

**MINUTES**  
**Regular City Council Meeting**  
**February 13, 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 6:02 p.m.

**2. Invocation:**

Building Official Josh Kinnick gave the invocation.

**3. Approval of Minutes from the regular meeting of January 9, 2024:**

Mayor Pro Tem Cody Hawkins made the motion to approve the January 9, 2024 minutes as read. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**4. Approval of Minutes from the Board of Adjustment meetings of September 13, 2022, and May 9, 2023:**

Council Member Justin Poppelreiter made the motion to approve the minutes of the September 13, 2022, and the May 9, 2023, Board of Adjustment meetings as read. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**5. 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:**

Amy Goodman spoke to the Council concerning the downtown area and the need for parking.

**6. REPORTS:**

- a. Financials including Accounts Payable**
- b. Court**
- c. Public Works**
- d. Police**
- e. Fire**
- f. Building Services**
- g. EDC**
- h. City Manager**

**7. Consideration of Resolution Ordering a General Election to be held on May 6, 2024, for the purpose of electing three (3) Council Members for a two-year term each:**

Council Member John Verity made the motion to order the May 6, 2024, General Election. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**8. Consideration of Resolution Authorizing continued participation with the Steering Committee of Cities served by Oncor Electric Delivery Company, LLC:**

Council Member John Verity made the motion to approve the resolution allowing participation with the Steering Committee. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**9. Discussion and Possible Action taken on new Sewer Line and Lift Station from FM 36 to KOA Campground:**

Eddy Daniels explained that the goal was to install a lift station to provide service to that area, which would ultimately include the I-30 area. This had been re-bid because there was something that needed to be corrected and the bids had come in lower. There were 6 bidders and they were recommending Mike Rogers Construction for 1.499 million.

City Manager Matt McMahan stated that the money would be taken out of the 2023 Infrastructure Bond.

Council Member John Verity made the motion to approve the recommendation from Dunaway and award the bid to Mike Rogers Construction. Council Member Shawn Bentley seconded the motion, resulting in unanimous vote.

**10. Discussion and Possible Action taken on allowing fireworks in City Limits and providing funding for Red, White and Boom:**

Assistant to the City Manager Joel Richardson explained that for the last two years the EDC and the City had split the cost of the fireworks. This year, the City was to pay the entire cost of the fireworks and the EDC would be paying for the event coordinator. The cost would be 12,500 and the event would take place on June 28.

He asked that the Council approve allowing fireworks in the City Limits, which was required by law and then pay the cost of the fireworks.

Council Member John Verity made the motion to allow fireworks in the City Limits and provide the funding. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**11. Consideration of recommendation from the Economic Development Corporation for a Budget Amendment for the purchase of a Marquee Sign to be placed in Parking Lot of old Payne Supermarket located at 2317 Highway 66:**

EDC President Kevin Mosher stated that the EDC board had been working on getting a marquee sign because they felt that it would be a good way of communicating with the community and promoting events and/or businesses in Caddo Mills and they were asking for an amendment to their budget in the amount of \$55,000.

Council Member John Verity asked who would be responsible for taking care of the sign. Mr. Mosher responded that they would ask the City to do all that.

After a short discussion, Council Member John Verity made the motion to allow the budget amendment for the purchase of the marquee sign. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**12. Consideration of recommendation from the Economic Development Corporation for a Ground Easement from Howard and Karen Jo Barrow to the City of Caddo Mills for proposed Marquee Sign Location:**

This item went with Item Number 11.

Council Member John Verity made the motion to allow the ground easement for the marquee sign. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**13. Consideration of recommendation from the Caddo Mills Economic Development Corporation of budget amendment for all costs associated with the Board Strategic Planning Training event:**

EDC President Kevin Mosher stated that they were asking for the cost of the June or November event to be covered for the Board Members and the person doing the training.

This cost would be for 10 rooms at \$160 per night and the meeting room at a cost of \$500 per day, for a total of approximately \$8,000.

Council Member Justin Poppelreiter made the motion to approve the budget amendment for the strategic planning training. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**14. Consideration of recommendation from the Caddo Mills Economic Development Corporation of budget amendment for all costs associated with the enrollment and travel/per diem for an EDC training class:**

EDC President Kevin Mosher stated that they had attended the Hopkins County meeting and discovered that going to the Texas Economic Development Council (TEDC) would provide valuable training that could be used to bring leads for potential businesses.

