The Heart of Lake Palestine
COFFEE CITY, TEXAS

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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 **MONDAY, MARCH 23, 2026, 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 5:02 PM.

2. **Roll Call/ Announce if a quorum is present.**
   Candice Lyon announced roll call and a quorum was present. Kevin Haughey, Ollie Harmon, Valerie Gorman, Vicki Castleberry and Candace Lyon were present. Felicia Allen and Walter Kern was absent.

3. **Approve Meeting Minutes for:**
   a. **February 2026**
      Candice Lyon made a motion to approve the February 2026 meeting minutes. Kevin Haughey seconds the motion. Motion carries.

4. **Approve the Treasurer's Report for:**
   a. **February 2026**
      Candace Lyon made a motion to approve the Treasurer's Report for February 2026. Valerie Gorman seconds the motion. Motion carries.

5. **Open Forum**
   No one spoke during open forum.

6. **Discuss and Act upon financial assistance to the city for payment toward a loan plus interest for volunteer fire department's new tanker. (Review TX Local Government Code Section 505.155)**
   Mrs. Castleberry stated that she contacted the attorney regarding the EDC being able to assist with payments for the tanker and the attorney's response was based on code section

505.155 and he believed it would be fine for the EDC to assist. She stated that she had Mary provide the scheduled payment for them to review as the city would like assistance with at least the firs two payments.
Kevin Haughey spoke and discussed the terms of the loan with Austin Bank and the cost of the interest that will need to be paid prior to the forest service grant being received.
Mrs. Castleberry stated that she would like to suggest that the board budget $10,000 to go to the city for the purchase of the tanker. Mr. Haughey stated that he would be ok with the amount and it would cover three months and the department should have the grant by then.
Candice Lyon made a motion to donate $10,000.00 to the city for the purchase of the new tanker for the first three months. Valerie Gormon seconds the motion. Motion carries.

7. **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): Report from Kevin on water set-up; Report from Vici on electricity set-up.**
Mrs. Castleberry stated that she wanted to discuss possibly reducing the number of tables for the project due to the EDC spending so much on the fire department the last few months. Mr. Haughey stated that he didn't have a problem with reducing the number or even postponing until August or September.
Kevin Haughey made a motion to table the item until August. Ollie Harmon seconds the motion. Motion carries.

8. **Discuss completion of Required Training for April 23, 2026, for V. Gorman, and March 23, 2026 for W. Kern.**
The Public Information Act & Open Meeting Act Training.
www.texasattorneygeneral.gov/open-government
Mrs. Castleberry stated that she received the credentials from Valerie but had not heard from Walt. She stated that she tried to call him but had not heard back and that she was going to try and follow up with him after the last meeting he stated he was probably going to resign from the board but she had not received his resignation letter. She stated that the board needed to know his plan since the training is required and he has failed to complete it. Mr. Haughey stated that Walt had also only attended one meeting in the last four or five months and based on that the board had the option to remove him.
Vicki Castleberry stated that she would check on his attendance record and check with him on the required training.

9. **Review Proposed Budget for Coffee City VFD FY 2025.**
Mrs. Castleberry stated that the board had a copy of the fire department's 2025 budget as that is the only budget they have. She stated that to her, there seem to be some thing missing. She stated that she had tried to explain to assistant chief Walter Kern her thoughts but he wasn't sure how to do the budget. Mr. Haughey stated that he would like

an updated budget and one of the chiefs to attend EDC meetings due to the fact that the EDC give so much to the department.

10. **Discuss and Act upon getting three (3) closed bids for groundwork at the new park. (Monthly cost for mowing and trash pick/dumped)**
    Mrs. Castleberry stated that now that the board is postponing the tables and trash cans on the park, there were no need for a full bid but the do still need someone to do the mowing. She stated that there had already been one application submitted but would like some more. Ms. Gorman stated that there is a gentleman that mows several lots in her area and she would contact him and see if he would be interested in putting in a bid. Mr. Haughey stated that there was also a gentleman that mows in his neighborhood and he would see if he would be interested. Mrs. Castleberry stated that this item would be tabled.

11. **Discuss and Act upon getting three (3) bids for canopies for the new park.**
    Mrs. Castleberry stated this would be tabled until August since the board is postponing placing equipment on the property until then.

12. **Discuss Public Nuisance Notice filed with the Henderson County Fire Marshal for the home/property belonging to J. Royce at 7981 Highsaw Trail.**
    Mrs. Castleberry stated that the spring clean up was coming up and she thought maybe the board could come together and asked the owner of the property if they would like them to help them clean up and move stuff to the dumpster that will be located on the property during the cleanup. She stated that the mayor has spoken with the property owner during a clean up time and offered help but they never take him up on the offer. Mr. Haughey stated that because it's within the city limits, Henderson County wouldn't be able to assist and the city would need a code enforcement officer. Mr. Haughey stated that he had been trying to contact the constable regarding finding a officer that could help with code enforcement but he has not been able to make contact with him.

13. **Discuss following up with the City Secretary for a new sign for the city sign that was approved at an earlier date but never purchased.**
    Mrs. Castleberry stated that she received an email from Mary stating that she had reached out to three companies and requested a bid. She stated the companies were Palestine sign company, Sign Country and Leon Signs.
    Mr. Haughey asked if they knew what they wanted on the sign and Mrs. Castleberry stated that she believed Mary did a design that was sent to the companies.

14. **Discuss Agenda Items for next meeting.**
    The board discussed and decided to place items 8,9,10 & 13 back on the agenda for the April meeting.

15. **Next meeting date: March 23, 2026.**
Mrs. Castleberry stated that the next scheduled meeting was Monday, April 27 2026 at 5 PM.

16. **Adjourn.**
Ollie Harmon made a motion to adjourn the meeting. Candice Lyon seconds the motion. Motion carries. Meeting adjourned at 6:07 PM.

I certify that a copy of this agenda for the Coffee City EDC meeting **Monday, February 23, 2026 at 5:30 PM** was posted at the City Hall Public Notice Board and the Coffee City EDC Website on Friday.

February 20, 2026, at 5:00 PM

Vicki Castleberry/President
KEVIN HAUGHEY/VICE PRESIDENT

Candice Lyon/Secretary

4-27-2026

Date Approved