



City of Coffee City Economic Development Corporation

7019 Pleasant Ridge
Coffee City, TX 75763
(903) 876-3414 Office
(903) 876-2433 Fax

NOTICE IS HEREBY GIVEN OF A REGULAR MONTHLY MEETING OF THE COFFEE CITY ECONOMIC DEVELOPMENT CORPORATION; THAT WAS HELD ON **TUESDAY, NOVEMBER 26, AT 6:00 PM**, AT THE CITY OF COFFEE CITY LOCATED AT THE ABOVE ADDRESS. THESE ARE THE OFFICIAL MINUTES OF THE ABOVE-MENTIONED MEETING AS FOLLOWS:

MINUTES

1. Call Meeting to Order/ Announce Recording of Meeting.
Vicki Castleberry called the meeting to order at 6:11 pm and announced the recording of the minutes.
2. Roll Call/ Announce if Quorum is Present.
Felicia Allen, present; Vicki Castleberry, present; Carrie Ousley, present; Laney Lyons, present; Walter Kern. Quorum is present.
3. Approve Meeting Minutes for October 2024:
Carrie Ousley made a motion to approve the minutes from the October 2024 meeting, Felicia Allen seconded. Motion Carried
4. Approve Treasure's Report for October 2024:
Walter Kern made a motion to approve the minutes from October 2024. Felicia Alle, seconded. Motion Carried.
5. Open Forum
No Forum
6. Discuss and finalize the selection of a vendor for providing fence for Highsaw property from bids submitted by (3) companies.
Vicki Castleberry discussed the selection of a vendor for a fence around the Highsaw property, with bids from Moon Fencing and Blue Line Fencing. Carrie Ousley preferred the Blue Line Fencing option and requested confirmation that the wood is cedar. Vicki Castleberry confirmed that Blue Line Fencing uses cedar. Carrie Ousley made a motion to approve the Blue Line Fence quote of \$9,002.80, pending confirmation of cedar and specifications. Walter Kern seconded. None Opposed. Motion Carried.
7. Discuss and finalize a time for putting up fence around property at Highsaw and FM 3506.
Vicki Castleberry and Carrie Ousley discussed the specifications for the fence, including height and number of slats. Carrie Ousley emphasized the importance of cedar for durability and preferred a four-foot fence with three slats. The group agreed to finalize the details with Blue Line Fencing and to ensure the fence is installed safely without liability issues. The group decided to start the fence installation by December 9, with a target completion date by the end of December.

8. Discuss details for Christmas Event for Coffee City employees.
Vicki Castleberry outlined the details for the Christmas event for Coffee City employees, including a white elephant gift exchange, barbecue dinner, and Christmas music. The event is scheduled for December 13 at 6:30 PM to allow time for cleanup before the next event the following day.
9. Discuss and Select volunteers to work on the process from TXDOT for placing a “Welcome to Coffee City” sign. (City Signage)
The group discussed the need to select volunteers to work on the progress process for placing a welcome sign on Highway 3506. Carrie Ousley and Walter Kern are tasked with gathering all necessary information to present to TxDOT for approval. The group emphasized the importance of having detailed specifications, including size, lighting, and structure, before proceeding with the signage project.
10. Discuss Agenda Items for next meeting.
*Coffee City signage
Comptroller Reports due in February and April*
11. Next Meeting Date:
December 23, 2024 at 5:00pm
12. Adjourn.
Felicia Allen made a motion to adjourn at 6:51pm. Walter Kern seconded.

We certify that these are the official minutes of the Coffee City EDC meeting held on November 26, 2024 that was held at the Coffee City- City Hall.

Vicki Castleberry
Vicki Castleberry, Present

Felicia Allen
Felicia Cook- Allen, Secretary

12/23/24
Date Approved