Mr. Mosher continued that they wanted to go to Fort Worth because it was closer but the cost was going to be \$800 per person plus travel and this would be for all seven members of the board and the new director.

Council Member John Verity made the motion to approve the budget amendment for the Texas Economic Development Corporation (TEDC) training class. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**15. Consideration of Motion awarding Professional Services for City Lake Park Improvements per attached proposal:**

Eddy Daniel, Dunaway DBI, stated that this was the first step in the master plan that had been done for parks. This was the plan for the City Lakes Park and Phase I, at a cost of \$195,750.

Mayor Pro Tem Cody Hawkins made the motion to approve the award of professional services. 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 Pathway Land Development, LLC, for proposed Public Improvement District ("PID") and a Tax Increment Reinvestment Zone ("TIRZ") for Brushy Creek:**

City Manager Matt McMahan stated that this was the start of the process with Pathway for Brushy Creek.

Council Member John Verity made the motion to approve the PSA with Pathway Land Development. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**17. Discussion and Possible Action taken on a Contract with P3 Works, LLC, for a proposed Public Improvement District ("PID") and Tax Increment Reinvestment Zone ("TIRZ") for Brushy Creek:**

City Manager Matt McMahan stated that Mary wanted a separate contract for every development and this was just another contract with P3.

Council Member John Verity made the motion to approve the PID and TIRZ for Brushy Creek. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**18. Discussion and Possible Action taken to allow the City Manager to negotiate and execute a Professional Services Agreement (PSA) with Code Complete, LLC, for a proposed Municipal Management District ("MMD") and a Tax Increment Reinvestment Zone ("TIRZ") for Caddo Pointe:**

City Manager Matt McMahan stated that this was also a Professional Services Agreement, but it wasn't quite ready. He added that he was requesting that they give him and the City Attorney permission to finish it up. This would be for approximately 800 homes that would wrap around the high school.

Council Member Shawn Bentley made the motion to approve the PSA agreement. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**19. Discussion and Possible Action taken on Contract with P3 Works, LLC, for a proposed Municipal Management District ("MMD") and Tax Increment Reinvestment Zone ("TIRZ") for Caddo Pointe:**

Council Member Justin Poppelreiter made the motion to approve the contract with P3 Works for Caddo Pointe. Council Member John Verity seconded the motion, resulting in a unanimous vote.

**20. Discussion and Possible Action taken regarding the conditional approval of a final plat for Caddo Mills Crossing consisting of 159.09 acres of land located in the City of Caddo Mills, Hunt County, Texas situated in the Catharine Havins Survey, Abstract No. 488, WM. Hart Survey Abstract No, 462 and the Henry Watson Survey, Abstract No. 1126, Hunt County, Texas (Hunt County CAD ID Nos. 26813 and 27137):**

City Manager Matt McMahan stated that Mitchell Fielding, with Caddo Crossing, had a presentation for 127 one-acre lots that he was requesting a PID only that they were working through with legal, P3, and Dunaway.

Eddy Daniel explained that this was a conditional approval of a final plat for the Caddo Mills Crossing development. He continued that the reason it was conditional was because not everything was ready, but because of deadlines they wanted the council to conditionally approve the rest of the items that they would verify, which would include the water line and the road. He continued that they would not file the final plat until everything was completed.

Michell Fielding stated that he had put together a simple slideshow to explain what they were planning. They planned to widen county roads 2160 and 2162 and included a park and a trail system in the plans.

Mayor Pro Tem Cody Hawkins made the motion to approve the final plat for Caddo Mills Crossing pending the Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**21. Discussion and Possible Action taken on a Resolution of the City of Caddo Mills accepting a petition seeking the creation of the Caddo Mills Crossing Public Improvement District within the corporate limits of the City and calling for a public hearing at the City Council's March 12, 2024, Regular Meeting:**

City Attorney Susan Thomas stated that this was step one with the PID with Mitchell. This was to approve accepting the petition, not the creation of the PID. This resolution would also set the public hearing for the March meeting.

Council Member John Verity made the motion to accept the petition seeking the creation of the PID for Caddo Mills Crossing. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**22. 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:


No action taken.

**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:**

No action taken.

**13. Adjourn:**

The meeting was adjourned at 7:17 p.m.



Chris Davies, Mayor



Becky Pattillo, City Secretary

3-13-~~2020~~ 2024

Date