



7019 Pleasant Ridge Road * Coffee City, TX 75763 * Phone: (903) 876-3414 * Fax: (903) 873-2433

**CITY OF COFFEE CITY
COUNCIL MEETING MINUTES**

AUGUST 09, 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 August 09, 2021 AT 5:00 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 Pro Tem(P)
Chuck Jones – Place 1(P)	Marquis Castleberry – Place 2(P)
Kevin Swanson – Place 3(P)	Ray Ver Hey – Place 5(P)

- 1. Call Meeting to Order:** *Mayor Serrato called the meeting to order at 5:00 PM.*
- 2. Roll call and announce if quorum is present:** *City Secretary Nanette Moss called roll, all Councilman were present. A Quorum was announced.*
- 3. Opening remarks:** *Mayor Serrato welcomed all visitors to the meeting, reminded them to sign in for the meeting.*
- 4. Consider and Act upon: 5,6.** *Mayor Serrato asked for a motion to approve, Councilman Jones stated he had a few questions about the financials, He asked what was the WEX Bank debit for, City Secretary Nanette Moss explained that was the Fleet fuel cards for the PD and Fire Dept. Councilman Jones then asked about the 5K that was paid to the EDC? Once again Mrs. Moss explained that was the Sales tax that was paid by the City to the EDC. Councilman Jones then asked about on the next page on uncleared amount of "50" with no explanation, Mrs. Moss then pointed out that transaction was from the year of 2017. Councilman Jones said that was all the questions he had at this time. Mayor Serrato then asked again if there was a motion to accept item 4. Mayor Pro Tem Standifer made the motion to accept the minutes from the July meeting as well as the City financials, Councilman Castleberry seconded the motion, all councilman voted, the motion passed.*
- 5. Approve meeting minutes from the City Council Meeting: July 12, 2021.**
- 6. Approve City Financials:**



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- 7. Consider and Act Upon: Councilman Ray Ver Hey's Place 5 Seat. / In Accordance with Local Gov't Code, Chapter 51, Section 22:041(b) IF a member of the governing body is absent for three regular consecutive meetings, the member's office is considered vacant unless the member is sick or had first obtained a leave of absence at a regular meeting.** Councilman Ver Hey has been absent for three consecutive meetings with out any notification to the City or Mayor therefore, his seat is considered vacant. The Council may appoint someone to fill this vacancy until his term has expired. (2022). – **SEE ATTACHED EMAIL FROM TML** Mayor Serrato read the Local Gov't Code on Absenteeism of a Councilman from 3 regular meetings. Councilman Jones stated that Councilman Ver Hey had only missed to regular meetings, June and July. Mayor Serrato asked Councilman Ver Hey if there was a reason that he didn't inform someone that he could not have attended the June and July Meetings? Councilman Ver Hey stated no that he was just not available for those two meetings. Mayor Serrato stated that he would like all the councilman to be present at the meeting, they were elected officials and the community expected them to be there, if not the councilman needs to inform someone that they were not able to attend. That there were things that needed to be voted on and that their vote matters to the citizens of this community. Mayor Serrato stated that they could move on from that item since Councilman Ver Hey had only been absent twice.
- 8. Table the re-appointment of Fire Chief: Chris Moore – Mayor Serrato moved on to Item number 9**
- 9. David with DKG CPA will give his audit review for the 2019 - 2020 fiscal year to the council.** David Godwin, started off with thanking the Council as well as the City staff as well as the EDC for their help with preparing the audit. This report caught the City up as far as being behind on audits. Mr. Godwin stated that longevity and internal controls are the main essentials that need to be worked on as far as the City goes. Godwin explained that the City Secretary has a lot of hats that she wears in keeping things running smoothly for the City, as far as internal control, the City Secretary is the Election Officer, publication's officer, human resource officer, website management, ordinances, certification of documents, Preparation of ordinances and resolutions, contract agreements, grants preparation, just to name a few things that the City Secretary is responsible for. Godwin explained to the Council that these things are being done in the background by the City Secretary for the audit to run smoothly every year. Mr. Godwin provided a letter to the Council as well as Nanette, explaining the Significant Audit Findings, and the difficulty encountered in performing the Audit, Correcting and uncorrected misstatements, disagreements with management, management representatives, management consultations with other independent accountants, other audit findings and issues, as well as other matter's etc. (Letter can be found on website) David Godwin went through the report he prepared in detail. **MORE INFO. Available on Website.** Mayor Serrato explained that the item 41 that is listed in the audit review book, the cause and condition: Access to records is not limited to appropriate personnel by the City, Mayor Serrato asked that all City personnel including the Fire Dept. be considerate of other's offices by not entering these area's unless you are invited in. Making sure we are continuing good practices by knocking before entering an office. Keeping records and the integrity contained is a must have too. Limiting access will help with record retention.



