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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, AUGUST 24, 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 5:02 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:**

   July 2026
   Kevin Haughey made a motion to approve the July 2026 meeting minutes. Candince Lyon seconds the motion. Motion carries.

4. **Approve the Treasurer's Report for:**
   a. **July 2026**
      Mr. Haughey asked who Lillian Davis was, that a check for $60.00 was issued to. Mrs. Castleberry stated it was the person that put together a basket for Ms. Harmon's mother's funeral.
      Mr. Haughey asked that under the HOT income, if there were rental properties listed on there that are no longer in business and Mrs. Castleberry stated that the rental listed under Diamond Head Bay was no longer opened. Mr. Haughey then asked if there was a way to have the line item removed from QuickBooks and Mrs. Castleberry stated she would check with Mary.
      Felicia Allen made motion to approve the July 2026 Treasure's Report. Valerie Gorman seconds the motion. Motion carries.

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

6. **Discuss Funding a Community Clean-up and Local beautification Project. (Public landscaping, upgrading streetscapes, property maintenance, land purchase, affordable housing, equipment, facilities, improvements of parking, demolition of existing structures, and any other general improvements.)**
Mrs. Castleberry stated that she was reading the EDC handbook and ran across projects that could be done through the EDC.
Mr. Haughey asked if it was the TML handbook and Mrs. Castleberry confirmed that it was. Mr. Haughey asked to have the PDF of the handbook could be emailed to all the board members.
Mrs. Castleberry stated that she would like the board members to look around there neighborhoods and get the addresses for homes that not taken care of because she would like to find out if taxes have been paid on those properties and if not, the EDC would be able to go through the process of purchasing the land and can try to do affordable housing but first would like to try to get the owners to clean it up. She stated there is a city ordinance pertaining to properties and cleaning up. She stated that they haven't had businesses coming in for grants and she think if they could clean up the city a little and make it look nicer, new business may want to come in.
Mr. Haughey spoke and stated that city council would have to initiate the process of requesting property owners to clean up and notify them they are in violation of a city ordinance.
Ms. Gorman stated that one individual owns several areas in her neighborhood that are in need of cleanup but they were not willing to sell or do anything with the property. She also stated that people have been jumping the fence and using the boat ramp in the neighborhood to avoid paying next door at the hotel. She stated that trash is being left behind when they use the ramp. Mrs. Castleberry stated that they would need to place that on the agenda to discuss their options to stopping that from happening and even fixing the area to ensure the fire department is able to get to the lake should they need to get water.
Mrs. Castleberry stated that she wanted the board members to think about this and what other projects they could do to help bring more businesses to the city.
Mr. Haughey spoke and stated that he had spoken to the county septic inspector about the hotel and RV park and the fact that their septic system is using a couple of residentials lots. He stated that he requested the information and he would be looking into in because it sounded like the set up wasn't legal. He stated that TCEQ had lots of rules and regulations when it comes to septic systems and the required space. He stated that if they are found the be in violation of the regulations, they may be required to remove the septic system from the lots and could affect the number of RV lots they would be allowed to have at the park.
Mrs. Castleberry asked the board again to brainstorm ideas to help the city.

7. **Discuss and act upon City Office Upgrades.**
(Painting, floor replacement, ceiling tile replacement, white boards, cork boards, landscaping, office decoration and power washing building.)
Mrs. Castleberry stated that her idea is to start inside the building by replacing the flooring because the carpet threads are coming up. She stated that the paneling is mix matched and they had previously taped things to the walls so there are spots that are ruined after pulling tape off. She stated that white boards and cork boards would need to be put up to keep things from being taped to the walls. She stated that after the inside was done they could start working on landscaping outside.
Mrs. Castleberry stated that she would also like to see the front of the building power washed. Mr. Haughey spoke and stated that the building couldn't be power washed due to causing it to leak into the building around the windows.
Mrs. Castleberry asked the board if this was something they would like to move forward with. Mr. Haughey stated that they needed to decide what items they wanted to move forward with and then collect bids. Mrs. Castleberry stated that it's listed as act upon so they can approve doing the projects and then start the process of getting bids.
Mr. Haughey stated that they needed to make a list of what they do what to upgrade and then go to city council for approval since it is their building. Mrs. Castleberry stated that she wanted to get the bids first before bringing it to the council because she is going to be asked how much the projects are going to cost and she will need that information to provide them when seeking approval.
Kevin Haughey made a motion to act upon collecting bids for painting, floor replacement, ceiling tile replacement, whiteboards, corkboards, landscaping, office decorations, power washing, building improvements to City Hall. Ollie Harmon seconds the motion. Motion carries.

