



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

CITY OF COFFEE CITY COUNCIL MEETING MINUTES

**September 13, 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 September 13, 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

Riley Standifer – Mayor ProTem

Chuck Jones – Place 1

Marquis Castleberry – Place 4

Kevin Swanson – Place 3

Ray Ver Hey – Place 5

- 1. Call Meeting to Order:** Mayor Serrato called the council meeting to order at 5 PM.
- 2. Roll call and announce if quorum is present:** City Secretary Nanette Moss, announced that there was a quorum present with the absenteeism of councilman Ray Ver Hey. Mayor Serrato asked that before moving to number 3 agenda item let me know that he had not received a message from Mr. Ver Hey stating that he would not be present so his absenteeism was unexcused.
- 3. Opening remarks:** Mayor Serrato welcomed all visitors to the Council meeting, asking everyone to either silence their phones or turn them off.
- 4. Consider and Act upon: 5,6.** Councilman Jones had a question about the payment to Delia Serrato for cleaning, (twice being paid, one for \$60 and the other being \$150) Mayor Serrato explained that this was during the time that there were positive cases of Covid 19 in and around City Hall, that Delia Serrato was the only one available at the time needed. Mayor Serrato asked the council to look at the back page of the general ledger where the \$36K was posted under deposits, Mayor Serrato then stated that \$36K was a grant that City Secretary Nanette had applied for and the city was awarded the 36K for infrastructure purposes and she was working on trying to get broadband services brought to the city. Mayor Pro Tem Standifer made a motion to accept items 5 & 6, Councilman Swanson seconded the motion, motion passed.
- 5. Approve meeting minutes from the City Council Meeting: August 09, 2021.**



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

6. **Approve City Financials:**
7. **Consider and Act Upon: Certification of Unopposed Candidates for the November 02, 2021 Election. (See all comments on item 8)**
8. **Consider and Act Upon: Order of Cancellation of the City of Coffee City November 02, 2021 Election.** Councilman Jones asked was the election candidacy posted for the public to see? Mayor Serrato stated no, that since was the first time for the current administration it was difficult trying to learn the procedures on how to work this election. Councilman Castleberry asked was there anything that was done that made the city out of state compliance? Mayor Serrato stated no. Citizen Lionel Ware asked from the floor if this information was posted on the website? Mayor Serrato stated no. City Secretary, Nanette Moss stood to say that she would take full responsibility for this mishap in the election process for our two aldermen. Ms. Moss then explained that the Henderson County Elections Administrator had reached out to her about this year's election, Ms. Moss also stated that this was her very first election to organize and work so she needed any guidance that the county could provide for her. The County Admin could not help her, as she was new at her position as well, the County Admin referred Ms. Moss to the Secretary of State, when Ms. Moss couldn't get anyone to respond then she asked Ms. Pam Drost to help and along with her help it was the fact the very last day for anyone in the city to apply for a candidacy position. The applicants had to have their application by 5 PM that day. Mr. Riley Standifer and Mr. Marquis Castleberry was notified if they wanted to re-run their position that their applications needed to be filed before 5 PM that day, in which they both done. Ms. Castleberry stood to say that Ms. Moss was correct about the County Election Administrator being new in her position and she wasn't aware of what all she needed to do to reach out to the different Cities on this November election, that this process was all new to her as well. Ms. Moss also stood to say that after speaking with the Secretary of State that she now aware that the Election process actually starts in May of the year of the election and that she would be on top of next year's election so this wouldn't happen again. It was explained that this paperwork was for the County's information stating that the City of Coffee City would not need to hold an election this year for the payment to the county for this process. She also stated that the County would be continuing to use our facility for a voting poll station but we would not be charged by the county for the election process for our city, since our two candidates were unopposed at this time. Ms. Drost spoke to say that it was the City Secretary's job to post this information but it was also the candidate's job to stay on top of this information on knowing when things where to happen as far as filing for candidacy etc. Mayor Serrato spoke to Ms. Moss saying thank you for all she had done, but this was something that she didn't need to take the blame for, it everyone's responsibly to help with these types of things that are extremely important to the city. Councilman Swanson made the motion to accept these documents to be sent to the county about our election be unopposed with candidates. Seconded by Mayor Pro Tem Riley Standifer, vote carried as (3) yes and 1 opposed. (Councilman Jones).
9. **Review: Use of certain wireless communication devices while driving being prohibited ordinances / See example ordinances attached.** Mayor Serrato stated that the Police Chief was wanting to pass this ordinance for the City, that these were just examples for the Council to look over and maybe consider writing one for the City of Coffee City that would cover the use of cellular devices while driving, it was also discussed about the way the new vehicles



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

were equipped now that they were being hands free, the discussion was that would not be pertaining to this ordinance.

