do a great job at calling and saying if they'll be unable to come for pickup and keeping pricing consistent. She asked Gene about the trash truck weight and damaging of roads. With the upcoming road grant work, she asked that they stay off the edges of the roads to preserve them. Mayor Drost signed the contract and thanked Gene. *Motion was made by Don Weaver; second by Terry Cooper to renew the Republic Trash Service contract for three (3) years. Motion carried unanimously.*

8. Appointment of Donna Douglas to the Coffee City EDC.

At the last EDC meeting, it was recommended that Donna Douglas, local realtor, be appointed to the board. The Council needs to approve said appointment. Don Weaver commended Ms. Douglas

and said she would be an asset to the EDC. *Motion* was made by Don Weaver; *second* by Terry Cooper to appoint Donna Douglas to the Coffee City EDC. *Motion carried unanimously.*

9. **NIBRS Grant Resolution.**

The Police Chief has applied for a grant for Report Writing Software. This Resolution needs to be signed by all council members, per the Office of the Governor. There was discrepancy as to wording on the Resolution relating to Matching Funds. Chief Medcalf said there were absolutely no funds to be matched and Mayor Drost said she had that in writing. This documentation will be on file. The grant is for \$26,750.00, which covers software, setup, transfer of data and licensing for 10 officers, per Chief Medcalf. The City will be responsible only for \$1,500.00 licensing fee afterwards. *Motion* was made by Don Weaver; *second* by Phil Rutledge to approve the NIBRS Grant Resolution as written. *Motion carried unanimously.*

10. **Re-Appointment of Reserve Police Officer Shahid "Sam" Mohamad.**

Shahid "Sam" Mohamad was not present at meeting. Officer Mohamad has previously reserved for Coffee City. *Motion* was made by Riley Standifer to appoint Reserve Police Officer Shahid "Sam" Mohamad. *Second* by Terry Cooper. *Motion carried unanimously.*

11. **Appointment of Reserve Police Officer Monty Ward, Jr.**

Monty Ward, Jr. was not present at meeting. Ward is prior military, lives in Tyler and has worked for the City of Arp and the Smith County Constable's Office. *Motion* was made by Riley Standifer to appoint Reserve Police Officer Monty Ward, Jr. *Second* by Terry Cooper. *Motion carried unanimously.*

12. **Mayor's Report.**

- Mayor Drost addressed the 911 call issue back from the Dollar General robbery, stating that the call went to Anderson County, not Henderson County. She urged the citizens to test their home phones for 911 routing;
- Pre-Bid Conference meeting was last week; Opening Bids Meeting will be 2/28 for TxCDBG Road Grant on Duval, Pinedale and Royal Forest
- Mayor Drost mentioned that an arrest was made by the PD relating to the holdup at Tip Top Liquor
- Mayor Drost asked council members to please be thinking of what may need to be done regarding the Game Rooms in the City and a possible Ordinance.

13. **Economic Development Financial Report.**

EDC Treasurer Sandy Atteberry gave the EDC Report, mentioning that H&R Block is all caught up on auto-draft issue:

- Beginning General Account Balance: \$72,046.41; Ending Balance: \$72,732.01. Deposits included business center rents and Sales Tax Income. Expenses included water, electric, Secretarial, mowing, Tax Assessor, office supplies and Treasurer bank miles. In Magazine was paid out of General but will be corrected next month.
- Beginning Hotel/Motel Account Balance: \$95,259.98; Ending Balance: \$95,159.98. Expenses include Webmaster Services.

14. **Municipal Court Report.**

Judge Bivens gave the Municipal Report, mentioning that Warrant Roundup began Friday and arrests begin February 25th and 26th. The time to work out a payment plan arrangement or community service is now:

- 103 New Cases Filed; 6 Warrants issued; 4 Capias Pro Fine
- 27 Dismissed after completion of Driver's Safety Course; 7 Deferred; 1 Compliance Dismissal for Proof of Financial Responsibility
- 2 Juveniles

- a number of Community Service with the Fire Department
- Total Fines Collected: \$16,118.54
- MVBA Collected: \$2,337.00
- Officer Moose-Clark issued 60 citations for the month

15. Police Department Report.

Chief Medcalf was proud to announce that in regards to the Tip Top incident on September 2, 2016, the department got a full confession and a had a successful operation. He went on to thank Officers Caddell and Clark and said all but 1 in the department were involved in the raid on the subject's apartment. He said this was only Coffee City Police Department, not Henderson County. He mentioned the crimes at the Motor Inn and how they will step up their efforts; and that with the Game Rooms popping up, he has asked for the assistance of Sheriff Hillhouse, stating that with a 24-hour establishment comes increased crime rate. There was discussion of an future ordinance, and Mayor Drost asked about the current establishments. Medcalf responded that generally those are grandfathered in. Medcalf mentioned receiving recent donations of vests and the purchase of used cameras. Jim Beggerly asked why Coffee City's police report has not been in Frankston Citizen. Medcalf responded by saying he only gives Jay the significant events only. Phil Rutledge asked for an update on the police vehicle and Chief indicated late March/early April. Ms. Carr commented that Officer Clark has done a wonderful job and she and Chief Medcalf have made their presencc known. Chief Medcalf gave the following Police Department Report:

- 98 citations issued; 10 warnings - 108 contacts made
- 2 call outs; 4 Suspicious Persons/Vehicles; 1 Assault Family Violence; 4 Alarms; 3 Accidents; 10 Agency Assists; 2 Animal Complaints; 1 Burglary of Habitation (Motor Inn); 4 Suspicious Persons or Vehicles (Motor Inn); 5 Welfare Concerns; 1 Public Intox (Motor Inn); 1 Warrant Service; and 1 Narcotics Activity at Game Room
- 8 Reserve Officers; 1 Recruit completing Field Training Process; Officers Strom and Matlock resigned.

16. Fire Department Report.

Fire Chief Moore was unavailable and Officer Moose-Clark gave the report on his behalf:

- 21 Calls for Service; below average call volume
- 2 Building Fires; 3 Grass Fires; 8 Medical Calls; 1 Tree Obstruction; 2 Boat Calls; 2 MVA's; 1 False Alarm; and 2 Public Service Calls (to unlock cars)
- 14 Senior Fire Fighters and 1 Explorer

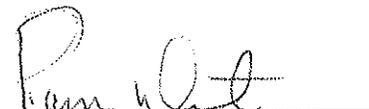
17. Adjournment.

Motion made by Terry Cooper; second by Riley Standifer to adjourn the meeting. Motion carried by unanimous vote at 6:48 p.m.

ATTEST



Janie Krakowski, City Secretary



Pam Drost, Mayor

**MINUTES OF REGULAR CITY COUNCIL MEETING
April 10, 2017**

1. Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Monday, April 10, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Janie Krakowski, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Don Weaver, Alderman	Chris Moore, Fire Chief
Riley Standifer, Alderman	Scott Medcalf, Chief of Police
Terry Cooper, Alderman	

Mayor Drost called the meeting to order at 5:59 p.m. Roll was called by City Secretary Janie Krakowski. *Quorum was present.*

2. David Jenkins - Vacant Council Place No. 1.

Mayor Drost introduced David Jenkins. He has lived in Highsaw for 8 years and is active in the community and local projects, has helped with the Community Garage Sale and Clean-Up Weekend. Mr. Jenkins immigrated from Wales to New York and was an engineer and later a medical chaplain. He and his wife chose to retire here. *Motion* made by Don Weaver; *second* by Riley Standifer to appoint David Jenkins to vacant Council Place No. 1. *Motion carried* by unanimous vote. Notary Sandy Atteberry swore Mr. Jenkins in and he took his seat at Place 1.

