



7019 Pleasant Ridge Road * Coffee City, TX 75763 Phone: (903) 876-3414 * Fax: (903) 873-2433

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, JUNE 22, 2026, 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 5:06 PM.

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

Felicia Allen announced roll call and a quorum was present.

Felicia Allen, Vicki Castleberry, Valerie Gorman and Kevin Haughey were present.

Candice Lyon Absent. Ollie Harmon, excused absence.

Six minutes into the meeting, Mrs. Castleberry wanted it noted in the minutes that Mrs. Lyon had texted that she was ill and that's why she wasn't there.

3. Approve Meeting Minutes for:

a. May 2026

b. June 01, 2026

Kevin Haughey made a motion to approve the meeting minutes for the May 2026 meeting and the June 1, 2026 meeting. Valerie Gorman seconds the motion. Motion carries.

4. Approve the Treasurer's Report for:

a. May 2026

Mr. Haughey asked if the payment to Trinity Valley Electric was for the community center and Mrs. Castleberry stated that it was not and it was for the electric sign on Hwy 155.

Mr. Haughey asked for confirmation that the Austin Bank HOT account just sat there and not spending from the account and Mrs. Castleberry confirmed it was.

Mr. Haughey asked if the Airbnb, Highsaw Lake front was located in the Highsaw neighborhood and Mrs. Castleberry stated that it was actually on Royal Forest Drive.

Felicia Allend made a motion to approve the May 2026 Treasurer's report. Kevin Haughey seconds the motion. Motion carries.

5. Open Forum

No one spoke during open forum.

6. Discuss and Act upon approval of company bid for one-sided design for city sign.

Mr. Haughey spoke and stated that the original bids were for double sided signs to be placed on the existing poles. He stated that they were working on getting the fire department to move the trailer parking on the side and have the dumpster moved so that the second side of the sign could actually be seen. He stated that because the dumpster was still there, he proposed just doing a single sided sign facing the road, with new poles in place. He stated that the bid the members had would be for single sided and one would be regular lettering the second was for reflective lettering.

Mrs. Allen stated that she would like it to have the reflective lettering so it would be seen at night.

Mr. Haughey stated that the cost for single sided non-reflective would be \$532.84 and reflective lettering would be \$733.72 and includes the installation.

Kevin Haughey made a motion to approve the bid for \$733.72, single sided sign with reflective lettering from Sign Country. Valerie Gorman seconds the motion. Motion carries.

7. Discuss and compose a letter to the CCFVD informing them of the need to have someone present at the EDC monthly meeting and the need of a copy of the VFD's 2026-2027 Budget Report that shows their expenses and what use of income is needed from the EDC yearly.

Mrs. Castleberry stated that she wrote this item the best she could. She stated that she wanted some kind of contract or agreement with the department that outlines what the board would like from them in order to receive funds and donations from them. She stated that she would like to have a budget presented to the board so they could see what expenses they may need help with.

Mr. Haughey spoke and stated he had some sample contracts but were for a fire department and ESD contract. He stated that the fire department would receive funding from the ESD as long as things in the contract were fulfilled.

Ms. Gorman asked if they receive funding from the EDC if there was a time frame for them to provide the documentation of what they spent the funds on. Mrs. Castleberry stated that there wasn't a time frame but they have always asked them to provide the

documentation at a reasonable time. She also stated that the application they fill out to request funding requires them to list what items they need assistance with purchasing.

Mr. Haughey spoke and stated they needed to be firmer with them if they want money from the EDC. He stated they needed to show them what they need with invoices and within 10 days they produce the actuals of what the money was used for.

Mr. Haughey stated that they need to make it clear that if the EDC is to continue assisting the department with funding, they need to have one of the three chiefs attend their meetings.

Kevin Haughey made a motion to table the item until they have a rough draft letter to give to the fire department. Valerie Gorman seconds the motion. Motion carries.

8. Next meeting date: July 27, 2026.

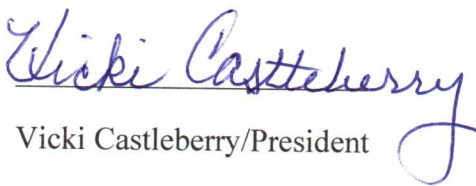
Mrs. Castleberry stated that the next scheduled meeting will be held July 27, 2026 at 5:00 PM.

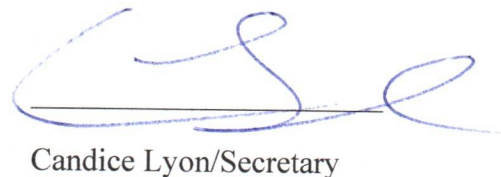
9. Adjourn.

Felicia Allen made a motion to adjourn the meeting. Valerie Gorman seconds the motion. Motion carries. Meeting adjourned at 5:39 PM.

I certify that a copy of this agenda for the Coffee City EDC meeting **Monday, June 22, 2026 at 5:30 PM** was posted at the City Hall Public Notice Board and the Coffee City EDC Website on Friday.

June 18, 2026, at 5:00 PM


Vicki Castleberry/President


Candice Lyon/Secretary

Date Approved