



7019 Pleasant Ridge Road CR 4217 \* Coffee City, TX 75763 Phone: (903) 876-3414 \* Fax: (903) 873-2433

**CITY OF COFFEE CITY**  
**City Council Special Called Meeting Minutes**  
**August 18, 2022 @ 6 pm**  
**7019 CR 4217/Pleasant Ridge Rd**  
**Coffee City, TX 75763**

NOTICE IS HEREBY GIVEN OF AN SPECIAL CALLED MEETIN GOF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **THURSDAY, August 18, 2022, at 6:00 PM AT THE COFFEE CITY COMMUNITY CENTER, 7019 CR 4217, 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 PURSANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551, OF THE TEXAS GOVERNMENT CODE.

**Council Members**

Franks Serrato – Mayor

Jeff Blackstone– Place 3

Chuck Jones – Place 1

– Place 4

Marquis Castleberry – Place 2

– Place 5

**1. Call Meeting to Order:**

2. *Mayor Frank Serrato called the meeting to order at 6:00 p.m.*

**3. Roll Call and Announce if quorum is present:**

*Roll call was done by Mary McDonald and announced that the mayor had a quorum.*

**4. Consider and Act upon Items 4 & 5.**

**5. Approving Meeting Minutes for May 9, 2022 regular meeting, May 26, 2022 special called meeting, June 13, 2022 regular meeting & July 11, 2022 regular meeting.**

**6. Approving City Financials for the months of May, June & July of 2022.**

*Councilman Jeff Blackstone asked Mary McDonald about \$18,000.00 listed on the May financials and if that amount was for income. Mary informed him that it was not but was for tree cutting that was done on what she believes was coffee landing road. Jeff Blackstone then asked Mary about the state share of fines that was listed on the July financials for over \$80,000.00. It was explained that each quarter we must issue a check to the state for their portion of the fines that are collected. Mr. Blackstone asked how that worked when the court income was lower than what was paid out. Mary explained that the income was for only one month as the amount paid to the state was for three months. Jeff Blackstone made a motion to accept the meeting minutes for May 9, 2022, May 26, 2022, June 13, 2022 & July 11, 2022 along with approving the city financials for Mary, June & July of 2022. Second by Councilman Chuck Jones. Motion carried.*

**7. Consider and Act upon paying Mary McDonald one week salary (\$600 gross pay) for 2021 vacation.**

*Mayor Serrato stated that he was going to bring it up a few months ago but we didn't have a meeting.*

Mayor Serrato explained that he spoke with Mary in regards to her vacation prior to and was unable to take her vacation because that was when a previous city secretary resigned and in the transition of appointing a new Judge so she was unable to take her vacation. Mayor Serrato stated that Mary has been dedicated gone above and beyond and she missed her vacation with her kids so that's why this item was on the agenda. Councilman Chuck Jones and Marquis Castleberry asked if it was for her previous salary. Mayor Serrato confirmed that it was for her salary at the time not her current salary. Council Marquis Castleberry made a motion to approve paying Mary McDonald one week salary for 2021 vacation. Second by Jeff Blackstone. Motion carried.

**8. Consider and Act upon the appointing two candidates to fulfill the terms of Place 4 & Place 5 on City Council. Open to all citizens of Coffee City.**

Mayor Serrato stated that if anyone was interested in filling a spot this was the time. He asked Keith Skender if he was still interested. Chuck Jones asked who was interested, Mayor stated the GeoJan was interested. Councilman Marquis Castleberry made a motion to appoint GeoJan Hunter to place 5. Jeff Blackstone asked if any candidates were planning to run in the November elections or just fill the seats until then. Chuck Jones expressed his concerns of not being able to have 2 EDC members sit on City council at the same time. Jeff Blackstone stated that he would have to resign from the EDC in order to have GeoJan on City Council. GeoJan stated that the reason she did not plan to run for a position on council was that she believed we needed new people but willing to fill a spot on council until the November elections because she was familiar with the budget process and things that needed to be done right away to get the city up and going then she would step back. Vicki Castleberry spoke on her concerns of needing someone that can guide the city in the right direction the next few months. Mayor Serrato states that right now he had a motion for GeoJan Hunter from Mr. Castleberry.

