



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, NOVEMBER 24, 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 at 5:08 pm.
2. Roll Call/Announce if quorum is present.
*Vicki Castleberry called roll. Vicki Castleberry, present; Felicia Allen, ^{Abs.}present;
Walter Kern, present; Ollie Harmon, ^{Abs.}present; Kevin Haughey, present; Candice
Lyon, present. Quorum is present.*
3. Approve Meeting Minutes for October 2025:
Walter Kern made a motion to approve the minutes for October. Candice Lyon, seconded.
4. Approve the Treasurer's Report for October 2025:
Kevin Haughey made a motion to approve the treasurer's report for October. Walter Kern, seconded.
5. Open Forum
6. Consider and Act upon selecting a date and needed items to assist the Fire Department on a Fish Fry Fundraiser during the month of January.
Vicki Castleberry discussed the fire departments fish fry fundraiser scheduled January 10th. She listed items needed for the event, including fish, french fries, Beans and other supplies. Castleberry mentioned her commitment to purchasing catfish and tickets. She requested volunteers to help with various tasks, such as

purchasing french fries and desserts. The group discussed the need for donations and distribution of tickets. Candace Lyons made a motion to accept the date of January 10th and approves a letter be sent out to businesses and the community for donations for the fish fry. Kevin Haughey seconded. All in favor, none opposed.

Motion

carried.

7. Discussion related to equipment to be purchased for EDC property at Highsaw & CR 3506. (tables (3) 46" round), hotbox (2), trash cans (3), electrical plugs, water spigots, umbrella, and grills (3) Foundation for placement of equipment?
Vicki Castleberry provides prices for equipment needed for the EDC property. Kevin and Walter discussed the logistics of setting up the tables, trash cans, grills and benches. The total cost of the equipment is \$8,554 before taxes. There was discussion on the need for electrical and water hook up for the property and possibly using an existing electrical pole.
8. Consider and Act upon removing Jan Daughter and GeoJan Hunter from accounts 1018 & 7393 at Austin Bank.
Kevin Haughey made a motion to remove Jan Daughtery and Geojan Hunter from bank Accounts 1018 and 7393. Walter Kern, seconded. All in favor, none opposed. Motion carried.
9. Consider and Act upon placing Felicia Allen-Cook and Candice Lyon on accounts 1018 & 7393 at Austin Bank.
Kevin Haughey made a motion to add Felicia Allen- Cook and Candice Lyon to bank accounts 1018 and 7393. All in favor, none opposed. Motion carried.
10. Discuss posting of an application for a new yard man for EDC lot in January.
Vicki Castleberry suggested posting an employment application. Kevin advised that may want to make sure the contractor is bonded and insured. EDC discussed the importance of background checks and safety measures. Vicki Castleberry agreed to review the guidelines for contractor requirements.
11. Discuss and Act upon completing Required Training no later than January 26, 2026. This is the Public Information Act & Open Meeting Act Training.
www.texasattorneygeneral.gov/open-government
EDC discussed the need to complete the Public Information Act and Open Meeting Act training. Vicki Castleberry confirmed that Mary had already sent out the Necessary information. EDC agreed to complete the training by January 26, 2026. Candice Lyon made a motion to complete the training by January 26, 2026. Kevin, Haughey seconded. All in favor, none opposed. Motion carried.

12. Discuss Agenda Items for next meeting.

13. Next meeting date: December 22, 2025.

14. Adjourn

Walter Kern made a motion to adjourn the meeting. Candice Lyon seconded. All In favor, none opposed. Motion carried.

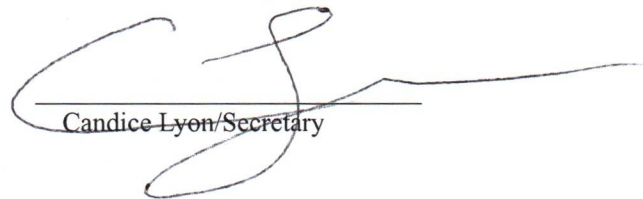
I certify that this is an official copy of this agenda for the Coffee City EDC meeting held **Monday, November 24, at 5:00 PM** that was posted at the City Hall Public Notice Board and the Coffee City EDC Website on Friday.

November 24, 2025, at 5:00 PM

Vicki Castleberry

Vicki Castleberry/ President

12-22-25
Date Approved


Candice Lyon/Secretary