8. **Discuss and act upon a date to order park equipment for Community Park.**
Mrs. Castleberry stated that she went back and reviewed the bids that was previously approved and she discussed the cost of the items they intend on purchasing.
Ms. Gorman asked if there was going to be cameras at the park incase of vandalism and Mrs. Castleberry stated that it was something that they would look into and get the cost.
Ollie Harmon made a motion to order the Community Park equipment on August 26, 2026. Felicia Allen seconds the motion. Motion carries.

9. **Discuss and act upon removal date of nonfunctional items located in back room of Community Center for auction.**
Mrs. Castleberry stated that she went back down there with Mary and noticed there was a grill down there that belongs to the fire department so they will have to ask them to remove it from the building.
Mr. Haughey stated that they also had a couple of ice chest down there that need to be removed and that he had already mentioned it to them about removing the items.

Mrs. Castleberry stated that there was also an ice machine in the building that needs to be thrown out.
Mrs. Allen asked if the church removed their items from the building yet and Mrs. Castleberry stated that she wasn't sure yet.
Mrs. Castleberry stated that she was thinking they decide on a Saturday morning that will allow Mary enough time to have it posted that they would be having the sale. She stated that they would need to go down on a Thursday or Friday and set it up. She then asked how it was required to be done and if they would need to do sealed bids. Mr. Haughey spoke and stated that he believed it would have to be bids. He stated they should do a closed bid system, people would place their bids in an envelope and the board would have to accept the highest bid. He stated that he would suggest holding it at the end of September.
Mrs. Castleberry asked if Saturday, the 26th would work. Mr. Haughey stated that would fall on a workday for the fire department and they could be there to get their things out of the center. He stated that he had already spoke with them about the need to have their items removed from the center soon. Mrs. Castleberry asked what time they would want to hold the auction. Mrs. Allen stated that 9 AM would be best and close the bids at noon. Mr. Haughey stated that they needed to also a pick-up time. He stated that there may be people there that bid on an item but will have to make arrangements for pickup. Mrs. Castleberry suggested the pickup time be set for 2 PM.
Valerie Gorman made a motion to set an auction date of September 26, 2026, 9-AM-12:00 PM with a pick-up time set at 2:00 PM. Candice Lyon seconds the motion. Motion carries.

10. Discuss and act upon purchasing an outdoor ice machine, tables and chairs for the Community Center.

Mrs. Castleberry stated that before they moved forward, she would like to change the item to just discuss and not act upon it due to her having a meeting the following day with a company for an ice machine to discuss what options they had. She stated that she had already reached out to other to get information. She stated one company had an option of a machine to produce 100 bags in 12 hours, 550-pound storage and would require 220 volts plug and a 5.5-inch water supply line. She stated that was the smallest machine that company offered.
Ms. Gorman asked if it was going to be a machine that is outside for the community to have access to or in the community center. Mrs. Castleberry stated it would be outdoors for the community.
Mr. Haughey asked if they would be granting a company a license to operate a vending machine on city property and Mrs. Castleberry stated that she wasn't sure yet how it would work, she would find out once she speaks with the company.
Mr. Haughey stated they would also have to look into a cover of some sort to go over the machine to keep it protected from the weather. Mrs. Castleberry stated she would ask about that as well.

