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, JULY 27, 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.**
   Candice Lyon announced roll call and a quorum was present.
   All members were present.

3. **Approve Meeting Minutes for:**

   June 2026

   Mr. Haughey stated that a correction needs to be made at the top of the meeting minutes, after the date, there was an addition "2025" on the page that was not needed. Mrs. Castleberry stated that she would let Mary know and corrections done.
   Kevin Haughey made a motion to approve the meeting minutes for June 2026. Ollie Harmon seconds the motion. Motion carries.

4. **Approve the Treasurer's Report for:**
   a. **June 2026**

      Mr. Haughey asked if the reports were generated out of QuickBooks and if so, a correction needed to be made in QuickBooks due to the misspelling of the word development. Mrs. Castleberry stated that she would let Mary know and have her make the corrections.
      Felicia Allen made a motion to approve the Treasurer's report for June 2026. Candice Lyon seconds the motion. Motion carries.

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

6. **Discuss and Act upon selection of company to do groundwork at new park.**
   Mrs. Castleberry stated that she had two bids for the board to review and should would pass them around for them to review.
   Mr. Haughey asked if the bids were for landscaping and installation of the tables, Mrs. Castleberry confirmed that it did.
   Mrs. Castleberry stated that while the board was looking the bids, she wanted to ask Mr. Haughey if he had a contract or letter yet for the fire department. Mr. Haughey stated that he only had a sample contract for the ESD to Westside fire department and that he had forgot about drafting a letter from the EDC to the fire department.
   Looking at the bids, Mr. Haughey stated that they were about the same other than one was $300 cheaper than the other. He suggested that they go with the one that cost less.
   Felicia Allen made a motion to accept the bid from Lyon Landscape to do the groundwork for the new park. Valerie Gorman seconds the motion. Motion carries.

7. **Compose a letter to the CCVFD informing them of the need to have someone present at the EDC monthly meeting and the need for 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 had a question for the two board members that were also on the council, she asked if the council had received a budget from the fire department ye, Ms. Harmon stated that they had not. Mrs. Castleberry then asked what the council was going to do about not receiving a budget yet.
   Mr. Haughey spoke and stated that he attends all the regular fire department meetings. He stated that during Tuesday night's meeting, they discussed the need to have a budget and the answer he received was that it was the exact same as the one they had last year. He stated that he told them they needed to give an updated one with approximately what they expected in donations and what they have already received, what they will get from the city and EDC and include items that they need, even if they can't afford them. He stated that having this would help the EDC and City see what they need and plan to possibly assist. Mrs. Castleberry asked who told him to use the same budget from last year and Mr. Haughey stated it was the Fire Chief, Bill Johnston.
   Mr. Haughey stated that he spoken with the chief about the need to show them what they need before money is given to them, they needed to present a budget and they needed accountability. He stated that if they joined an ESD, this would be something that would be required and would be a lot stricter and they needed to prepare for it. He stated that he told him that the council and EDC aren't breathing down their neck they just wanted them to understand that they have to account for the money that is given to them and provide the documentation that was asked of them. He stated that he spoke to him regarding the new tanker, the fire department ordered a $451,000 truck without knowing how it was going to be paid for. He stated they knew they were getting a $300,000 grant

to help pay but that still left $151,000 for them to figure out how to pay and they just assumed that the city and EC were going to pay for it.
Mrs. Castleberry stated that her thoughts were they needed to be presented with something in writing, informing that them that the city and EDC will not give assistance anymore without providing the things that are needed, invoices, receipts and budget.
Mr. Haughey stated that the city needed to provide the letter and then the EDC a secondary letter requesting this.
Kevin Haughey made a motion to table the item until the City Council made a decision on how to address this issue with the fire department. Felicia Allen seconds the motion. Motion carries.

8. **Discuss and act upon setting an approximate date to order park equipment for new park.**
Mrs. Castleberry stated the council will meet on August 11th for the final reading of the public notice and vote on the EDC moving forward. She stated that after the meeting they would be able to start ordering equipment and would like the board to give her dates that they thought would be best.
Mr. Haughey asked if they wanted to wait until the meeting on the 24th and at that point review all the dollar amounts and decide to go ahead and move forward with ordering.
Mrs. Castleberry stated that they already had the dollar amounts and Mr. Haughey stated it had been a couple of months since they review them so it would be good to look at them again before ordering.
Kevin Haughey made a motion to wait until the August 24, 2026 meeting to review items needed and order date for equipment. Candice Lyon seconds the motion. Motion carries.

9. **Discuss removal of nonfunctional items located in back room of Community Center for auction.**
Mrs. Castleberry stated that they were several items in the back part of the community center that the city no longer needs. She stated that when it cools off, she would like the board members to go down and take a look at the items that they could potentially get rid of after the getting the city council's approval.
Mr. Haughey spoke and listed a few items down there that need to be thrown out. He stated that there was an ice machine that was donated to the fire department but they didn't need it due to how often and well it would need to be cleaned in order to keep people from getting sick.
Mrs. Castleberry stated that there was just a lot in the area that could be removed and make it easier to clean and give an opportunity for additional rentals for that area. She stated that this was just a discussion for them to think about.
Mr. Haughey stated that there were items down there that they wouldn't know who it belonged to, like fire department, Red Cross or the church.

10. **Discuss purchasing an ice machine, tables and chairs for the Community Center.**
Mrs. Castleberry spoke and stated that she had spoken with Mary regarding items that the community center could use. She stated that the center had plenty of chairs but Mary had stated that previous renters had asked for more of the 4-foot tables. Mr. Haughey asked why they wanted them and Mrs. Castleberry stated that she didn't ask why and that Mary just stated that renters had mentioned wanting to use more of the smaller tables.
Mr. Haughey spoke a stated that the problem with having an ice machine is that it would have to be maintained monthly to keep people from getting sick. Mrs. Castleberry stated that she understood that but maybe they could look into one that was a little smaller and easier to maintain.
Mrs. Castleberry stated that they may also want to look into having the floors done to make it look nicer.

11. **Discuss partioning front section from the back section in the Community Center.**
Mrs. Castleberry stated that this was also just a discussion for the board to think about. She stated that when they have rentals, not everyone watches their kids during that time and there have been kids in the back getting into things that kids shouldn't be getting into.
Mr. Haughey stated that if they did that, they would need to upgrade the lighting in the hall area because it wasn't great as it is now with the windows from the back area.
Mrs. Allen stated that she thought it would be a good idea to look into as long as it locks so the children do stay out of the storage area.
Mrs. Castleberry stated that she also wanted to mention redoing the flooring and lighting in City Hall. She stated that some were already bright but she wanted to get them all on the same thing.
Mr. Haughey stated that if they were going to do the lights, he would like them converted to LED lights instead. Mrs. Castleberry stated that some of them were and Mr. Haughey stated that they were not and they were fluorescent lights. Mrs. Castleberry stated that Mary had told her some of the lights had been switched already and Mr. Haughey stated it was the outside lights under the overhang that was converted. Mrs. Castleberry then stated that she would get with Mary again about the lights.

12. **Next meeting date: August 24, 2026.**
Mrs. Castleberry stated their next meeting was scheduled August 24, 2026 at 5:00 PM.

13. **Adjourn.**
Ollie Harmon made a motion to adjourn the meeting. Valerie Gorman seconds the motion. Motion carries. Meeting adjourned at 6:06 PM.

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

July 24, 2026, at 5:00 PM

Vicki Castleberry

Vicki Castleberry/President

Candice Lyon/Secretary

8-24-2026

Date Approved