

COFFEE CITY, CITY COUNCIL
MEETING MINUTES
DECEMBER 14, 2015

The Coffee City City Council met for a regular scheduled meeting on December 14, 2015. The meeting was held at The Coffee City, City Hall.

1. Call to Order.

Mayor Pam Drost called the meeting to order at 6:03 p.m.

2. Roll Call and Quorum.

City Secretary Janie Krakowski called the roll. Mayor Pam Drost, Mayor Pro Tem Phil Rutledge, and Council Members Don Weaver and Bud Dueling were present. Riley Standifer and Ruthie Seward were absent. Quorum was present.

3. Consent Items.

Motion was made by Phil Rutledge and a second was made by Bud Dueling. The Council voted three (3) for and none (0) opposed to approving consent items: the Minutes from the November 9, 2015 Council Meeting and the Check Written Register for the month of November.

4. Open Forum.

No one spoke during Open Forum.

5. Safety Deposit Signature Card.

Motion was made by Bud Dueling and a second was made by Don Weaver. The Council voted three (3) for and none (0) opposed to adding City Secretary Janie Krakowski to the Safety Deposit Box Signature Card.

6. New City Website Webmaster.

Mayor Pam Drost addressed the discussion at the EDC meeting regarding City Secretary Janie Krakowski becoming the new City Website Webmaster. This was discussed with the current Webmaster, Lauren Savage, and everyone agreed upon having Janie take over in order to have things posted things immediately. Lauren offered his tech support if needed.

7. 2016 Holidays.

Motion was made by Don Weaver and a second was made by Phil Rutledge. The Council voted three (3) for and none (0) opposed to approving the City's 2016 Holidays.

8. Purchase of Computers.

Mayor Pro Tem Phil Rutledge addressed his discussion with Police Chief Scott Medcalf regarding the current computer situation with the Police Department. The computers are obsolete in operating with the recently purchased body cameras. The City's IT Tech has quoted 2 new computers at \$419 each, and would be compatible, networked, and installed within 3-4 days. Motion was made by Phil Rutledge and a second was made by Don Weaver to approve the purchase of two (2) computers for the Police Chief's office and for the Patrol Room. The Council voted three (3) for and none (0) opposed.

9. Appointing Mayor Pro Tem.

Mayor Pam Drost reviewed the TML handbook outlining a Mayor Pro Tem's one-year term. Motion was made by Phil Rutledge to table the matter until the full council was present. A Second was made by Bud Dueling. Motion Carried.

10. Mayor's Report.

Mayor Pam Drost mentioned the septic service annual contract, same amount as previous year \$255, would be staying the same. She then announced that Janie Krakowski was selected to be on the TML Small Cities Council. Mayor Drost said this would be great honor for the City and that she was proud. Mayor Drost discussed the Christmas Party and said that the Police Department looked sharp and impressive. She announced that Amanda Hardisty was named Fireman of the Year and Wayne Frazier was Reserve Officer of the year. She pointed out that the Toys for Tots collection box was in the lobby for unwrapped toys.

11. EDC Report.

Sandy Atteberry gave the EDC Report: The beginning balance of the EDC Southside Account was \$11,081.39. Expenses included mowing, Home Depot materials for Lake Palestine Center, Per Diem and mileage for Sandy Atteberry class, Eschberger plumbing, Servpro for water damage, George Chavis for labor, City Secretarial Services, electricity and Monarch Water. The deposits consisted of TML Settlement Check for water damage, Lake Palestine Center rental income and Sales Tax income. The ending balance of the Southside Account was \$19,270.42. The current total to the Hotel/Motel account was \$80,284.01. Phil Rutledge asked about the repayment of

funds borrowed by the EDC from the Hotel/Motel Account and Sandy Atteberry said it had not been paid back yet, as upcoming taxes are due. Mayor Drost mentioned that the EDC decided that Jim Beggerly will be pursuing those not paying their Hotel/Motel Tax.

12. Municipal Court Report.

Judge Bivens gave the Municipal Court Report: 117 new cases filed; 17 dismissed after Driver's Safety Course completion; 8 deferred; 4 dismissal compliances for providing proof of financial responsibility; 3 juvenile traffic cases; 14 warrants issued; and 3 cases for jail credit. Judge Bivens said that Warrant Officer Caddell collected on two (2) warrants, totaling \$776.00. Total income for the month was \$12,831.00; \$7,684.00 of which the City will retain. Judge Bivens announced that she had a new Court Clerk, Janie Krakowski, who just returned from Court Clerk school in Austin.

13. Police Report.

The Police Report was given by Police Chief Medcalf: 28 calls for service; call volume is above average at 20; 2 accidents; 2 agency assists; 1 aggravated assault; 1 evading arrest; 1 disturbance; 1 vehicle impound; 2 welfare concerns; 3 suspicious persons; 3 arrests; 1 open container; 2 reckless driving; 2 thefts; 1 drug overdose and 2 warrants. Bud Dueling asked about hour requirements for reserves. Police Chief said he was unaware of State minimum requirements, but Coffee City requires 16 hours worked. Coffee City Police Department issued 109 citations for the month and 4 warnings. Chief Medcalf addressed that he is working on more of a police presence during the week and the availability of the new officers.

14. Fire Report.

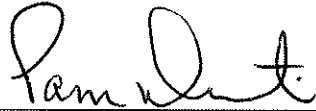
Police Chief Scott Medcalf delivered the Fire Report: 26 calls for service; call volume above average at 24; 1 building fire; 4 grass; 13 medical calls; 3 tree obstructions; 3 MVA's; 2 Down Power Lines; 1 public service call (unlock vehicle); and 1 boat call. There are currently 13 Senior Fire Fighters and 4 Explorers. Upcoming events include the 2016 SFFMA Planning Conference January 14-17th, and Certification Testing on March 5, 2016. Judge Bivens added for Fire Chief that road work would begin the following week, as the rain postponed things.

15. New Police Officers.

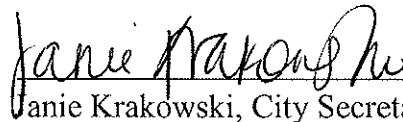
Sandy Atteberry swore in the new Police Officers: Shahid "Sam" Mohamad and Mitchell Bascom. Allen Richardson arrived later and Sandy Atteberry swore him after Mayor Drost called the meeting back to order, once he arrived.

