



**City of Coffee City
Economic Development Corporation**

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**Economic Development Corporation
Meeting Minutes
November 1, 2021**

1. Call to order

Meeting was called to order by Vice President, Vicki Castleberry at 5:08 p.m.

2. Roll Call

Members present: Pam Drost, absent/excused; Vicki Castleberry, Jan Daughtery, GeoJan Hunter, Tom McBride. A quorum was present.

3. Approve Secretary Minutes for September 7th, September 17, October 4th, October 12th, and October 26th

September 7th minutes were presented and approved with no corrections.

September 17th minutes had previously been approved on October 4th, 2021.

October 4th minutes were approved with the following corrections: under item #5, it should be stated that the EDC has agreed to contribute to the building of certain walls within the Community Center at 60% of \$4,700.00, which was the original bid submitted to the City.

October 12th minutes were presented and approved with no corrections.

October 26th minutes were presented and approved with no corrections.

4. Approve the Treasury Report for September 2021

The EDC financials were presented and reviewed, one question was asked regarding the negative balance recorded on the Profit and Loss Report-The negative balance on the report is due to the fact that the EDC Tax allocation was made late in the month of September and will not be recorded until October and the H.O.T. revenues for the Pelican Point Resort have been suspended until a question resolving the ETJ is reviewed. A motion was made to accept the Treasurer's Report as written, the motion was seconded, all were in favor, nor opposed. The motion carried.

5. Open Forum

GeoJan Hunter made a presentation to the board in open forum regarding the Audit findings and that the EDC had passed with no demerits. An explanation was given to the Board on the Audit Variance Report that is conducted by the Auditing firm. Minor discussion regarding the need for the EDC to purchase a scanner to make the audit process more efficient. There was an update provided on the new account at Southside Bank and the changes to the General Fund account to an interest bearing account, which is more fiscally prudent. An update was given to the Board regarding a communication from J. Beggerly, (see letter attached with these minutes). Brief discussion was made on the current status of actions Being taken on some of the items presented in the correspondence.

6. Discuss the Secretarial Position

A motion was made to table this discussion and any action until the EDC President could be present. The motion was seconded, all were in favor, none opposed. The motion carried unanimously.

7. Discuss purchasing a custom printed Pop-Up Tent...see flyer

Discussion and review of two flyers as presented, one for a pop-up tent and the other for an Advertising back drop. The Board thought that there would not necessarily be a need for the Advertising back drop, as we already have a banner that can be used indoors as well as outdoors. A motion was made to gather additional information from the company represented on the flyers regarding the pop-up tent. T. McBride volunteered to obtain the information. The motion was seconded, all were in favor, none were opposed. The motion carried unanimously.

8. Laptop alone is not adequate for audio recording of meeting. Discuss alternatives

The Board discussed the fact that the laptop recordings were not sufficient in sound or quality allowing for efficient and timely transcription of the Board meeting minutes. Two options are currently being reviewed, one; the addition of a new external speaker, two; a new software program to assist in the recording and automatic transcription of the recording of all EDC meetings. The recording and transcription software enable faster production of the meeting minutes and will become even more efficient, because it will learn the speech patterns and be able to identify the speakers in real-time. The Board was asked if there were any other alternatives to be presented? A motion was made to table this item for further review of the items currently being tested. The motion was seconded, all were in favor, none were opposed. The motion carried unanimously.

9. EDC owns both signs...need a policy on who can regulate them, etc.

A discussion regarding the need for a policy was given. Both electronic billboards are owned by the EDC. Currently the management of signs are divided between the City Offices and the EDC. The sign located outside City Hall is managed by the City Secretary for official City notifications. The sign located on Hwy 155 in managed by the EDC for the purpose of promoting local businesses and other advertising. Questions were brought up regarding formulation of the policy and what it should contain. A statement policy was developed by T. McBride, but will need to have more information added to provide the full scope of the responsibilities and obligations for the sign currently managed by the City. Additionally, a question was raised by an attendee regarding the payment of the 50 year sign lease to Mr. Snelson. A payment was made to Mr. Snelson for two years of the 50 year lease, the EDC was asked to reconsider the remainder of the lease payment which would total \$48.00.

