

## City of Coffee City Economic Development Corporation

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BELOW ARE THE MINUTES OF THE SPECIAL CALLED MEETING OF THE COFFEE CITY ECONOMIC DEVELOPMENT CORPORATION; HELD ON **SEPTEMBER 26, 2022, AT 5:00 PM**, AT THE CITY OF COFFEE CITY 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.

### AGENDA

1. Call Meeting to Order/Announce Recording.  
*Vicki Castleberry, acting President, called the meeting to order at 5:00 p.m. and announced the recording of the meeting.*
2. Roll Call/Announce if quorum is present.  
*Jan Daughtery called the roll as follows: Vicki Castleberry, present; GeoJan Hunter, here; Tom McBride, present; Jan Daughtery, present; and Jeff Blackstone absent. Vicki Castleberry announced there was a quorum.*
3. Approve Meeting Minutes for:  
June 27, 2022  
July 25, 2022  
August 03, 2022, Special Call Meeting  
August 22, 2022  
*Vicki Castleberry asked for a review of the minutes from June, July, and August of 2022. No questions or changes were recommended. Vicki Castleberry announced that minutes were accepted as written.*
4. Approve the Treasurer's Report for:  
June 2022  
July 2022  
August 2022  
*The financials were reviewed; there were no questions or changes. Tom McBride made a motion to accept the financials for June 2022 and July 2022 and August 2022 as accepted. Jan Daughtery seconded the motion. All were in favor, none opposed. Motion carried.*

5. Consider and Act on accepting resignation of Jeff Blackstone  
*Jan Daughtery made a motion to accept the resignation of Jeff Blackstone and Tom McBride seconded the motion. All were in favor, none opposed. The motion carried.*
6. Discuss, Update, Consider and Act on Property Purchase — Location Highsaw and Hwy. 3506.  
*Tom McBride gave an update on the pending property purchase of the property located at Highsaw Trail and F.M. 3506. The City Council at the next meeting will give the final reading of the resolution and give the final approval to move forward with the purchase of the property. Tom McBride is going to reach out to the realtor to produce a survey and have the property lines staked so we know where the property lines are. No further action is needed at this time.*
7. Discuss, Consider and Act on Approving Jeff Moore with Brown and Hofmeister to be Legal counsel for the EDC.  
*Tom McBride gave an update on the new attorney, Jeff Moore with Brown and Hofmeister, discussing the firms fees and that Jeff Moore would be our principle attorney. Tom McBride made a motion to hire Brown and Hofmeister Firm with Attorney Jeff Moore as our principal representative for the EDC, counsel on legal affairs. GeoJan Hunter seconded the motion. All were in favor, none opposed. Motion carried.*
8. Open Forum.  
*No one was present.*
9. Discuss, Consider and Act upon the property listed by Ray Ver Hey that is located on Hwy. 155 and FM 3506 (The EDC reserves the right to adjourn into Executive Session regarding this agenda item).  
*Discussion regarding the purchase of property listed at Hwy 155 and F.M. 3506, representing 5.26 acres. Ray Ver Hey gave a presentation of the property and potential future uses. GeoJan Hunter made a motion to consider and act upon exploring options for purchasing and financing the property located at Hwy 155 and FM 3506 for further consideration to the city council for a tentative approval on the purchase. Jeff Blackstone, Mayor Pro-Tem verified the timeline regarding the posting and the 60 day waiting period. Tom McBride seconds the motion. All were in favor, none opposed. Motion carried.*
10. Consider and Act upon the selection of new Officers position.  
*Officer positions were up for consideration as of the beginning of the EDC's new fiscal year which began in July of 2022. The board members made the following recommendations for new officers as follows:*

**Tom Mc Bride: President**

**Vicki Castleberry: Vice-President and Secretary**

**GeoJan Hunter: Treasurer and Asst. Secretary**

**Jan Daughtery: Record Keeper/Filer**

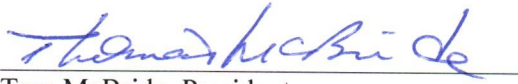
**GeoJan made a motion to accept Tom McBride as President, Vicki Castleberry as Vice President/ Secretary, GeoJan Hunter as Treasurer/ Asst. Secretary, Jan Daughtery as Record Keeper/Filer. Tom McBride seconds the motion. All were in favor, none opposed. Motion carried.**

11. Update Calendar of Events.  
**Vicki Castleberry opened the discussion regarding the Calendar of Events. Upcoming Halloween Trunk or Treat and the Christmas Market Extravaganza which were very successful last year. Also, other events were discussed such as Texas National Night Out for the Police Department and Block Party, possible Christmas Boat Parade, Movie Night in February, Father's Day Fishing Tournament, Easter Egg Hunt, Bella Vista Fourth of July. GeoJan made a motion to accept the calendar of events as stated. Jan Daughtery seconds the motion. All were in favor, none opposed. Motion carried.**
12. Consider and Act upon Halloween Event.  
**Discussion was opened by Vicki Castleberry regarding the Halloween event and the Christmas Extravaganza to be held this year. Item #13 was included together, Jan Daughtery made a motion to hold the Halloween and the Christmas Extravaganza as we did last year. GeoJan Hunter seconded the motion. All were in favor, none opposed. Motioned carried.**
13. Consider and Act upon Christmas Extravaganza.  
**As discussed in Item #12, Item #13 was previously approved.**
14. Consider and Act upon TEDC Training Schedule and Membership.  
**GeoJan Hunter opened a discussion regarding the Texas Economic Development Corporation and the training and membership opportunity. GeoJan made a recommendation that the EDC consider memberships for Officers of the EDC to ensure compliance with training requirements of statutes. In addition, it was suggested that GeoJan Hunter be reimbursed for the membership fee and an upcoming training. Jan Daughtery made a motion to reimburse GeoJan Hunter for registration fees of \$325. Tom McBride seconds the motion. All were in favor, none opposed. Motion carried.**
15. Review EDC Officer Duties.  
**Officer's duties were discussed before Item # 10, Election of Officers. GeoJan Hunter provided job descriptions, reporting requirements and potential time to perform the duties as required for the EDC. There was no action required**

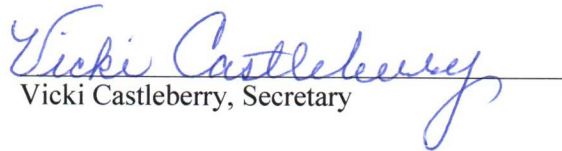
16. Discuss Agenda items for next month.  
*Highsaw and Hwy 3506 Property*  
*Hwy 155 and F.M. 3506 Property*  
*Christmas Extravaganza- November 12th*  
*Discuss Financing Options*

17. Adjourn.  
*Tom McBride made a motion to adjourn the meeting.*  
*GeoJan Hunter seconds the motion. Meeting adjourned at 6:50 p.m.*

We certify that these are the official minutes for the Special Called Coffee City EDC meeting **September 26, at 5:00 PM** that was posted and held at the Coffee City-City Hall.



Tom McBride, President



Vicki Castleberry, Secretary

10/24/2022

Date Approved