16. Adjournment.

Motion was made by Don Weaver, and a second was made by Phil Rutledge. The Council voted three (3) for and none (0) opposed for the Council Meeting to adjourn at 6:59 p.m.



Pam Drost, Mayor



Janie Krakowski, City Secretary

**COFFEE CITY, CITY COUNCIL
MEETING MINUTES
NOVEMBER 9, 2015**

The Coffee City City Council met for a regular scheduled meeting on November 9, 2015. The meeting was held at The Coffee City, City Hall.

1. Call to Order.

Mayor Pam Drost called the meeting to order at 5:59 p.m.

2. Roll Call and Quorum.

City Secretary Janie Krakowski called the roll. Mayor Pam Drost, Mayor Pro Tem Phil Rutledge, and Council Members Don Weaver, Adam Gonzales, Riley Standifer and Ruthie Seward were present. Quorum was present.

3. Presentation to Adam Gonzales.

Mayor Pam Drost presented a plaque to Council Member Adam Gonzales, and thanked him for his dedication and service to the City. She said he would be missed and how much everyone sincerely enjoyed working alongside him during his term.

4. New Council Members.

Notary Sandy Atteberry swore in the new council members. Riley Standifer would be returning to Place #4 and Bud Dueling Place #2. They then took their seats on the council.

5. New Police Chief.

Sandy Atteberry formally swore in the new Police Chief, Scott Medcalf. His family was present and introduced by the Mayor.

6. Open Forum.

Betty Savage wanted to let everyone know to be on the alert, that the copper thieves are working our area. Mrs. Dueling warned of a fake IRS Scam by phone, and Chief Medcalf's wife said that a scam from someone pretending to be associated with Microsoft was also happening.

7. Consent Items.

Motion was made by Riley Standifer and a second was made by Ruthie Seward. The Council voted five (5) for and none (0) opposed to approving consent items: the Minutes from the October 12, 2015 Council Meeting as written, the Minutes from the Special Call Meeting on October 16, 2105, save a minor correction, and the Check Written Register for October.

8. Untable Unused Election Expenses.

Mayor Drost wanted to address the remaining \$6,100.00 from the unused election funds. Last meeting it was decided upon for \$2,000.00 to be used for the purchase of the Conex building. Ruthie Seward suggested considering using the remaining funds for a trailer purchase for the roads. Don Weaver suggested we move the money to the Road Fund for future improvements and use. Motion was made by Don Weaver, and a second was made by Phil Rutledge. The Council voted five (5) for and none (0) opposed to moving the unused \$6,100.00 to the Road Fund.

9. Policy on Body-Worn Cameras.

Chief Medcalf addressed the Policy on Body-Worn Cameras that he provided to the Council for review, which is based on Senate Bill 158. Chief Medcalf also mentioned that the District Attorney's office had also reviewed the drafted policy. The grant question was raised by Bud Dueling and Medcalf said he was currently working on applying for those state grants. The earliest preliminary funding decisions on grants would be January 19, 2016; earliest disbursement of funds would be March 1, 2016; and the latest would be August 1, 2016. Back to the policy itself, a minor change would be made at the suggestion of Phil Rutledge in regards to particular wording of reprimanding those not following the policy within the department. There was also discussion about other department's policies, and the training necessary to the officers for said cameras. Motion was made by Don Weaver, and a second was made by Riley Standifer, to approve the Policy on Body-Worn Cameras, save a minor wording correction. Motion carried. Chief Medcalf thanked the Council Members for their feedback and help.

10. Purchase of Body Cameras.

The discussion regarding the purchase of 1-3 body cameras based on 3 provided quotes began with the question of grant restrictions by Mayor Drost. Chief Medcalf said the grant can be used for anything related to the body cameras. The idea would be to go ahead and purchase a camera (or cameras) and then get additional cameras with the grant funds. There was discussion regarding different types of cameras, pricing, hardware requirements, and accessories. Chief Medcalf stressed the

importance of the body cameras and their benefit to Coffee City and its citizens. Judge Bivens also mentioned that Warrant Officer Caddell's body camera could be purchased from the Security or Technology Fund. After careful review of all quotes, Motion was made by Phil Rutledge for the City to purchase two (2) Axxon Taser Body Cameras and the accessories required with City Police Department funds. Alex Caddell, Warrant Officer, may purchase his out of Municipal funds later. A second was made by Don Weaver. Motion Carried. Ruthie Seward commended Chief Medcalf on doing such a great job.

11. Mayor's Report.

Mayor Pam Drost had no report at this time.

12. EDC Report.

Sandy Atteberry gave the EDC Report: The beginning balance of the EDC Southside Account was \$6,804.84. Expenses included mowing, Lowe's materials for Lake Palestine Center, City Secretarial Services, electricity and Monarch Water. A letter was sent to the House in Brierwood though no response yet. The deposits consisted of Lake Palestine Center rental income and Sales Tax income. The ending balance of the Southside Account was \$11,191.39. The current total to the Hotel/Motel account was \$78,426.80. The plan to repay funds borrowed by the EDC from the Hotel/Motel Account will be discussed at next month's EDC Meeting. There was also discussion as to how to keep track of collecting on the Hotel/Motel tax.

13. Municipal Court Report.

Judge Bivens gave the Municipal Court Report: 92 new cases filed; 20 dismissed after Driver's Safety Course completion; 20 deferred; 2 appealed to county (CDL holders); 10 warrants issued; and 2 cases for jail credit. Judge Bivens indicated that Warrant Officer Caddell collected \$2,663.00 in warrants; Pioneer collected \$865.00. Total income for the month was \$25,347.00, making it an absolute record month.

