**CITY OF COFFEE CITY**

**COUNCIL MEETING AGENDA**

**MINUTES**

**JULY 12, 2021**

**7019 Pleasant Ridge Rd.**

**Coffee City, Texas 75763**

NOTICE IS HEREBY GIVEN OF A MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **Monday July 12, 2021 AT 6:00 P.M., AT THE COFFEE CITY, CITY HALL 7019 PLEASANT RIDGE ROAD,** COFFEE CITY, TEXAS. FOR THE PURPOSE OF CONSIDERATION OF THE FOLLOWING AGENDA ITEMS. THE CITY COUNCIL RESERVES THE RIGHT TO MEET IN A CLOSED SESSION ON ANY AGENDA ITEM SHOULD THE NEED ARISE AND APPLICABLE PURSUANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551, OF THE TEXAS GOVERNMENT CODE.

**Council Members**

Frank Serrato – Mayor (P) Riley Standifer – Mayor ProTem (P)

Chuck Jones – Place 1 (P) Marquis Castleberry – Place 2 (P)

Kevin Swanson – Place 3 (P) Ray Ver Hey – Place 5 (A)

1. **Call Meeting to Order:** *Mayor Serrato Called the meeting to order @ 6 PM.*
2. **Roll call and announce if quorum is present:** *City Secretary, Nanette Moss called roll, a quorum was announced / See above for attendance count.*
3. **Opening remarks:** *Mayor Serrato welcomed everyone to the meeting, and thanked everyone for coming.*
4. **Consider and Act upon: 5,6.:** *Councilman Jones had a few questions on items listed on the P&L statement. He asked about the Special Events under the City for $140. This was explained that, after the Auditor got finished for the week of field work with the city he was taken to lunch. / Police Special Events $487.50 – this was explained that the PD didn’t have enough money in their vehicle maint. Budge for brake repairs on unit 1223, Chief Portillo’s unit, the money was taken from that budget item to cover the expense. / Dodge Pick Up $164.95 – this was later explained that the original check that was wrote to Nalcom, the company never received this payment, the check was placed on a stop payment and another check was written to Nalcom, that was why it was showing up on the P & L. / Computer Exp.$272.85 another amount that was taken from another budget item to cover part of the Koligik expense, this program is for additional license for the PD for computer printed citations instead of hand written tickets. / Contract labor from the Court, Mary McDonald explained that was the Judge’s salary.*

*Councilman Swanson made a motion to except the Minutes and the City Financials / 2nd by Mayor ProTem Standifer, Motion carried unanimously.*