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10. Discuss Stephenson Speed Limit Sign being placed. (35) / will be changed to 25 MPH.

Mayor Serrato stated that the last account he had the City would get an estimate on these signs, Mrs. Joanie Hartman has been asking for a speed limit sign for Stevenson Road. Mayor Serrato explained that it was his understanding that on residential streets the City could determine the Speed limit without having a survey being done. Mayor Serrato asked the Fire Chief if he had gotten an estimate for these signs? Fire Chief Chris Moore said that he had found a company that was charging \$75.00 for each sign, he stated that he did talk to the County and they preferred the "T" poles over the round poles. Chief Moore then stated that the mayor had asked about the placement of the sign on Stevenson Road, Chief Moore said that he did find it on the July video on part 2 starts at 20 and goes to 26, there was talk about where the sign would be placed. And there was talk about the Fire Chief asking if the sign needed to be placed and Councilman Swanson nodded his head and the mayor said if that what we need to do then let's get that done. Mayor Serrato stated that the sign would be removed and replaced with the 25 MPH sign when that came available. Once the agreement has been made with the Councils approval then the sign will be replaced with a 25 MPH sign., but not until then. Chief Moore then explained that once we get to the amount of 40 to 50 signs then there would be a price break for the signs, the company was trying to work up a price break for below 40 signs. Chief Moore also said that at one time there was at least 50 signs originally that was needed, the mayor stated that he just didn't see those 50 signs where needed throughout the City. Mayor Serrato suggested that Chief Moore take a City map and mark where the signs where needed and then the Council could go from there. Chief Moore stated that he knew the mayor had reduced the number of signs needed. City Secretary, Nanette Moss then provided an updated list of areas that had been previously discussed on what and where signs where needed. Mayor Serrato then gave that list to the Fire Chief. Chief Moore then stated that the money being spent on these signs came from the City's Road Account. Mayor Serrato then asked Chief Moore if he only had gotten one estimate and he stated yes that was the cheapest estimate that he had others that were more expensive. Mayor Serrato stated that to just go with what he got that we were having trouble finding people that would do work for the City, as in doing the lawn, cleaning etc. Mayor Serrato asked the Fire Chief to give the Council what he had at the time, the Council would look at it and give their decision on how to finish this project. Fire Chief Moore said that it's the same company the County uses and that we could use the County with the interlocal agreement to have these signs installed, that they were familiar with the signs and hardware. The mayor asked if the signs were put back up on Deval? Chief Moore stated no that he had not put any signs up at this time, as he understood that the sign situation was on hold until everything could get straighten out. Fire Chief then explained that the nicer signs that were being order where a reflective type sign with all the hardware that was needed for the installation, that was the 75.00 sign, Mayor Serrato stated to get the Deval sign as soon as possible. Chief Moore stated that he would get that price to the mayor if not on Tuesday it would be Wednesday Morning. GeoJan Wright Hunter spoke to say that the stop sign at Lakewood Dr. & Highsaw Trail was missing as well, that there was a stop sign there as well and people was getting used to it not being there and that she was nearly t-boned last week at that intersection. Fire Chief asked if the Mayor wanted signs on Deval and Lakewood and the Mayor stated yes for sure on Deval. Mayor Serrato asked the Council on their thoughts on the signs for just getting what was needed or getting all 50 signs that Fire Chief stated? Councilman Castleberry said that he felt that the city was to get whatever was needed, and then graduate up from there. Councilman Swanson ask that if it was better to get all 50 at 75.00 each? Fire



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Chief Moore, said that he gave the companies name to the mayor a couple of months when first came up, and that he had called several places, being PDQ and Sign Masters, Sign Masters wants \$600. For four signs. Mayor then stated that from the last meeting that this subject was discussed there was 13 signs that were needed. Mayor Serrato asked Nanette Moss if she knew how much was in the Road Account? Mrs. Moss stated that she believed there was 155,000.00 in the Road account that she could go and look at the reconcile report, the mayor stated no that would not be necessary. Fire Chief Moore said that they had planned another 30-40K in road work but that would be at a later date and of being approved by the city before it happened. Chief Moore also mentioned about a Tree Trimer, that was needed to take care of the trees that were needing to be cut or trimmed from the city roadways. Chief Moore once again said that the Road fund would take care of the expenses for this tree work. Mayor then went back to the discussion on the signs for the roads, Mayor Serrato then gave Chief Moore a list of the 13 signs that were needed at this time.

11. Consider and Act Upon: City residential street to be 25 MPH. Councilman Swanson made a motion to accept the City Streets to be 25 MPH, Councilman Jones Seconded the motion; motion carried.