14. Police Report.

The Police Report was given by Police Chief Medcalf: 30 calls for service; call volume is above average at 20; 1 accident; 3 agency assists; 1 alarm; 3 arrests; 3 assaults; 1 civil dispute; 1 criminal mischief (vandalism); 3 disturbances; 6 motorist assists; 1 suicidal subject; 1 suspicious person; 1 theft; 4 warrants served; 5 welfare concerns; 1 dog barking; and 4 call-outs. Arrest reasons included capias pro-fine, speeding, failure to appear; assault-family violence; unlawful restraint; and reckless driving. 72 citations and 17 warnings were issued for the month. Currently the

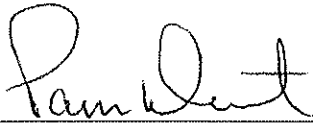
department has 12 reserve officers and Chief Medcalf stated that he would be hiring 4 more.

15. Fire Report.

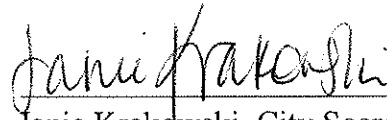
Fire Chief Moore delivered the Fire Report: 19 calls for service; call volume below average at 24; 1 building fire; 3 grass; 5 burn ban fires; 12 medical calls; 1 tree obstruction; 1 MVA; 1 Down Power Line; 1 public service call (unlock vehicle); and 1 good intent. There are currently 13 Senior Fire Fighters and 4 Explorers. Upcoming events include the Holiday Meal on Saturday, December 12th at 6:00 pm.

16. Adjournment.

Motion was made by Don Weaver, and a second was made by Council Member Riley Standifer. The Council voted four (4) for and none (0) opposed for the Council Meeting to adjourn at 7:09 p.m.



Pam Drost, Mayor



Janie Krakowski, City Secretary

**COFFEE CITY, CITY COUNCIL
SPECIAL CALL MEETING
MINUTES - OCTOBER 16, 2015**

The Coffee City City Council met for a Special Call meeting on October 16, 2015. The meeting was held at The Coffee City, City Hall.

1. Call to Order.

Mayor Pam Drost called the meeting to order at 1:03 p.m.

2. Roll Call and Quorum.

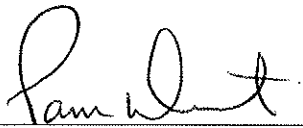
City Secretary Janie Krakowski called the roll. Mayor Pam Drost, Mayor Pro Tem Phil Rutledge, and Council Members Don Weaver, Adam Gonzales, and Ruthie Seward were present. Council Member Riley Standifer was absent. Quorum was present.

3. New Chief of Police.

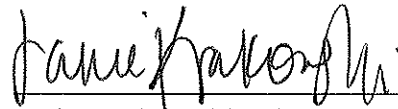
Motion was made by Council Member Phil Rutledge, and a second was made by Don Weaver to hire Scott Medcalf as the new Police Chief. Council Member Adam Gonzales thought they should wait for Riley Standifer to be present for the decision and possibly wait for the new council member. Mayor Pam Drost explained how waiting would just prolong the process even further and that the City needed a Police Chief. Adam Gonzales abstained from the vote. The Council voted three (3) for and one (1) abstained to hire Scott Medcalf as the new Chief of Police for Coffee City. Motion Carried. Municipal Court Judge Bivens then swore Medcalf in as Police Chief and he delivered his oath.

5. Adjournment.

Motion was made by Don Weaver, and a second was made by Council Member Adam Gonzales. The Council voted four (4) for and none (0) opposed for The Special Call Council Meeting to adjourn at 1:10 p.m.



Pam Drost, Mayor



Janie Krakowski, City Secretary

COFFEE CITY, CITY COUNCIL
MEETING MINUTES
OCTOBER 12, 2015

The Coffee City City Council met for a regular scheduled meeting on October 12, 2015. The meeting was held at The Coffee City, City Hall.

1. Call to Order.

Mayor Pam Drost called the meeting to order at 5:57 p.m.

2. Roll Call and Quorum.

City Secretary Janie Krakowski called the roll. Mayor Pam Drost, Mayor Pro Tem Phil Rutledge, and Council Members Don Weaver, Adam Gonzales, and Ruthie Seward were present. Council Member Riley Standifer was absent. Quorum was present.

3. Consent Items.

Motion was made by Council Member Phil Rutledge, and a second was made by Don Weaver. The Council voted four (4) for and none (0) opposed to accept the Minutes from the September 14, 2015 Council Meeting as written, and the Check Written Register for September.

4. Quarterly Review of Budget.

Mayor Pam Drost gave the figures for review after the 1st 3 months. The Sales Tax income was on target, same for roads, and the Court income is better than projected. She noted that the Franchise Fees are not yet shown as they are paid quarterly. Regarding expenses, the Audit is coming along and we should expect a bill at completion. There was also discussion about continuing education, dues and subscriptions expenses, and several reimbursements to be made from the Municipal Court to the General Fund Account. Mayor Pam Drost addressed a new Conex building that the Fire Department will be purchasing. They've offered their old one to us for \$2,000.00. She said that the City is outgrowing their storage space. Mayor Drost would like to see the unused election funds pay for this.

5. Election Expenses.

No election expenses this year will result in an unused \$8,100.00, which Pam Drost says should be considered for use/allocation.

6. Budget Changes.

Motion was made by Don Weaver and a second was made by Ruthie Seward to move \$2,000.00 of the unused \$8,100.00 allocated for the election to pay for the Conex building. The Council voted four (4) for and one (1) opposed. Motion was made by Phil Rutledge and a second was made by Adam Gonzales to table how to distribute the rest of the money. Motions carried.

7. \$25,000.00 CD.

Motion was made by Don Weaver and a second was made by Phil Rutledge. The Council voted four (4) for and none (0) opposed to moving \$25,000.00 to a CD from the checking account.

8. \$25,000.00 for new police vehicle.

Motion was made by Don Weaver, and a second was made by Adam Gonzales. The Council voted four (4) for and none (0) opposed to tabling the matter of earmarking the \$25,000.00 for a new police vehicle.

9. Open Forum.

Donna Dueling spoke regarding the pot holes and there was discussion on the neglected streets, Stevenson Road and County Road 4219. Mayor Drost explained the franchise fees and sales tax fees being collected specifically for roads, and saving up for road work. Betty Savage also mentioned neglected roads. Mayor Drost mentioned a road grant that the City has applied for, based on median income of certain roads. Mayor Drost assured everyone that it is being worked on, by saving funds and working with the County Commissioner, Ken Geeslin. Jim Beggerly wanted to address the pair of barking dogs near Bigfoot Liquor, late at night.