1. **Approve meeting minutes from the City Council Meeting: June 14, 2021 / Special Called Meeting June 29, 2021.**
2. **Approve City Financials:**
3. **Executive Session: Texas Gov’t Code 551.074;** *Personnel Matters; Previous Employees and Former Appointees; Current Employees; Mary McDonald, Nanette Moss, Chief JohnJay Portillo, Fire Chief Chris Moore.:* ***Mayor Serrato announced at 6:08 PM the Council would now go into Executive Session.***
4. **Reconvene from Executive Session: *Mayor Serrato announced the reconvening from Executive Session @ 7:18 PM. – No Action was taken.***
5. **Consider and Act Upon: Approving the FY 21/22 Budget:** *Mayor Serrato asked Fire Chief if and when the County was going over to the new radio system, Fire chief Chris Moore stated July 6th, 2021. Fire Chief said that the Sheriff’s department was currently testing there’s. Mayor Serrato asked Chief Moore if he knew what a handheld radio would cost, Chief Moore said that a no thrills handheld radio runs approx. 12 to 15 hundred dollars, that was a bottom of the line radio. Mr. Tom McBride asked if that radio would go encrypted, Chief Moore said yes. Mayor Serrato stated that he knew they needed a waterproof radio for when out in the weather conditions of rain, that was needed. Chief Moore advised that during the term of GeoJan Wright-Hunter of being a mayor there had been discussion on that type radio and they ran about 1,500.00. Chief Moore stated that it was $2,500.00 for the vehicle radios. There was also discussion about a radio being fire proof, Chief Moore advised that he didn’t know anything about those. Chief Moore did discuss about the handheld that could be used during fire situations that didn’t cause sparks while under those conditions and that radio runs around $3,000.00. Chief Moore stated that the $1,500.00 you handle their needs in the Fire Department. That these radios where from Harris Radios. Mr. Tom McBride asked a few questions about these radios if they would scan, Chief Moore said that what the county tells them is they will not be able to scan as the old system did without the encrypted channel, and they would change that quarterly. Councilman Swanson asked if the radios they had now would still be good from radio to radio after the conversion, Chief Moore said actually more than that, these radios are under a warranty and a contract, to maintain the Legacy system through December 2022, Chief Moore also said that the pagers will be coming out first and that they would no longer work on the VHS system. Mayor Serrato asked if $5,500.00 to $6,00.00 for a set of radios. Chief Moore stated that there was 5 vehicles and 1 Boat, the Boat could run off of the Frankston Tower. Mayor Serrato showed an example page from the Auditor on how to read a reconcile report. Councilman Swanson made the motion to except the FY 21/22 Budget, with Mayor ProTem Standifer seconded, the vote passed unanimously.*
6. **Consider and Act Upon: EDC - MOU (Memorandum of Understanding)** *EDC expenditures reimbursement monthly. –* This is the EDC’s expenditures reimbursements on their half of administrative service agreement with the city for the EDC’s part of monthly expenditures. Annually $8,338.57 breaks down monthly to $694.88. Councilman Swanson made the motion to accept the MOU from the EDC on the expenditure reimbursement to the city on a monthly basis. Councilman Castleberry seconded the motion, vote carried unanimously.
7. **Consider and Act Upon: TX DOT Resolution Road Construction Speed Limit (60)** *Mayor Serrato explained that the Athens Engineer Eric Fisher had asked the City to pass a resolution about the road construction speed limit be reduced to 60 MPH in our City where the Speed Limit is set to 70 now, during the construction phases that will be going from Loop 323 in Tyler down HWY 155 South to the Anderson County Line. It was explained that this speed limit just pertained to the bridged areas, that were located within our City Limits. Councilman Swanson made the motion to accept the resolution that was being requested about the construction speed limit within our City Limits, Councilman Castleberry seconded the motion, vote passed unanimously.*

**Open Forum:**

* *Open Forum may contain any suggestions and ideas about the City.*
* *Complaints must be in writing. Forms are available at City Hall.*
* *Speakers will be given 3 minutes to speak.*
* *Speakers must sign in prior to speaking***.**

*Any person that is unable to attend and wishes to submit questions to the Council can Email the questions to the City Secretary at* [*Citysecretary@cityofcoffeecity.com*](mailto:Citysecretary@cityofcoffeecity.com) *or Mayor Serrato* [*Mayor.Serrato@Cityofcoffeecity.com*](mailto:Mayor.Serrato@Cityofcoffeecity.com)

GeoJan Wright – Hunter signed up for the Open Forum to Speak for Joanie Hardman. Ms. Wright – Hunter stated that she was asked by Ms. Hardman to ask the council if there was an update Speed Limit sign for Stephenson Road? There was discussion about the City Secretary visiting with TX Dot in Athens about the City being able to set their on-speed limits to their streets, Ms. Moss advised after speaking to the gentleman from Tx. DOT he advised the City to hire on engineer to come do a street survey on the speed limits and 9 times out of 10 after the engineer was done the speed limit would increase not decrease. The prima facia for the speed limit on Stephenson Road would be 35 MPH. Ms. Hardman is just asking that a Speed Limit Sign period be posted since there is not a sign anywhere stating the speed limit. Mayor Serrato asked if the Fire Chief had a copy of the signs that had been asked for in the past. Fire Chief said no that it was in the last Council meeting minutes stating what streets needed stop, speed and dead-end signs. Mayor Serrato then gave a report of what roads had been discussed about the signs. 2 speed limit signs on Royal Forrest Dr. 1 at each entry, 1 speed limit sign for Stephenson Rd., CR 4218 needed a Dead-end sign, 1 speed limit sign on CR 4219 as well as 1 stop sign, 1 speed limit sign on CR 4223 with 1 dead-end sign, 1 speed limit sign on Coffee Landing Rd. along with 1 dead – end sign, 1 speed limit sign on Pine Street, 1 speed limit sign on Highsaw Tr.

