

**MINUTES**  
**Regular City Council Meeting**  
**March 12, 2024 – 6:00 p.m.**

**Present:** Mayor Chris Davies, Mayor Pro Tem Cody Hawkins  
Council Members: John Verity, Shawn Bentley, Lori Howell, Justin Poppelreiter  
City Attorney: Susan Thomas  
City Manager Matt McMahan  
City Secretary Becky Pattillo  
Finance Director Stacy Smith  
Building Official Josh Kinnick  
Public Works Director Paul Miller  
Assistant to the City Manager Joel Richardson  
Police Chief Kimbre Collier

**Absent:** None

**1. Call to Order:**

Mayor Chris Davies called the meeting to order at 6:00 p.m.

**2. Invocation:**

Building Official Josh Kinnick gave the invocation.

**3. Approval of Minutes from the regular meeting of February 13, 2024:**

Council Member John Verity made the motion to approve the minutes of the February 13, 2024, meeting as read. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**4. Presentation to City Council by members of the Public. (To be conducted as close to 6:05 p.m. as possible with a three-minute limit per person. This period is reserved for citizens to discuss items that are not on the listed agenda. The response to Public Comments will be limited to: (1) A statement of fact or policy; (2) Direction to take up the issue with a City Staff Member; or (3) an offer to place the item on a future City Council agenda:**

No one came forward.

**5. REPORTS:**

- a. Financials including Accounts Payable
- b. Court
- c. Public Works/Engineering
- d. Police
- e. Fire
- f. Building Services
- g. Economic Development Corporation

- h. Charter Commission**
- i. Airport**
- j. City Manager**

Police Chief Kimbre Collier stated that they were expecting anywhere from 70 to 120 thousand people to come into Hunt County for the Solar Eclipse and they were planning to barricade the Airport property to keep people out. She stated that the hotels from Sulphur Springs to Rockwall were booked and traffic was going to be the biggest problem.

Lt. John McGuire stated that historically people would follow eclipses like storm chasers and they would have RV's and generators and see an empty spot of land and just pull off into it. He continued that it got to be a problem with the last total eclipse in 2017 because they would leave their trash and raw sewage. First Responders had issues getting to emergencies because of the crowds and traffic accidents were happening in record numbers because people were looking up instead of watching the roads and they were predicting this eclipse to be twice as long as the last one and we were in the direct path of total eclipse viewing.

Lt. McGuire stated that all Caddo Mills police officers would be on duty. He added that he had talked to the fire department and they would have extra help, DOT was suspending all construction, and others were bringing in extra help for this event.

**6. Consideration of Request from the Economic Development Corporation for approval to purchase land located at 2404 Second Street:**

EDC Chairman Kevin Mosher stated that the purchase of land would allow the EDC to be able to offer land to a company that wants to develop in Caddo Mills and control what happens in the downtown area for the future. There were two lots and included a house.

Council Member Shawn Bentley asked if the intention was for the EDC to hold the property in trust for future use. Mr. Mosher stated that they didn't want to be in the business of being a landlord, so the idea was to find a suitable business that would want to locate there.

Mayor Pro Tem Cody Hawkins made the motion to approve the request from the EDC for the purchase of land at 2404 Second Street. Council Member Shawn Bentley seconded the motion, resulting in a unanimous vote.

**7. Consideration of Recommendation from the Caddo Mills Economic Development Corporation to employ Ray Dunlap as the Executive Director for a probation period of six months:**

EDC Chairman Kevin Mosher stated that they had been in discussions to hire an EDC Director for a couple of months and had decided to hire Ray Dunlap for a period of six months on a part time basis. Mr. Dunlap had previously been the EDC Director in Fairview and Terrell and had been instrumental in the growth that is seen along

Interstate 20 and Interstate 80 and had done work with a couple of house bills in Austin and they had a recommendation from Congressman Keith Self for the work that Mr. Dunlap had done.

Council Member Shawn Bentley made the motion to approve hiring Ray Dunlap as the Executive Director of the EDC. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**8. Consideration of Motion on recommendation of EDC to fill two vacant board positions:**

EDC Chairman stated that they had two vacancies on the board and had two recommendations to fill the positions. Roselyn Kelly and Laura Gellar.