10. Mayor's Report.

Mayor Pam Drost wanted to publicly thank the Judge and City Secretary for their hard work and dedication from the last couple of weeks working with our auditor and helping her look for a new Police Chief. She also wanted to mention that Don Weaver was interviewed by Channel 19 News for National Coffee Day, and he promoted the City and the Economic Development Corporation.

11. EDC Report.

Sandy Atteberry gave the EDC Report: The beginning balance of the EDC Southside Account was \$13,939.14. Expenses included George Chavis for labor at Lake Palestine Center, mowing, and Monarch Water. \$20,500.00 was spent on getting the septic system up to code, the funds of which were borrowed from the Hotel Motel Account and will be reimbursed. The deposits consisted of Lake Palestine Center rental income and Sales Tax income. The ending balance of the Southside Account was \$7,547.84. The current total to the Hotel/Motel account was \$76,609.89. Sandy mentioned that the electricity bill is expected to lower as the renters are now to pay their own electric bill. She also said how the H&R Block space has turned out beautifully.

12. Municipal Court Report.

Judge Bivens gave the Municipal Court Report: 121 new cases filed; 21 dismissed after Driver's Safety Course completion; 5 deferred; 61 warrants issued; and 0 cases for jail credit. Judge Bivens indicated that Warrant Officer Caddell collected \$721.00 in warrants; Pioneer collected \$270.00. Total income for the month was \$13,959.00. Taxes for the quarter were \$19,486.00 and this quarter's transfer to the General Account was \$26,847.00.

13. Police Report.

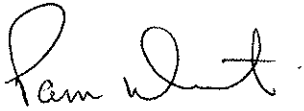
There was no Police Report given. Council Member Ruthie Seward wanted to publicly thank Officer Alicia Anderson for stopping by her family's home to personally introduce herself and speaking with the children, and how important that is for the community. There was also mention by the Mayor that applications were narrowed down and interviews for the Chief of Police position were to begin shortly.

14. Fire Report.

Fire Chief Moore was in Berryville and Mayor Drost delivered the Fire Report on his behalf: 26 calls for service; call volume above average at 24; 1 building fire; 8 grass/rubbish/burn ban fires; 11 medical calls; 1 tree obstruction; 1 boat call; 0 smoke/odor; 3 MVA's; 0 false alarms; 1 public service call (unlock vehicle); and 0 good intent. There are currently 13 Senior Fire Fighters and 5 Explorers. Upcoming events include HCFCA School on October 17th, and Coffee City Extrication School November 6th-8th.

15. Adjournment.

Motion was made by Ruthie Seward, and a second was made by Council Member Adam Gonzales. The Council voted four (4) for and none (0) opposed for the Council Meeting to adjourn at 6:38 p.m.



Pam Drost, Mayor



Janie Krakowski, City Secretary

COFFEE CITY, CITY COUNCIL
MEETING MINUTES
SEPTEMBER 14, 2015

The Coffee City City Council met for a regular scheduled meeting on September 14, 2015. The meeting was held at The Coffee City, City Hall.

1. Call to Order.

Mayor Pam Drost called the meeting to order at 6:00 p.m.

2. Roll Call and announce if Quorum is present.

City Secretary Janie Krakowski called the roll. Mayor Pam Drost, Mayor Pro Tem Phil Rutledge, and Council Members Don Weaver, Adam Gonzales, and Ruthie Seward were present. Council Member Riley Standifer was absent. Quorum was present.

3. Consent Items #4 and #5.

Motion was made by Council Member Don Weaver, and a second was made by Adam Gonzales. The Council voted four (4) for and none (0) opposed to accept the Minutes from the August 10, 2015 Council Meeting as written, and the Check Written Register for August.

4. New Municipal Clerk Conference.

Motion was made by Council Member Ruthie Seward, and a second was made by Council Member Adam Gonzales. The Council voted four (4) for and none (0) opposed to Janie Krakowski attending the New Municipal Clerk Conference in Austin, December 7-11, 2015.

5. New Municipal Clerk.

Motion was made by Council Member Don Weaver, and a second was made by Mayor Pro Tem Phil Rutledge. The Council voted four (4) for and none (0) opposed to Janie Krakowski becoming the new Municipal Clerk.

6. Public Information Coordinator Resolution.

Motion was made by Phil Rutledge, and a second was made by Ruthie Seward. The Council voted four (4) for and none (0) opposed to the City of Coffee City adopting a Resolution for a Public Information Coordinator, pursuant to TX Government Code §552.012(c), and to comply with the Public Information Act.

7. Public Information Coordinator.

Motion was made by Phil Rutledge, and a second was made by Adam Gonzales. The Council voted four (4) for and none (0) opposed to designating Janie Krakowski the Public Information Coordinator.

8. Continuing Education Policy for the Reserves.

There was discussion on paying for or developing a policy to implement education of the reserves versus employees only. Motion was made by Adam Gonzales to table to matter and a second was made by Ruthie Seward.

9. Body Camera Grant Program.

Motion was made by Council Member Don Weaver, and a second was made by Phil Rutledge. The Council voted four (4) for and none (0) against applying for the Body Camera Grant Program. This program requires a 25% match and requires all agencies to implement policies that meet the criteria outlined in Senate Bill 158. It would cost the City a total of \$400, when normally they would be \$400 each.

10. Replacement Septic System for Lake Palestine Center.

Motion was made by Ruthie Seward, and a second was made by Don Weaver. The Council voted three (3) for and one (1) opposed to approving the

expenditure of \$20,500.00 for a replacement Septic System for the Lake Palestine Business Center. The Council had previously approved the Contract for buying the Center and the contract was contingent on this expenditure to be made. Considering and Acting Upon this consent item would just be a formality. Motion Carried.

