



**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 BE HELD ON **MONDAY, DECEMBER 23, 2024, 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 5:06pm and the recording of the minutes.
2. Roll Call/Announce if quorum is present.
Vicki Castleberry called roll; Felicia Allen, present; Carrie Ousley, present; Laney Lyons, present; Walt Kern, absent
3. Approve Meeting Minutes for November 2024:
Carrie Ousley made a motion to approve the minutes Felicia Allen seconded. Motion carried.

4. Approve the Treasurer's Report for December 2024:
*Felicia Allen made a motion to except the Treasurer's Report, Laney Lyon
Second. Motion carried.*
5. Open Forum
No one present.
6. Discuss and Act upon amending the 2024-25 EDC Budget line item "City Administrative Service Agreement" from \$5851.94 to \$5851.87 to reflect the monthly average of \$487.66.
This amendment changes the 2024-2025 EDC budget for city administrative Services, adjusting the annual average from \$5851.94 to \$5851.87. Carrie Ousley made the motion to except the change, Felicia Allen seconded. Motion Carried.
7. Review and discuss Volunteer Fire Department request for funding to host a Chili Cook off, which will be held February 8, 2025.
Discussion on the need for a budget from the Volunteer Fire Dept for their events, including a \$4,050 donation for a fishing tournament and \$200 donation for Easter baskets. Concerns were raised about the lack of transparency and feedback from the fire department on how funds are used. Laney Lyons made a motion to table the discussion on further donations until a budget is provided by the fire department. Carrie Ousley, second. Motion carried.
8. Review and discuss audit observations & recommendations from June 30, 2022.
Felicia Allen made a motion to continue to review the audit recommendations by looking at each bank statement, reconciliation detail, summary and deposit slips for each month going forward and additional information. Laney Lyons seconded. Motion carried.
9. Discuss and finalize the cost of solar lighting for Highsaw Property Fencing from Lyons construction company.
Proposals for solar lights and cameras from Wize, with a cost of \$215 a camera and \$120 per light. Carrie Ousley made a motion to table the discussion until further research on options and costs were presented. Laney Lyons seconded the motion. Motion carried.
10. Discuss old and new ideas for Christmas Event for Coffee City employees pass and future.
Felicia Allen made a motion to move the tables closer together with less chairs. Laney Lyons seconded. Motion carried.

11. Discuss items needed from TxDot for placing a "Welcome to Coffee City" sign. (City Signage) (Picture, Dimensions, Lighting/type, Size of Structure & Foundation and wording/what it will look like.)

Discussed the requirements for city signage, including dimensions, lighting and structure. Number 11 was tabled until more information is gathered.

12. Discuss Agenda Items for next meeting.

Discuss Volunteer Fire Department request for funding to host a Chili Cook-off.

The cost of solar lighting for Highsaw Property Fencing from Lyons construction company

Items needed from TxDot for placing a "Welcome to Coffee City" sign.

13. Next meeting date: January 27, 2025. 5:00 pm.

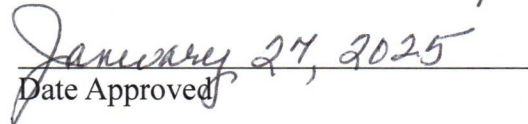
14. Adjourn

*Carrie Ousley made a motion to adjourn the meeting at 6:17pm.
Felicia Allen seconded.*

I certify that a copy of the official minutes for the Coffee City EDC meeting that was held **Monday, December 23, at 5:00 PM** at the Coffee City City Hall.


Vicki Castleberry/ President


Felicia Cook-Allen/Secretary


Date Approved