3. Consent Items.

Motion made by Don Weaver; *second* by Terry Cooper to approve consent items as follows:

- March 13, 2017, Regular City Council Meeting Minutes, as written.
- March 2017 Check Written Register, as written.

Motion carried by unanimous vote.

4. Open Forum.

Ray King of Black King, LLC, and Hayward Rigano, his attorney, spoke regarding the game rooms. Mr. King has opened a game room at Kilo's and presented a proposal to the City: to have an annual fee, which would be anywhere from \$150-\$500, per terminal, to be paid to the City. He said most locations have anywhere from 50 to 70 machines. Mr. King has licensed security on the premises from 9pm to 9am. He has multiple establishments. He believes that permitting fees are fair and gives back to the City. He gives back to the community, follows regulations and has no problem with having police department checking in at any time.

Phil Rutledge asked about the purpose of blacked-out windows. Attorney Rigano says the computers will overheat the room with all the direct sunlight and players say they can see the games better with the tinted windows. Rigano and King mentioned having no issue with tinting regulations in a City ordinance. Phil also remarked on highway traffic, BYOB, and the concerns of the citizens.

Don Weaver asked about charities. He commended the Coffee City Volunteer Fire Department and mentioned considering supporting them.

Mayor Drost checked with TML regarding proposed Game Room Ordinance. Per TML, it does not extend to ETJ and existing game rooms must conform after ordinance is enacted.

David Jenkins remarked about the trash not being picked up and that he'd like to see something done about the abandoned properties. The Mayor asked that he find out more information and put on the Agenda for a future meeting.

Don Weaver shared a nice small town story of a woman who fell at the Dollar Store. He said the Volunteer Fire Department and his wife, a registered nurse, came to her aid to help and it was really nice to see everyone pull together and help like that.

5. EDC Expenditures.

Per the EDC Expenditure Policy, the Council needs to approve the following EDC Expenditures, totaling \$15,291.41:

- o Reimbursement for Audit FY 13-14: \$2000
- o Reimbursement for Audit FY 14-15: \$2000

Motion was made by Don Weaver; second by Terry Cooper to approve. Motion carried unanimously

- o Bank Miles for Treasurer (Oct-Mar 16-17): \$208.50

Motion was made by Don Weaver; second by Phil Rutledge to approve. Motion carried unanimously

- o Belts & Hoses Tournament Sponsorship (MayFest/Auto Show): \$7000

Motion was made by Don Weaver; second by David Jenkins to approve. Motion carried unanimously

- o Crappie Angler Tournament Oct 13-14: \$3000

There was discussion whether it generated Sales Tax revenue for the City; the purpose and direction of the EDC, and exposure of the City with these types of events.

Motion was made by Riley Standifer; second by David Jenkins to approve. One opposed.

Motion carried.

- o Public Funds Investment Class: \$250 for EDC Treasurer
- o TML Class (November): \$790.60
- o Office Supplies: \$42.01

Motion was made by Don Weaver; second by Terry Cooper to approve. Motion carried unanimously

6. Bailiff's & Warrant Officer's Conference

Motion was made by Phil Rutledge; second by Terry Cooper to approve Officer Clark to attend the Bailiff's & Warrant Officer's Conference in Huntsville, May 15th-17th, for \$200.00, plus per diem and mileage (cost TBD), to be paid for out of Municipal Court Building Security Fund. Motion carried unanimously.

7. Possible Second Part Time Police Department Officer Discussion

Mayor Drost provided figures of generated revenue and what has been paid to current part-time officer. She then commended Officer Clark on her work in the City and says she has done an excellent job being a presence in the City and representing the City. She asked Chief Medcalf if he had anyone in mind for the position. Phil Rutledge said they need to be local and need to be able to work during the week and Mayor Drost agreed, no weekend-work. Medcalf said he and Officer Clark had just helped apprehend a murder suspect. Phil Rutledge said the figures can be looked at for next budget year--and if the numbers can be justified, maybe a full time person can be considered as opposed to two part-time employees. Chief Medcalf said he would like to open it to all the Reserves as well as outside applicants also.

8. May Budget Workshop.

Motion was made by Phil Rutledge; second by Terry Cooper to set the Budget Workshop for Thursday, May 11th at 1:00 pm. Motion carried unanimously.

9. Recycling Discussion

The green recycling bin is in the City Hall parking lot. Junk mail, mixed paper, tin cans, aluminum cans, corrugated cardboard, newspapers and magazines are allowed. If you have any questions, you can call (800) 678-7274. Information is also on the City's website.

10. **Employee Sick Days Policy.**
This item was tabled from last month so the Council could be given time to think it over. The Council was provided with the policies of the Cities of Frankston and Berryville. *Motion* was made by Phil Rutledge to carry over 6 sick days; with a maximum of 240 hours, that can be carried over; *second* by Terry Cooper. *Motion carried unanimously.* Changes will be made to the Employee Handbook.
11. **Game Room Ordinance**
This item was tabled from last month, pending further study and answers from TML. Mayor Drost discussed her feelings on the game rooms and how it reflects on the City. *Motion* was made by Don Weaver; *second* by Terry Cooper to table the Ordinance for further study. *Motion carried unanimously.*
12. **Letter to Judge Sanders and County Commissioners regarding Game Rooms.**
Motion was made by Don Weaver; *second* by Terry Cooper to write a letter to Judge Sanders and the County Commissioners inquiring about what the County can do regarding the Game Rooms. *Motion carried unanimously.*
13. **Truck Load Limit Ordinance.**
This discussion was tabled last month, pending more information. Phil Rutledge said that all trucks on the roads are overweight. He doesn't see how an Ordinance at this time could be enforced. The City does not have scales and the City's roads don't even amount to 20 miles. The Mayor said that these overweight trucks are ruining the roads and she'd like to see them be bonded so they can fix the damages made. *Motion* was made by Terry Cooper; *second* by Don Weaver to table the discussion of a Truck Load Limit Ordinance to protect the City's streets. *Motion carried unanimously.*
14. **Mayor's Report.**
Mayor Drost has checked with TML and the council and the EDC can participate in MayFest, Auto Show and Bass Tournament . She thanked the Jenkins', Ron Hunter, Wendy Hall, Riley Standifer, Boy Scouts Troop 328, VFD and community service for a great Allied Weekend and volunteer effort.
15. **Economic Development Corporation.**
EDC Treasurer Sandy Atteberry gave the following EDC Report:
- Beginning General Account Balance: \$74,848.00; Ending Balance: \$83,221.32. Deposits included business center rents, Sales Tax Income, and reimbursement from HOT account for In Magazine. Expenses included deposit slips, electric, Secretarial, mowing, office supplies and Treasurer bank miles.
 - Beginning Hotel/Motel Account Balance: \$94,760.50; Ending Balance: \$94,922.74. Expenses include Webmaster Services and reimbursement to General Fund for In Magazine.
 - EDC has voted to accept a proposal by Pizza Pro to rent a unit at the Lake Palestine Center.
 - Don Weaver spoke of his future plans for the EDC, its spending, with an effort focused on bringing jobs and revenue to the City.
 - Mayor Drost congratulated Don Weaver for being elected EDC president.
16. **Municipal Court Report.**
Judge Bivens gave the Municipal Report:
- 156 New Cases Filed; 43 Class C Warrants issued
 - 19 Dismissed after completion of Driver's Safety Course; 12 Deferred; 2 Compliance Dismissals for Proof of Financial Responsibility
 - 9 Satisfied by Jail Credit
 - 5 Waived for Indigency