11. Incode Court Management Software Presentation.

Software Rep Mike Northcutt from Tyler Technologies made the presentation. Clients of Tyler Technologies range from small cities to San Antonio, Texas. Mayor Pam Drost asked if this particular software was used by Henderson County. Mr. Northcutt indicated it was a sister product, same company. County Commissioner Ken Geeslin confirmed it was Odyssey, and it is a county-wide software. Judge Bivens asked if it was in real-time for city-to-city warrant exchange. Northcutt said yes, it was capable. Commissioner Geeslin said that Smith County was implementing Odyssey as well. Council Member Adam Gonzales asked about the financing agreement and the cost breakdown. Northcutt said it was \$9,800.00 for 4 years. Gonzales inquired about upgrade fees. Northcutt said it would be \$1,100.00 annually for maintenance. Phil Rutledge asked about travel expenses. Northcutt pointed out that the rates are based on actual per-diem rates for travel from Lubbock, Texas. Judge Bivens asked about fees associated with database conversion for cases currently in current program. Northcutt said it was a significant cost, most likely being the same amount as the program in itself. Phil Rutledge asked where the money would come from and Mayor Drost indicated the Technology Fund. Judge Bivens expressed her concerns regarding real-time case management, warrant sharing and data exchange, networking and troubleshooting issues.

12. Open Forum.

Betty Savage wanted to make sure that the City Secretary Janie Krakowski and Lauren Savage had coordinated a better system for sending and receiving council meeting videos to be posted to the website. Janie Krakowski confirmed that they have. Ruthie Seward asked Commissioner

Geeslin about the Interlocal Agreement and the bad weather backup for roads. She asked if that money could be rolled over for next year. Commissioner Geeslin said he did not know, but asked for the opportunity to see how it goes, through the 12th or 14th of March, to roll the money over, if there is any left. There was a discussion regarding the re-plat of the Hillside Addition. Fire Chief Moore was reviewing the bylaws and restrictions about conjoining the lots for a septic system. There was mention about there not being a homeowner's association for the last 10 years. After much discussion, Pam Drost agreed to approve it.

13. Mayor's Report.

Mayor Pam Drost wanted to publicly thank the Fire Chief Chris Moore for stepping up to the plate, helping with the police department and getting the vehicles up to date for maintenance. Also, to the reserves for stepping up to the plate without a current leader.

14. EDC Report.

Sandy Atteberry was absent. Judge Shellena Bivens gave the EDC Report on her behalf: The beginning balance of the EDC Southside Account was \$10,503.20. Expenses included George Chavis for labor at Lake Palestine Center, mowing, and Monarch Water. The deposits consisted of Lake Palestine Center rental income and Sales Tax income. The ending balance of the Southside Account was \$15,300.14. The current total to the Hotel/Motel account was \$84,601.45.

15. Municipal Court Report.

Judge Bivens gave the Municipal Court Report: 122 new cases filed; 18 dismissed after Driver's Safety Course completion; 12 deferred; 40 warrants issued; and 2 cases for jail credit. Judge Bivens indicated that Warrant Officer Cadell collected \$1,438.00 in warrants. Total income for the month was \$16,518.30.

16. Police Report.

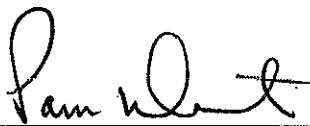
Lieutenant Gregory Sinkfield gave the report: 4 calls for service; 2 accidents; 1 call out/agency assist He mentioned that 54 citations were issued during Labor Day's "Click it or Ticket". There was a comment made by Phil Rutledge regarding the drug charge. Judge Bivens said it was issued as a warning for possession of drug paraphernalia.

17. Fire Report.

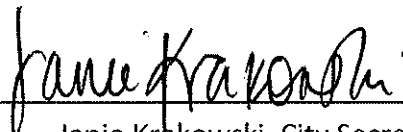
Fire Chief Moore delivered the Fire Report: 28 calls for service; call volume above average at 24; 2 building fires; 5 grass/rubbish fires; 10 medical calls; 2 tree obstructions; 3 boat calls; 0 smoke/odor; 3 MVA's; 1 false alarm; 3 public service calls (unlock 2 vehicles); and 0 good intent. There are currently 13 Senior Fire Fighters and 5 Explorers. Upcoming events include NETFFMA Fall Meeting and Chaos Credentials, both on September 26th, Eastman School October 3rd, 4th and 5th, HCFCA School on October 17th, HCFCA Driver's Class and Pump Operations Class, both on October 24th, and Coffee City Extrication School November 6th-8th. Fire Chief Moore also mentioned the holiday meal this year would be Saturday, December 12th.

18. Adjournment.

Motion was made by Ruthie Seward, and a second was made by Council Member Adam Gonzales. The Council voted four (4) for and none (0) opposed for The Council Meeting to adjourn at 6:50 p.m.



Pam Drost, Mayor



Janie Krakowski, City Secretary

**COFFEE CITY, CITY COUNCIL
MEETING MINUTES
AUGUST 10, 2015**

The Coffee City City Council met for a regular scheduled meeting on August 10, 2015. The meeting was held at The Coffee City, City Hall.

1. Call to Order.

Mayor Pro Tem Pam Drost called the meeting to order at 6:00 p.m.

2. Roll Call and announce if Quorum is present.

City Secretary Janie Krakowski called the roll. Mayor Pam Drost, Mayor Pro Tem Phil Rutledge, and Council Members Don Weaver, Riley Standifer and Ruthie Seward were present. Council Member Adam Gonzales was not present at the time of roll call but arrived shortly after meeting was called to order. Quorum was present.

3. Consent Items #4 and #5.

Motion was made by Council Member Ruthie Seward, and a second was made by Mayor Pro Tem Phil Rutledge. The Council voted five (5) for and none (0) opposed to accept the Minutes from the July 13, 2015 Council Meeting as written, and the Check Written Register for July.

4. Newspaper of Record.

Motion was made by Mayor Pro Tem Phil Rutledge, and a second was made by Council Member Riley Standifer. The Council voted five (5) for and none (0) opposed to designate the Frankston Citizen the newspaper of record for new fiscal year.

5. Municipal Judge Bivens.

Motion was made by Council Member Ruthie Seward, and a second was made by Council Member Don Weaver. The Council voted five (5) for and none (0) opposed to re-swearing Municipal Judge Shellena Bivens into office. Notary Sandy Atteberry swore in Judge Bivens.

