

**MINUTES**  
**Regular City Council Meeting**  
**June 13, 2023 – 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 Andy Messer  
City Manager Matt McMahan  
City Secretary Becky Pattillo  
Finance Director Stacy Smith  
Building Official Josh Kinnick  
Public Works Director Paul Miller  
EDC Director 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 May 16, 2023:**

Council Member John Verity made the motion to approve the minutes of the May 16, 2023, meeting as read. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**4. Public Comment: This is an opportunity for the public to address the Council on any matter that is not on the agenda. Public comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. The Council is not permitted to take action on or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item; (2) make a statement concerning the policy regarding the item; or (3) propose the item be placed on a future agenda. (Tex. Govt. Code §551.042):**

Erik Heine, 5020 Foxtrot Lane, came forward and stated that he had just moved to Caddo Mills, but had a small business that would be moving here soon, and they worked with emergency services to get the equipment they needed.

**5. REPORTS:**

- a. **Financials including Accounts Payable**
- b. **Court**
- c. **Public Works**

- d. Police
- e. Fire
- f. Building Services
- g. EDC
- h. City Manager

Police Chief Kimbre Collier presented Sergeant Jordan Aly with the Life Saving Award. He and an unknown person helped an elderly lady, who couldn't get out of a vehicle that had been involved in an accident, with one of the vehicles actively on fire.

**6. Consideration of Motion appointing Member to the Planning & Zoning Commission:**

City Manager Matt McMahan stated that the P&Z had met and they wanted to appoint Emily Delia as the voting board member and appoint Beth Dattomo as an alternate member.

Mayor Pro Tem Cody Hawkins asked how the process worked to determine who is selected to serve. Building Official Josh Kinnick stated that the Board had a round-table discussion at the meeting and had made the decision.

Council Member John Verity made the motion to appoint members on the P&Z recommendation. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**7. Consideration and Possible Action taken on Approval of the Draft Audit for the Fiscal Year ending September 30, 2022:**

Kelly Birdwell, Wilf and Henderson PC, explained that typically, Scott, Singleton and Fincher would gather items for the audit and Wilf and Henderson would finish the audit. When they were ready to put the audit together, they found that the other firm was backlogged and so her company had stepped in to finish the job. She added that they really didn't need to do much clean up because Stacy had done an excellent job on the books for the City. She then went over the highlights of the audit and concluded that they were presenting a clean audit.

Council Member John Verity made the motion to approve the draft audit for the fiscal year ending September 30, 2022. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**8. Discussion and Possible Action taken on Resolution adopting an Investment Policy for funds for the City of Caddo Mills:**

City Manager Matt McMahan explained that this was the same policy that was presented and adopted by Council last year and that local government code required an investment policy to be adopted every year.

Council Member John Verity made the motion to approve the resolution adopting an investment policy. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**9. Discussion and Possible Action taken on Resolution removing Ron Olson from the list of Bank Signers and adding Chris Davies:**

City Manager Matt McMahan explained that two signatures were required for anything that goes through the bank and that the City Manager and the City Secretary usually signed as the two, but that the Mayor would sign in emergencies. The bank required a resolution and minutes stating the wishes of the Council before they would change anything.

Mayor Pro Tem Cody Hawkins made the motion to remove Ron Olson and add Chris Davies to the list of signers for the bank accounts. Council Member John Verity seconded the motion, resulting in a unanimous vote.

**10. Discussion and Possible Action taken on Approval of the EDC Business Grants:**

Economic Development Corporation Executive Director Joel Richardson stated that they were asking for approval of \$30,000 to use on grants that would be matching grants of up to \$5,000 through the end of the fiscal year. This way he won't have to come back before Council for each one. He added that there would be a line item for this project included in next year's budget.