- Discussion of calling their employer as an effective strategy
- Total Fines Collected: \$44,513.79
- MVBA Collected: \$7,378.24
- In-House Warrant Collection (Fire Chief): \$3,889.00
- Judge has found that breaking down warrants by zip code has been efficient.
- Quarter Transfer to General Fund: \$51,129.41

17. **Police Department Report.**

Chief Medcalf gave the following Police Department Report:

- 130 citations issued; 10 warnings - 140 contacts made
- 3 call outs; 4 Suspicious Persons/Vehicles; 3 Assaults; 3 Alarms; 12 Agency Assists; 2 Thefts; 2 Warrant Service; 1 Criminal Trespass; 4 Welfare Concerns; and 1 Accident
- 1 Part Time Officer; 10 Reserve Officers; 2 Recruits completing Field Training Process; Officer Strom resigned
- David Jenkins asked for documentation of police activity related to the Game Rooms. Chief Medcalf stated he would provide it.

18. **Fire Department Report.**

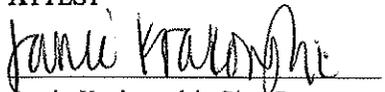
Fire Chief Moore gave the following report:

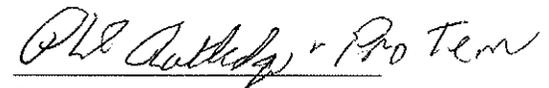
- 31 Calls for Service; above average call volume
- 3 Building Fires; 5 Grass Fires; 9 Medical Calls; 2 Tree Obstructions; 4 Boat Calls; 3 MVA's; 1 Down Power Line; 2 False Alarms; and 2 Public Service Calls (to unlock cars)
- 14 Senior Fire Fighters and 2 Explorers (Explorers are 14-18 years of age; 18+ can be fire fighters for department)
- Texas National Night Out is October 3rd--would like to get Pizza Pro; Holiday Meal is 2nd Saturday of December
- MayFest is May 20th; Collaboration of Fishing Tournament and Car Show; Walt and Officer Clark will be on Radio and TV Slots, to be done around April 20th

19. **Adjournment.**

Motion made by Terry Cooper; second by David Jenkins to adjourn the meeting. Motion carried by unanimous vote at 7.50 p.m.

ATTEST


Janie Krakowski, City Secretary


Pam Drost, Mayor

MINUTES OF REGULAR CITY COUNCIL MEETING May 8, 2017

1. Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Monday, May 8, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Phil Rutledge, Mayor Pro Tem
Don Weaver, Alderman
Riley Standifer, Alderman
Terry Cooper, Alderman
David Jenkins, Alderman

Janie Krakowski, City Secretary
Shellena Bivens, Municipal Court Judge
Chris Moore, Fire Chief
Scott Medcalf, Chief of Police

Phil Rutledge called the meeting to order at 5:59 p.m. Roll was called by City Secretary Janie Krakowski. Mayor Drost was absent. Before the meeting was called to order, Mayor Pro Tem Phil Rutledge announced that Carl Drost had had a heart attack and was in recovery. *Quorum was present.*

2. Consent Items.

Motion made by Don Weaver; *second* by Terry Cooper to approve consent items as follows:

- April 10, 2017, Regular City Council Meeting Minutes, as written.
- April 2017 Check Written Register, as written.

Motion carried by unanimous vote.

3. Sponsorship Presentation from Republic Services.

Gene Keenon and Zack Briscoe of Republic Services presented to the Fire Department a \$500.00 check for sponsoring Belts & Hoses Fishing Tournament/MayFest. Phil Rutledge mentioned that Republic Services was the 8th largest trucking company in the country, and thanked them being at our City.

4. Open Forum.

Mr. Rigano, attorney for Ray King (Black King, LLC) was at the meeting for the potential passing of the Game Room Ordinance. Mr. King, who owns Spin Win Charities next to Kilo's, was also present.

Phil Rutledge told Mr. King that he was impressed by the cleanliness of the facility but not fond of the dark windows. Mr. King explained how hot the facility is and the dark windows help to cool it.

Mohammad Bahtti arrived late and inquired about game rooms.

Mayor Pro Tem informed everyone that the item would be tabled due to the Mayor's absence.

5. EDC Treasurer's Bank Miles.

Per the EDC Expenditure Policy, the Council needs to approve the following EDC Expenditure:

- o Bank Miles for EDC Treasurer, for the month of April: \$25.92

Motion was made by Don Weaver; *second* by David Jenkins to approve. *Motion carried unanimously*

6. City Hall Foyer - Security

Mayor Drost had asked Judge Bivens to get figures for City Hall foyer modification - to be paid for out of Municipal Security Account. Judge Bivens provided a quote from Cut Rite glass, for 2 quarter-inch thick tempered glass windows with polished edges measuring 46x27: \$222.00; and for

the Judge's window (34x24); and labor: \$400.00, plus materials. Phil Rutledge was concerned about the air conditioning duct. The discussion will be revisited when the Mayor returns.

7. Game Room Ordinance

This item was tabled due to Mayor absence. *Motion* to table was made by Don Weaver; *second* by Terry Cooper. *Motion carried unanimously*

8. Truck Load Limit Ordinance.

This discussion was tabled due to Mayor absence.

9. Police Department Vehicles.

When asked if he was happy with the new police vehicle, Chief Medcalf indicated the things he still needs and additions that need to be made. He explained that he wants to keep all 3 vehicles, which reduces the amount of usage. Also, he sees the need for all 3 to be in working order. The cost of maintenance and upkeep was discussed. Phil Rutledge felt there was no hurry. Don Weaver commented on sending the old vehicles to auction and using those funds. Overall, it was agreed that auctions generally don't bring in a lot of money. Jim Beggerly mentioned an upcoming Sheriff's auction, but it would be too soon (May 19th).

10. Mayor's Report.

Mayor Pro Tem asked that the Council please review the Budget for Thursday's Budget Workshop Meeting.

11. Economic Development Corporation.

EDC Treasurer Sandy Atteberry gave the following EDC Report:

- Beginning General Account Balance: \$82,871.32; Ending Balance: \$83,889.01. Deposits included business center rents. Expenses included electric, Secretarial, mowing, and light bulbs at Lowes for the Center.
- Beginning Hotel/Motel Account Balance: \$94,922.74; Ending Balance: \$97,323.62. Expenses included Webmaster Services and MayFest.

12. Municipal Court Report.

Judge Bivens gave the Municipal Report:

- 81 New Cases Filed; 8 Class C Warrants issued; 3 Capias pro Fine
- 22 Dismissed after completion of Driver's Safety Course; 10 Deferred
- 7 Satisfied by Jail Credit
- Total Fines Collected: \$21,228.27
- MVBA Collected: \$1,640.00
- In-House Warrant Collection (Fire Chief): \$4,096.00; Officer Frazier and Clark \$300; Officer Bascomb \$50; Lt. Caddell and Chief Medcalf \$79, which were residuals leftover from Warrant Roundup
- Officer Clark successfully tracked someone with an outstanding warrant at the Game Room.

