



**City of Coffee City  
Economic Development Corporation**

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NOTICE IS HEREBY GIVEN OF A MEETING OF THE COFFEE CITY ECONOMIC DEVELOPMENT CORPORATION; TO BE HELD ON FEBRUARY 28, 2022, AT 5:00 PM, AT THE COFFEE CITY COMMUNITY CENTER LOCATED AT THE ABOVE ADDRESS. THE BOARD RESERVES THE RIGHT TO MEET IN A CLOSED SESSION ON ANY AGENDA ITEM SHOULD THE NEED ARISE AND APPLICABLE PURSUANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE. THE ITEMS LISTED BELOW ARE PLACED ON THE AGENDA FOR DISCUSSION AND/OR ACTION.

**MEETING MINUTES**

**1. Call the Meeting to Order/Recording:**

The President called the meeting to order on February 28, 2022 at 5:03 p.m.

**2. Roll Call / Announce if quorum is present:**

The Secretary, Jan Daughtery, called roll. Pam Drost, present; Vicki Castleberry, present; GeoJan Hunter, present; Tom McBride, present. Quorum was present.

**3. Approve Meeting Minutes for January 24, 2022:**

A review of the meeting minutes for January 24, 2022 was conducted. There were no changes or corrections noted. A motion was made by GeoJan Hunter to accept the minutes from January 24, 2022 as written, the motion was seconded by Tom McBride, all were in favor. Motion carried.

**4. Approve the Treasurer's Report for December 2021:**

A review of the Treasurer's Report for December 2021 was conducted. The Treasurer made a note to the Board that the Sales Tax payment from the City was not deposited until January, due to the holidays. The President mentioned that since the EDC has moved the meeting date to later in the month that we could resume preparing the

bank reconciliations for the month prior instead of two months as has been the practice due to all of the bank statements not being received in time. The Treasurer also noted that clarification needs to be obtained from both financial institutions regarding deposits being insured over and above the FDIC limit with securities. Information was obtained by the Treasurer that Austin Bank showed both the EDC and City bank accounts were covered as one entity instead of two separate entities with different taxpayer identification numbers. The President made mention of the \$10.00 service charge for the new general holding account that was recently established. The Treasurer explained that the service charge was due to the minimum deposit that was received when opening the account and should not be a reoccurring event. A motion was made by Jan Daughtery to accept the Treasurer's report for December 2021, the motion was seconded by Tom McBride, all were in favor. Motion carried.

#### **5. Open Forum:**

Ray Ver Hey was present to speak in Open Forum to discuss the Hwy 155 and FM 3506 property next to Family Dollar. Mr. Ver Hey presented a breakdown regarding the proposed City Park (see attached), shared easement and access required to make this parcel of land viable for further development. Mr. Ver Hey was given permission by the Mayor to discuss access options with the City Attorney. The portion of the land to be purchased for the City Park is approximately 1.26 acres for approx. \$68,300.00. The current owner of the property would provide a shared access agreement to the EDC for the purpose of accessing the 1.26 acres. There is still an issue with Hwy 155 access across the Family Dollar property, due to the misplacement of the original driveway that was to be a "shared access" point between the corner property and the Family Dollar. Mr. Ver Hey relayed the discussion between himself and the City Attorney regarding the prospect of acquiring this access by eminent domain if an agreement with Family Dollar to purchase the access could not be reached. The estimated offer to Family Dollar for the 1/10<sup>th</sup> acre would be approximately \$7,000.00, based on a fair market value to be determined by an appraiser. Also discussed were additional expenses and fees related to acquiring the 1.26 acres estimated to be \$5,000.00. Mr. Ver Hey stated that the shared easement and shared access would be written into the contract and included in the deed when recorded to ensure all future access rights. Mr. Ver Hey answered questions on



behalf of the current owner regarding his intentions for the property. Mr. Ver Hey felt that the owner more than likely would develop the property himself, but they have been in discussions with other fuel station operators. The current owner of the property has other gas stations located on Hwy 344 and in Frankston. Other discussions regarding further clarifications of the options were had to determine if the EDC should move forward with the project for a City Park. As this was a discussion/informational follow-up presentation. The President suggested that this be placed on the next agenda for the EDC Board to act on.

