



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

CITY OF COFFEE CITY
City Council Meeting Minutes
September 12, 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 **MONDAY, September 12, 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

Jeff Blackstone – Mayor Pro Tem (P)

Keith Skender– Place 4 (P)

Chuck Jones – Place 1 (P)

GeoJan Hunter– Place 5 (P)

Marquis Castleberry – Place 2 (P)

1. **Call Meeting to Order: 6:04 P.M.**
2. **Roll Call and Announce if quorum is present: Roll Call announced, quorum present.**
3. Opening remarks:
4. **Consider and Act upon approving items 5 & 6.**

Mr. Blackstone stated that there had been questions about a reimbursement to Chief Portillo and that they got the answer and it was for maintenance on one of the PD units. Mr. Blackstone asked about a payment to Collins Investigations. Mary McDonald stated that it was for the paperwork that the City Attorney had severed to the previous council members. Castleberry asked if the cleaning and mowing was twice or once a month. Mary McDonald explained that the mowing they saw was for only one time and that previous Mayor had the gentleman come out and mow on a Saturday because we were in desperate need of having the lawn done. Mr. Blackstone asked if the cleaning expense and it was for when we did have someone cleaning every other week, Mary confirmed it was. Chuck Jones made motion to accept item 5 & 6. Keith Skender second the motion. Motion carries.

5. **Approving City financials for August 2022.**
6. **Approving meeting minutes for August 8, 2022 & August 18, 2022.**

7. Consider and Act upon approving the Agreement for Certificated Service Area in PUC with Aqua.
Jeff Blackstone stated that Mr. Douglas with Aqua water company would be discussing the agreement and answering any questions. Mr. Douglas explains the plan. Mr. Skender asked if the city would be stepping on the toes of Monarch, who services Coffee City. Mr. Douglas explained that it would not. Mr. Jones asked if a well would have to be put in and if there would be a cost to the city for it. Mr. Douglas explained that the cost of the well would go to the customer. Mr. Blackstone stated that before the agreement is signed that they should verify with Monarch that there isn't any type of agreement and he was going to reach out to them and make sure. GeoJan Hunter made a motion to table approving the agreement with Aqua. Chuck Jones seconds the motion. Motion carries.

8. Police Dept. Report:

Chief Portillo stated that before he got started on his report, he wants to introduce his chain of command. Chief Portillo stated that they probably won't see them but wanted them to know that the department is ran by more than just him. Each ranked officer introduced themselves to the public and explained how long they have been with the department and what roles they play. Chief Portillo continued to give his activity report for the month of August.

9. Fire Dept. Report:

Chief Chris Moore gave his activity report for the Month of August and discussed trainings that have been completed and upcoming trainings. He mentioned the fall clean up that is scheduled for October 8, 2022. Chief stated that truck or treat would be October 31st at the Fire Station and would have some down at the community center if the EDC was holding one as well.

10. Municipal Court Report:

Mary McDonald gave the Fines Collected report for the Municipal Court.

11. EDC Report:

Tom McBride gave the EDC report and stated that there was not a meeting last month due to not having a quorum. Mr. McBride also stated that the EDC would be holding a truck or treat again this year.

12. Consider and Act upon reviewing and approving the EDC 2022-2023 Budget.

Jeff Blackstone stated that the service agreement with the city is what changed from last year. It was previously \$8,300.00 for the year and they lowered it to \$5,500.00 for this year. Keith Skender made a motion to approve the EDC 2022-2023 budget. Marquis Castleberry second the motion. GeoJan Hunter abstained. Motion carried.

13. Consider and Act upon approving selected individuals for the appointment to the EDC Board.

- Jan Daughtery – nominated for 2nd 2-year term
- GeoJan Hunter – nominated for 2nd 2-year term
- Karla Hutchinson – nominated for 1st 2-year term

Tom McBride announced that Karla Hutchinson had withdrawn her application for the EDC board position. Keith Skender made a motion to approve Jan Daughtery and GeoJan Hunter for second two-year term with the EDC. Marquis Castleberry second the motion. GeoJan Hunter abstained. Motion carries.

14. Discuss, Consider and Act upon the City Council requirement to prepare and approve the Resolution for the purchase of the property located at the corner of Highsaw Trail and F.M. 3506 (draft resolution included).

Jeff Blackston asked if this would be the second reading of the resolution and Tom McBride stated that it was not. It would need to be approved then the first reading of the resolution to be done afterwards. Mr. Castleberry asked if they need to act upon item 14 before the reading of item 15, Mr. Blackstone confirmed that it would need to be approved prior to the reading. Mr. Castleberry asked if this reading would just be

to give the EDC permission to pursue the purchase of the property, Mr. Blackstone confirmed that it was. Marquis Castleberry made a motion to approve the resolution for the purchase of the property located at the corner of Highsaw Trail and F.M. 3506. Keith Skender second the motion. GeoJan Hunter abstained. Motion carries.

15. Public Hearing-Reading # 1 of the resolution regarding Property Purchase by Coffee City EDC.

Jeff Blackstone read the resolution regarding property purchase by the Coffee City EDC. Public reading #1.

16. Consider and Act upon making Mary McDonald City Secretary at the same rate of pay of \$18.00/HR.

GeoJan Hunter made a motion to making Mary McDonald City Secretary at the same rate of pay of \$15.00/Hr. Marquis Castleberry second the motion. Motion carries.

17. Consider and Act upon making Carolina Martinez Court Assistant at the same rate of pay of \$12.00/HR.

Mr. Skender asked if she was part time. Mr. Blackstone stated that she was working full time but hasn't completed all her training so she was still at the \$12.00/Hr. GeoJan Hunter made a motion to make Carolina Martinez court assistant at the same rate of pay of \$12.00/Hr. Marquis Castleberry second the motion. Motion carries.

18. Consider and Act upon approving the City 2022-2023 Budget.

Mr. Skender thanked Mary and GeoJan for the work put into the budget and getting all information for the council of what was spent last year so they could compare with the proposed budget. Mr. Blackstone stated that they did what they could to meet the needs of their fire department, police department as well as just keeping the city running and roads. Mr. Blackstone gave a brief breakdown of the proposed income and a few expenses per department. Chuck Jones made a motion to approve the City 2022-2023 Budget. Marquis Castleberry second the motion. Motion carries.

19. Open Forum:

Kimberly Lane spoke on drainage issue on Royal Forrest Bay.

- Open Forum is limited to items currently on the agenda.
- Speakers must sign in 5 minutes before the beginning of the meeting.
- Speakers will be given 3 minutes to speak.

Any person that is unable to attend and wishes to submit questions to the council can e-mail the questions to the City Secretary at citysecretary@cityofcoffeecity.com

20. Adjournment:

GeoJan Hunter made a motion to adjourn the meeting. Chuck Jones second the motion. Motion carries. Meeting adjourned at 7:06 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 MONDAY, SEPTEMBER 12, 2022, CITY COUNCIL MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND THE CITY WEBSITE ON FRIDAY, SEPTEMBER 9, 2022 BY 5:00 PM.



JEFF BLACKSTONE
MAYOR PRO-TEM



CITY SECRETARY
MARY MCDONALD