13. Police Department Report.

Chief Medcalf gave the following Police Department Report:

- 79 citations issued; 17 warnings - 96 contacts made
- 1 Call Out; Counterfeit money at the Motor Inn (3rd since beginning of year)
- 5 Arrests: Manufacture/Delivery of a Controlled Substance; Failure to ID; Prohibited Substance at a Correctional Facility and 3 Warrants
- 1 Part Time Officer; 10 Reserve Officers; 1 Recruit completing Field Training Process; Monty Ward Resigned

14. Fire Department Report.

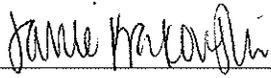
Fire Chief Moore gave the following report:

- 41 Calls for Service; above average call volume
- 2 Building Fires; 3 Grass Fires; 9 Medical Calls; 20 Tree Obstructions; 3 Boat Calls; 2 MVA's; 3 Down Power Lines; and 2 Public Service Calls (to unlock cars)
- 14 Senior Fire Fighters and 2 Explorers
- Texas National Night Out is October 3rd
- MayFest is May 20th; Papers, Radio & TV are Notified; Fliers are out
- Discussion as to whether or not having a potluck for Holiday Meal or an entry fee to cover catering from possibly the Purple Pig or Traditions.

15. Adjournment.

Motion made by Don Weaver; *second* by Terry Cooper to adjourn the meeting. *Motion carried* by unanimous vote at 6:48 p.m.

ATTEST



Janie Krakowski, City Secretary



Pam Drost, Mayor

**MINUTES OF SPECIAL CALLED
BUDGET WORKSHOP MEETING
May 18, 2017**

1. Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Thursday, May 18, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Janie Krakowski, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Don Weaver, Alderman	Chris Moore, Fire Chief
Terry Cooper, Alderman	Scott Medcalf, Chief of Police

Mayor Drost called the meeting to order at 11:02 a.m. Roll was called by City Secretary Janie Krakowski. Riley Standifer and David Jenkins were absent. *Quorum was present.*

2. Budget Workshop.

The following budget items were addressed, line by line, starting with expenses first:

- o Security Fund Expense - \$7,000.00 - offset
- o Technology Fund Expense - \$10,000.00 - offset
- o Accounting and Audits - from \$8,000.00 to \$7,000.00 - this change reflects EDC's paid portion
- o Advertising - \$1,000.00 - to account for newspaper publishing expenses
- o Auto - currently at \$8,500.00 - Mayor proposing the possibility of another vehicle: \$48,500.00. Fire Chief Moore provided the Council with auto quotes (below) but stated that if the PD needs another street vehicle, he can wait another year. This was revisited at the end of the workshop: keeping at \$8,500.00. *See end of Minutes.*
- o Bank Charges - \$150.00
- o Coffee City Volunteer Fire Department - Chief Moore has \$2,245.36 left of previous budget (\$4,000.00). Proposed new amount: \$8,200.00
 - Items requested to be considered by Council included:
 - \$1,200.00 for oil and filter changes on Engines 1, 10 and Boat 1;
 - \$1500.00 for school and travel; \$600.00 for rear tires on Brush 1; \$1,000.00 for room and travel to TDEM; \$2,000.00 for (4) hand-held radios; \$2,500.00 for (4) sets of Wildland/MVA suits.
 - Prices for new VFD vehicles were also submitted: Chevrolet Sonic \$16,500.00; Chevrolet Cruze \$20,000.00; and Malibu \$21,832.00
- o Computer Expenses - Phil is concerned with internet speed and spoke about working on that with Suddenlink. He mentioned that Kayla Sartor (Reserve Officer here PT and FT at Hallsville ISD Tech Dept) provided a quote to the City for tech and networking. Proposed Budget for Computer Expenses: \$6,000, to account for upgrades. An upgrade will be also be needed for computers with the MCRS program for the Court. This can be paid for from Tech Fund: 50% for Janie; 50% for Judge.
- o Continuing Education & Travel - Judge Bivens mentioned that there were required Municipal courses that we were unable to take. Police Chief assured the Council that his required education this year would be less than previously spent. Proposed Budgeted Amount: \$4500
- o Dues and Subscriptions - \$2,000.00
- o EDC Sales Tax - \$57,000.00 - offset, no effect.
- o Election Expenses - \$8,100.00
- o Gasoline - \$18,500.00
- o Inmate Expense - \$1,000.00 - Court Cost offset, no effect
- o Internet/Website - \$300.00
- o Insurance
 - Health - \$36,000.00
 - Liability - \$16,000.00

- o Legal Fees - \$5,000.00 - projected due to Game Rooms
- o Mowing - \$900.00
- o Office Equipment - \$500.00
- o Office Expenses - line item to be deleted and combined with Office Supplies, below, and renamed: Office Supplies & Expenses.
- o Office Supplies - \$7,000.00
- o Payroll Taxes (City Share) - \$10,000.00
- o Pest Control - \$400.00
- o Police Equipment & Gear - Requested items from the Police Department include: 4 Ballistic helmets; Paraclete PASGT Style IIIA. \$236.00 each; 1 Ballistic shield; Protech TS1 Level IIIA. \$955.99; and 1 ballistic battering ram/entry ram, Blackhawk 20". 262.99, requested to be in addition to budget. Also, \$26,757.51 for e-Force software. Police Chief says that the City pays this and the Office of the Governor will reimburse amount. The City is responsible for annual license fee of \$1,500.00.
 - Proposed Budgeted Amount: \$14,000.00, total, for the above and the following:
 - Ammunition
 - Uniforms, Badges & ID Cards
 - Equipment
- o Postage - \$300.00
- o Repair and Maintenance - City Hall \$750.00
Community Center \$750.00 - EDC can fund per Don Weaver
- o Road Repairs - use Road account. The possibility of future repairs were discussed.
- o Road Sales Tax Payment - \$28,500.00
- o Salaries - 4% increase to salaries proposed; Mayor also proposes a Full-time Police Department Officer to back up Chief and a Part-Time Officer solely for traffic control; budgeting \$13,000 for a part-time officer, making the total proposed salary budget of \$130,000.00. There was discussion regarding Officer Clark filling the Full Time position, which the Council agreed on in unison, and that Lt. Caddell has not shown the performance or duties necessary to fill the position. Don Weaver commended the employees and felt their salary should be increased in lieu of hiring another part time officer.
- o Satellite - \$1,300.00
- o Telephone - \$5,200.00. Fire Chief Moore gave input on phone system: 1 line for all departments and cancel Fire Department line. A percentage can be taken out of Tech Fund per Judge. Don Weaver also said that a portion may be paid by EDC, if it relates to infrastructure.
- o Telephone (Cellular) - \$3,200.00
- o Utilities:
 - Electricity - City Hall - \$5,900.00
 - Electricity - Community Center \$2,000.00
 - Propane - \$2,000.00
 - Street Lights - \$4,000.00
 - Water - City Hall \$800.00
 - Water - Community Center \$700.00

TOTAL: \$415,450.00

Next, income:

- o Sales Tax Income for City - \$114,000.00
- o Sales Tax Income for EDC - \$57,000.00
- o Sales Tax Income for Roads - \$28,500.00
- o Court Income - \$130,000.00
 - MVBA Income - \$30,000.00
 - In-House Warrant Collection \$20,000.00
- Totaling \$180,000.00
- o Building Security Income - \$3,500.00
- o Technology Income - \$4,500.00
- o Utility Franchise Fees:
 - Centurylink - \$650.00
 - Allied Waste - \$2,400.00

- Allied Waste \$1 for Roads - \$1,800.00
- TVEC - \$12,000.00
- Community Center Rental Income - \$1,500.00
- Interest Income - \$400.00
- Misc. Income - \$500.00
- Game Room Income - undecided

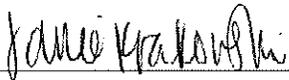
TOTAL: \$419,950.00

\$40,000.00 from last year's budget, in bank, under available fund balance. It was proposed to make that \$80,000.00 for the possibility of an emergency purchase of a vehicle, without having to amend the budget with a resolution, in lieu of raising the auto budget to \$48,500.00. Auto was left at \$8,500.00.