10. Discuss Audit 6/30/2021 Presentation

This was presented and discussed in Open Forum by the EDC Treasurer.

11. Updates and Status on the following:

a. Website and M7

The EDC Board discussed the final set up payment to M7 Designs for the page on the CC Website. There was discussion on whether or not we pay M7 for posting items to the website and the answer to that was "No". The EDC is expected to post all updates and manage any information itself. T. McBride will take over website management after the first of the year. The EDC Board discussed the tasks involved in posting and updating the website and that it is cumbersome. M7 will provide support only.

b. Calendar of Events

Most recent event was the Trunk or Treat, sponsored by the EDC and held at the Community Center. There were approximately 40 children present at this event not including the adults that accompanied them. Prizes for 1st, 2nd and 3rd Place were given out respectively to the CC Police Dept., the CC Fire Dept. and Marquis Castleberry, representing the CC City Council. November EDC event will be a Christmas Vendor Market on November 20th. A meeting attendee mentioned that it would be nice to hold these events where they can be visible from the Hwy 155 corridor. The EDC will take this under consideration for future events.

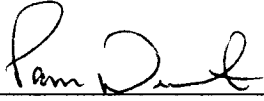
- c. Welcome to City sign
No further information has been obtained. Inquiry was made by attendee regarding asking Dana Staples about welcome sign placement and about TxDOT right of way placement for the welcome sign.
- d. Infrastructure
No additional movement on this project so far. The EDC President has obtained information from previous engineering company. The EDC must have the permission of the City Council to move forward with hiring an engineering firm before we can move forward with Grant availability for the infrastructure project along the Hwy 155 and F.M. 3506 corridor.
- e. HOT
 - 1. Map ETJ
The Board reviewed the Map that was presented by J. Daughtery from the Appraisal District of Henderson County. A report was given by G. Hunter regarding the preliminary distance check of the ETJ and said property. Further discussion on this matter has been tabled until some additional information is received and a determination is made as to whether or not this gets referred to the EDC Attorney.
 - 2. Pelican Point Resort-Lime Street House
The H.O.T payments for this property have been suspended until the ETJ matter can be answered.
 - 3. Audit Firm
Discussion on the possibility of hiring an audit firm will be postponed until further information has been gather by the EDC President from the State Comptroller's Office.
- f. Newsletter
Discussion regarding moving forward with the community newsletter was put on back burner, until EDC Facebook page is developed. It was thought that a Facebook page for the EDC should take priority.
- g. Draft for charging for open record requests
Motion was made to table this discussion until a review of the City's Open Record Policy could be examined. Motion was seconded, all were in favor, none were opposed. The motion carried unanimously.

12. Agenda Items for next meeting

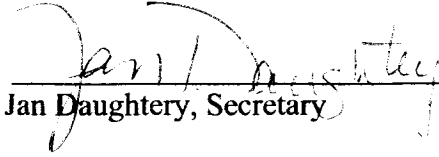
- 1. Discuss Secretarial position
- 2. Alternatives to Lap top recording
- 3. Purchase of Pop-up Tent
- 4. Policy statement for EDC owned signs and management thereof
- 5. Discuss the follow up on the ETJ regarding H.O.T. and Pelican Point Resort
- 6. Open Records policy development regarding charges
- 7. Business Center and Sign Lease of land
- 8. Purchaser of the T's Building and possible involvement on the EDC Board

13. Adjourn

A motion was made to adjourn the meeting at 6:52 p.m., the motion was seconded, all were in favor, none were opposed. Motion carried unanimously.



Pam Drost, EDC President



Jan Daughtery, Secretary

Approved: 1-2~~5~~-22