Council Member John Verity made the motion to approve the EDC's request for \$30,000 to be used for grants of up to \$5,000, until the end of September. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**11. Consideration of Recommendation from the Caddo Mills Economic Development Corporation on funds for Twilight Coffee Shop:**

EDC Director Joel Richardson stated that they had come to Council a few months ago concerning Twilight Coffee Shop. The first part of the project that the Council had approved funding for was primarily for the inside of the building. The funding they were requesting now was for the second part of the project and was for the outside of the business and to get the CO approved.

Mayor Pro Tem Cody Hawkins added that just because someone asked for \$43,000, didn't mean that they would get it. He added that none of the grant requests would be 100% granted.

Council Member John Verity asked how they came up with \$18,500. Mr. Richardson explained that they went through the list of expenses and determined what had been finished and used those costs. Council Member Lori Howell added that they considered what improvements would stay with the property.

Council Member Shawn Bentley stated that they had given him \$20,000 not long ago and he had come back asking for \$18,000. Mr. Richardson stated that was correct.

Council Member John Verity stated that if he were going to spend \$100,000 and get \$50,000, why not spend \$200,000 and get what he really wanted. Mr. Richardson stated that they don't just get a percentage of it, they went through each request line by line and marked through items that may not stay with the property or may be a luxury. He continued that if they didn't think that the project would add value, they wouldn't approve it.

Council Member Lori Howell stated that it was reimbursement after the work is done that is based on the actual expenses that they incur and not a check that they can go do just anything with. Mr. Richardson added that they had the three criteria that they looked for in every request. They needed to increase sales tax, create jobs and increase property value. He continued that Klint was meeting all three of those criteria with Twilight Coffee Shop.

Council Member Justin Poppelreiter made the motion to approve funding for Twilight Coffee Shop based on the recommendation of the EDC. Council Member Lori Howell seconded the motion.

Council Member John Verity stated that he was glad that the at least one year between requests was going in the policy and wished that it had been in place first. He added that especially being a sitting member on the EDC and going to the EDC and saying I want 50 grand and getting 40, 30, 10 and coming back again just to get all the rest is what it looks like to me.

After further discussion, with the motion to approve the recommendation of the EDC, the motion passed in a 4-1 vote, with Council Member John Verity voting against.

## **12. Consideration of Recommendation from the Caddo Mills Economic**

### **Development Corporation on funds for Si Senior Tex-Mex Restaurant:**

EDC Executive Director Joel Richardson stated that this request was mainly for outside improvements. They would be doing the parking lot and fencing among other things, and the EDC Board had felt that the request met all three of the criteria.

Council Member Justin Poppelreiter made the motion to approve funding for Si Senior based on the recommendation from the EDC. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a 4 - 0 vote, with Council Member Shawn Bentley abstaining.

## **13. Discussion and Possible Action taken on Acceptance of Bid to repair lights on Runway, restripe Runway, and repaint the light tower at the Caddo Mills Municipal Airport per attached proposals. \*The 50/50 Ramp Grant will pay half:**

City Manager Matt McMahan stated that they were just finishing up the air side of the airport and TxDOT would reimburse half.

Council Member John Verity made the motion to approve the bids for the airport as presented. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**14. Discussion and Possible Action taken on Approval of DR Horton – Trailstone Phase 5 per Engineer and Planning & Zoning Recommendation:**

City Manager Matt McMahan explained that P&Z had met yesterday and made the recommendation to approve this request. The City Engineer was also recommending approval.

Council Member John Verity made the motion to approve DR Horton – Trailstone Phase 5. Council Member Shawn Bentley seconded the motion, resulting in a unanimous vote.

**15. PUBLIC HEARING and Consideration of Request for Annexation of Property ID 116578, legally described as an approximate 50.71-acre tract of land situated in the Shelby County School Land Survey, Abstract 946, Tract 71-2, Hunt County, Texas, more generally described as located south of CR 2613, west of CR 2617, and east of Highway 66:**

Mayor Chris Davies opened the public hearing at 6:43 p.m.