3. Adjournment.

Motion made by Phil Rutledge; second by Don Weaver to adjourn the meeting. Motion carried by unanimous vote at 12:41 p.m.

ATTEST



Janie Krakowski, City Secretary



Pam Drost, Mayor

MINUTES OF REGULAR CITY COUNCIL MEETING July 10, 2017

1. **Call to Order.**

The City Council of Coffee City, Texas, convened in regular session on Monday, July 10, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Janie Krakowski, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Don Weaver, Alderman	Chris Moore, Fire Chief
Riley Standifer, Alderman	
Terry Cooper, Alderman	
David Jenkins, Alderman	

Mayor Drost called the meeting to order at 6:00 p.m. Roll was called by City Secretary Janie Krakowski. *Quorum was present.*

2. **Consent Items.**

Motion made by Don Weaver; second by Terry Cooper to approve consent items as follows:

- June 12, 2017, Regular City Council Meeting Minutes, as written
- June 2017 Check Written Register, as written.

Motion carried by unanimous vote.

3. **Open Forum.**

Jimmy Roberts, prior military, has recently returned to the area and spoke regarding his food trailer he'd like to set up. Phil Rutledge asked about Sales Tax. He said he does collect sales tax, but as far as the city receiving, this will have to be looked into further. Don Weaver recommended the Beard Auction lot and Mayor Drost suggested that he get with Don after the meeting.

Hayward Rigano and Ray Knight were present regarding Game Room Ordinance.

4. **Game Room Ordinance.**

The drafted Ordinance was sent to City Attorney for review and feedback. He has questions and needs more time. He will have it ready for August meeting.

Phil asked Mr. King about removing window coverings- Officer Clark spoke regarding same and what still needs to be done. Mr. King assured the Council that whatever needed to be done, they would do. Mr. King's attorney, Hayward Rigano, was pleased with ordinance, no need for feedback.

This matter will be on next month's Agenda.

5. **Executive Session.**

The Council adjourned to Executive Session at 6:10 pm to discuss candidates to be hired for the police department. Mayor Drost called the meeting back in session at 7:00 pm.

6. **Police Department - Full Time Employee(s).**

Motion to Consider and Act upon Hiring 2 Full Time Police Department Employees, Deborah Moose-Clark and Alex Caddell, was made by Phil Rutledge; second by David Jenkins; Terry Cooper and Don Weaver opposed. Motion carried.

7. **Police Department - Part Time Employee.**

Motion to Consider and Act upon Hiring 1 Part Time Police Department Employee, John Shelton, was made by Riley Standifer; second by David Jenkins. Motion carried unanimously.

8. Mayor's Report.

Mayor Drost mentioned that Donny Malone, previous Chief of Police, has lost his significant other to a tragic murder. It was discussed that her previous husband is now in custody. Mayor Drost expressed her sympathies for the tragedy and offered prayers.

9. Economic Development Corporation.

EDC Treasurer Sandy Atteberry gave the following EDC Report:

- Beginning General Account Balance: \$89,075.52; Ending Balance: \$96,223.79. Deposits included business center rents and sales tax. Expenses included electric, Secretarial, mowing and water.
- Beginning Hotel/Motel Account Balance: \$96,199.01; Ending Balance: \$92,461.58. Expenses included Webmaster Services, Crappie Anglers tournament and MayFest.

10. Municipal Court Report.

Judge Bivens gave the Municipal Report:

- 214 New Cases Filed; 24 Class C Warrants issued
- 30 Dismissed after completion of Driver's Safety Course; 21 Deferred
- 4 Satisfied by Jail Credit
- 2 cases for indigency -- September 1 bringing major changes (Legislative Update)
- Total Fines Collected: \$27,693.64
- MVBA Collected: \$1,406.00
- In-House Warrant Collection (Fire Chief): \$2,285.00
- Transfer to the City: \$38,488.40
- Quarter Taxes: \$26,011.00

11. Police Department Report.

Chief Medcalf was absent; Lt. Caddell gave the following Police Department Report on his behalf:

- 189 citations issued; 45 warnings - 234 contacts made
- 3 Call Outs; Disturbance, Agency Assist, Warrants, Driving While License Invalid and Possession of Marijuana
- 2 Suicidal Subjects; 2 Burglary of vehicles; 1 suspicious person; 1 loose livestock; 4 Arrests
- 1 Part Time Officer; 10 Reserve Officers; 1 Recruit completing Field Training Process

12. Fire Department Report.

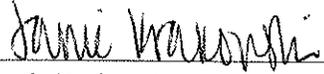
Fire Chief Moore gave the following report:

- 26 Calls for Service; average call volume
- 1 Building Fire; 3 Grass Fires; 9 Medical Calls; 4 Tree Obstructions; 4 Boat Calls; 3 MVA's; 1 Down Power Line; and 1 Public Service Call (to unlock car)
- 14 Senior Fire Fighters and 2 Explorers
- Texas National Night Out is October 3rd
- October 7th-9th: Eastman
- Square Fair: date has been changed to last week of September
- December 9th: Holiday Meal - Chief will get pricing together for catering (per person entry fee to cover costs)

13. Adjournment.

Motion made by Terry Cooper; second by Riley Standifer to adjourn the meeting. Motion carried by unanimous vote at 7:18 p.m.

ATTEST



Janie Krakowski, City Secretary



Pam Drost, Mayor

MINUTES OF REGULAR CITY COUNCIL MEETING August 14, 2017

1. **Call to Order.**

The City Council of Coffee City, Texas, convened in regular session on Monday, August 14, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Janie Krakowski, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Don Weaver, Alderman	Chris Moore, Fire Chief
Riley Standifer, Alderman	
Terry Cooper, Alderman	
David Jenkins, Alderman	

Mayor Drost called the meeting to order at 6:00 p.m. Roll was called by City Secretary Janie Krakowski. *Quorum was present.*

2. **Consent Items.**

Motion made by Don Weaver; *second* by Terry Cooper to approve consent items as follows:

- August 14, 2017, Regular City Council Meeting Minutes, as written
- August 2017 Check Written Register, as written.

Motion carried by unanimous vote.

3. **Open Forum.**

No one spoke during the open forum.

7. **Review of Budget; Final Figures.**

Phil Rutledge stated that net gain was \$16,000 and that income was \$20,000.

8. **Discuss Auto Purchases.**

Vehicle purchase for the police department and the fire department was discussed. The fire department had bids for three different car options. The police department will bring a quote to September council meeting. The state of the current police vehicle was also discussed.