Mr. Haughey stated that they could table to ice machine portion of the agenda item and possibly move forward on the tables and chair portion. He asked Mrs. Castleberry if she had prices on the tables and she stated that she did but didn't think she wrote down the cost. She stated that she found some that reasonable priced at a pack of four for around $125.00 but couldn't remember the exact amount. Mr. Haughey then stated that they should just table all and get the exact prices and act upon it during next month's meeting. Mrs. Castleberry asked the board to help her look up the prices so that it's not only her doing it. Mr. Haughey stated that they needed to understand what they were looking for exactly. Mrs. Castleberry stated that they discussed purchasing 4-foot tables and just a few folding chairs like the ones already in the center.
Candice Lyon made a motion to table item 10 until more information is gathered. Valerie Gorman seconds the motion. Motion carries.

11. **Discuss and act upon partitioning front section of the Community Center from the back section with a wall and door separating the area for an extra meeting room and storage.**
Mrs. Castleberry stated that they had discussed this item some last month. She stated that she had gone to the center to look and her thoughts were to put a wall up right past the restrooms and then down to the exit doors, leaving the right side for a small room and the left for storage for tables and chairs along with the Red Cross cabinets.
Mr. Haughey made a suggestion to put another wall up near the kitchen area, making the hall a closed area.
Mrs. Castleberry also stated that they may look into a way to close the window area in the kitchen to keep people out of the area if they are not suppose to be using the area during their rental. She stated that items go missing from the kitchen after rentals.
Mr. Haughey asked if the renters for the large area would have access to the smaller room and Mrs. Castleberry stated that they wouldn't and there would be a door on the room.
Candice Lyon made a motion to table the item until the next meeting to gather bids. Valerie Gorman seconds the motion. Motion carries.

12. **Discuss hosting an event in our community or assisting another community with an event for children during Halloween.**
Mr. Haughey spoke and stated that the fire department had joined Frankston the last couple of years for their Halloween event. He stated that there are not many children in the city and he felt it would be best to join another community on their event.
Mrs. Castleberry stated that they had previously joined Frankston and she would contact them and see if they needed any assistance.
The board agreed to check with Frankston's EDC about joining them for their Halloween event.

13. Discuss hosting a city-wide Holiday Social in November or December.

Mrs. Castleberry stated this would be the same event they held last year and stated that Mary had given her some dates that the center was available and was thinking about the 5th of December.

Mr. Haughey stated that last year's event was held on the second Saturday on December.

Mrs. Castleberry asked the board if they wanted to do the 5th and 12th of December. All members stated the 5th was fine but Mr. Haughey stated that he would have to check on that date for him due to residents on Stevenson Road holding a Christmas event each year at the beginning of December as well.

Mrs. Castleberry stated that she was going to go ahead and have Mary mark them down for the 5th and if it needed to be changed, they would work on that.

Mrs. Castleberry asked the board if they would want to do barbecue again or would they like to do something different this year. Mr. Haughey stated that he would like to do something different. Mrs. Castleberry asked him to give her some ideas and stated Italian. Mrs. Castleberry asked the other board members to think about what they would like to do for the meal and let her know their thoughts.

14. Discuss having a city fundraiser for the Volunteer Fire Department.

Mrs. Castleberry stated that it was mentioned to her that they could do a vendor's market in the spring and fall and the money vendors pay for their booth would go to the fire department.

Ms. Harmon asked if the fire department was planning any fundraising events themselves. Mr. Haughey stated that Walt was working with Micah at the Resort about possibly holding a concert to raise money for the fire department but it hasn't been confirmed. Mr. Haughey stated that they had been trying to get the fire department to show them a budget and that he doesn't mind doing a fundraiser for them but hopes they would be encouraged to help the board understand their needs so they would know how best to help them.

15. Next meeting date: September 28, 2026.

Mrs. Castleberry stated their next meeting was scheduled September 28, 2026 at 5:00 PM.

16. Adjourn.

Kevin Haughey made a motion to adjourn the meeting. Candince Lyon seconds the motion. Motin carries. Meeting adjourned at 6:37 PM.

I certify that a copy of this agenda for the Coffee City EDC meeting **Monday, August 24, 2026 at 5:30 PM** was posted at the City Hall Public Notice Board and the Coffee City EDC Website on Friday.

August 21, 2026, at 5:00 PM

Vicki Castleberry

Vicki Castleberry/President

Candice Lyon/Secretary

September 28, 2026

Date Approved