6. Overweight Permits and Load Limits.

Mayor Pam Drost began the discussion on an ordinance establishing load limits on city streets, and a permit procedure for overweight trucks. The Council reviewed a sample Ordinance provided by the Mayor. Mayor Drost pointed out that while the Highways can't be controlled, our city roads can have limits and that permits should allow for surety bonds, to repair our roads if they are damaged by overweight trucks. Discussion included the question of whether these companies can or will afford to cover themselves with high bonds, or opt to work elsewhere. Mayor Drost suggested they find out what the County does. She said she was awaiting word from County Commissioner Ken Geeslin. The discussion ended with the agreement to research further and discuss at a later time.

7. Plan for Roads.

Mayor Drost was provided information for how to estimate the cost of paving per ton from Commissioner Geeslin. This would give a better idea of the cost to get our roads in shape. The Mayor suggested organizing a possible committee to work on road issues, or that she and Fire Chief Moore could handle it. She also mentioned accumulating a good cash flow, like the EDC did, until they have a workable amount. Drost said Commissioner Geeslin suggested using Community Service for labor, under the supervision of the Reserve Officers on the weekends. Mayor Drost suggested purchasing a used tilt or dump trailer and using our APAC credit to get patch material. Sandy Atteberry mentioned that in Brierwood Bay, along with APAC, they paid Billy Freeman for labor and use of his personal dump truck. Drost pointed out that nothing says that road allocation has to be used strictly for road work, and they are able to hire-out. Commissioner Geeslin told the Mayor that with all the

bad weather this year, and with that weather creating more work, the County had a very late start and might not even get to Coffee City. There was discussion on how to use the allocation of \$5,000.00, and Council Member Ruthie Seward asked whether or not that money would roll-over. Drost indicated that buying a dump trailer is a good start to look at for future planning.

8. Open Forum.

Citizen Betty Savage commented on the large trucks and what their purpose was on her road. Mayor Drost suggested that the Police Chief start keeping tabs on trucks in the area.

9. Mayor's Report.

Mayor Pam Drost announced the estimate for election costs this year would be \$5,400.00 plus \$800.00, which is less than we budgeted and contingent on parties participating. She then mentioned that City Secretary Janie Krakowski met with our TML Representative this week. She reported that our Liability Insurance was up only a small amount for adding the new fire truck and our Property Insurance was increased slightly for adding the Lake Palestine Center, which hardly affects the budget.

10. EDC Report.

Sandy Atteberry gave the EDC Report: The beginning balance of the EDC Southside Account was \$21,659.34. Expenses included secretarial services, George Davis for labor and materials, Lowes, mowing, Monarch Water, Trinity Valley Electric, and electrician work. She also mentioned that while the dumpster was an expense, that was the final bill, as the dumpster has since been removed. The deposits consisted of Lake Palestine Center rental income and Sales Tax income. The current total to the Hotel/Motel account was \$81,459.45. Mayor Drost asked about the house at Brierwood Bay. Sandy indicated that they are to pay quarterly and she had not heard from them. Phil Rutledge pointed out that maybe it had not been rented. There was discussion regarding the air conditioner settings for the vacant suites and ceiling re-work.

Mayor Pam Drost mentioned collecting on Bed and Breakfasts for Hotel/Motel Tax, and enforcing the Ordinance.

11. Municipal Court Report.

Judge Bivens gave the Municipal Court Report: 97 new cases filed; 16 dismissed after Driver's Safety Course completion; 13 deferred; 1 cleared after proof of financial responsibility; 86 warrants issued, which was an increase due to her being unable to issue them the previous month; 1 case waived for indecency; and 2 cases for jail credit. Currently there are over \$400,000.00 in outstanding warrants, and 315 cases were sent to Pioneer for collection, totaling \$101,723.00. Judge Bivens indicated that Warrant Officer Cadell collected \$2,033.00 in warrants and his fees were \$600.00. Total income for the month is \$18,029.87. Judge Bivens gave an update that StreetCred was on hold. Our IT infrastructure is not where it needs to be at this time.

12. Police Report.

Police Chief Donny Malone gave the report: 13 calls: 1 accident; 1 alarm; 1 agency assist; 1 suicidal person; 1 call-out, for kids on the pier; 1 arrest for no Driver License; 1 disturbance; 2 overdoses (one person); 3 fireworks calls; and 1 hit-and-run. There are currently 13 reserve officers and 1 at OJT.

13. Fire Report.

Police Chief Malone delivered the Fire Report on Fire Chief Moore's behalf: 25 calls for service; call volume above average at 24; 1 building fires; 5 grass/rubbish fires; 1 burn ban fire; 10 medical calls; 1 tree obstruction; 2 boat calls; 1 smoke/odor; 2 MVA's; 1 false alarm; 1 public service call (unlock vehicle); and 1 good intent. There are currently 12 Senior Fire Fighters and 4 Explorers. Upcoming events include TEEX on August 22nd, and classes for HCFA will be held on October 17th and 24th. Eastman School will be October 3rd, 4th, and 5th. Extrication School will be November 6th-8th. Lastly, Burn Ban on Commissioner Court Agenda for August 11, 2015.

14. Executive Session.

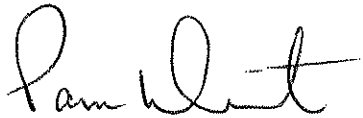
The Mayor, Council, and City Secretary adjourned to Executive Session to discuss personnel matters, in accordance with Texas Government Code, Subchapter D, Section 551.074.

15. Executive Session Decision.

Motion was made by Council Member Adam Gonzales that effective immediately, the Police Chief would be terminated, for a vote of no confidence, with no comment. A second was made by Council Member Don Weaver. The Council voted five (5) for and none (0) opposed to terminating the Police Chief.

16. Adjournment.

Motion was made by Ruthie Seward, and a second was made by Council Member Riley Standifer. The Council voted five (5) for and none (0) opposed for The Council Meeting to adjourn.



