



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
June 8, 2026 @ 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, June 8, 2026, 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 (P)
Ollie Harmon - Place 5 (P)

1. Call Meeting to Order:

Mayor, Marquis Castleberry called the meeting to order at 6:04 PM.

2. Roll Call and Announce if quorum is present:

Mary McDonald announced roll call and a quorum was present.

3. Opening remarks:

Mr. Castleberry thanked everyone for attending the meeting. He stated that there was something he wanted to speak on regarding city financials. He stated that if someone was going to be requesting a reimbursement for items bought for the city or building, they need to discuss the purchase with city council before the purchase.

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

Kevin Haughey made a motion to approve the city financials for May 2026 and the meeting minutes for the May 11, 2026 meeting. Ollie Harmon seconds the motion. Motion carries.

5. Approving City financials for May 2026.

Mr. Haughey asked if the community center income was for rentals or the church and Mary stated it was the church's April payment that included late fees.

Mrs. Seward asked if the May church payment was listed and Mary stated that it was not and she had not received it yet.

Mr. Haughey asked if the \$64.97 for the rescue was for registration and Mary stated it was not and was for an oil change.

Mrs. Seward asked if the oil change expense comes from the fire department's account and Mary stated it does not, it was an expense that the city covers for the department.

6. Approving meeting minutes for the May 11, 2026.

7. Consider and Act upon approving the 2026 – 2027 City Budget.

Mr. Castleberry spoke and stated that everyone had the opportunity to review the budget and should have reached out to Mary for any explanations needed.

Mrs. Seward stated that she didn't see an expense listed for an assistant to cover for Mary if needed. Mr. Haughey stated that it was listed as a line item and highlighted but no dollar amount listed yet.

Mary spoke and stated that she left it blank so that the council could decide on the amount.

Mr. Castleberry stated that he had spoke with Mary regarding an hourly rate and it would be up to the council to decide.

Mrs. Seward suggested to consider at least \$12,000. The council continued to discuss hourly rates based on the previous assistant's pay and the possible number of hours needed.

Ruthie Seward made a motion to approve the budget with adding \$5,000.00 for an assistant. Carrie Ousley seconds the motion. Motion carries.

8. Consider and Act upon approving the 2026 – 2027 EDC Budget.

Mrs. Castleberry spoke and stated that the council had the opportunity to review the budget prior to the meeting and she was there to answer any questions the council may have. She stated that most of the changes to the budget would be the HOT tax income due to a few closings or moving from their ETJ.

Mrs. Seward asked if they had spent any money on the improvements for the community center and Mrs. Castleberry stated that the only funds they spent on the community center was when they assisted the city with the purchase of two new AC units.

Ruthie Seward made a motion to approve the 2026-2027 EDC Budget. Ollie Harmon seconds the motion. Motion carries.

9. Consider and Act upon approving the 2026 – 2027 Holiday Schedule.

Mr. Castleberry listed the holidays listed on the schedule.

Kevin Haughey made a motion to approve the 2026-2027 Holiday Schedule. Ruthie Seward seconds the motion. Motion carries.

10. Consider and Act upon accepting one of four bids submitted for gutters.

Mr. Haughey spoke and stated that he had contacted four companies to come out and look at the gutters and submit a bid. He then discussed each bid that was submitted, reviewing work to be done, materials and cost of each.

Mrs. Seward asked if the bids were to haul away the old gutters as well and Mr. Castleberry confirmed that they were.

Ruthie Seward made a motion to accept the bid from Cyclops Gutter Service in the amount of \$1,604. Carrie Ousley seconds the motion. Motion carries.

11. Consider and Act upon replacing the following street signs: Pleasant Ridge Rd, Royal Forest Dr, Stevenson Rd, Highsaw Trl, Lakewood Dr, Lounette Dr.