- 10. Consider and Act Upon: (2) Watch for Children at Play Street Signs for 7000 Block of Pleasant Ridge Road.** Discussion was made about the Children loading and unloading from the school bus as well as playing near the street area at the 7400 blk of Pleasant Ridge Road. Joanie Harman stated that maybe she was asking for the wrong street sign on her road, Stevenson Road, to detour the speeders from speeding in the residential areas. Mayor Serrato asked the council to consider amending the original 2 signs being asked for to 4 signs of Watch for Children at Play. Placing 2 at the 7400 blk of Pleasant Ridge Road and 2 at the 2100 blk of Stevenson Road. / Motion was by Councilman Swanson to add 4 Watch for Children at Play signs in the designated areas as discussed, seconded by Councilman Castleberry, Motion carried.
- 11. Consider and Act Upon: Approving the EDC to pursue a Welcome Sign for the City.** *See Presentation* – Geo Jan Wright Hunter stated that they EDC has a video presentation for the council and Citizens to see their examples of the Welcome sign. Video and explanation followed... EDC President Pam Drost also spoke about Mr. McBride had also been in contact with the billboard company about maybe placing something up on the billboard coming into the city for a welcoming format. Mayor Pro Tem Standifer stated that before he approved a welcome sign for the city, he would like to see the Community Center finished out by the EDC. Councilman Castleberry made a motion for the approving the EDC to pursue a Welcome Sign for the City, Councilman Swanson seconded the motion (3) yes votes with (1) Opposed – Mayor Pro Tem Standifer, Motion carried.
- 12. Consider and Act Upon: Approving the EDC to pursue a Recreational/Food Park venue for the City.** *See Presentation* – EDC President Pam Drost spoke to say that the city had a few food truck vendors already in the city that are located up by Fat Dog Liquor Store. Ms. Drost also asked the Council if this is something the Council would be interested in the EDC pursuing? Ms. Drost felt like this was a good area for the food trucks as well as a recreational area, for the sales tax income for the city. Councilman Castleberry asked if there was a piece of property that the EDC was looking into? Ms. Drost stated yes there were two maybe three different areas that the EDC was looking into. Ms. Drost explained that the EDC had not pursued any of these properties until they received confirmation from the Council to proceed with this venue. Ms. Drost explained that the EDC would also pursue that the food truck vendors would be up to date on health inspections as well as collecting sales tax from these vendors. Councilman Swanson made mention that he would like to see the city offer a farmers' market to the city through this venue as well, he thought this would be another good addition to what the EDC was wanting to do. The areas of interest for the food park/ recreational area are: Kilo Park, the Henderson County Park and the open lot area located by Pine Street. Councilman Swanson made motion that the EDC move forward in the pursuant of the food truck / recreational area venue, Councilman Castleberry seconded the motion all voted in favor, motion carried.
- 13. Consider and Act Upon: Approving the EDC to pursue obtaining an Engineer to ascertain if there is a property for infrastructure for sewer.** Ms. Drost, stated Vicki



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

Castleberry was on the infrastructure committee that was working with a firm that helps with grants for these infrastructures of 50 % or more, the EDC has met with the firm and the gentleman felt that the City of Coffee City was in the more percent category, to qualify. The first advise was to find a location and to do so they needed an engineer, it has happened in the past Schaumberg & Polk, for different bid work that was in the city at one time. Ms. Drost stated that the EDC was just asking for the Councils approval for pursuing this task. Mayor Serrato stated that the EDC was just looking into this project for commercial usage at this time to help bring more businesses to the City of Coffee City. Then at a later time if needed then they would look into a sewage plan for the city residents. Ms. Drost stated that this would be done in phases. Councilman Swanson made the motion for the EDC to pursue an Engineer for consideration of sewer for the future commercial use. Mayor Pro Tem seconded the motion. Motion carried.

