



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**  
**January 9, 2023 @ 6 pm**  
**7019 CR 4217/Pleasant Ridge Rd**  
**Coffee City, TX 75763**

NOTICE IS HEREBY GIVEN OF A REGULAR SCHEDULED COUNCIL MEETING OF THE CITY COUNCIL OF COFFEE CITY, TO BE HELD ON **MONDAY, January 9, 2023, 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 PURSUANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551, OF THE TEXAS GOVERNMENT CODE.

**Council Members**

Jeff Blackstone - Mayor

Carrie Ousley - Place 3

Ruthie Seward - Place 1

Keith Skender - Place 4

Marquis Castleberry – Mayor Pro-Tem

Ollie Harmon - Place 5

**1. Call Meeting to Order:**

*Mayor Blackstone called the meeting to order at 6:00 PM.*

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

*Mary McDonald announced roll call & quorum was present.*

**3. Opening remarks:**

*No opening remarks.*

**4. Consider and Act upon approving items 5 & 6.**

**5. Approving City financials for December 2022.**

*Mrs. Seward asked about the internet/cable being a total of \$801.00 each month. Mary McDonald said a little over \$600 of it was for city hall and the rest was for the community center and that the City Hall bill included internet, cable and phone lines.*

*Mrs. Ousley asked what was the election expense on the financials. Mr. Blackstone stated that when we hold an election, we must pay the county.*

*Mr. Blackstone asked if the tires that were purchased was for the unit that was hit last week. Chief Portillo stated that it was and that he would be taking the tires off that unit.*

*Ruthie Seward made a motion to accept the city financials for December 2022. Ollie Harmon seconds the motion. Motion carries.*

**6. Approving meeting minutes for the December 12, 2022 regular council meeting.**

*Ruthie Seward made a motion to approve the meeting minutes for the December 12, 2022 regular council meeting. Carrie Ousley second the motion. Motion carries.*

**7. Consider and Act upon accepting a bid for tree work.**

Mr. Blackstone stated that the city had several trees that were in need to cut down and some branches cleared as well. Ruthie Seward asked what road the work was going to be done on. Mr. Blackstone stated that it would be on Pleasant Ridge Rd, Stevenson Rd, Coffee Landing Rd and a few other county roads. Mr. Blackstone stated that there was so much to do and the main focus was going to be the big massive dead trees and that we had a lot of trees that are leaning some that are alive but just kind of leaning and they're going to go a head and get those. Then any dead limbs or any limbs that are sticking out over the roads and they're going to try to raise the canopy as much as they can. He also stated that he had talked to the county commissioner, he had come and met with him and fire chief one day and he told them that once the city gets all the dead trees and all limbs out of the way that the county can send a team out and use their big tractor to do trimming for us as well if we can't get everything done that we need done on our budget. Mrs. Ousley asked if they all had the correct bonding and insurance. Mr. Blackstone stated that they were. Mr. Castleberry asked about the quotes listing sales tax and Mr. Blackstone stated that he noticed that as well and whichever company is chosen will be notified of the sales tax and we would submit our exemption form.

Mr. Castleberry had asked if it was required that the bids were to be sealed. Mary McDonald stated that it was usually preferred but not required. Ruthie Seward stated that it did not have to be sealed bids due to the cost being under \$50,000.00.

Mr. Skender asked about a contract before starting the work. Mr. Blackstone stated that we would put a contract together that states exactly what is expected based off the quote and have it signed by both parties. Ruthie Seward made a motion to accept the bid from Merritt's Tree Service. Carrie Ousley second the motion. Motion carries.

**8. Consider and Act upon approving the police department applying for the Community Facilities Direct Loan & Grant with USDA, Rural Development and adopt the resolution. (This will be used for the purchase of police vehicles)**

Mr. Castleberry asked if this was the same grant that was discussed in the last meeting. Chief Portillo and Mr. Blackstone stated that it was not, it was the STEP grant that was discussed during the last meeting. Mr. Skender said that this grant is going to pay 75% of the proposed project if we had fewer than 5,000 population. Mr. Blackstone stated yes but there was also a possibility for exemption that will allow for 100% based on the city's financial needs and population as well.

Mr. Blackstone asked if we knew what the grant amount would be. Chief Portillo said no, this was just about pre qualifying and once qualified an amount will be given as to how much is available.

Mrs. Seward asked Chief Portillo if this was the first time he has applied for this grant and Chief Portillo confirmed that it was.

Mr. Castleberry asked if there was a resolution that would be needed. Mr. Blackstone stated there was and Chief Portillo stated yes as well and this was just for giving him permission to apply, doesn't mean we will accept the grant but just the permission to apply for it. Mr. Blackstone asked if the fire department could apply for this grant as well with the police department. Chief Portillo stated they could but he had talked to Chris Moore and was told they do other things. Chief Portillo suggested that Mr. Blackstone amend the motion to include the fire department. Mr. Blackstone asked if the resolution would need to be amended as well and Chief Portillo stated that it would not just the motion.

Ruthie Seward made a motion to consider and act upon approving the police department and fire department applying for the community facilities direct loan & grand with the USDA, rural development and adopt the resolution. Marquis Castleberry second the motion. Motion carries.