Pam Drost, Mayor



Janie Krakowski, City Secretary

MMR-07132015

**COFFEE CITY, CITY COUNCIL
MEETING MINUTES
JULY 13, 2015**

The Coffee City City Council met for a regular scheduled meeting on July 13, 2015. The meeting was held at The Coffee City, City Hall.

1. Call to order.

Mayor Pro Tem Pam Drost called the meeting to order at 6:00 p.m.

2. Roll Call and announce if Quorum is present.

City Secretary Janie Krakowski called the roll. Mayor Pam Drost, Council Members Phil Rutledge, Don Weaver, Riley Standifer and Ruthie Seward were present, Council Member Adam Gonzales was absent. Quorum was present.

3. Consent Items #4 and #5.

Mayor Pam Drost addressed a check in the register to APAC for road repairs, leftover from last fiscal year's budget, which results as a credit on the books for any upcoming road repairs. Council Member Ruthie Seward asked about the Volunteer Fire Department Seminar attended in June, and Mayor Pam Drost said it was within their budget. Motion was made by Council Member Phil Rutledge, and a second was made by Council Member Riley Standifer. The Council voted four (4) for and none (0) opposed to accept the Minutes from the June 22, 2015 Special Council Meeting as written, and the Check Written Register for June.

4. Open Forum.

No one spoke during the Open Forum.

5. Budget.

Mayor Pam Drost said that the Community Center, taking into consideration it's maintenance and utility expenses, is paying for itself. She also noted that the Police and Municipal Court's income for last fiscal year totaled \$103,300.00, and with their expenses, were only short in covering themselves by \$4,300.00, which she thought was very good. Council Member Phil Rutledge pointed out the only difference in this budget and the budget presented at the Budget Meeting was an added column to reflect year-to-year. Motion was made by Council Member Don Weaver, and a second was made by Council Member Ruthie Seward. The Council voted four (4) for and none (0) opposed to approve the Budget.

6. Records Retention Officer.

Motion was made by Council Member Ruthie Seward, and a second was made by Council Member Phil Rutledge. The Council voted four (4) for and none (0) opposed to make Janie Krakowski the Records Retention Officer.

7. Reimbursement.

Motion was made by Council Member Ruthie Seward, and a second was made by Council Member Riley Standifer. The Council voted four (4) for and none (0) opposed to reimburse Mayor Pam Drost for the online Public Funds Investment Act class, in the amount of \$250.00.

8. Century Link Internet Service.

Council Member Phil Rutledge gave the update regarding the complaints on the internet service in Coffee City. He has been in contact with them and was promised that by the end of September, their equipment will be upgraded and the service for residents from the area around Fat Dogs to Highsaw will be improved. The flooding set them back, but Century Link assures us they are working on it.

9. StreetCred Warrant Collection Presentation.

The StreetCred Warrant Collection Presentation was given by Robert Johnson, with the assistance of his VP of Sales, Ben Singleton. The Presentation concentrated on getting a manageable number of warrants and not just an overflow of paperwork. With the software that they offer, this can be achieved and the process streamlined. Some of the ways their software is different from the rest is that they offer a uniform collaboration with collection agencies, a broader database, analytics, metrics and statistics, and a more efficient, safer, and modern way of collecting on and clearing warrants. Council Member Phil Rutledge asked about our current warrant procedure and Judge Shellena Bivens explained that currently, and in the past, they have had officers locate those in warrant status, bring them to the Court, and collect the fees at the Court. Council Member Rutledge also asked how the data is sent to StreetCred and Council Member Seward asked about the collection of their fee for use of the program. Mr. Singleton said that it was 30% of the amount collected and would be taken out automatically. This 30% is State Law and is to be paid by the Defendant. Judge Bivens said current program is a hassle in collecting the Court's fees and satisfying the fee of the Collection Agency. The VP of Sales of StreetCred said that there are a number of ways, including installing a macro to the Court software and collection software, to be able to collect both the Court and Collections fees in one calculation. Council Member Phil Rutledge asked how long StreetCred has been in business and Mr. Singleton stated the company began 5 years ago, formed by current and former Police Officers. He went on to name a few cities they work with, ranging from cities smaller than Coffee City, to significantly larger Metropolitan areas. Council Member Rutledge asked about hardware requirements and necessary equipment. The VP of Sales stated that a server room, standard racks, and an uninterruptable power supply would be required by the State. Council Member Rutledge mentioned the required internet speed in conjunction with the current Century Link internet issue and IT integration, plus added cost to current IT bill. Judge Bivens said that she has spoken with our IT tech, Doug Hines, and supplied him with an IT checklist, and went on to say that all expenses would be

coming out of the Municipal Technology Fund. She also mentioned that our current jury software program, which has been un-used for 3 years, will be discontinued and the money saved there can be applied to the new program. Council Member Don Weaver brought up concerns relating to collection agencies, legal liabilities and government immunity. Council Member Rutledge pointed out that a Hold Harmless Clause was included in StreetCred's contract. The Mr. Singleton explained that given the nature of sharing of such sensitive information, they have to be protected, just anyone would, being in their position. Fire Chief Chris Moore asked about the mention of geo-fencing to serve warrants based on location. Mr. Singleton compared this method to that of a UPS driver, delivering parcels on a route concentrating on a particular area, rather than driving all over the place with a truck full of boxes and no organized route. He also said statistics and metrics can be pooled to generate methods of collecting warrants based on other categories such as geography, places of employment, probability to pay, etc. Fire Chief Moore asked if neighboring agency sharing was an option, i.e., Mansfield P.D., to Coffee City P.D. The VP stated yes, but only if both clients (departments) were to choose to share that information with each other. Council Member Rutledge was concerned about service and maintenance. Robert Johnson provided the name of Chris House, also a former Police Officer, whose sole job is on-call maintenance at StreetCred. He also stated that remote access from StreetCred was available to fix any problems that arise, and all problems are fixed by their in-house tech team, not outsourced. Mayor Pam Drost re-addressed the topic of required equipment and Ben Singleton stated that if the software were to be used in the patrol cars, laptops would need to be networked to a secure server. Judge Bivens remarked that Coffee City currently has \$400,000.00 in outstanding warrants, not including the upcoming month, and would like to see more consistency in collecting on these warrants and not just during Warrant Round-Up. After final discussion by Mayor Pam Drost and Council Members Seward and Rutledge, the VP of Sales offered to provide customer references.

