



City of Coffee City Economic Development Corporation

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NOTICE IS HEREBY GIVEN OF A REGULAR MONTHLY MEETING OF THE COFFEE CITY ECONOMIC DEVELOPMENT CORPORATION; THAT WAS HELD ON **MONDAY, OCTOBER 28, 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 6:00 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 September 2024:
Felicia Allen and Vicki Castleberry approve the minutes from the September 2024 meeting without any corrections.
4. Approve Treasure's Report for July, August and September 2024:
Vicki Castleberry provided the Treasurer's Report for July, August, and September, detailing account balances and deposits. The total deposits for July were \$1,239, August \$1,402, and September \$5,039.90, bringing the total for July through September to \$14,755.67. Vicki Castleberry and Carrie Ousley discussed the annual sales tax received from Lake Palestine Resort and other hotels, estimating it to be around \$12,000 to \$13,000. Felicia Allen and Vicki Castleberry discussed the loss of revenue from certain hotels and the need to search for new businesses to send letters to for tax compliance. Laney Lyon mentioned using Airbnb to track down new businesses and the importance of ensuring they pay the necessary taxes. Vicki Castleberry and Laney Lyon discussed the process of tracking down businesses and the challenges of getting them to comply with tax laws. Felicia Allen made a motion to approve the treasure reports for July, August and September. Walter Kern seconded. Motion Carried.
5. Open Forum
6. Discuss and finalize the selection of "Welcome to Coffee City" sign from bids submitted by other companies.
*Vicki Castleberry presented two bids for a Welcome to Coffee City sign, one from Palestine Sign Company for \$1,732 and another from Leon Signs for \$32,000 to \$46,000.
The committee discussed the design and materials for the sign, including metal powder-coated frames, raised letters, and the possibility of adding decorative elements like stone.
Laney Lyon suggests visiting Palestine Sign Company to see the sign and discuss the design further.*

The committee agrees to visit Palestine Sign Company and to finalize the design based on their observations.

7. Discuss the timeline presented by the city attorney for getting the right of way from Family Dollar Store owner for entry to the gifted property.
*Vicki Castleberry discussed the timeline for obtaining right-of-way access from the Family Dollar Store owner, pending the finalization of the appraisal.
The committee and Vicki Castleberry confirms the need to go through the Texas Department of Transportation (TxDOT) for any sign installations.
The committee agreed to gather all necessary documentation and plans before proceeding with the sign installation. The committee decided to table this discussion until they have more information from the city attorney.*
8. Review and Discuss Board Member terms for the next two years.
Vicki Castleberry reviewed the terms of board members, confirming the expiration dates for various members. The committee approved the review and finalization of board member terms for the next two years. Felicia Allen made a motion to approve the board terms, and Laney Lyon seconded it. The motion carried, and the dates were recorded for future reference.
9. Discuss and finalize a time for putting up fence around property at Highsaw and FM 3506.
The committee discussed the need for a fence around the property on Highway 605 and FM 3506 to prevent trespassing and dumping. Laney Lyon presented various fence options, including split rail, ranch rail, and decorative boulder fences. The committee decided on a four-foot tall ranch rail fence with decorative caps and possibly some boulders for added security and aesthetics. Vicki Castleberry made a motion to spend up to \$10,000 on the fence, and Laney Lyon seconded it. The motion carried, and the committee agreed to proceed with the selected fence design.
10. Discuss time set up for Spooktacular Event for Halloween in Frankston.
Felicia Allen made a motion that the committee will meet at 4:00 pm on the square in Frankston to secure a spot for the Spooktacular Event. Carrie Ousley, seconded. Motion Carried.
11. Discuss and Act upon making a decision to host a Christmas Market and/or Christmas Event for Coffee City Employees.
Vicki Castleberry proposed hosting a Christmas market and event for Coffee City employees and their spouses. Laney Lyon inquired about the nature of a Christmas market, and Vicki explained it involves vendors setting up to sell items. Felicia Allen and Vicki discussed the lack of response from vendors last year and the potential for a more inclusive event. The committee considered the logistics of hosting a Christmas event, including the need for police if alcohol is served. The committee discussed potential dates for the Christmas event, with preferences leaning towards December 13th. The committee confirmed the date of December 13, for the Christmas event, including a barbecue dinner and white elephant gift exchange with at \$20 limit.
12. Discuss Agenda Items for next meeting.
*Welcome to Coffee City sign
The right of way from Family Dollar Store owner for entry to the gifted property*
13. Next Meeting Date: November 26, 2024
Felicia Allen made a motion to have the next meeting on November 26, 2024 at 6:00pm. Carrie Ousley seconded.

14. Adjourn

Vicki Castleberry confirms the next meeting date as November 26th, and the meeting is adjourned at 7:39pm.

We certify that these are the official minutes of the Coffee City EDC meeting held on October 28, 2024 that was held at the Coffee City- City Hall.

Vicki Castleberry
Vicki Castleberry, Present

Felicia Allen
Felicia Cook- Allen, Secretary

Nov. 26, 2024
Date Approved