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**City of Coffee City
Economic Development Corporation**

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**Economic Development Corporation
Special Called Meeting Minutes
November 19, 2021**

1. Call to order

Meeting was called to order by President, Pam Drost at 1:14p.m.

2. Roll Call

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

3. Open Forum

None: No one signed up for Open Forum

4. Consider and Act upon Purchasing a Tent/Canopy for the EDC

Two proposals were presented within the packet for consideration. One from USA Outdoor Media and the second was from Vispronet. The USA Outdoor Media presentation represented the best size 10x15, the board determined that the canopy top customization would be black lettering on a white roof, and on the band would be black with white lettering. After some discussion regarding the price points, size and customization, a motion was made to purchase the event tent/canopy and the rolling travel bag for ease of transport from USA Outdoor Media company. The motion was seconded, all were in favor, none opposed. The motion carried unanimously.

5. Consider and Act upon a written agreement with the City concerning the management of the EDC owned Sign located in front of City Hall

The EDC Board reviewed a draft agreement which was provided in the packet which outlined a proposed written agreement concerning the management of the EDC owned sign located in the front of City Hall. The agreement is to clarify who is responsible for posting advertising as well as City notifications and to clarify that under this agreement no payment is being made to any individual assigned to manage/post the information on the above-mentioned sign. A motion was made to accept the agreement as written for presentation to the City Mayor/City Council. The motion was seconded, all were in favor, none opposed. The motion carried unanimously.

6. Discussion of the November 8th City Council Meeting

The board discussed the November 8th City Council Meeting and the presentation made by the EDC Board regarding the Allstate property. It was determined that the Board felt like we presented the information that was requested. Only one Board member remembered anything about the Council requesting a real estate contract to review during this meeting. The Board presented the venue idea

as presented. At this point it is the opinion of some board members that the purchase of the Allstate property is dead. It was further determined that since there was no consider and act agenda item on the City Council's meeting agenda, that the EDC Board President would make a request to have an agenda item added to the City Council's agenda for December in order to force a vote on the purchase of the Allstate property and the proposed venue. It was further discussed that the EDC Board would like for the City Council to determine a vision for Coffee City and provide the EDC Board with a directive as a result of that vision. It was determined that the EDC would request two agenda items to be placed on the City Council's agenda. One for the Allstate Property and request for the City Council to provide a Vision Statement to the EDC for future projects.

7. Discuss Christmas Market-November 20th

The EDC Vice-President gave an update on the status of the Christmas Market, there are 6 vendors so far signed up. A variety of vendors, including plants, jewelry, soaps, wreaths, wood ornaments and home goods will be present. One concern is the EDC's ability to communicate with the community via Facebook, Nextdoor and other social media groups. The newsletter would be another avenue since there is no longer a local newspaper. The EDC had some left-over candy, drinks and chips that we can set out and maybe ask for donations to recoup some of the monies spent at the Trunk or Treat.

8. Review our tasks, vision, priorities, etc.

The Board has determined to get the City Council to tell us what our tasks, vision and priorities need to be. Discussion was made on whether or not the City Council would ever approve a land purchase or not. If not the EDC would have plenty of money to support existing businesses and that there would be opportunity to use the new pop-up tent to sit up at the Dollar Store to promote the EDC. The Henderson County Park was brought up as another possible project. There would need to be some trees cut and a written presentation developed for the Upper Neches River Authority to review. The EDC Treasurer mentioned a new contact that is interested in having a Boat Parade on Lake Palestine on December 18th. I spoke to him about the EDC having an interest in helping him with his event. He was invited to come to the Christmas Market to meet and speak to us about the event and work out some details as to how the EDC would participate. Reviewed the H.O.T. properties that are delinquent or just not paying the tax. The EDC President and Treasurer had a meeting with the Mayor and the City Secretary regarding the process of getting these properties in compliance.

9. Discuss and Act upon moving the date and time for the regular stated meetings for the EDC.

It was brought up by the EDC President that the EDC meeting time being one week before the City Council meeting is not conducive to ensuring that everything the EDC would like to see on the City's agenda gets on there. It was determined to wait to the beginning of the year to enact the change of the date. A motion was made to move the EDC regular monthly meetings to the last Monday of the month at 3:00 p.m. beginning January 2022. The motion was seconded, all were in favor, none, were opposed. The motion passed unanimously.

10. Discuss Lowes Credit Card

The President of the EDC verified that there was a Lowe's Credit Card in the possession of the EDC. It was further verified that on November the 11th that the credit card had been closed on June 10, 2020. The President cut up the credit card in the presence of the other EDC members present and signed a verification letter to that fact for the files.

11. Discuss the Sam's Club Card/Account


The EDC President spoke about the existence of a Sam's Club Membership. The EDC has the membership card. The EDC President contacted Sam's and the card holder Sandy Atteberry to get the card deactivated and to close the membership. Since Sandy Atteberry was the primary account holder, she was the one who had to contact Sam's and close the account. The EDC President showed printed verification of an email from Sandy Atteberry showing that the membership had been cancelled.

12. Agenda Items for next meeting

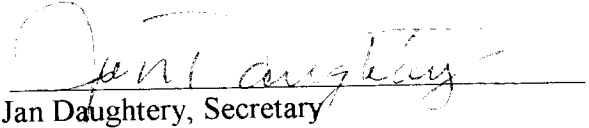
1. Discussed agenda items request for the City:
 - a. Request for the City Council to give the EDC a vision for what they want us to do.
 - b. Scheduling a date for a joint meeting between City employees, Mayor and Council members for January 2022 at 2:00 p.m. to comply with the Mayor's work schedule.
2. Consider and Act upon supporting the December Event-Boat Parade
3. Consider and Act upon the possibility of supporting the Police Dept. for radio purchases once the Police Dept makes a presentation to the EDC.
4. Consider and Act upon amending the Budget to allow for three radios for the Police Dept. to be purchased.

13. Adjourn

A motion was made to adjourn the meeting at 2:23 p.m., the motion was seconded, all were in favor, none were opposed. Motion carried unanimously.



Pam Drost, EDC President



Jan Daughtery, Secretary

Approved on: 1-24-22