



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
August 18, 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, August 18, 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)
Jeff Blackstone – Place 2 (A)

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

1. Call Meeting to Order:

Marquis Castleberry called the meeting to order at 6:01 PM.

2. Roll Call and Announce if quorum is present:

Mary McDonald announced roll call and a quorum was present. Council member Jeff Blackstone and Carrie Ousley were absent.

3. Opening remarks:

Marquis Castleberry opened the meeting by thanking everyone for taking the time to attend the meeting.

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

Ruthie Seward made a motion to approve the July 2025 financials and the July 14, 2025 meeting minutes. Kevin Haughey seconds the motion. Motion carries.

5. Approving City financials for July 2025.

Mrs. Seward asked if the EDC would be assisting the city with repairs to the community center. Mrs. Castleberry stated that the EDC did have it budgeted and that the board would be discussing it. Mr. Haughey asked about the we \$492.00 website expense and Mary stated that it was a yearly contract fee that is paid.

6. Approving meeting minutes for the July 14, 2025 council meeting.

7. Consider and Act upon accepting the resignation of Jeff Blackstone from City Council.

Ollie Harmon made a motion to accept the resignation of Jeff Blackstone from City Council. Kevin Haughey seconds the motion. Motion carries.

8. Consider and Act upon approving the plat revision and returning the partial road closure to Lot 34-A on Stevenson Road.

Ruthie Seward asked if the letter of intent was submitted like previously discussed. Mr. Castleberry stated that it was still being written up by Mr. Aubuchon. Mrs. Seward made a suggestion to table the item until the letter was received.

Mr. Aubuchon spoke and stated that he would write something up at the very moment in order to get action taken on this.

Ruthie Seward made a motion to approve the plat revision and returning the partial road closure to Lots 34-A on Stevenson Road on the condition that the city received a signed letter of intent within 24 hours.

Kevin Haughey seconds the motion. Motion carries.

9. Consider and Act upon approving one of three bids for repairs and/or full replacement for two AC units in the Community Center.

Mr. Haughey spoke and stated that he had reached out to another contractor that he has experience with and met with them to take a look at the units.

Council reviewed the bids from each of the companies.

Mr. Castleberry suggested that both the inside and outside units be replaced.

Ruthie Seward made a motion to accept the bid from Leagueville Air to replace both the inside and outside units. Ollie Harmon seconds the motion. Motion carries.

10. Consider and Act upon approving the Audit Engagement Letters.

Ruthie Seward made a motion to approve the Audit Engagement Letters. Kevin Haughey seconds the motion. Motion carries.

11. EDC Report:

Vicki Castleberry gave the EDC report. She stated that during their meeting they appointed members to new positions. She stated that they also discussed funds to contribute to the city for community center repairs. She stated they hadn't made a decision yet and were waiting until the council approved a bid. Mrs. Castleberry stated that they also spoke with the business owner of the new shop and receiving a grant from the EDC and that a few more documents were needed before the board could consider it. Mrs. Castleberry also spoke on the thoughts the board has for the property located at the corner of Highsaw. She stated that they would like to put picnic tables with canopies over them and maybe a grill area. She stated that this was just a discussion and nothing has been approved at the moment.

12. Fire Department Report:

Lieutenant Walt Kern gave the Fire report. Lt. Kern reported the summary of the 19 calls for service the fire department received in the month of July.

13. Municipal Court Report:

Mary McDonald gave the municipal court report. She reported a total of \$1,936.53 was collected, \$181.89 of it would be remitted back to the state and a total of \$1,311.86 would go to the General Fund.

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

15. Adjournment:

Ruthie Seward made a motion to adjourn the meeting. Kevin Haughey seconds the motion. Motion carries. Meeting adjourned at 6:52 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 18, 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, AUGUST 15, 2025 BY 5:00 PM.



MARQUIS CASTLEBERRY
MAYOR



MARY MCDONALD
CITY SECRETARY