Mr. Castleberry stated that Councilman Haughey had identified signs that needed to be replaced and Mary had an itemized pricing estimate from Pathmark for the council to review and approve. He stated that the list did not include the cost of post and that he had spoken with the commissioner and they would purchase the post from the county to avoid the shipping fee for them. He also stated that the county would assist the city with installing them.

Mrs. Ousley asked if we would be sure they placed the signs were they are needed and Mr. Haughey stated that they would. Mr. Haughey stated that there were some children at play signs that could be removed and replaced with the no littering signs. Mr. Castleberry stated that he did not want those signs removed.

Kevin Haughey made a motion to approve replacing the street signs listed and item #12. Ruthie Seward seconds the motion. Motion carries.

12. Consider and Act upon installing No Parking signs near the fire hose and an additional parking sign at the community center.

Approved with item # 11.

13. Discussion, Consider and Act upon reinstating the Fire Department's By-Laws.

Mr. Castleberry spoke and stated that they had some bylaws for the volunteer fire department to discuss. He stated that it was listed as to reinstate them but there is no indication that they were ever deactivated so they were just going to discuss the item, not act on them, and needed to make sure the fire department knows about the bylaws and reinforce them accordingly.

Mr. Haughey asked Assistant Chief, Walt Kern if he was aware of the bylaws or any other bylaws and Mr. Kern stated he did but what the council had were not fire department bylaws and was Coffee City Volunteer Firefighters association bylaws, not the departments.

Mr. Castleberry asked Mr. Kern if they went by the firefighter associations and Mr. Kern stated they did not and that they had joined Henderson County Chief's Firefighter Association.

Mr. Castleberry asked if they had another set of bylaws they went by and Mr. Kern stated that they did. Mr. Castleberry then asked if he would submit those to the council to review. Mr. Kern stated he would look for them and make a copy for the council.

Mr. Kern stated that they bylaws the council had were outdated as it stated the department only has one assistant chief. Mrs. Seward asked how many they had. Mr. Kern stated that there two assistant chiefs. Mrs. Seward spoke stated that she had reached out to someone in Austin regarding department bylaws and she was told that the city needed to reinforce them. She stated that years ago the department always followed the bylaws and somewhere over the years the department stopped following them and followed their own rules instead of the city's bylaws.

Mr. Kern spoke and stated that the fire department was not a city department and it was it's own entity, not part of the city.

Mr. Castleberry again asked Mr. Kern to locate the bylaws the department uses and give a copy to the council so that they could ensure they are being followed. Mrs. Seward spoke and stated it was important for them to know what they go by because in the event a member of the department does something wrong, it falls back on the city.

Mr. Haughey spoke stated that the concerns are that they feel there should be some sort of oversight with funding the department receives and ensure it's being used for the purpose it was given for and nothing extra. He stated it should be the city but not to have control over their funds but have oversight.

14. EDC Report:

Vicki Castleberry gave the EDC report. She stated that during their May 18th meeting, the board approved publishing their public notice for the park project and that it will be advertised in the Athens paper every Saturday for the next month. She stated that the board approved the final company for the new city hall sign. She then stated they discussed positions on the board but no members were willing to try another position. The final discussion was the board was working on a letter to the fire department asking that at least one member attend as many meetings as possible.

15. Fire Department Report:

Walter Kern gave the fire report. He discussed the 18 calls for service the department received for the month of May and the incident type.

16. Municipal Court Report:

Mary McDonald gave the municipal court report. She stated that a total of \$739.00 was collected in the month of May. \$62.81 would be remitted back to the state and \$272.90 would go to the General Fund.

17. 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

18. Adjournment:

Ruthie Seward made a motion to adjourn the meeting. Kevin Haughey seconds the motion. Motion carries. Meeting adjourned at 7:55 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, JUNE 8, 2026, CITY COUNCIL MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND CITY WEBSITE ON FRIDAY, JUNE 5, 2026 BY 5:00 PM.


MARQUIS CASTLEBERRY
MAYOR


MARY MCDONALD
CITY SECRETARY