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City of Coffee City Economic Development Corporation

NOTICE IS HEREBY GIVEN OF A REGULAR MONTHLY MEETING OF THE COFFEE CITY ECONOMIC DEVELOPMENT CORPORATION; TO BE HELD ON **THURSDAY, JANUARY 29, 2026, 2025, AT 5:30 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.

Rescheduled from 1/26/2026 MINUTES

1. Call Meeting to Order/Announce Recording.

Vicki Castleberry called the meeting to order at 5:40 PM.

2. Roll Call/ Announce if a quorum is present.

Vicki Castleberry announced roll call and a quorum was present. Walter Kern and Candince Lyon were absent.

3. Approve Meeting Minutes for:

a. December 2025

Mr. Haughey stated that after reading the minutes from last month, he did walk the property and there is not a water meter there.

Kevin Haughey made a motion to approve the December 2025 meeting minutes. Felicia Allen seconds the motion. Motion carries.

4. Approve the Treasurer's Report for:

a. December 2025

Mr. Haughey asked if there were three different accounts and Mrs. Castleberry stated there were actually four accounts. She stated that the two with South Side bank were the main accounts and two with Austin Bank were just holding accounts that they transfer funds to quarterly.

Felicia Allen made a motion to approve the treasurer's report for December 2025. Kevin Haughey seconds the motion. Motion carries.

5. Open Forum

No one spoke during open forum.

6. Discuss and Act upon approving Valerie Gorman for the EDC Board.

Mrs. Castleberry said that Ms. Gorman was attending and asked that she step up and introduce herself to the board.

Ms. Gorman spoke stating that she was originally from Connecticut but moved to Texas in 2002, living in Weatherford, Tyler and now in Coffee City for two years. She stated she lives in Highsaw with her two children and boyfriend who was from the area since he was in fourth grade. She stated that she works from home for a payroll company.

Felicia Allen made a motion to accept the application of Valerie Gorman for a place on the EDC board. Kevin Haughey seconds the motion. Motion carries.

7. Consider and Act upon legal service to retrieve taxes paid on gifted property.

Mrs. Castleberry spoke stating that if the board recalls, when they returned the gifted property, they were told they would be reimbursed for the property taxes the EDC had paid. She stated that Mary had sent several emails and they have still not sent the reimbursement check. She stated that she did ask Mary to send a final email stating that if he didn't send the check all information would be sent to the EDC attorney to handle. She stated that after Mary sent that email, he responded and said he placed it in the mail that day. Mrs. Castleberry stated she wanted the boards approval to send the information to the attorney should the check not arrive this week.

Mr. Haughey made a motion to act upon legal service to retrieve taxes paid on the gifted property should the payment not be received this week. Ollie Harmon seconds the motion. Motion carries.

8. Discuss equipment to be purchased for the EDC property at Highsaw & CR 3506 tables (3) 46" round), hotbox (2), trash cans (3), electrical plugs, umbrella, and grills (3), foundation for placement of equipment? (decomposed Granite-for March 2026)

Mrs. Castleberry stated that Mr. Haughey asked for measurements of the tables so she would be sending those to him. She also mention that she was still working on the water. Mr. Haughey stated that he could assist with gathering information for the water and Mrs. Castleberry stated that would be helpful and she would work on the electric part of it.

9. Discuss completion of Required Training for January 26, 2026.

The Public Information Act & Open Meeting Act Training. (C. Lyon, F. Allen, W. Kern & V. Castleberry)

www.texasattorneygeneral.gov/open-government

Mrs. Castleberry stated that she just wanted to follow up and say that there is only one board member that still needs to complete the training and submit the certificate and she would follow up with them. She told Ms. Gorman that she would send her the information she needs to complete the training as well.

10. Discuss band card signatures for Austin and Southside Banks.

Mrs. Castleberry stated this was just a follow up and say Austin bank has been completed and that she needed to check with one of the signers and asked if she was able to make it to Southside Bank.

11. Discuss Fish Fry fundraiser collected income for the Fire Department and expense to the EDC.

Mrs. Castleberry stated that the fish fry fundraiser was a success and a total of \$2,521.12 was raised for the fire department. She stated that the EDC expense for the event was \$398.18.

Mrs. Castleberry stated that the fire department showed up and working hard with cooking and cleaning up, she then thanked the EDC board for stepping up and helping so much.

12. Discuss recommended changes by the Auditor to have the Coffee City Secretary do the financials and minutes for the Economic Development Corporation monthly.

Mrs. Castleberry stated that per the auditor and the fact the EDC was so small it would be best to allow the city secretary handle the books and meeting minutes instead of using Frankston tax service.

13. Discuss and Act upon compensating the City an additional \$100 monthly toward the EDC's Administrative Fees to compensate the City Secretary for transcribing minutes and financial records.

Mrs. Castleberry stated the Mary does a lot for the EDC. She stated that she assists with reports that need to be submitted when she needs the extra help and gives information that is needed she thought it would be good for the EDC to add that fee to the administrative fee to the city to help compensate Mary for her time.

Kevin Haughey made a motion to approve compensating the city an addition \$100 monthly towards the EDC administrative fee to compensate the city secretary for transcribing minutes and financial records. Felicia Allen seconds the motion. Motion carries and will go into effect February 1, 2026.

14. Discuss Agenda Items for next meeting.

Mrs. Castleberry stated that she would be putting item eight back on the agenda to discuss any additional information that may be gathered in the next month. She also told the board members to let her know if they ever feel there is something that needs to be discussed during a meeting.

15. Next meeting date: February 23, 2026.

Mrs. Castleberry stated the next meeting would be held on Monday, February 23, 2026.

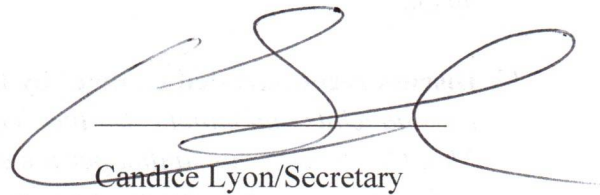
16. Adjourn.

Felicia Allen made a motion to adjourn the meeting. Valerie Gorman seconds the motion. Motion carries. Meeting adjourned at 6:25 PM.

I certify that a copy of this agenda for the Coffee City EDC meeting **Thursday, January 29 at 5:30 PM** was posted at the City Hall Public Notice Board and the Coffee City EDC Website on Tuesday.

January 27, 2026, at 10:00 AM

Vicki Castleberry
Vicki Castleberry/President


Candice Lyon/Secretary

February 23, 2026
Date Approved