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, APRIL 27 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.**
   Kevin Haughey called the meeting to order at 5:00 PM.

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

3. **Approve Meeting Minutes for:**
   a. **March 2026**
      Felicia Allen stated that a correction was needed on the minutes due to her being absent at the March meeting but was listed as present.
      Valerie Gorman made a motion to approve the March 2026 meeting minutes with the correction of Felicia Allen being absent. Candice Lyon seconds the motion. Motion carries.

4. **Approve the Treasurer's Report for:**
   a. **March 2026**
      Kevin Haughey stated that the sign on Hwy 155 had stopped working and after several attempts to get it on, Tyler Sign Masters had to come out and make the repairs and it was an expensive fix. Mrs. Lyon asked what was wrong with it and Mr. Haughey stated he wasn't sure but there was probably an invoice that could tell them.
      Candince Lyon made a motion to approve the Treasurer's Report for March 2026. Valerie Gorman seconds the motion. Motion carries.

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

6. **Discuss and Act upon placing in the Newspaper and on the City Website a Public Notice in accordance with the Economic Development Corporation Type B authorized expenditure for a community facility under Local Government code 505.160. (Community Park and Event Area-to Purchasing Equipment & Landscaping)**
   Mr. Haughey read the Local Government code to the board along with a sample Mrs. Castleberry provided of what the public notice would look like.
   Mrs. Allen asked if this was something that was required to move forward with the park area and Mr. Haughey confirmed that it was.
   Mrs. Harmon asked if there was a dollar amount to list and Mr. Haughey stated that they didn't have the total yet so he didn't think they could act on it until they have a total. Mr. Haughey stated that he would suggest they not public anything until they have all the cost gathered.
   Felicia Allen made a motion to table the item until they have the full budget in place. Candice Lyon seconds the motion. Motion carries.

7. **Discuss and act upon meeting with the VFD (Chief/Representative) relating to their Budget and membership at the EDC monthly meetings.**
   Mr. Haughey stated that they did not have a representative at the present meeting. Mrs. Allen asked if they have been asked to attend and Mr. Haughey stated that they have. Mrs. Lyon suggested sending a letter.
   Mr. Haughey stated that if the EDC was going to continue to assist financially and with events, that a member needs to be present at the meetings and a workable budget that shows their expenses and what they need assistance for. He stated that he suggested that they make a motion to send an official letter requesting that they attend meetings to continue receiving support.
   Felicia Allen made a motion to send a letter to the fire department Chief requiring a member of the department to attend EDC meetings and have a budget to continue to receive funding. Candice Lyon seconds the motion. Motion carries.

8. **Discuss the Proposed Budget for the Coffee City Economic Development Corporation for the fiscal year 2026-2027 (Due by May 31, 2026, to City Council)**
   Mr. Haughey stated that the board had a copy of the budget in their packet that needs to be reviewed so they can approve it during their May meeting in order to present to city council. Felicia Allen stated that she didn't see much that needed to be changed.
   Mr. Haughey stated that the legal fees caught his attention because they budgeted $15,000 and looked like they had only spent $112 for the year so far. He also mentioned that the audit section was listed under the administrative fee to the city but wanted to confirm if the EDC was billed separately or the city covers the cost.

9. **Act upon accepting Josh Silverthorne as yard man/landscaper for the property located at Highsaw and Hwy 3506 to be groomed at least twice a month for the price of $60 until changes are made for a park.**
Mr. Haughey stated that the board had a copy of his application to review and that it was the only application submitted. Mrs. Lyon asked if he was insured and Mr. Haughey stated it was required for lawn service.
Valerie Gorman made a motion to accept Josh Silverthorne for lawn care service for the property located at Highsaw and Hwy 3506. Felicia Allen seconds the motion. Motion carries.

10. **Discuss and Act upon selecting a company to design the city sign from bids submitted.**
Mr. Haughey stated that the bids were for the sign in front of city hall and that they had three sealed bids to open and review. The first bid from Palestine Sign Company for the amount of $1,552.70 and an option of painting the poles making a total included labor would be $2,423.60. He passed around the bid.
Second bid was from Sign Country with a total of $880.20. He passed the bid around.
Third bid was from Leon Signs. He stated that they included three preliminary design concepts to review. He stated the first proposal was for a non-lit monument vinyl sign with a total of $10,710.26. The second proposal was also no-lit monument with different letters adding more depth with a total of $12,284.21. The third proposal was the largest sign with more decorative architectural with a total of $16,124.92.
The board discussed all their options.
Mrs. Allen asked if they went with sign country, which did not include new poles, if the current poles were still good and Mr. Haughey confirmed that they were still in good condition and just need to be painted. Mrs. Allen asked if they could look into them doing reflective lettering since it wasn't a lighted sign.
Felicia Allen made a motion to accept the bid from Sign Country pending additional information of the reflective lettering. Candice Lyon seconds the motion. Motion carries.

11. **Discuss looking into finding good members to serve on Coffee City Economic Development Board. (At least two).**
Mr. Haughey stated that he knows someone that is interested in joining the EDC but recently had back surgery and waiting until he healed.

12. **Discuss the election of new officers for the July 2026-2028 fiscal year.**
Mr. Haughey stated that it was time to start thinking about new officers being appointed to certain positions.
The board reviewed the duties of each officer.

13. **Discuss assisting the CCVFD with the Belts & Hoses Fishing Tournament on May 9, 2026 or showing up for support. It will begin at Safelight and end at 3:00 pm located at Lake Palestine Resort.**
Mr. Haughey stated that the fire department had really been working on getting the word out. A couple members mentioned they wouldn't be available to attend. Mr. Haughey stated that he would be there during the tournament.

14. **Discuss Agenda Items for next meeting.**
The board discussed and decided to place items 6, 7, 11 & 12 back on the May agenda.

15. **Next meeting date: May 18, 2026.**
Mr. Haughey stated the next meeting would be held on May 18, 2026 at 5:00 PM.

16. **Adjourn.**
Felicia Allen made a motion to adjourn the meeting. Valerie Gorman seconds the motion. Motion carries. Meeting adjourned at 6:31 PM.

I certify that a copy of this agenda for the Coffee City EDC meeting **Monday, April 27, 2026 at 5:30 PM** was posted at the City Hall Public Notice Board and the Coffee City EDC Website on Friday.

April 24, 2026, at 5:00 PM

Vicki Castleberry

Vicki Castleberry/President

Candice Lyon/Secretary

5/18/26

Date Approved