1. **Mayor’s Report:** *Mayor Serrato stated that he would like to move the Council Meeting to 5 PM starting at the next Council Meeting in August. Mayor Serrato thanked the Police Dept. for all they are doing to keep our streets safe and controlled by speed, he also thanks the Fire dept. for everything that they are doing, Walter Kern, Lisa Cavender, Chief Moore, chuck Jones, Mayor also thanked the EDC members for helping make a difference in our community as looking for new business prospects. Mayor Serrato Spoke about the City Secretary Nanette Moss about what a great job she was doing as far as keeping things in order for him as well as the city, Mary McDonald, he appreciated all that she was doing for the courts and working with the judge twice monthly. Mayor Serrato thanked the Community as a whole. Mayor Serrato also spoke about the new gutters being placed on the front of the City Hall Building, this past weekend.*
2. **City Secretary’s Report:**
3. **EDC Report:** *GeoJan Wright – Hunter spoke for the EDC President Pam Drost, Pam was not able to attend the meeting. The EDC approved the amendments to their 21-22 Budget for the Council, Approved the MOU that was presented to the council at this meeting, discussed the TML Economic Development Conference in Bastrop in November, ongoing discussion with who will be attending that conference, hoping that several EDC Meeting can attend. The website and conversion with Group M7, they were unable to pull information from the old website due to it had been taken down. A Welcome Sign committee was formed of Mr. Tom McBride and GeoJan Wright Hunter will be working together on getting ideas, estimates, and a plan together on the Welcome to Coffee City Signs at both ends oof HWY 155., Mrs. Castleberry and Pam Drost with be working in the infrastructure committee, researching grants for Sewer and water to help get more business’ into Coffee City. An expenditure policy that was tabled. Also discussing, next action with an EDC Attorney with regards to the EDC HOT Tax payments. / GeoJan Wright then gave the financial report stating that the reports will be similar to what the council seen last month, from recommendations from the City Auditor, David Godwin, Profit & Loss statement, along with their bank statements from both accounts, Southside being their main account with Austin Bank being their HOT Tax account. Bank Statements as well as the check registers from both accounts. The Chart of accounts were also brought up to match their QuickBooks program, for their budget.*
4. **Municipal Court Report:** *Mary explained that things were going well, that the Judge would be in the 21st of this month and then in August those dates are the 5th & the 19th. The Judge also held a juvenile hearing on Wednesday the 7th. Police department has been keeping the Court very busy.*
5. **Police Report:** *Chief Portillo announced that there were two new hires; Kierra Jones and Joe Porras. Brakes for Unit 1223 had been replaced, in car equipment needed serviced, drive shaft replaced in the Doge Charger, 2 tires for unit 1223 were purchased, road debris damage. CJIS Audit has been completed, Finalized Grant for equipment and vehicles has been submitted COPS for Hire Grant has been submitted, up to date in URR crime reporting data, CRIS reporting has been finalized and will be submitted through TXDOT. Chief Portillo also gave a run down on calls and cases that had been worked throughout the Month of June.*
6. **Fire Dept. Report:** *Fire chief Moore gave the report for the Fire Dept. of 23 calls of service and the volume average. They currently have 14 Senior Fire Fighter and 1 Explorer. Upcoming: New 700 Radio System coming online with the county wide. New 700 Pager being issued. Mobile and Portable Radios are still being determined. TEEX July 25th – 30th. Dive Team Training and Support scheduled for July 24th at Lake Palestine Resort. ISO Test is to be determined.*
7. **Adjournment:** *Councilman Swanson made the motion to adjourn the second was made by Councilman Jones, motion carried the meeting was adjourned at 8:03 PM.*

The City Council of the City of Coffee City reserves that right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberation about Real Property), 551.073 (Deliberation about Gifts and Donations), 551.074 (Personnel Matters), 551.076, (Deliberations about Security Devices), 551.087 (Economic Development), 418.175-183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code, including, but not limited to, Section 321.3022 (Sales Tax Information).

**CERTIFICATION**

**I CERTIFIY THAT A COPY OF THE MONDAY JULY 12, 2021 CITY COUNCIL MEETING AGENDA OF ITEMS FOR CONSIDERATION BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND THE CITY WEBSITE ON FRIDAY, JULY 9, 2021.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAYOR – FRANK SERRATO CITY SECRTARY – NANETTE MOSS**