**6. Lake Palestine Yacht Club Fund Raiser/GeoJan Wright-Hunter:**

GeoJan Hunter sought input from the EDC Board regarding helping the Lake Palestine Yacht Club with a membership drive. It was stated that she had been approached by Mark Bartlett regarding this event and had invited him to come speak to the Board. Mr. Bartlett had a conflict in his schedule and was not able to be present. It was discussed and determined that since the Lake Palestine Yacht Club was not located within the City limits or ETJ, the EDC would not consider participating. It was also determined that consideration could and would be given if an event would support the Lake Palestine area as a whole, with participation of Coffee City businesses. As this was an informational discussion, no action was required or taken.

**7. Discuss and Act upon Staggering Terms for Board Members as outlined in the bylaws:**

In reviewing the terms of the existing board members that were appointed by the City Council it was determined that the EDC Board should take action on staggering the terms of office and submit the changes to that City Council for approval. The President at this time submitted her resignation from the EDC Board and moved to further discuss the changing the terms. The President, Pam Drost stated that she would rescind her resignation until the expiration of her term, changing her term to expire on 6/7/2022. The Treasurer, GeoJan Hunter volunteered to change her term expiration to 3/29/2022. The Secretary, Jan Daughtery volunteered to change her term expiration to 4/12/2022. Tom McBride's term expiration would remain 2/08/2023 and Vicki Castleberry would remain 4/12/2023. A discussion was had regarding prospective members of the community who are interested in serving on the EDC Board. Additional discussion was had



regarding the requirement to live in Coffee City proper and the ETJ. Suggestions were made to broaden the requirement to individuals that may not live in the City or ETJ, but own business within the City. Mr. McBride suggested that there needs to be some type of geographical limit. If there are changes to be made there would have to be a change in the Bylaws and would be a separate action to be placed on a future agenda. The President called for a motion to accept the term expirations as discussed. A motion was made by Vicki Castleberry to accept the year changes in the term expirations for Jan Daughtery, GeoJan Hunter and Pam Drost. Motion was seconded by GeoJan Hunter. All were in favor. Motion carried.

**8. Discuss Zoom/GeoJan Wright-Hunter:**

GeoJan Hunter initiated a discussion on the EDC Board utilizing ZOOM to conduct meetings in the event of CoVID restrictions that could prevent meeting in public, or for individuals that were unable to attend meetings and possibly utilizing ZOOM as a means to have collaborative workshop meetings. Further discussion and questions were raised as to whether or not the Board could use ZOOM due to the Open Meetings Act. The EDC Board needs to further investigate this as a meeting option and if it meets the requirements of the Open Meeting Act and how we could facilitate public participation using this medium. Discussion closed at this time.

**9. Tabled from January 24, 2022 meeting - act upon a policy and application form for grants/loans:**

The President presented three drafts of the Grant/Loan Application, the original draft, a revision by President Pam Drost, and a revision by Tom McBride (see attachments). The original draft was to be revised for the purpose of making it more user friendly and on that would be a fit for both large and small business seeking support from the Coffee City EDC. Ray Ver Hey made a suggestion to include a designation of "tenant" or "owner". The reasoning is that owners have a larger stake in a business venture than a tenant and would have very different needs with regarding to funding and project types. After discussion it was determined that both drafts, two and three had merit and just needed minor adjustments to identify whether or not the requestor is a tenant or owner. The President asked for a motion. A motion was made by GeoJan Hunter to accept grant draft versions two and three with amendments to qualify them as tenant or owner.

The motion was seconded by Tom McBride. All were in favor.  
Motion carried.