9. **Consider and Act Upon approving EDC Treasurer Miles in the amount of \$38.52.**

A motion to approve was made by Don Weaver and seconded by Phil Rutledge. A vote was taken with a unanimous outcome

10. **Consider and Act Upon amending EDC Expenditure Policy to include in the exceptions, continuing education classes, mileage, per diem, and mileage spent on administrative errands.**

A motion to approve was made by Don Weaver and seconded by David Jenkins. A vote was taken with a unanimous outcome

11. **Consider and Act Upon adapting the Coffee City Ordinance for Nuisance Abatement.**

After a lengthy discussion on the ramification of enacting an ordinance as it was presented, the mayor asked for a motion to table the discussion and revisit it in the future. Terry Cooper made the motion to table this agenda item and Riley Standifer seconded the motion. A vote was taken and the ordinance was tabled.

12. **Consider and Act Upon Game Room Ordinance.**

A motion to approve was made by Don Weaver and seconded by David Jenkins. A vote was taken with a unanimous outcome.

13. **Consider and Act Upon additional cell phone to our current plan for the Court (Warrant Services), and removing the air card.**
The motion made to add an additional cell phone to the current plan was made by Phil Rutledge and second by Terry Cooper. Unanimously accepted.
14. **Consider and Act Upon additional cell phone(s) to our current plan for full time officer(s).**
A motion to approve was made by Terry Cooper and seconded by Phil Rutledge. A vote was taken with a unanimous outcome
15. **Consider and Act Upon sending Deborah Moose-Clark to Johnson County Sherriff's Office for Court Security Specialist Certification.**
A motion to approve was made by Don Weaver and seconded by Terry Cooper. A vote was taken with a unanimous outcome
16. **Consider and Act Upon filling or not filling the position vacated by Alex Caddell.**
Phil Rutledge stated that he would like to postpone filling the position. Don Weaver made the motion to not fill the position and Phil Rutledge seconded the motion. Motion carried to not fill the position at this time.
17. **Consider and Act Upon the appointment of Justin Mills as reserve officer for the Police Department.**
Justin Mills was unable to attend, and the motion was tabled.
18. **Consider and Act Upon Fire Chief Chris Moore running for state office.**
The fire chief Chris Moore addressed the council stating that the position of president for the SFFMA is a six year term and would take him away 2 weekends a month and a couple of weeks a year. Don made the motion to allow Chief Moore to pursue the position of president of the State Fire Fighters and Fire Marshals association. The motion was seconded by Riley Standifer. The vote was unanimous and the motion carried.
19. **Mayor's Report**

The last time that we met there was a warning for a person driving down the wrong side of the road. I have asked the police chief why it was only a warning and he said that there were several other tickets issued to the person and that he was just given a warning for that offence. The figures for May Fest will be available at the next meeting.

Oct 14 is our cleanup weekend thank you to Republic for doing that for us.

Thank you Ken Geeslin for speaking with us. The county just did some work on Stevenson and Coffee Landing roads.
19. **EDC Report.**
EDC started the month out with 96,223.78. They paid the secretary \$350, We paid the electric \$ 113.19. We gave {Unreadable Name} her \$ 500 deposit back. We fixed the commodes in units 2, 3, and 4, and they have been shut off so we will not have any water running We paid \$250 to Monarch water. We received \$1,356.47 in tax revenue from Lake Palestine Motor Inn, and \$1,194.48 from the Lake Palestine Resort. We ended the month with a balance of \$101,312.19.
20. **Municipal Court Report.**
The judge stated that there were 116 new cases brought before the court, 17 cases were dismissed, 10 were set up on deferment plans, 30 warrants were issued, 4 were placed on community service, 2 were jailed. There was \$29,291 collected in fees/warrants, \$5,209 warrants were collected due to Chief Chris Moore, \$2,752 we collected in other warrant actions.
21. **Police Report.**
The police chief stated that there were 42 calls, 4 arrests, 109 citations were written, 22 warnings were given.

22. **Fire Report.**

The fire chief stated that there were 25 calls for the month. 2 house fires 1 grass fire 3 trees and 6 boat 1 mva 1 unlock car. We currently have 14 senior firefighters and 2 explorers.

Sept 30 is Henderson county fire school and also square fair. October 3rd is national night out, are we doing that. Scott Metcalf stated that he would like to do that. October 7, 8, and 9th is the big Eastman class. December 09 is still the holiday meal he has not gotten the bids for catering the meal but he will get them in. Everyone that he has talked to is between \$10 and \$11 per person. We will tell the people that they must have their money in by December 1st and then we will let the caterer know how many are going to attend. I just put a little note on here that I would like to give appreciation to all of the firefighters. You know most of the people in the city are not aware that they are out there in the storms. I would also like to thank the county commissioner for coming out and assisting us on a very large tree on 4117

23. Adjournment.

The mayor asked for a motion to adjourn. Don Weaver made the motion to adjourn and it was seconded by Terry Cooper. The meeting was adjourned at 7:01 pm.

ATTEST

Douglas Davis, City Secretary

Pam Drost, Mayor

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
September 11, 2017

Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Monday, September 11, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Douglas Davis, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Don Weaver, Alderman	Chris Moore, Fire Chief
Riley Standifer, Alderman	
Terry Cooper, Alderman	
David Jenkins, Alderman	

Mayor Drost called the meeting to order at 6:00 p.m. Roll was called by City Secretary Douglas Davis.
Quorum was present.

1. Consider and Act Upon the Consent Items.
 - Approving the Minutes from the August 14, 2017 Council Meeting, as written.
 - Approving the Check Written Register for the month of August, 2017.

Councilman Rutledge commented that he was glad to see that we got the money back for the new police software.
Councilman Rutledge made a motion to accept the consent items and councilman Terry Cooper seconded the motion.
A vote was called and was unanimous to accept.
2. Consider and act upon a re-plat on Pine street. Kenny Vorell will bring paperwork to the meeting.
 - Councilman Weaver made a motion to accept councilman Standifer seconded the motion. The vote was unanimous.
3. Open Forum.
 - Question about the charities. Are they all open 24 hours? Mayor answered yes.
 - Mayor spoke about several inquires by people to purchase land and open other game rooms. Councilman Rutledge explained that we are looking into ways to control the game rooms and that our main concern was to keep the people safe.
 - Female in audience asked how Smith County shut down the game rooms?
 - Councilman Rutledge responded that Smith County shut them down and now have several law suits against them.
 - A question was asked about how the game rooms have affected the crime rate?
 - The police chief stated that they had noticed a slight increase, but did not have statistical information.
4. Consider and act upon the purchase of a 2016 Ford Interceptor for the police department.
 - Councilman Riley Standifer made a motion that we purchase the new police car and try to use one of the older cars as a trade-in. The motion was seconded by Councilman Rutledge. The motion carried unanimously.
5. Consider and act upon the purchase of a vehicle for the fire chief. Quotes will be submitted at the meeting.
 - The Mayor asked, will the new car serve the purpose that it needs to serve? Councilman Rutledge asked, what is the purpose of this car? The fire chief stated that the car is going to get better gas mileage and will be mainly for administrative activities. He also explained that we were going to keep the old chiefs truck and it would serve as a secondary medical vehicle. The mayor asked, are you going to be using the car to respond to calls? The fire chief responded: Yes.
 - The fire chief also stated that the cost to finish the car out would be about six thousand for equipment package.

