



**City of Coffee City
Economic Development Corporation**

7019 Pleasant Ridge
Coffee City, TX 75763
(903) 876-3413 Office
(903) 876-2433 Fax

**Economic Development Corporation
Meeting Minutes
September 7, 2021**

1. Call to order

Meeting was called to order by President Pam Drost at 6:01 p.m.

2. Roll Call

Members present: Pam Drost, Vicki Castleberry, Jan Daughtery, GeoJan Wright Hunter, Tom McBride, absent Terry Cooper. Pam Drost stated that Terry Cooper has resigned from the EDC Board.

We have a Quorum

3. Approve Secretary Minutes for July 6, 2021 and August 2, 2021

Vicki Castleberry made a motion to accept July 6, 2021 and August 2, 2021 minutes as written. Tom McBride seconded. All in favor none opposed motion approved.

4. Approve the Treasury Report for July 2021

Vicki Castleberry made a motion to accept the Treasury report as written. Jan Daughtery seconded. All in favor none opposed motion approved.

5. Open Forum

Nobody signed up.

6. Southside Bank

Southside Bank Officer Chris Jones spoke on how he could help and answer questions on banking loans or questions that the EDC might have.

7. Consider and act on payment to Shellena Bivens for secretarial work for the EDC.

Ms Bivens was present. Ms. Bivens was asked to bring any supporting documents that she had to support her claim that the EDC owed her for the month of November 2020. Ms. Bivens requested her record of her payments from the EDC. GeoJan Hunter supplied these to her. The records had shown that payments started in December 2020. Ms Bivens stated that the secretary was to be paid whether they worked or not. Ms. Bivens stated that Mr. Beggerly asked her to become secretary on October 17, 2020. He then asked her to help the Treasurer with the city audit that was being performed at that time in November. Previously it was brought to the attention of the EDC Board by Board member Cynthia Swanson that the firing of Jan

Daughtery and the hiring of Shellena Bivens must be done with a formal vote of the Board Members. Mrs. Bivens did not provide any documentation other than a text message to substantiate the claims that she should be paid for November 2020 services. The EDC Board records indicate that the reappointment of Shellena Bivens as EDC Secretary did not actually occur until the December 11, 2020 meeting by Board vote. There are no supporting documents to state when Ms. Bivens was to start. It was put on the agenda for December 7, 2020 to take the former secretary out of office. A special meeting was held on December 11, 2020 to vote Ms. Bivens into office. A motion was made to check into arbitration for the payment in question by GeoJan Hunter. Tom McBride seconded. All in favor none opposed motion approved.

8. Purchasing chair and table carriers for the Community Center.

After discussing types of carriers for chair and tables a motion was made by GeoJan Hunter to purchase 4 Chair carriers at \$164.98 a total of \$659.92 and 2 table carriers at \$299.98 a total of \$599.96. Pam Drost seconded. All in favor none opposed motion approved. Pam Drost made a donation to the EDC of a desk to put our second computer on. Thanks to Pam Drost for this donation.

9. The moving Austin Bank account to Southside Bank

Pam Drost will get with Chris Jones at Southside to discuss more options. GeoJan Hunter made a motion to table the moving of the accounts at this time. Tom McBride seconded. All in favor none opposed. Motion approved.

10. Attorney Update

A. Review state tax exemption Form AP-204 \$372.00

We are not eligible to be tax exempt.

B. Hotel Occupancy Tax \$867.00

Letter to be used to send as needed for delinquent taxes

C. EDC leasing space on scrolling and website \$506.00

D. Checklist for land acquisition Budget concerns \$1,631.00

After discussing the amounts owed Vicki Castleberry made a motion to have Attorney Chris Nichols halt the work on the land acquisition until further needed. GeoJan Hunter seconded. All in favor none opposed motion approved.

11. Hotel Occupancy Tax

A. GeoJan Hunter made a motion to accept the Hotel Occupancy Delinquency Letter. Vicki Castleberry seconded. All in favor none opposed motion approved.

B. Consider and Act upon the amount of occupancy back taxes should be collected. Tabled.

C. Consider and Act upon hiring an audit firm to audit HOT payments

A motion was made by GeoJan Hunter to find an audit firm and find out how much they will charge. Tom McBride seconded. All in favor none opposed motion approved.

12. At this time Wesley Beard is not able to consider being on the EDC board due to a busy schedule.

13. Committee reports

A. Jan Daughtery reported that she is working on getting communication with Group M7 to get up to date on having things put on the website. If anyone wants to put a bio on the website they should get it to her so she can have it put on.

B. Welcome sign needs to be approved by the City Council. GeoJan Hunter and Tom McBride have brought in a variety of selections and details on different signs whenever the EDC can move forward.

C. Vicki Castleberry says the infrastructure is at stand still at this time. Pam Drost reported that she talked to Jeff Simmons and his contingency is at 15%. Pam will put on the City Council request to approve the EDC to pursue obtaining an engineer to ascertain if there

is infrastructure for sewer.

D. Calender of Events – Vicki Castleberry says that the Family Night Out is cancelled. The EDC was not met with to discuss why we were not having it. Since it is the EDC's event the EDC would like to have more communication from the City Council . Vicki Castleberry will address this at the next City Council meeting on September 13, 2021.

14. Update on Cefco station

Pam Drost met with Cefco and they are excited to be working with the EDC on coming to Coffee City.

15. Act on changes to Sign master

A. Pam stated Mayor Serranto would like to free up Chris Moore and it would also be a savings of \$200.00 a month for the EDC. A motion was made by Jan Daughtery to remove Chris Moore as Sign Master as a cost saving measure for the EDC. GeoJan Hunter seconded all in favor none opposed motion approved.

B. Tom McBride made a motion for GeoJan Hunter and Pam Drost to become the new sign masters. Vicki Castleberry seconded all in favor none opposed motion approved.

16. Items to be placed on next month's agenda

- A. Shellena Bivens
- B. Hotel occupancy back tax revenue owed to EDC.

17. Items requested to be placed on the Coffee City Council agenda

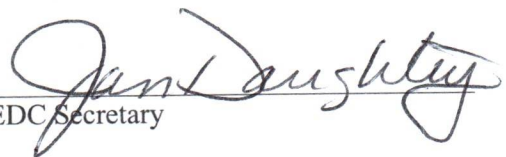
1. Consider and Act upon approving the EDC to pursue a welcome sign for the City. Please see film presentation.
2. Consider and Act upon approving the EDC to pursue a Recreational /food park Venue. Please see film presentation.
3. Consider and Act upon the EDC to pursue obtaining an Engineer to ascertain if there is a property for infrastructure for sewer.
4. Consider and Act upon approving some zoning guidelines to help control the sale of property to create possibility of sales tax increase to the city, EDC and roads.
5. Approve EDC Calendar of Events.
6. Hear from Vicki Castleberry concerning calendar of events.
7. Consider and Act upon a quarterly meeting/workshop between the EDC, City Council, employees etc. This is to help us stay connected and motivated.

18. Adjournment

Tom McBride made a motion to adjourn at 8:30 p.m. Jan Daughtery seconded all in Favor none opposed.



President



EDC Secretary

Approved on November 1, 2021