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, MAY 18, 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 5:01 PM.

2. **Roll Call/ Announce if a quorum is present.**
   Candice Lyon announced roll call and a quorum was present.
   Mrs. Lyon called for Walter Kern and Mrs. Castleberry informed the board he was dismissed from the board.
   Vicki Castleberry, Candice Lyon, Felicia Allen, Ollie Harmon and Kevin Haughey were present. Valerie Gorman was absent.

3. **Approve Meeting Minutes for:**
   a. **April 2026**
      Kevin Haughey made a motion to approve the meeting minutes for the April 2026 meeting. Felicia Allen seconds the motion. Motion carries.

4. **Approve the Treasurer's Report for:**
   a. **April 2026**
      Mr. Haughey asked what Brown and Hofmeister was and Mrs. Castleberry sated it was the attorney.
      Mr. Haughey asked for confirmation that Josh was charging $60.00 each time he mowed the lot and Mrs. Castleberry confirmed that was correct.
      Mr. Haughey asked what the HOT accounts were and Mrs. Castleberry stated it was the money coming in from Airbnb rentals and the hotel. He also asked why they had two accounts, one with Austin and one with Southside. Mrs. Castleberry stated the one at Austin Bank was just a holding account that the EDC opened years ago and only a small amount gets put into those accounts quarterly.

Mr. Haughey asked if they ever spent money from the HOT account with southside bank and Mrs. Castleberry confirmed that they do.
Ollie Harmon made a motion to approve the treasure's report for April 2026. Felicia Allen 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)**
Mrs. Castleberry stated that she added a dollar amount to the notice after it was tabled last month after board members wanted the cost listed.
Kevin Haughey made a motion to approve the public notice in the newspaper and City Website in accordance to Local Government Code 505.160. Candice Lyon seconds the motion. Motion carries.

7. **Discuss and Act upon finalizing the Proposed Budget for the Coffee City Economic Development Corporation for the fiscal year 2026-2027. (Due by May 31, 2026, to City Council)**
The board discussed the budget going down each line item. They agreed to remove some of the AirBnB rentals from the income due to closing or no longer within the city's ETJ. They agreed to lower the bank interest on one account and to leave the interest/savings the same on another account.
The board discussed raising the lawn service line item due to agreeing to pay more for service.
Mr. Haughey had questions about the service agreement fee to the city and if it included the extra $100.00 a month the board approved when Mary started handling the meeting minutes and financial reports. Mrs. Castleberry stated that it should but she would check on it.
Mr. Haughey asked about the audit expense and nothing being listed for it. Mrs. Castleberry stated that she believed it was part of the service agreement with the city that they pay each month but would need to verify with Mary.
Mrs. Castleberry asked if they wanted to vote on the budget and Mr. Haughey suggested that they should get some questions answered and then hold a special called meeting.
Kevin Haughey made a motion to table the approval of the new budget and finalize the numbers the board discussed today and confirm some questions they had with Mary. Felicia Allen seconds the motion. Motion carries.

8. **Discuss and Act upon final company to design the city sign from bids submitted.**
   Mr. Haughey spoke and stated that last month the board approved a company but wanted to get additional cost from them for reflective lettering. He stated that he had another suggestion for the board to consider. He stated that they have the bid for double sided sign but the board should consider having the dumpster moved and a new frame facing the road and then only having a single side sign instead of the double. He stated that he had spoken with the mayor regarding having the dumpster moved so it's not right there by the city sign. Mrs. Castleberry agreed that it would look better not having the dumpster right by the sign.
   Mr. Haughey stated that they would save some money if they only did one side but spend some extra money if replacing the frame. Mrs. Castleberry asked if he wanted to look into that and he stated that he would.
   Kevin Haughey made a motion to table the selection of a city sign from the bid submitted until they get an alternate bid for potentially replacing the complete city sign with a single sided sign. Ollie Harmon seconds the motion. Motion carries.

9. **Discuss and elect new officers for the July 2026-2028 fiscal year.**
   Mrs. Castleberry stated that this item was on the agenda last month so she wanted to review it again and see if any of the members were wanting to change positions. She stated that she would like for the members to learn all the positions on the board in case a change is ever made.
   Candice Lyon made a motion to keep all officer's the same for the July 2026-2028 fiscal year. Felicia Allen seconds the motion. Motion carries.

10. **Discuss and Act upon extending a two-year term for Directors Candice Lyons and Ollie Harmon beginning June 1, 2026 – May 31, 2028.**
    Felicia Allen made a motion to extend a two-year term for Directors, Candice Lyon and Ollie Harmon beginning June 1, 2026 – May 31, 2028. Kevin Haughey seconds the motion. Motion carries.

11. **Discuss and Act upon composing a letter to the CCVFD informing them of the need for someone to be present at EDC meetings with a workable budget that shows their expenses and what they need assistance for from the EDC in order to receive support.**
    Mrs. Castleberry stated that the board needs to discuss the fire department's involvement with the EDC when they are expecting donations. She stated that she feels that they ask for support but don't want to help with the planning to secure funding.
    Mr. Haughey spoke and stated that this would be something hard to get due to the department never having done a budget, they don't fully understand the need for one when they aren't receiving a steady income of their own. He stated that council wants to implement a contract with the department that states exactly what is expected from them. He stated the Ruthie Seward stated that there was a contract at one time but we don't

know where it is located as it hasn't been something they have gone by in years. He also discussed the department joining an ESD and what that would consist of.
Mrs. Castleberry spoke and stated that she had reached out to Lisa with the fire department and asked for copies of receipts from the fishing tournament that the EDC helped sponsor. She stated she was able to get some copies; she discussed the receipts for expenses from the fishing tournament.
Kevin Haughey made a motion to compose a letter to the Coffee City Volunteer Fire Department, informing them of the need for someone to be present at EDC meetings and have a workable budget that shows their expenses and what they need assistance from the EDC in order to receive the EDC support. Felicia Allen seconds the motion. Motion caries.

12. **Discuss Agenda Items for next meeting.**
    The board did not discuss items to be placed on the agenda for the next meeting.

13. **Next meeting date: May 18, 2026.**
    Mrs. Castleberry stated the next EDC meeting would be held on June 22, 2026.

14. **Adjourn.**
    Candice Lyon made a motion to adjourn the meeting. Kevin Haughey seconds the motion. Motion carries. Meeting adjourned at 7:17 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

6/22/26

Date Approved