Council Member Shawn Bentley made the motion to appoint Ms. Kelly and Ms. Gellar to the EDC Board. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**9. Consideration and Possible Action taken allowing tower use for Meter Reading System:**

City Engineer Eddy Daniel explained that most cities are moving to the Advanced Metering Infrastructure (AMI) system because we can put radio transmitters on our water towers and they reach out to the meters which sends the reading directly to our office. This system would allow our customers to log in and see what their readings were in 15-minute intervals.

Mr. Daniel continued that the system was costly and we couldn't do all of the meters in town at one time. The reason that they were taking action now was because of the new developments going in. The developers would put in the systems and the developer would pay for the new meters. The City would have to furnish the remaining meters.

Council Member John Verity made the motion to approve allowing tower use for a meter reading system. Council Member Cody Hawkins seconded the motion, resulting in a unanimous vote.

**10. Discussion and Possible Action taken on Adoption of Ordinance Amending Chapter 13, Section 13.01.003, Code of Ordinances, adding Sanitation fees for dumpsters:**

City Manager Matt McMahan stated that this was just a housekeeping item. All they were doing was adding the cost of dumpsters to the fee schedule.

Council Member John Verity made the motion to approve the ordinance as read. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**11. PUBLIC HEARING – Consideration of Ordinance amending the Caddo Mills Zoning Ordinance and Map to Rezone Property ID 48245, legally described as an approximate .3271-acre tract of land situated in the INTERURBAN ADDITION (CADDO MILLS) Blk 4 Lot 4 (Pt of 4-5), commonly known as 2512 Brewster Street from Single Family Residential (SF1) to Two Family (Duplex) Residential (TF):**

Mayor Chris Davies opened the public hearing at 6:39 p.m.

Building Official Josh Kinnick explained that there were two lots in question, but that only one was being presented to Council tonight. The owner had requested that the zoning be changed so that they could build a duplex on each lot. They also wanted to turn the structure from Brewster Street to Greenville Street.

Owner Guadalupe Orozco explained that they would be townhomes that would have a two-car garage and an upstairs and a downstairs.

Building Official Kinnick stated that this item had gone before the Planning and Zoning Commission and they had denied the request.

Mayor Pro Tem Cody Hawkins asked why. Mr. Kinnick explained that it was mainly because of parking and as busy as the area was, traffic could be a big issue.

City Manager Matt McMahan stated that this area was a main thoroughfare for the school system and because the area was so busy and parking on the street could hinder emergency vehicles and traffic, he didn't feel like this was a good location for duplexes.

Mayor Davies closed the public hearing at 6:44 p.m.

Council Member John Verity made the motion to agree with P & Z and deny the rezone request. Council Member Justin Poppelreiter seconded the motion, resulting in a 4 – 1 vote, with Council Member Lori Howell voting against denial.

**12. PUBLIC HEARING – regarding the creation of a Public Improvement District to be known as the Caddo Mills Crossing Public Improvement District, and Consider and Take Action on Resolution authorizing and creating the Caddo Mills Crossing PID in accordance with Chapter 372 of the Texas Local Government Code, providing for a severability clause, providing for related matters, and providing an effective date:**

Mary Petty, P3Works, stated that she was the PID administrator and that Chapter 372 required that certain actions take place and at the last Council meeting they had approved for the public hearing to be advertised in the newspaper. They would now open the public hearing and let people speak on the creation of a public improvement district and then they would close the public hearing and take action on the resolution that was in front of them.

Mayor Chris Davies opened the public hearing at 6:46 p.m. With no one coming forward to speak for or against the item, Mayor Davies closed the public hearing at 6:47 p.m.

City Manager Matt McMahan stated that Mitchell Fielding, Caddo Mills Crossing, was putting in 127 one-acre lots which had been approved for single family zoning. They had come back to the City and requested the PID with several upgrades and this is the process that we have to go through.

Ms. Petty stated that this item was tied to the next item, which was a dissolution petition and they needed to be sure that the motion that was made for the PID included that.

