



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**  
**August 14, 2023 @ 6 pm**  
**7019 Pleasant Ridge Rd**  
**Coffee City, TX 75763**

NOTICE IS HEREBY GIVEN OF A COUNCIL MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **MONDAY, August 14, 2023, at 6:00 PM AT THE COFFEE CITY, CITY HALL, 7019 PLEASANT RIDGE RD, 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 (P)

Carrie Ousley - Place 3 (P)

Ruthie Seward - Place 1 (P)

Keith Skender - Place 4 (P)

Marquis Castleberry – Mayor Pro-Tem (P)

Ollie Harmon - Place 5 (P)

**1. Call Meeting to Order:**

*Jeff Blackstone called the meeting to order at 6:01 PM*

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

*Mary McDonald announced roll call and that a quorum was present.*

**3. Opening remarks:**

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

*Mrs. Ousley asked about who Harris was. Mary stated that it was for radios for the police department that will be reimbursed through a grant. Mrs. Seward stated that she didn't see the rental income for the community center, Mary stated it was listed at the very top under rental income.*

*Carrie Ousley made a motion to approve the July 2023 financials and the July 10, 2023 meeting minutes. Marquis Castleberry seconds the motion. Motion carries.*

**5. Approving City financials for July 2023.**

**6. Approving meeting minutes for the July 10, 2023 Council Meeting.**

**7. Consider and Act upon approving and signing the Order of Election for the upcoming November 7, 2023 General Elections.**

*Mr. Blackstone stated that they were two positions up for elections on council. Ollie Harmon made a motion to approve the order of election. Ruthie Seward seconds the motion. Motion carries.*

**8. Consider and Act upon approving the Interlocal Agreement with the Henderson County Election Office.**

*Carrie Ousley made a motion to approve the interlocal agreement with Henderson County Election Office.*

*Ruthie Seward seconds the motion. Motion carries.*

**9. Consider and Act upon approving changes to the Community Center Rental agreement, adding a \$100.00 nonrefundable sanitation fee.**

*Mr. Blackstone stated that this was something that had previously been discussed but no actions had been taken on it. Mrs. Seward asked about the nonrefundable part, asking if it was not going to be returned. Mr. Blackstone stated yes, that he would be kept to pay someone to clean and sanitize the building after an event. Mrs. Seward asked if it would be that amount plus the rental fee. Mr. Blackstone stated that it would be because if it was rented for \$150.00 then we pay \$100 for cleaning then the electricity and water, we basically rent it for free. Mr. Castleberry asked if the church rental would increase as well and Mr. Blackstone confirmed that it would. Mrs. Seward expressed her concern that \$100.00 was a steep amount. Mrs. Seward stated that she feels like most of the burden of the cleaning should fall on the church being that they use it twice a week. Mr. Skender mention looking at other small communities and see what they charge for rental of a community center. Mrs. Seward stated that she would call around and get what other community centers are being rented for. Mrs. Seward made a motion to table the item. Ollie Harmon seconds the motion. Motion carries.*

**10. Consider and Act upon approving service agreement for heating & cooling systems.**

Mr. Blackstone read the two bids that were received from Evan's heating & cooling and Bannister plumbing. He stated that with Evan's, filters would be provided and not with Bannister. Ms. Harmon asked the cost of filters and Mr. Blackstone stated that he didn't remember exactly what the cost was when he purchased some for the community center but they normally run about five dollars each. Ruthie Seward made a motion to approve a service agreement with Evan's heating and cooling. Carrie Ousley seconds the motion. Motion carries.

**11. Consider and Act upon approving vehicle repairs to the Police Department Units.**

Mr. Blackstone asked Chief Portillo which units he was looking to repair and cost. Chief Portillo stated that the two charges had lifters that went out and he received a quote of \$3,300.00 each to repair them. Mrs. Seward asked if it would be helpful if we could just have one fixed for now and chief stated that it would and it would be best to be the older charger that was repaired. Ruthie Seward made a motion to approve repairs to one unit being 584. Carries Ousley seconds the motion. Motion carries.