Open Forum: - No Signatures -

- 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 or Mayor Serrato Mayor.Serrato@Cityofcoffeecity.com

12. Mayor's Report: City Ordinances; Any recommendations? – Discuss the Monthly dept. reports being due to the City Secretary on the 2nd business day of each month for agenda purposes. – Mayor Serrato discussed looking over the budget and discussed about it not being this best budget but it would work for the purposes needed, that it was a learning experience for the exception of Mayor Pro Tem Standifer. Mayor also discussed about over looking at a few things like the Cleaning at 720.00 for budget year, and trying to find someone to come clean for 720.00 a year is not heard of. So, the city has been sitting her not being cleaned properly, fire dept., police dept, and city hall has been trying to keep up with this task the best they can. Nanette and Mary are doing all they can to keep the City Hall as clean as possible along with their everyday work load. Mayor Serrato explained that he had been asking around about getting someone to come clean the City Hall as well as the Community Center. Mayor Serrato said that he understood about nepotism and that he had asked his sister to come clean one time the City Hall area and the Community Center. He also explained that was just a one-time deal, but no one else could be found, he asked the Council to tell him if they wanted her back? Councilman Swanson asked what the other prices were that the mayor had inquired about? Mayor said anywhere from 90.00 to 110.00 each cleaning. Mayor Serrato explained that he thought 60.00 would be enough, because that



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came out to 20.00 an hour but evidentially that amount is too low. Jan Daughtry spoke to say that her cleaning lady maybe interested in cleaning the facility. Mayor asked that the lady come down to City Hall and get with Nanette for the paperwork and consideration. Mayor Serrato continued on with the mayor's report and spoke about the City Ordinances saying that he would be reworking some of the City's Ordinances that needed being revised, asked if there were any suggestions on where he should start? Nanette stated that someone had turned in a recommendation to her office on an ordinance that would like to be worked on. Mayor Serrato said he would get with her on that. Jan Daughtry spoke about a contractor coming by her house to do some work, if the city wanted his information, she would provide that to the City Secretary, for any work that would need to be done at the CC.

13. **City Secretary's Report** Nanette spoke about the City ginning right along, and herself and Mary had been tag teaming on getting things accomplished. The PD had been keeping Mary busy so she was filling in helping Mary to keep from her getting behind, and vice versa.
14. **EDC Report:** Ms. Vicki Castleberry (vice president of the EDC) spoke on behalf of the EDC President Pam Drost; the report she gave was from their August 2nd meeting. There was discussion and consideration about their EDC Attorney, there was a motion made that the president and vice president of the EDC to handle all communication with the Attorney to help hold down the cost of the attorney fees, that was voted on and approved. Another item discussed was to purchase new equipment for the EDC Office, a laptop, and computer as well as an I-Pad, 2 monitors, approximate cost of \$13,040.00, to purchase all equipment needed and motion was passed for this to happen. Mayor Serrato then spoke to say the EDC could get with Mark Guthrie with CBS (Complete Business Systems) to see if maybe he could help with some of these items. Ms. Castleberry stated that another item that was discussed was the moving of the EDC's (HOT) Account from Austin Bank to Southside Bank, after speaking with the bank officer at Southside he advised, that as all as they keep the check writing down to 2-3 checks a month there would be no bank charge and the account could also earn interest. The EDC considered the purchase of carriers for the tables and chairs at the Community Center, since there was lack of information need for that purchase, the EDC decided to table that item. The EDC discussed a payment that was being requested by a previous EDC Secretary for her services, but to lack of detail information and paperwork the EDC felt that this items as well needed to be tabled until the next meeting, giving this person time to bring the paperwork in or voice their opinion on the payment. Committee Report, was discussion made about the type of signs that the EDC would like to see placed at the beginning of the City Limits as well as a sign being placed as leaving the City Limits, there was also discussion about moving the Sign that was already present on HWY 155 being moved to the City Limits on FM 3506 and FM 315. These signs were being discussed as having a Fish and Lake view on these signs for the fact that Coffee City was being known as a fishing community. There will be more signs looked at by the EDC before any consideration was done. These signs were being looked at as 6/8 feet long and 4/6 feet high. Mrs. Castleberry also discussed about her visiting with a gentleman from Tyler about infrastructure, the gentleman's name is Harold Hunter. A meeting has been set up with Mr. Hunter for August 12, 2021 @ 1pm here at the city to discuss and get ideas. The Board is also working with Group M7 getting information on put on their new website for an activity events calendar that the EDC is going to try and do for more community involvement, the EDC has provided this calendar to the Council this afternoon for their information. There



