



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**  
**September 27, 2022 @ 6 pm**  
**7019 CR 4217/Pleasant Ridge Rd**  
**Coffee City, TX 75763**

NOTICE IS HEREBY GIVEN OF AN SPECIAL CALLED MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **TUESDAY, September 27, 2022, at 6:00 PM AT THE COFFEE CITY HALL, 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 (A)

GeoJan Hunter– Place 5 (P)

Marquis Castleberry – Place 2 (P)

- 1. Call Meeting to Order:** 6:03 P.M.
- 2. Roll Call and Announce if quorum is present:**  
Roll call announced and quorum present.
- 3. Opening remarks:**  
*Jeff Blackstone spoke that before item 4 is read he did need to make an amendment. Mr. Blackstone stated that item 4 also needs to be to appoint signatories for that as well. Mr. Castleberry asked if it would be part of item 4 and Mr. Blackstone confirmed.*
- 4. Consider and Act upon opening an account with Austin Bank for the Police Department. This account will be for seizures. Amended to include signers to this account as well.**  
*GeoJan Hunter made a motion to opening an account with Austin Bank for the police department seizures making signatories being Chief Portillo. Chief Portillo spoke up and said he prefers not to be a signer that way if anyone has any questions, he can answer that he brought purchases to the council. He stated that he didn't want anyone from the police department to be a signer on the account. Mr. Castleberry asked Chief Portillo if he would still be coming to the council for approval before making a purchase and Chief Portillo confirmed that he would be. GeoJan Hunter made a motion to open a bank account with Austin Bank for the police department seizures monies and the signers being Jeff Blackstone, Marquis Castleberry and Keith Skender. Keith Skender second the motion. Motion carries.*
- 5. Consider and Act upon accepting 1 of the 3 bids for lawn care.**  
*Mr. Blackstone stated that we had three different companies submit bids on lawn care for the city. Mr. Blackstone stated that there was a bid was higher than the others and the other two were very close to each*

other. He stated that one company would do the first mowing for \$275.00 due to the lawn being so overgrown then he would charge \$285.00 a month and that would be two mowing's. Another company would do it for \$400.00 the first time then \$200.00 for each mowing following. The 3<sup>rd</sup> bid did not list what he would charge for the first mowing but did list that he would charge \$135.00 for each mowing. GeoJan Hunter made a motion to accept Gonzalez complete lawn care at the rate of \$275.00 for the first cut and every month would be \$285.00 for two cuts. Clarification would be done to ensure that he's not expecting that during the winter months when they wouldn't be required. Keith Skender second the motion. Motion carries.

**6. Discuss: Personal Time Off for City employees. Currently set as the following:**

- 1-4 Years: 5 Days
- 5-9 Years: 10 Days
- 10+ Years: 15 Days

Mr. Castleberry asked if what was listed is what was being recommended. Mr. Blackstone stated that it was not and it's the current PTO. Mr. Blackstone recommended that 10 days starting out from day one. Mr. Castleberry also asked if days not used would be carried over, Mr. Blackstone stated that was another thing to look into. Mr. Skender stated that what is carried over should be limited. Mrs. Hunter stated that the policy states than no more than 20 days can carry over. And if terminated or quit, they won't get paid for more than 20 days. Mrs. Hunter mentioned the holiday schedule as well and that there are currently 13 paid holidays that have been approved and before it was only 10 holidays. It was discussed to cut three holidays from the schedule and change the PTO to 10 days.

**7. Consider and Act upon approving and revising the Personal Time Off for City Employees.**

Marquis Castleberry made a motion to table approving and revising the personal time off for city employees until the next scheduled council meeting. Keith Skender second the motion. Motion carries.

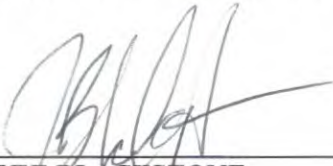
**8. Adjournment:**

Keith Skender made a motion to adjourn the meeting. GeoJan Hunter second the motion. Meeting adjourned at 6:55 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 TUESDAY, SEPTEMBER 27, 2022, CITY COUNCIL SPECIAL CALLED MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND THE CITY WEBSITE ON FRIDAY, SEPTEMBER 23, 2022 BY 5:00 PM.

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

  
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**CITY SECRETARY**  
**MARY MCDONALD**