**12. Consider and Act upon placing "No parking" signs on Coffee Landing Road at the Corner of Hwy 155.**

Mrs. Seward asked if this could be legally done. Chris Moore stated that the state right-of-way goes from 155 to the tree line. Mrs. Seward stated that people parking there while fishing blocks the roadway and hard to get in and out of Coffee Landing Rd. Chris Moore stated that if it was approved, he would get the signs ordered. Ollie Harmon made a motion to approve placing no parking signs on Coffee Landing Road at the corner of Hwy 155. Ruthie Seward seconds the motion. Motion carries.

**13. Discussion: Potential City-wide garage sale to take place on the EDC land located on FM 3506 at the corner of Highsaw trail.**

Mr. Blackstone stated he would like council to think about doing a city-wide garage sale that would take place on the EDC lot at the corner of FM 3506 and Highsaw trail. Mrs. Ousley asked if permits would be required and Mr. Blackstone stated that it would.

**14. Consider and Act upon allowing two council members to be on the EDC Board.**

Mr. Blackstone stated that this would just be in case of an emergency and EDC board needed to make quorum and that the most could only be two. Mr. Castleberry asked that if this was approved, it doesn't mean we will appoint them right of way? Mr. Blackstone stated yes, it was just in case the EDC was in need of another member to meet quorum. Ruthie Seward made a motion to allow two council members to be on the EDC board. Ollie Harmon seconds the motion. Motion carries.

**15. Consider and Act upon amending EDC Director, Vicki Castleberry, whose term expired May 2023, approval and appointment to the EDC Board a 3<sup>rd</sup>, two-year term.**

*Mrs. Castleberry stated that her term had ended and council needed to approve whether to reappoint her or not. Carrie Ousley made a motion to appoint Vicki Castleberry to a 3<sup>rd</sup>, two-year term. Ruthie Seward seconds the motion. Motion carries.*

**16. Discuss, Consider and Act upon allowing the EDC Board to follow through on the purchase or cost of items up to \$10,000.00 after approval of the City Council without returning to the City Council for bid review and final approval.**

*Mrs. Castleberry spoke and stated that this was to help cut the time down on being able to provide requested grant money or the purchase of something that had previously been approved. Ruthie Seward mention tabling the item. Jan Daughtery with the EDC spoke and stated that these things would have been already approved by council when they approve the EDC budget. Keith Skender made a motion to allow the EDC board to follow through on the purchase or cost of items up to \$10,000.00 after approval of the city council without returning to the city council for bid review and final approval. Marquis Castleberry seconds the motion. Motion carries.*

**17. Fire Dept. Report:**

*Fire chief, Chris Moore, reported on the number of calls for service and upcoming events.*

**18. Police Dept. Report:**

*Chief Portillo reported the number of calls for services, count of citations and warning and discussed vehicle repairs.*

**19. Municipal Court Report:**

*Mary McDonald gave the court report including the total amount collected and the distribution of the funds.*

**20. EDC Report:**

*Vickie Castleberry gave the EDC report. She discussed financials and upcoming events and sponsorship the EDC was in mind.*

**21. Executive Session:**

*Mr. Blackstone called executive session at 7:18 PM.*

*Reconvene form executive session at 8:27 PM.*

*Mr. Blackstone stated that they agreed to place two officers from the warrant division on full-time at 32 hours a week and pay being minimum wage.*

- EDC receiving a parcel of land, donated, approximately 1.26 acres, out of the property located on Hwy 155 & FM 3506, to be used by the city.
- Personnel Matters, Government Code 551.074.

**22. 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)*

**23. Adjournment:**

*Ruthie Seward made a motion to adjourn the meeting. Carrie Ousley seconds the motion. Mr. Blackstone adjourned the meeting at 8:28 PM.*

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, AUGUST 14, 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, AUGUST 11, 2023 BY 5:00 PM.



---

**JEFF BLACKSTONE**  
**MAYOR**



---

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