- 14. Consider and Act Upon: Approving some Zoning guidelines that help control the sale of property to create the possibility of sales tax increase to the City, EDC and Roads.** – Ms. Drost spoke to say that these zoning areas would be for commercial property coming into the city, On 3506 & the highway area. – Ms. Drost stated that the property where the Allstate Building it was under contract to bring a Cefco Station to that specific area. Ms. Drost went on to say that the lady that owned that property wanted to bring in storage building, she explained that storage buildings didn't bring in any sales tax for the city, but with a gas station like Cefco that would bring sales tax money in and that was what the City operates on is the sales tax revenue from businesses. GeoJan Wright Hunter spoke along with Ms. Drost to say that there was a piece of property long 3506 at the entrance of Highsaw Addition to the left, that was zoned residential and not commercial, it was her understanding that a tiny home would be placed there if it had sold, she wasn't sure if that piece of property was truly sold or not. Ms. Drost offered to compile information for the council to consider the zoning the areas that could be considered for commercial use. Councilman Jones asked that the council table this item until the next meeting for more information to be brought forward for consideration. Councilman Castleberry seconded the motion. Motion Carried
- 15. Consider and Act Upon: Approving the EDC Calendar of Events / Mrs. Castleberry will give a presentation about the Calendar of Events** – The council was presented the calendar last month by Ms. Vicki Castleberry, the EDC would like to have approval for their calendar of events and participation from the city, along with the city citizens. Councilman Castleberry asked if this was an on-going calendar, would things be added along the way? Ms. Hunter stated that this was a template for the EDC to work from, that yes possible things would be added along the year. She stated that Ms. Castleberry would like to see the council's approval and backing not just monetary for the EDC, as well as backing from the City Employees for these events, as well as getting our community involved and getting to know our neighbors. Ms. Hunter also stated that the EDC had money in the budget set aside for these events to help sponsor. Councilman Castleberry made a motion to accept the EDC Event calendar, Councilman Swanson seconded the motion. Motion carried.
- 16. Consider and Act Upon: Having a quarterly workshop with the EDC, City Council and any City Depts. To stay informed, motivated and keep the ball rolling in a positive direction it is headed.** – Mayor Serrato stated that he was down with meeting quarterly, Ha also asked that this would be posted when the meeting would be happening, so that any



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

citizen wanted to attend could. Councilman Jones made a motion that the council accepts the quarterly meeting with the EDC, City Dept.'s and City council will have, Councilman Castleberry seconded the motion. Motion passed.

17. Consider and Act Upon: Adding more Reserve Officers to the Police Dept. Roster. –

Mayor Serrato spoke having 40 officers was a lot, and that Chief Portillo was going above and beyond for what the city was paying him for, the mayor thanked Chief Portillo for all that he has done and continues to do for the city. Mayor Serrato stated that he thought it would be a great idea to add a few more officers to the dept. for code enforcement purposes as well as the city ordinances. Traffic and safety are being handled greatly at this time, but having a few more officers the dept. could concentrate on the city ordinances as well as code enforcement. Mayor Serrato went on to say that by adding more officers, there could be 2-man units instead of 1-man units at night time for officer safety. Mayor Serrato stated that he would like to see 12 more officers added, Chief Portillo stated that he was happy with 6 more officers, but if the city agreed to 12, he would be happy with that number as well. Chief Portillo stated that if the dept. could have more officers, then the code enforcement as well as the city's ordinances could be taken care of instead of taking officers from the street. He also stated that these officers would also be helpful with the warrants as well as the admin side of the dept. as well. Councilman Jones asked that why if we have 40 officers now why could some of these officers switch over to these other areas needed? Chief Portillo answered by having these 40 officers we have now we can offer the 24-hour coverage that was asked for in the beginning, taking them away would not warrant a 24-hour coverage for the city. Chief Portillo also advised that with having these extra officers to do code enforcement they would also have to attend a code enforcement class, that was something that is not taught in the law enforcement academy. Each class could cost up to \$300. Councilman Swanson made the motion to add 12 more officers to the police dept. Mayor Pro Tem Standifer seconded the motion, motion passed.