Councilman Marquis Castleberry made a motion to appoint Keith Skender for place 4 on city council. Councilman Chuck Jones made second motion to appoint Keith Skender for place 4. Motion carried.

Mayor Serrato expressed his thoughts on GeoJan being able to help move the city forward. He had a motion from Mr. Castleberry for GeoJan Hunter for place 5. Jeff Blackstone second the motion. Motion carried.

**9. Oath of Office for the two new appointed Council Members.**

City Secretary, Mary McDonald administered the Oath of Office to both GeoJan Hunter & Keith Skender.

**10. Consider and Act upon appointing a Mayor Pro-Tem.**

Chuck Jones made a motion to appoint Marquis Castleberry as Mayor pro-tem. Mr. Castleberry stated that he would like to appoint GeoJan Hunter. GeoJan stated that it was not something that she would want to do. Mayor Serrato stated his thoughts on Jeff Blackstone and conversation with him and his thoughts on moving forward with City business. GeoJan agreed with Mayor Serrato and stated that she could assist Mr. Blackstone. Councilman Chuck Jones made a motion to appoint Jeff Blackstone as Mayor Pro-Tem. Keith Skender second the motion. Motion carries.

**11. Consider and Act upon the signing for the Order of Election for November Elections (deadline is 8/22/2022).**

Marquis Castleberry made a motion to sign the order of Election for November Elections. Chuck Jones second the motion. Motion carries.

**12. Consider and Act upon accepting the resignation of Mayor Frank Serrato.**

Mayor Serrato thanked the citizens that voted for him and even the ones that didn't. His intentions was for Coffee City and still is even if his is not in city office. He takes great pride and Coffee City and loves everyone here even if at times it he didn't. None of this was ever personal mostly for the city and stated he could have done somethings different and taken action on this in a different way. Stated that it wasn't an excuse and that he wished he had done better but did the best he could. He thanked everyone for the opportunity and wished Coffee City the best. Mayor Serrato gave his written resignation notice to Mayor Pro-tem, Jeff Blackstone. Jeff Blackstone made a motion to accept the resignation of Mayor Frank Serrato.

*Marquis Castleberry second the motion. Motion carries.*

**13. Consider and Act upon removing Frank Serrato from all City bank accounts and safety deposit box signature card.**

*Marquis Castleberry mad a motion to remove Frank Serrato from all City bank accounts and safety deposit box. Keith Skender second the motion. Motion carries.*

**14. Consider and Act upon selecting one or two new signer(s) to all City bank accounts and safety deposit box signature card.**

*Marquis Castleberry made a motion to add mayor pro-tem, Jeff Blackstone along with Marquis Castleberry to all city bank accounts and safety deposit box. Council discussed having three signers on all accounts. Councilman Keith Skender made a motion to add Jeff Blackstone and GeoJan Hunter along with keeping Marquis Castleberry on all city bank accounts and safety deposit box. Councilman Chuck Jones seconds the motion. Motion carries.*


*Mayor pro-tem discussed moving the upcoming budget workshop from August 22, 2022 to a later date due to EDC having their regular scheduled meeting the same day. Budget workshop was rescheduled to Tuesday, August 23, 2022.*

**15. Adjournment:** *Councilman Chuck Jones made a motion to adjourn the meeting. GeoJan Hunter second the motion. Motion carries. Meeting adjourned at 6:49 P.M.*

The City Council of the City of Coffee City reserves the 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, Section 551.071 (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 Cod, including, but not limited to, Section 321.3022 (Sales Tax Information).

**CERTIFICATION**

I CERTIFY THAT A COPY OF THE THURSDAY, AUGUST 18, 2022, CITY COUNCIL SPECIAL MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND THE CITY WEBSITE ON MONDAY, AUGUST 15, 2022 BY 5:00 P.M.

  
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**MAYOR PRO-TEM**  
**JEFF BLACKSTONE**

  
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**CITY SECRETARY/COURT CLERK**  
**MARY MCDONALD**