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
September 11, 2017

- Councilman Weaver made a motion that they purchase the vehicle and keep aside six thousand dollars extra for outfitting. Seconded by councilman Standifer. The motion carried unanimously.
6. Consider and Act Upon adopting the Coffee City Ordinance for Substandard Property Abatement.
- Councilman Jenkins discussed the proposed ordinance, and said that it would need to be reviewed by the city attorney. Mrs. Savage stated her opposition to the ordinance, stating that they were directing the ordinance directly to her properties. Mayor Drost stated that it was not directed only to Mrs. Savage, but involved other properties in the city also.
 - Councilman Weaver objected to the use of the word "any" within the draft document.
 - Councilman Jenkins made a motion to approve the Substandard Property ordinance pending legal review. The motion was seconded by councilman Rutledge.
 - The mayor requested that the wording on page four to say ... has the right to appeal to the city council.
 - The motion carried unanimously with the change requested by councilman Weaver to change the "any" to "a".
 - Councilman Riley Standifer seconded the motion. The approval was unanimous.
7. Consider and act upon the disposal of three older police vehicles.
- The police chief said that the department wants to sell/trade the old chiefs vehicle.
 - Councilman Phil Rutledge made a motion that we see how much was offered for the car in trade, and if the amount was not as much as the offers to sell, then we will sell the car.
 - Councilman Terry Cooper seconded the motion. A vote was taken with unanimous approval.
8. Mayor's Report.
- The mayor stated that the May Fest report was included in the packet for review. She also stated that any time the city holds a fundraiser, all activity must be run through the city so that our books reflect.
9. EDC Report.
- Sandy Atteberry stated that the EDC started off the month of August with \$101,312.19. They paid the secretary \$350.00, paid Trinity Valley Electric \$98 for Lake Palestine units 2 and 4, paid \$110.00 for mowing, and paid \$38.52 for mileage, and paid 162.30 to Monarch Water.
 - Pizza Pro paid \$ 900.00 for their rent.
 - The sales tax for July was \$4,996.45, H and R Block
10. Municipal Court Report.
- The judge reported 342 new cases. 13 cases were fulfilled by deferred disposition. 34 cases were fulfilled by driver safety course. 6 were dismissed after presenting proof of financial responsibility. 1 case was appealed to county court. 3 juvenile cases were filed. 6 warrants were issued. 1 community service completion. 2 jailed. Total income to the court was \$29,890.24.
11. Police Report.
- 46 Calls.
 - 2 arrests
 - 1 for deadly conduct
 - 1 for terroristic threats
 - 2 callouts 1 for Chief Medcalf and 1 for officer Clark
 - The police chief stated that there had been a significant increase in the amount of traffic stops due to the addition of personnel and the diligence of existing officers.
12. Fire Report.
- The fire chief stated that there were 2 building fires, 1 grass fire, 8 medical calls, 8 tree obstructions, 5 boat calls, 1 motor vehicle accident, and 1 public service call.
 - We currently have 14 senior firefighters and 2 explorers.
 - Upcoming events:
 - September 11th memorial
 - September 30th Square Fair

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
September 11, 2017

- September 30th NETFFMA Athens
- October 3rd National Night Out
- October 7th, 8th, and 9th Eastman training
- December 9th Holiday Meal.

13. Adjournment.

The mayor asked if there was any more business to discuss. No other business was brought before the council. Councilman Cooper made a motion for adjournment and councilman Jenkins seconded the motion. A vote was taken and it was unanimous.

ATTEST:

Pam Drost, Mayor

Douglas Davis, City Secretary

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
October 10, 2017

Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Tuesday October 10, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Douglas Davis, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Riley Standifer, Alderman	Chris Moore, Fire Chief
Terry Cooper, Alderman	
David Jenkins, Alderman	

Councilman Don Weaver was absent and excused.

Mayor Drost called the meeting to order at 6:00 p.m. Roll was called by City Secretary Douglas Davis. *Quorum was present.*

1. Consider and Act Upon the Consent Items.
 - Approving the Minutes from the September 09, 2017 Council Meeting, as written.
 - Approving the Check Written Register for the month of September, 2017.

A vote was called and was unanimous to accept.

2. Open Forum: No one spoke in the open forum.
3. Agenda item number 7. Consider and act upon removing Janie Krakowski from the safe deposit box signature card and adding Doug Davis.

A motion was made by councilman Standifer to accept this item, and seconded by councilman Cooper. A vote was taken and was unanimous.

4. Agenda item number 8. Consider and act upon the Ordinance for the purpose of prohibiting the operations of game rooms and amusement redemption devices within the city limits.

One of the game room operators stated that they had submitted an application, but was not a part of the list of game rooms that were authorized to work within the city. The mayor stated that their application was not accepted because the application was not filled out properly, they had not paid their application fee, and that they were going to put in a portable building to operate their game room.

A motion was made by mayor pro-tem Rutledge to accept this item, and was seconded by councilman Jenkins. A vote was taken and was unanimous.

5. Agenda item number 9. Consider and act upon hiring a part time or temporary person to handle the increased amount of phone calls coming into the court.

A motion was made by councilman Jenkins and was seconded by councilman Standifer. A vote was taken and was unanimous.

6. Agenda item 10. Mayors Report. The mayor spoke about the trash cleanup weekend. The mayor also spoke to the recent street improvements and stated that the streets were done through a grant that was based on economic income of the residents on the street, and the amount of people that would be served.

7. Agenda item 11. EDC Report. Sandy Atteberry reported that the EDC started out the month of October with \$106,430.56. H& R Block paid their rent of \$900.00, the EDC secretary was paid \$350.00, the electric bill was \$225.00, mowing was \$100.00, the water bill still has a credit of \$548.69, \$19.26 was paid for mileage, the sales tax collected was \$6,573.56, and income from hotel use tax was \$1,916.55.

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
October 10, 2017

8. Agenda item 12. Municipal Court Report. Judge Bivens stated that in October there were 274 new cases opened, 20 were drivers safety courses, 15 were deferred adjudication, 6 dismissed after presenting proof of insurance, 1 case was appealed, 41 cases were dismissed due to hurricane Harvey, 85 warrants were issued, 2 community services cases were fulfilled, 1 indigent case was dismissed. The court reported \$33,346.19 in income, \$34,502.00 was paid to the state in taxes, \$51,701.00 was transferred into the city's general fund. There were 7 warrant cases resolved in-house for a income of \$2,524.00, and \$201.00 in warrants resolved by MVBA.
9. Agenda item 13. Police Report. Chief Medcalf reported that there were 6 welfare checks, 1 private property accident, 2 thefts, 3 motorist assist, 8 agency assist, 3 traffic hazards, 1 mental subject, 1 abandon vehicle, 1 suspicious vehicle, 1 suspicious person, 1 warrant service, 1 DWI, 1 DWLI, 1 reckless driver, 1 vehicle pursuit, 1 evading arrest with motor vehicle, 1 alarm, 2 disturbance, 5 call outs, 3 arrests, 242 citations issued 19 warnings.
10. Agenda item 14. Fire Report. Chief Moore reported that in September there were 2 building fires, 4 grass fires, 8 medical calls, 1 tree obstruction, 6 boat calls, 2 motor vehicle accidents, and 1 public service (unlock car). Upcoming events October 21st HCFCA Fall School, and December 9th Holiday meal.
11. Adjournment.
The mayor asked if there was any more business to discuss. No other business was brought before the council. Councilman Cooper made a motion for adjournment and councilman Jenkins seconded the motion. A vote was taken and it was unanimous.