10. Implementation of StreetCred Warrant Program.

Motion was made by Council Member Phil Rutledge to table the decision, pending evaluation of IT integration and requirements, and a second was made by Council Member Don Weaver. The Council voted four (4) for and none (0) opposed to tabling the implementation of the StreetCred Warrant Program.

11. Discontinuing the Use of Pioneer Credit Recovery.

Motion was made by Council Member Phil Rutledge to table discontinuing the use of Pioneer Credit Recovery, and a second was made by Council Member Don Weaver. The Council voted four (4) for and none (0) opposed to tabling the topic of discontinuing the use of Pioneer Credit Recovery.

12. Coffee City Warrant Officer.

Alex Caddell was sworn in by Notary Sandy Atteberry, as Coffee City's Warrant Officer.

13. Integration of MCRS StreetCred Module.

Motion was made by Council Member Ruthie Seward to table the integration, and a second was made by Council Member Phil Rutledge. The Council voted four (4) for and none (0) opposed to table the integration of MCRS StreetCred Module.

14. Laptop Computer Purchase for Alex Caddell.

Motion was made by Council Member Ruthie Seward, and a second was made by Council Member Riley Standifer. The Council voted four (4) for and none (0) opposed for the purchase of a laptop computer for Warrant Officer Alex Caddell in the amount of \$369.00, using Technology Fund.

15. Legislative Update Class for Alex Caddell.

Motion was made by Council Member Ruthie Seward and a second was made by Council Member Don Weaver. The Council voted four (4) for and

none (0) opposed for Alex Caddell to attend the Legislative Update Class in Dallas, in the amount of \$100.00, using the Technology Fund.

16. Mayor's Report.

Mayor Pam Drost announced that Trinity Valley Electric Coop would be having an outage from 9:00 a.m., until 10:00 a.m., on Tuesday, July 21st, and this outage will affect Coffee City, Frankston, and Berryville. Also, in regards to the upcoming election in November, the Mayor announced that Place #2 and Place #4 would be open, those being Adam Gonzales and Riley Standifer's current seats on the Council. The first day to file will be July 25th and the last day to file for a place on the General Ballot will be August 24th.

17. EDC Report.

Sandy Atteberry gave the EDC Report: The beginning balance of the EDC Southside Account as of June 1st was \$22,698.08. The check total for the month was \$7,794.88 and the deposit total was \$6,756.14. The checks consisted of labor and materials for the Lake Palestine Center, utilities, and mowing; hotel, rental car and food expenses for Sandy's trip to Austin for TML training. The deposits consisted of Lake Palestine Center rental income and Sales Tax income. The ending balance for the EDC Account as of June 29th was \$21,659.34. Hotel/Motel Tax income for the month of June was \$2,813.22 which brings a current total to the Hotel/Motel account of \$78,010.51.

18. Municipal Court Report.

Judge Bivens gave the Municipal Court Report: 119 new cases filed; 19 dismissed after Driver's Safety Course completion; 16 deferred; 2 cleared after proof of financial responsibility; 1 case satisfied after completion of community service; and 1 case for jail credit. Total income for the month is \$17,741.00. Preparing to pay quarter taxes for end of fiscal year in the amount of \$18,973.00; transfer of \$26,726.00 from the Municipal Fund to the General Fund.

19. Police Report.

Police Chief Donny Malone was away at Texas Police Chief Leadership Workshop in San Antonio. In his absence, the Police Report was given by Fire Chief Chris Moore: 23 calls; 2 accidents; 6 agency assists; 1 burglary; 2 suspicious persons; 2 suspicious cars; 6 call-outs; 1 arrest; and 3 disturbances. There are currently 13 reserve officers and 1 at OJT. 16 hours across the board for 12 personnel.

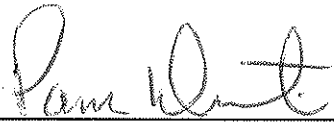
20. Fire Report.

Assistant Fire Chief Paul Rife delivered the 1st part of the Fire Report: 27 calls for service; call volume above average at 24; 2 building fires; 3 grass/rubbish/burn ban fires; 11 medical calls; 2 tree obstructions; 2 boat calls; 0 smoke/odor; 3 MVA's; 1 false alarm; 2 public service calls (unlock cars); and 1 good intent. There are currently 12 Senior Fire Fighters and 5 Explorers. Upcoming events include Fire Chief Moore will be away at Texas A&M Training July 19th-24th. Also, on August 22nd, the Department will host TEEX (Texas A&M) for 3rd party testing and safety class. HCFA School is set for October 17th; Eastman School October 3rd, 4th and 5th; and Coffee City Extrication School is set for November 6th-8th. Fire Chief Chris Moore delivered the 2nd part of the Fire Report: He addressed the Highsaw and Lonette flooding and road wash issue, which Mayor Pam Drost said can be covered through the Interlocal agreement. He also mentioned the bus turnaround issue on CR 4221. Fire Chief said he has located the owners of the property and is hopeful they will sign an agreement which result in no cost for the City. The meeting with the owners will take place the following week. Lastly, Fire Chief Moore discussed the Department's newest donated fire truck, and wanted to thank Wayne & Becky Frazier for flying up to New Jersey to get it. He stated that the new truck is an attempt to lower our ISO rating of 8b even more. Also, citizens of Coffee City can now purchase Federal Flood Insurance. The Fire Chief then discussed the heat and dryness and fire

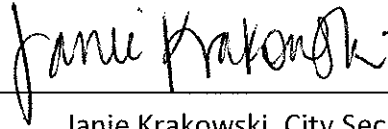
dangers going up. He wanted to also mention that the credit amount on the books with APAC for road repairs is in the amount of \$4,176.80.

21. Adjournment.

Motion was made by Mayor Pro Tem Phil Rutledge, and a second was made by Council Member Don Weaver. The Council voted four (4) for and none (0) opposed for The Council Meeting to adjourn at 8:07 p.m.



Pam Drost, Mayor



Janie Krakowski, City Secretary