Council Member John Verity made the motion to approve the resolution for the creation of the Caddo Mills Crossing Public Improvement District contingent upon the dissolution petition being signed. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**13. Discussion and Consideration of Resolution authorizing the execution of an Escrow Agreement regarding a Dissolution Petition for the Caddo Mills Crossing Public Improvement District and resolving other matters relating to the subject:**

Mary Petty, P3 Works, stated that the dissolution petition would be held in a neutral place so in the event that the triggers inside the escrow agreement, such as: they don't get the development agreement by a certain date, then the City Attorney could bring it back to them and they could act to dissolve.

Mayor Pro Tem Cody Hawkins asked if there was a date on it yet. Ms. Petty stated that it was 90 days from the time the development agreement was completed.

Council Member John Verity made the motion to authorize the resolution for the execution of the escrow agreement. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**14. Discussion and Consideration of a Resolution authorizing execution of a Reimbursement Agreement with the developer of the Caddo Mills Crossing Public Improvement District and resolving other matters relating to the subject:**

Mary Petty, P3 Works, explained that when the developer transfers the ownership to builders, they have to disclose how much the levy would potentially be and they transfer their assets upon completion, primarily roads, to the City. If they transfer their roads to the City without having a reimbursement agreement, the City can't go back and pay for something that they now own. By having this agreement, the City acknowledges that the developer will build a road and that the City will pay for it and other public improvements, however, the developer only gets reimbursed if the levy is approved.

Council Member Justin Poppelreiter made the motion to approve the resolution authorizing the executive of the reimbursement agreement. Council Member John Verity seconded the motion, resulting in a unanimous vote.

**15. Discussion and Consideration of Resolution calling for a Public Hearing on the creation of a Tax Increment Reinvestment Zone containing approximately 4,393.076 acres of land generally located south of State Highway 66, north of Interstate 30, with some parcels directly south of Interstate 30, east of County Road 2648, and west of FM 36 and being located within the Corporate Limits and Extraterritorial Jurisdiction of the City of Caddo Mills; Authorizing the issuance of notice by the City Secretary regarding the Public Hearing; directing the City of Caddo Mills to prepare a preliminary Reinvestment Zone Financing Plan, and providing a severability clause and an effective date:**

Mary Petty, P3 Works, stated that Chapter 311 of the Tax Code allowed for the creation of a Tax Increment Reinvestment Zone and by law, other taxing entities could join the City and help pay for projects. They were just approving the resolution that would start the process.

City Manager Matt McMahan stated that they had met with the hospital district and the county and they seemed to like the plan. He continued that this would help Caddo Mills but would also help the hospital and the county.

Council Member John Verity made the motion to approve the resolution calling for the tax increment reinvestment zone. Council Member Shawn Bentley seconded the motion, resulting in a unanimous vote.

**16. Discussion and Possible Action taken on a Professional Services Agreement (PSA) with Fraser Capital, LLC, for a proposed Public Improvement District ("PID") and Tax Increment Reinvestment Zone ("TIRZ") for Stroope Ranch:** City Manager Matt McMahan stated that the developer was ready to get started.

Council Member John Verity made the motion to approve the professional services agreement as presented. Council Member Justin Poppelreiter seconded the motion, resulting in a 4-0 vote, with Council Member Shawn Bentley abstaining.

**17. Executive Session: In accordance with Texas Government Code, Section 551.001, et. Seq., the City Council will recess into Executive Session (closed meeting) to discuss the following:**

(a) Section 551.071 Consultation with Attorney on a manner in which the duty of the City Attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with the Open Meetings Act, regarding development agreements, developments, and zoning standards.

(b) Section 551.072 Real Property: Deliberate the purchase, exchange, lease, or value of real property.

(c) Section 551.087, Discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City of Caddo Mills and with which the City is conducting economic development negotiations; and to deliberate the offer of a financial or other incentive to the business prospect:

City Council adjourned into executive session at 7:01 p.m.

- 12. Reconvene to Open Session: In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider any action needed on matters discussed in Executive Session:**  
Mayor Chris Davies reconvened the meeting at 7:51 p.m., announcing that no action would be taken.

- 13. Adjourn:**  
The meeting was adjourned at 7:51 p.m.

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Chris Davies, Mayor

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Becky Pattillo, City Secretary

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Date