ATTEST:

Pam Drost, Mayor

Douglas Davis, City Secretary

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
November 13, 2017

Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Monday November 13, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Douglas Davis, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Riley Standifer, Alderman	Chris Moore, Fire Chief
Terry Cooper, Alderman	
David Jenkins, Alderman	

Councilman Don Weaver was absent and excused.

Mayor Drost called the meeting to order at 6:00 p.m. Roll was called by City Secretary Douglas Davis. *Quorum was present.*

1. Consider and Act Upon the Consent Items.
 - Approving the Minutes from the October 10, 2017 Council Meeting, as written.
 - Approving the Check Written Register for the month of September, 2017.Councilman Jenkins made a motion to accept, Councilman Cooper seconded the motion. A vote was called and was unanimous to accept.
2. Open Forum: No Speakers.
3. Consider and act upon purchasing NetData Municipal Court Software System for \$7,500.00 initial setup fee and a \$4,000.00 annual maintenance and support fee.
Councilman Cooper Made a motion to accept, and Councilman Jenkins Seconded. A vote was taken and was unanimous.
4. Consider and Act Upon the renewal of the 25K CD with Austin Bank Acct. # xxxx5354
Mayor Pro Tem Rutledge made the motion to renew the CD, and Councilman Jenkins seconded. A vote was taken and unanimously accepted.
5. Budget Review - The current budget was reviewed and no updates were made.
6. Mayors Report - There are two council seats available. Appointment for council seats 2 and 4 are to take place at December 2017 meeting. Web site update needs to happen quickly. EDC Sign & Adv.
7. EDC Report - EDC reported that they received 1686.11 from Lake Palestine Motor Inn, 733.51 from Lake Palestine Resort, and paid \$350 to EDC Secretary, \$110.00 for mowing, \$45.67 to water utility, \$109.00 TVEC for unit 2, \$72.00 to TVEC for unit 4, \$255.00 TML Conference, \$282.00 Hotel for EDC conference, \$104.79 for water utility, \$32.10 to Sandy Atteberry for mileage. The received \$1800.00 from Pizza Pro for rent, \$4352.39 for sales tax, \$900.00 from H&R block.
8. Municipal Court - The court reported MVBA collected income \$149.93, In-House Warrant collected \$4,986.61, Fines paid \$11,916.28.
9. Police Department - Reported 37 calls, 1 abandoned vehicle, 1 accident, 9 agency assist, 2 assaults, 1 burglary of a vehicle, 1 disturbance, 1 DWLL, 4 reckless driving, 1 recovered vehicle, 3 suspicious vehicle, 2 theft, 4 welfare checks, 1 citizen contact, man down shooting, 1 loose dog, 1 suspicious person, 1 alarm, 1 drug activity, 7 game room related. Call outs 5, Arrests 1.
10. Fire Department - Reported 1 building fire, 4 grass fires, 8 medical calls, 2 tree obstructions, 2 MVA, 3 public service.

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
November 13, 2017

11. Adjournment.

The mayor asked if there was any more business to discuss. No other business was brought before the council. Councilman Cooper made a motion for adjournment and councilman Jenkins seconded the motion. A vote was taken and it was unanimous.

ATTEST:

Pam Drost, Mayor

Douglas Davis, City Secretary

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
December 11, 2017

Call to Order.

The City Council of Coffee City, Texas, convened in regular session on Monday December 11, 2017, at City Hall - Court Room, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

Pam Drost, Mayor	Douglas Davis, City Secretary
Phil Rutledge, Mayor Pro Tem	Shellena Bivens, Municipal Court Judge
Riley Standifer, Alderman	Chris Moore, Fire Chief
Terry Cooper, Alderman	
David Jenkins, Alderman	

Councilman David Jenkins was absent and excused.

Mayor Drost called the meeting to order at 6:00 p.m. Roll was called by City Secretary Douglas Davis. *Quorum was present.*

1. Consider and Act Upon the Consent Items.
 - Approving the Minutes from the November 13, 2017 Council Meeting, as written.
 - Approving the Check Written Register for the month of November, 2017.Councilman Standifer made a motion to accept, Mayor pro tem Rutledge seconded the motion. A vote was called and was unanimous to accept.
2. Open Forum: No Speakers.
3. Consider and Act Upon deeding over part of the unpaved portion of road at the end of Stevenson road to homeowners Mr. and Mrs. Ken Susewind. Mr. Susewind has agreed to pay for surveying cost.
 - a. A motion to accept was made by councilman Weaver and seconded by councilman Cooper.
 - b. A vote was taken and was unanimous.
4. Consider and act upon appointing counsel places 2 and 4.
 - a. A motion was made by mayor pro tem Rutledge and seconded by councilman Weaver to appoint councilman Standifer to his existing council place. A vote was taken and was unanimous.
 - b. A motion was made by councilman Weaver and seconded by mayor pro tem Rutledge to appoint councilman Cooper to his existing place. A vote was taken and was unanimous.
5. Consider and act upon appointing a mayor pro tem.
 - a. A motion was made by councilman Weaver and seconded by councilman Standifer to appoint councilman Phil Rutledge to continue the position of mayor pro tem. A vote was taken and was unanimous.
6. Mayors Report – We had a great Christmas party thank you to the fire department. Also mayor pro tem Rutledge spoke to the installation of the new internet provider.
7. EDC Report - EDC reported that they received 1560.30 from Lake Palestine Motor Inn, 801.20 from Lake Palestine Resort, and paid \$350 to EDC Secretary, \$220.00 for mowing, \$389.98 to water utility, \$49.00 TVEC for unit 2, \$71.00 to TVEC for unit 4, \$117.00 car rental, \$22.95 gasoline for EDC conference, \$19.26 to Sandy Atteberry for mileage. The received \$900.00 from Pizza Pro for rent, \$4516.04 for sales tax, \$900.00 from H&R block.
8. Municipal Court - The court reported there were 218 new cases filed, 44 dismissed after drivers safety course, 13 after deferred disposition, 1 after proof of financial responsibility, 1 satisfied with community service, 1 case in which fine and court cost waved for indigency. 23 warrants cleared in house for \$6618.18. MVBA collected income \$149.94, Fines paid \$12193.04.
9. Police Department - Reported 46 calls. 1 loose livestock, 1 drug paraphernalia, 6 game room related, 9 agency assist, 2 disturbances, 2 suicidal suspect, 1 man down, 1 public intoxication, 1 city ordinance violation, 2 assaults, 1 motorist assist, 5 accidents, 6 welfare checks, 1 road hazard, 4 theft, 7 suspicious vehicles, 2 civil matters. Call outs 4, Arrests 1.
10. Fire Department – Fire chief spoke to the Smoke Alarm installation project that is upcoming. Total of 24 calls for service. We had 1 building fire, 4 grass fires, 8 medical calls, 2 tree obstructions, 2 MVA, 1 public service, 2 agency assist, and 1 down power line.

CITY OF COFFEE CITY
MINUTES OF REGULAR CITY COUNCIL MEETING
December 11, 2017

11. Adjournment.

The mayor asked if there was any more business to discuss. No other business was brought before the council. Councilman Cooper made a motion for adjournment and councilman Standifer seconded the motion. A vote was taken and it was unanimous.

ATTEST:

Pam Drost, Mayor

Douglas Davis, City Secretary