



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
December 8, 2025 @ 6 pm
7019 Pleasant Ridge Rd
Coffee City, TX 75763

NOTICE IS HEREBY GIVEN OF COUNCIL MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **Monday, December 8, 2025, 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 PURSANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551, OF THE TEXAS GOVERNMENT CODE.

Council Members

Marquis Castleberry - Mayor (P)
Ruthie Seward - Place 1 (P)
VACANT – Place 2

Carrie Ousley - Place 3 (P)
Kevin Haughey - Place 4 A)
Ollie Harmon - Place 5 (P)

1. Call Meeting to Order:

Mayor, Marquis Castleberry called the meeting to order at 6:00 PM.

2. Roll Call and Announce if quorum is present:

Mary McDonald announced roll call and a quorum was present. Alderman, Kevin Haughey was absent.

3. Opening remarks:

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

Ollie Harmon made a motion to approve the November 2025 city financials and the meeting minutes for the November 17, 2025 council meeting. Carrie Ousley seconds the motion. Motion carries.

5. Approving City financials for November 2025.

Carrie Ousley asked about the negative number for the net income and Mr. Castleberry explained that it was due to the road work line item when the city paid for trees to be removed and trimmed. Ruthie Seward asked in the church was still using the community center without making a payment and Mary confirmed that they have been.

6. Approving meeting minutes for the November 17, 2025 council meeting.

7. Discuss, Consider and Act upon terminating or extending the Long-Term Rental Agreement with The Church at Lake Palestine.

Mr. Castleberry stated that the pastor had came to him regarding the church not being able to make monthly rent payments for the community center due to low attendance. He stated that he allowed the church to continue using the center at no cost until the council was able to meet to discuss the next steps. Ms. Harmon asked how much longer they had on their contract and Mary stated until February. Mrs. Ousley asked if they were not able to pay anything at all towards the rent and Mr. Castleberry stated he spoke with the Pastor about it and was told he would have to speak with the church board to see if they were able to make any sort of payment and if so the amount they could afford.

Mr. Ousley asked how many months were they behind on and Mary stated that they haven't made the October, November and now the December payment.

Ruthie Seward made a motion to extend the agreement to the end of December at no charge then a reduced rent payment of \$300.00 for January and February. Carrie Ousley seconds the motion. Motion carries.

8. EDC Report:

Mr. Castleberry stated that Mrs. Castleberry was not going to be able to attend the meeting but left some notes with information for the council. He stated that during their November meeting the board selected the date for the fish fry fundraiser for the fire department. The board also approved removing two previous board members from the Austin bank account and added Felicia Allen and Candice Lyon. The EDC had also posted an application online for a new yard service company to take care of their property on the corner of Highsaw.

9. Fire Department Report:

Assistant Chief, Lisa Cavender gave the fire department report. She reported the 19 calls for service they had in the month of November and explained the nature of the calls.

10. Municipal Court Report:

Mary McDonald gave the municipal court report. She reported that a total of \$1,522.80 was collected in the month of November. \$191.41 would be remitted back to the state and \$1,177.50 would go to the general fund.

11. Executive Session: Personnel Matters, Government Code 551.074.

Mr. Castleberry stated that the council would now enter executive session at 6:37 PM.

12. Reconvene from Executive Session:

Mr. Castleberry announced reconvening from executive session at 6:58 PM.

Mr. Castleberry stated that during the executive session a discussion of the city secretary's salary took place. Ruthie Seward made a motion to approve an increase salary rate for Mary McDonald. Carrie Ousley seconds the motion. Motion carries.

13. 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

14. Adjournment:

Ruthie Seward made a motion to adjourn the meeting. Ollie Harmon seconds the motion. Motion carries. Meeting adjourned at 7:10 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, DECEMBER 8, 2025, CITY COUNCIL MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND CITY WEBSITE ON FRIDAY, DECEMBER 5, 2025 BY 5:00 PM.


MARQUIS CASTLEBERRY
MAYOR


MARY MCDONALD
CITY SECRETARY