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was also discussion on perhaps getting a new member on their EDC Board, Wesley Beard. The Board is asking him to join for his business ethics, the motion was passed for trying to get Mr. Beard to come join the EDC. / Another discussion was made on having Food Trucks come into our City, a vision for the EDC is to have a recreational community here in Coffee City, there were also discussion on utilizing other City properties for these activities as in the Kilo property, as in renting out these properties. There was discussion on the about the restaurant on the north side of Kilo's, that the owners are diffidently going to moving forward on with putting a restaurant in there. There have been board members in discussion with the owners on how the EDC can help on bringing in there business here to Coffee City. Ms. Castleberry also announced that there was a new business in town, called Life source Foot Massage, and it is located in the Lake Palestine Business Center, they have inquired about advertising on the animated sign that is provided by the EDC. Back to the Attorney, the EDC has realized that they have not been receiving their Air B & B fees, so this is being worked with also with the Attorney on getting these caught up. Ms. Castleberry stated that the EDC Meeting adjourned at 8:37 PM on that day. She also asked if anyone had any questions about her report? The mayor asked if anyone had been in contact with Mr. Beard, GeoJan stated yes her as well as Ms. Drost had both been in contact with him. There was also discussion on collecting Sales Tax Money on the Food Truck, GeoJan stated that hey are still in the investigating phase on this item. There is also being asked if these Food Truck have their Food Handlers and inspections available upon request. The Inspections are being done through Smith County since Henderson County does not do these.

GeoJan Wright Hunter stood to give the treasurer's report, stating that these reports are running a month behind, due to the approval processes that have been put in place through the Audit process. The Southside Bank Account was their General Account and the Austin Account was their HOT Account. Ms. Hunter then spoke about the balances in each account. as well as the expenditures. Bank Statements and check registers were attached to her report. Profit and Loss detail, they were staying consistent with the New Air B&B Henderson County Pelican Point Estates, in sending their contributions. Total income balance for June the Hot Tax is \$11,006.29. Total expenses were \$5,526.60, Total Income for June \$5,479.69. HOT Account Balance \$79,716.08. Southside Account Balance \$471,474.73. The Mayor brought up the fees that were paid by the Henderson County Pelican Pont Estates being paid twice, Ms. Hunter explained that they had actually shorted one month so they paid twice, to get caught up. Then the mayor brought to the attention of Lake Palestine Resort only paid \$738.98 and Pelican Point Paid \$2,030.35 for the Month of June. That there was discussion back in previous months on the Lake Palestine Resort bringing in more money for their busiest months of June & July. Mr. Hunter explained that also was being looked into, by their attorney. The mayor asked the EDC to keep the Council updated on that situation.

15. **Municipal Court Report:** Mayor explained that Mary couldn't be present for this evening's meeting, but it was his understanding that everything is good.
16. **Police Report:** Chief Portillo gave the monthly stats for the Police Dept. Total Calls for service 1,250. Three Officers were sworn in. (Michael Bruchmiller, Sataria McEwen, Raynie Ebarle) 433 citations were written; 368 warnings were issued. 801 traffic stops; 0 wrecks for the fact the PD was working traffic. Brakes for Unit 719 were replaced, Motor Mounts for Unit 1223 and transfer case had been changed; there was explanation for these repairs on this unit as damage being done by Officer Mata running over a cinder block in front of T's



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Liquor store, Chief explained that area was pitch black at night, with no lighting to be able to see the roadway. Body Cameras were returned and out back in service, 13 badges were ordered for new hires at the direction of the mayor. The mayor explained to Councilman Ver Hey that the body cams had been taken by prior Police Dept employees and they had been contacted about these cameras, these cameras have been returned to the Cities Police Dept.

17. Fire Dept. Report: *Fire Chief Moore gave his report as the City was not under a burn ban at this time, 27 calls for service, 14 being medical 1 being car fire 2 lift assist, 1 water rescue (drowning) Fatal, illegal burn 1; documentation was given to the subject on what could and could not be burned. Canceled enroute 2, service calls unlock 2, water search assist Smith County 1 water tow in 2 water search 1. Fire dept. has currently 14 senior Fire Fighters with 1 explorer. The new 700 radio system coming online county wide (not operational). New 700 Pagers have been issued to the members, Mobil and portable radios are still being determined. TEEEX July 25-30, No one was able to attend. Dive Team Training and Support Schedules for Aug. 25th. Fire Fighter's are concentrating on SCBA this month and Bunk Out Time. Two Fire Fighters had COVID, one required hospitalization. All are out of hospital and should be releases on the 10th.*

18. Executive Session: Texas Gov't Code 551.074; Personnel Matters; Fire Chief – Mayor Serrato called for executive session at 6:20 PM.

19. Reconvene from Executive Session: *The Meeting resumed at 7:00 PM. With no action being taken.*


20. Adjournment: *Councilman Swanson made motion to adjourn with a second by Councilman Jones. Vote was taken and passed unanimously. The Meeting was adjourned at 7:00 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 CERTIFY THAT A COPY OF THE MONDAY AUGUST 09, 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, AUGUST 06, 2021.


MAYOR – FRANK SERRATO


CITY SECRETARY – NANETTE MOSS

