



City of Coffee City Economic Development Corporation

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NOTICE IS HEREBY GIVEN OF A REGULAR MONTHLY MEETING OF THE COFFEE CITY ECONOMIC DEVELOPMENT CORPORATION; THAT WAS HELD ON **MONDAY, SEPTEMBER 22, 2025, 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.

MINUTES

1. Call Meeting to Order/Announce Recording.
Vicki Castleberry called the meeting to order and announced the recording of the minutes.
2. Roll Call/Announce if quorum is present.
Vicki Castleberry, present; Felicia Allen, present; Ollie Harmon, present; Walter Kern and Kevin Hoy, absent; Candace Lyons, present.
3. Approval of Minutes for August 2025
Felicia Allen made a motion to approve the minutes. Walter Kern, seconded.
4. Approval of the Treasurer's Report for August 2025.
Felicia Allen made a motion to approve the Treasurer's report for August 2025. Walter Kerns, seconded.
5. Open Forum
6. Consider and Act upon appointing a third signer on all accounts with Austin and Southside Bank.
Vicki Castleberry discussed the need for a third signer on all bank accounts. Candace Lyons volunteered. Felicia Allen made a motion to add Candace Lyons as the third signer. Walter Kern, seconded. Motion was accepted unanimously,
7. Consider and Act upon working with the Fire Department on a Fundraiser during Halloween or Thanksgiving.
Vicki Castleberry mentioned a meeting with the council and the assistant chief to discuss money issues with the fire department. The board is willing to volunteer for

a fundraiser, with the suggestion of a fish fry before a big event or a football game. Vicki Castleberry suggested selling tickets in advance to gauge how much money to spend. There was a motion to table the fundraiser until more information is Available.

8. Consider and Act upon deciding what equipment to purchase for EDC property at Highsaw & CR 3506.
(tables, hotbox, trash cans, electrical plugs, water spigots, umbrella, and grills)
Vicki Castleberry discussed the need for tables, hot boxes, trash cans, electrical plugs, water spigots, umbrellas, and grills for the EDC property. The board discussed the cost and logistics of setting up the equipment, including the need for a water meter and electrical pole. A motion was made to table the equipment purchase until the next meeting.
9. Consider and Act upon people (company) to set and place all equipment in the park.
See #8
10. Consider and Act upon hosting Christmas Dinner/Party for city officials.
The board discussed hosting a Christmas dinner for the city officials. The menu includes brisket, sausage, baked beans, potato salad and banana pudding. The party is scheduled for December 6, 2025 at 6:30pm. The board decided to revisit the menu and the gift exchange amount, keeping it at \$20 limit.
11. Consider and Act upon hiring a new yard man.
Vicki Castleberry discussed the need to hire a new yard man since Mr. Don retired. The board reviews an application for the yard man position, discussing the need for background checks and drivers license information. A motion to table the hiring decision until the paperwork is finalized.
12. Discuss Agenda Items for the next meeting.
*Fire Department fundraiser for Halloween or Thanksgiving
Equipment purchase for EDC property
Hiring of a new yard man.*
13. Next meeting date: October 27, 2025.
14. Adjourn
Felicia Allen made a motion by Felicia Allen. Walter Kern, seconded.

I certify that this is an official copy of the minutes of the Coffee City EDC meeting held on **Monday, September 22, at 5:00 PM** that was posted at the City Hall Public Notice Board and the Coffee City EDC Website on Friday.

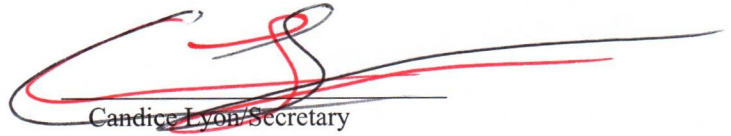
September 22, 2025, at 5:00 PM

Vicki Castleberry

Vicki Castleberry/ President

10-27-25

Date Approved



Candice Lyon/Secretary