**10. Calendar of Events :**

**April 16 – Community Easter Egg Hunt**

**The Fire Dept has planned a hunt for the 16<sup>th</sup> at 9:00  
am at the Community Center**

Fire Chief Chris Moore was present to request support from the EDC for the Community Easter Egg Hunt. Discussion about what type of support the EDC would provide and it was determined that the EDC would purchase 4-6 Easter Baskets, spending up to \$150.00 as support for the Community Easter Egg Hunt. In addition, the EDC would need to be recognized as a sponsor of the event. The EDC would potentially utilize the new canopy and existing banner for advertising. The President asked for a motion. A motion was made by GeoJan Hunter for the EDC to purchase 4-6 Easter Egg Baskets in the amount not to exceed \$150.00 with the caveat that the EDC would be acknowledged as a sponsor of the event. The event will be held at the Coffee City Community Center. Purchases will be made locally where possible. The motion was seconded by Tom McBride. All were in favor, Motion carried.

**May 28 – Memorial Day Golf Cart Parade:**

Discussion was initiated to determine whether or not this would be a viable event. A decision was made to discuss this event with Police Chief Portillo to see about conducting this event on Hwy 155, bridge to bridge. This event could be extended to Kilo's parking lot for a public cook out. This event will be scheduled for discussion at a later date.

**June 18 – Father's Day Fishing Tournament:**

The Father's Day Fishing Tournament was eliminated from the calendar of events due to concerns that the current EDC Board does not have the expertise to commit to this event. After some discussion it was suggested that this event be changed to something like a Sports and Fishing event that would have vendors that supply sporting goods secure booths and exhibit goods for sale or put on demonstrations. Fire Chief Chris Moore volunteered to test the interest as he goes around to various vendors for the Belts and Hoses Fishing Tournament.



**Also, May 14<sup>th</sup>, Fishing Tournament-Belts and Hoses**

Fire Chief Chris Moore made a presentation to request EDC support for the Belts and Hoses Fishing Tournament (see attached). The request was for \$4,000.00. After discussion regarding the scope of the event, contestants, prizes, trophies, advertising, cash prizes and how the Fire Dept. would justify the amount the EDC approves for the event, it was determined that the EDC would support the Belts and Hoses Fishing Tournament as follows: Prize Money: \$2,250.00; Advertising: \$250.00; Door Prizes: \$750.00. Fire Dept will provide all requested information such as Tournament Roster and Participants, Winners of Cash Prizes, receipts for all Door Prizes purchases and advertising, in addition to identify the EDC as a sponsor of the event. The President asked for a motion for the above mentioned agreement on the level of support. A motion was made by GeoJan Hunter for the EDC to provide event funding for the Belts and Hoses Fishing Tournament in the amount of \$3,250.00 to be allocated as stated above. The motion was seconded by Tom McBride. All were in favor. Motion carried.

**11. Agenda items for next month:**

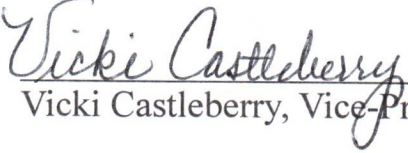
The following items were discussed to be placed on the agenda of the next regular EDC Meeting:

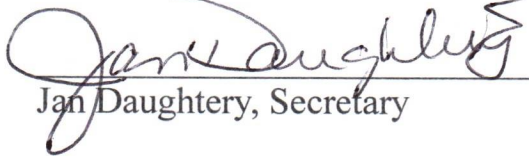
1. Discuss, Consider and Act on Revision of the EDC Bylaws on qualifications for Board Members, extended to business owners.
2. Consider and Act on Event Calendar: Father's Day and Memorial Day Golf Cart Parade.
3. Consider and Act upon Hwy 155 and FM 3506 Project Proposal
4. Finalize, Consider and Act on the EDC Grant Policy/Guidelines and Forms.

**12. Adjourn:**

President requested a motion to adjourn the meeting. A motion was made, seconded and all were in favor. Meeting Adjourned at 7:29 p.m.

These minutes were approved by the Coffee City EDC Board on March 28, 2022 at 5:00 p.m. and are certified as approved by:

  
Vicki Castleberry, Vice-President

  
Jan Daughtery, Secretary