18. Consider and Act Upon: Paid City Employees under a Contract with the City. –

Mayor stated that he was the reason this was on the agenda, he wanted the council to approve going to the City Attorney for a contract for the city employees, he felt that the employees needed to be able to keep their positions if a new mayor or council came in, he felt that it was only fair for the employees since he felt the City was headed in the right direction and the people he had in their positions were doing a great job for the City. Mayor was asking a guide contract being drawn up by the city attorney not that it would be approved but something the council could go by. Mayor Serrato stated that he would like to see the employees of the city have job security so that they could continue doing their jobs. Councilman Castleberry asked at this time were there any city employee under a contract, the mayor stated no that he knew of there had never been a contract for the employees. GeoJan Wright ask so what the mayor was saying that the city employees would be contract employees, 1099 people, and they would be responsible for their own taxes? Mayor stated no that's not what he was insinuating. Fire Chief Moore stated at one time there were employees with the city that had a contract in the past. Councilman Swanson stated that an he felt that someone needed to be doing an employee evaluation, if there was a contract for the city employee. Mayor Pro Tem Standifer asked would this be for all the city employees, Mayor Serrato said yes. Mayor Pro Tem Standifer asked Nanette Moss what she was shaking her head no for, Ms. Moss stated that she would refrain from signing a contract, that her work performance would not change. Standifer



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

asked the mayor so what would you do if the employee didn't want to sign a contract? Mayor Serrato said that what he was asking for is consideration of an example contract of employees by the city attorney. Councilman Jones made a motion to table this item until further discussion on clarity could be made, as well as changing the wording of this agenda item to: Consider and Act Upon: contacting the City Attorney for potential paid employee with a contract. Councilman Castleberry seconded; motion passed.

19. Consider and Act Upon: The Use of Chief Portillo's Personal Vehicle to be used as a City PD Unit. (Dodge Charger) – Mayor Serrato spoke about the city having another officer that uses his own vehicle with paying his on maintenance, ins. and fuel. This was approved by the city years ago for this reserve officer to do so. Mayor Serrato stated that this car is white in color. Councilman Jones asked that if he used his own-patrol car would he carry the amount of insurance needed to keep the city from being liable? Chief Portillo stated yes that he would be responsible for any and all vehicle maintenance as in ins, fuel etc. Chief Portillo also stated that now with 24-hour coverage and having 3 older patrol cars that he would like to see at least one vehicle stay stationary for the wear and tear of these vehicles as that are being done now. Chief Portillo stated that he bought this vehicle with his own money no cost to the city, he felt that the dept needed an extra set of wheels of a newer model until the grants came in for the dept. to purchase the Tahoe's that had been previous discussed. Councilman Swanson made the motion to allow Police Chief John Jay Portillo to use his personal patrol car a white dodge charger for city police business, Mayor Serrato stated once all the paperwork was turned into the city. Mayor Pro Tem Standifer seconded the motion, motion passed.

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 or Mayor Serrato Mayor.Serrato@Cityofcoffeecity.com

Joni Harbert signed to speak, she mentioned that the Catholic Church in Frankston offered a food bank once a month and that the Church would like to reach out to the citizens in Coffee City for the offering of the food bank if needed, as well as asking if this announcement could be maybe placed on the electronic information signs that Coffee City has? Mayor answered yes that was something that could be done for Joanie to get with the City Secretary Nanette Moss for the sign located at the City and Ms. Pam Drost for the sign that was located at the business center. She also asked if there was any way the city could please get a stop sign on 4219, that there was one there at one time but it has been missing for sometime now, the pole was there just needed the sign. Mayor Serrato advised the Fire chief to get a stop sign and place there at the existing pole on CR 4219.



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

Lionel Ware, signed to speak as well. Mr. Ware spoke about the pot holes that are located on his street, and that when they leave their residence, they have to drive in the ditches because of the huge pot holes that have over taken the road. Mr. Ware asked if there was something that could be brought in to fill these areas besides sand that would be a big improvement. Mayor Serrato stated that he had spoke with the county Mark Richardson and he stated that hopefully by fall Stevenson Rd would be next on the list. Fire Chief Moore stated that the culvert for that area was already approved back in Feb. Mayor Serrato asked the Fire Chief, Chris Moore while the city was waiting for the County was there anyway that the city could use the crushed asphalt that was stocked piled behind the City Hall building to help with these pot holes that Mr. Ware was asking help with? Chief Moore stated that he could community service and get equipment to haul it down there he could do it. Mr. Ware also spoke to say about a dog(s) problem that they were having. His neighbors have dogs that constantly run the roads at night barking and keeping him awake at night. He advised that he had tried talking to his neighbor but nothing has been done about the situation. Chief Portillo told Mr. Ware that he could call the PD phone # anytime and have Henderson County call them to the area. Chief Portillo gave the Henderson County Dispatch number to the Citizens there at the meeting of being 903-677-6311 or they could call the Coffee City PD Phone @ 903-876-4946. Chief Portillo also spoke to say that there was Texas Laws against nuisance dogs and other laws that would cover this situation. As well as the City had a barking dog ordinance too. Chief JP advised Mr. Ware to just call Henderson Co. or the City PD Phone and they would see that this matter gets taken care of. There was discussion on how the road materials would get to Stevenson Road, where it was needed to be filled in, the discussion was that Councilman Swanson would provide a 10 ft trailer and citizen Bruce said that he would provide a tractor to load the materials on the trailer.