**9. Discussion: Animal Control solution/program within Coffee City.**

Mr. Blackstone stated that this was just a discussion and that they needed to come up with some sort of animal control solution for the city and that we have lots dogs wondering the streets and especially right in this area. Mr. Seward asked if the city has some sort of ordinance or resolution. Mr. Blackstone stated that we do have a leash law but we do not have an animal control department or a unit that is equipped to take animals off the road and that we do not have an agreement with the county and we do not have a place that we could take them if an officer was able to catch them.

Mr. Castleberry asked what cities have a human society. Mr. Blackstone stated Athens and Tyler. Chief

*Portillo stated that they would not come to Coffee City. He stated that Henderson County sheriff's department said no. Mrs. Ousley and Mrs. Seward stated that they would reach out to different organizations and cities and see what sort of information that can get.*

#### **10. Discussion: Police Patrol Contract with Indio Management.**

*Mr. Blackstone stated that this was another discussion and that it was something Chief Portillo will discuss with them. Chief Portillo stated that this was a housing complex that he had been working for several years and that Harris County doesn't want the contract anymore and neither does Houston P.D. so they reached out to him about picking up the contract and they would give the city 1.4 million to work this and that he had a breakdown of what this would be and the cost. He stated he spoke with legal already to find out how this would work not being in our city. Chief Portillo stated that they would not be allowed to run traffic and it was to have police presence and they would have to have their own radios that would be issued to them from Harris County and software for calls of service. Chief Portillo stated that it was an opportunity and the revenue that would come out of it at the end of the year would be \$152,000.00 for the City of Coffee City after everything is said and paid for. Chief Portillo stated that he and other reserves already work this side job but they are just wanting more police coverage as this is a 1,5000-unit housing complex. He stated that he would have to take some of the reserves and put them as full-time status in order to cover this. Mr. Castleberry asked if the reserve we have here would be placed on full time and transferred to work down there. Chief Portillo stated yes, they would be switched to full time status and report to work in Houston instead of here and they would strictly be working at this housing complex. Mrs. Ousley asked how long the contract would be for and Chief Portillo stated that it would be a year contract as they want to do a pilot program to see how it works.*

*Mr. Castleberry asked how this would affect us here in the city. Chief Portillo stated that it would not affect the city at all and that there is plenty of reserves that would still be coming in to work.*

*Mrs. Seward asked if there would be a cost to the city for this. Chief Portillo stated that there would not be. Mrs. Seward also asked about a vehicle and if we would have to use one of our units. Chief Portillo stated yes, just one unit, a Tahoe that was purchased from DPS, would have to go down there to have in order to transport prisoners to jail. Mrs. Seward asked about living arrangements and Chief Portillo stated that most of the officers that would work down there, live in Houston.*

*Mrs. Seward asked what happens if they were to get hurt. Chief Portillo stated that he had already reached out to TML and the officer would be covered as long as they were working under their duty as a police officer. Mrs. Seward asked how often the city would receive payment. Chief Portillo stated that it was a Net 30 so they would work a month and 15 days later the city would be reimbursed.*

*Mrs. Ousley asked if there was a way to get a lesser contract term and Chief Portillo said he had already got it down to a year because they originally wanted to do a 4-year contract. Mr. Skender asked if there are any unforeseen cost that should be added and asked about the payroll taxes. Chief Portillo stated that he has it included in the cost that was listed on their breakdown and that the officers would be paid \$21.00 an hour. Chief Portillo stated that he could ask Indio Management to submit a contract so that the city council can review it and see what is expected from them.*

#### **11. Fire Dept. Report:**

Walt Kern with the Fire Department gave the fire report. 23 calls, 13 medicals, no structure fires, 3 accidents, 1 grass fire. He stated that they currently have 10 senior fire fighters.

#### **12. Police Dept. Report:**

Chief Portillo gave the police report. He stated that there was 3 accident that they assisted on. He stated that they had 650 calls for service. 388 traffic stops, issued 153 citation, 4 felony arrest, impounded 5 vehicles, 18 agencies assist, 200 business checks. He stated that they had 4 new officers sworn in. He discussed repairs that were made to the units.

#### **13. Municipal Court Report:**

Mary McDonald gave the court report. Stated that a total of # \$43,965.10 was collected and \$19,736.50 was the portion kept by the city.

14. Open Forum:

- 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](mailto:citysecretary@cityofcoffeecity.com)*

*Mr. Skender mentioned that the March council meeting falls on the week of spring break and he would not make it. Mr. Blackstone stated he would be gone as well and that they should move it up to the first Monday. Mrs. Ousley added that she would be out of town on the regular scheduled February meeting and Mrs. Seward stated that she would be gone as well. Council agreed to move the February 13<sup>th</sup> meeting to February 6<sup>th</sup>. Council also agreed to move the March 13<sup>th</sup> meeting to March 6<sup>th</sup>.*

15. Adjournment:

Ruthie Seward made a motion to adjourn the meeting. Carries Ousley second the motion. Motion carries, meeting ended at 7:21 P.M.

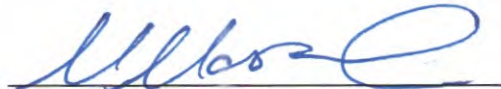
The City Council of the City of Coffee City reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Section 551.071 (Deliberation about Gifts 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, JANUARY 9, 2023, 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, JANUARY 6, 2023 BY 5:00 PM.



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JEFF BLACKSTONE  
MAYOR



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MARY MCDONALD  
CITY SECRETARY