- 20. Mayor's Report:** *Red Box Movie / Ice Stations / City Grant – Coronavirus Local Fiscal Recovery Fund (CLFRF) \$36,300.64 – Broadband Infrastructure (Mark Guthrie from CBS is working with Nanette)* - Mayor Serrato spoke to say that he had been in contact with the Red Box Movie rental business and they said that Coffee City was on the list they haven't made it this far, the Ice Station hasn't returned his phone call, he once again spoke about the grant that was awarded to the City for the Broadband infrastructure, that Mark Guthrie with CBS was working with Ms. Nanette on getting this started.

Mayor spoke about taking over the position as mayor was very difficult and at times overwhelming. It has been a challenge and he thinks that things are moving along forward with the city. There are times that he thinks that he needs to be reminded that things need to be done and what shouldn't be done and how to approach things. He appreciated everyone's help.

- 21. City Secretary's Report:** Ms. Nanette Spoke to say they City was Doing Great.

- 22. EDC Report:** Pam Drost the EDC President spoke to thank the Council on the things that they had approved at tonight's meeting that meant a lot to the EDC knowing that the city was in 100 % backing the things that the EDC was bringing forward to help the city grow. Ms. Pam also spoke about there was 2 seats available on the EDC Board, they were looking to fill. If should someone knew anyone that would like to be a part of this board then they could pick up an application at City Hall.



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

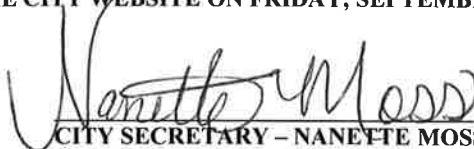
- 23. Municipal Court Report:** Nanette spoke on Mary's behalf for that Mary had to leave early, For August the Total Court Collections were \$60,856.38 being broke down Building Sec. \$1,215.52. Tech Fund \$1,004.49. State Costs & Fees \$25,427.47. LCCC Fund \$1,952.15. LEA Transfer \$1,225.60. Minus Other Court Cost \$2,541.44. For Total of \$27,459.71
- 24. Police Report:** Chief Portillo gave a break down of calls for the month of August with a Total of Calls for Service 1,026. There were 7 officers sworn in. The A/C compressor was replaced in the Dodge Charger, Traffic Stops 785 with 637 Citations written, and 175 warning written.
- 25. Fire Dept. Report:** Fire chief Chris Moore gave his monthly break down along with upcoming training that the Fire Dept. would be doing or has done. The Fire Dept. had 16 calls for service, Medical Calls 5 Grass Fires 4 Accidents 3 Unlock Car 1 Smoke Investigation 2 Cancel En Route 1. Currently 14 Senior Fire Fighters with 1 Explorer. ISO Test TBD; Square Fair in Frankston 25th of September the FD will be in charge of Traffic Control for this event aa they have in the past. Dive Team will be doing a try it, you like it dives on Sept. 25th. Covid 1 fire fighter is positive and following protocols for Covid, was actually being released this day. Fall Training School they are planning on sending fire fighter to the HFCA School on Oct. TBD. LZ Class – As the Fire Dept. does not have a LZ (landing Zone) close to city hall so they will have to travel to either Berryville or Westside for this event.
- 26. Adjournment:** Councilman Swanson made a motion to adjourn the meeting @ 7:06 PM. With a second from Councilman Castleberry motion carried, meeting was adjourned.

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 SEPTEMBER 13, 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, SEPTEMBER 10, 2021.


MAYOR – FRANK SERRATO


CITY SECRETARY – NANETTE MOSS