One person came forward inquiring as to what the developer planned to do with the drainage in the area. City Manager Matt McMahan explained that the drainage would have to go to the City Engineer for approval. City Engineer Eddy Daniels explained that the developer would have to make sure that the post development flows do not exceed pre-development flows. Whatever water leaves the property after development can't be faster than before development. They will also be required to dig retention ponds.

Mayor Davies closed the public hearing at 6:47 p.m.

**16. PUBLIC HEARING and Consideration of Request for Annexation of two tracts identified as Property ID 34715, legally described as being in the Shelby County School Land Survey, Abstract 946, Tract 35, and Property ID 117912, legally described as being in the Shelby County School Land Survey, Abstract 946, Tract 35-4, Hunt County, Texas, totaling a certain 23.293 acre tract, and being more generally described as located south of CR 2626 and west of FM 1565:**

Mayor Davies opened the public hearing at 6:48 p.m.

With no one coming forward to speak for or against the proposed annexation, Mayor Davies closed the public hearing at 6:49 p.m.

**17. Consideration of Ordinance authorizing Annexation of Property ID 116578, legally described as an approximate 50.71 acre tract of land situated in the Shelby County School Land Survey, Abstract 946, Tract 71-2, Hunt County, Texas, more generally described as located south of CR 2613, west of CR 2617, and east of Highway 66, extending the boundary limits of the City so as to include the described property, and adopting a Written Services Agreement:**  
City Manager Matt McMahan stated that this was the ordinance to approve the annexation of the 50.71 acres.

Council Member John Verity made the motion to approve the annexation of property ID 116578. Council Member Justin Poppelreiter seconded the motion, resulting in a unanimous vote.

**18. Consideration of Ordinance authorizing Annexation of two tracts identified as Property ID 34715, legally described as being in the Shelby County School Land Survey, Abstract 946, Tract 35, and Property ID 117912, legally described as being in the Shelby County School Land Survey, Abstract 946, Tract 35-4, Hunt County, Texas, totaling a certain 23.293 acre tract and being more generally described as located south of CR 2626, and west of FM 1565, extending the boundary limits of the City so as to include the described property, and adopting a Written Services Agreement:**

Council Member Justin Poppelreiter made the motion to approve the Ordinance for the annexation of Property ID's 34714 and 117912. Council Member John Verity seconded the motion, resulting in a unanimous vote.

**19. PUBLIC HEARING and Consideration of Request to establish a Zoning District on Hunt CAD Property ID 116578, legally described as an approximate 50.71 acre tract of land situated in the Shelby County School Land Survey, Abstract 946, Tract 71-2, Hunt County, Texas, being more generally described as located south of CR 2613, west of CR 2617, and east of Highway 66 as Single Family (SF2) District:**

The public hearing was opened at 6:52 p.m.

City Manager Matt McMahan stated that the Planning & Zoning Commission had met and approved the zoning.

Mayor Davies closed the public hearing at 6:53 p.m.

**20. PUBLIC HEARING and Consideration of Request to establish a Zoning District on two tracts identified as Property ID 34715, legally described as being in the Shelby County School Land Survey, Abstract 946, Tract 35 and Property ID 117912, legally described as being in the Shelby County School Land Survey, Abstract 946, Tract 35-4, Hunt County, Texas, totaling a certain 23.293 acre tract, and being more generally described as located south of CR 2626 and west of FM 1565 and Commercial (C1) District:**

Mayor Davies opened the public hearing at 6:54 p.m.

City Manager McMahan stated that the Planning and Zoning Commission had met and approved zoning for this to be Commercial and there were hopes that it would eventually be a medical district.

With no one coming forward to speak for or against the property, the public hearing was closed at 6:55 p.m.

**21. Consideration of Ordinance amending the Caddo Mills Zoning Ordinance and Map to Rezone Property ID 116578, legally described as an approximate 50.71 acre tract of land situated in the Shelby County School Land Survey, Abstract 946, Tract 71-2, Hunt County, Texas, more generally described as located south of CR 2613, west of CR 2617, and east of Highway 66 to Single Family – 2 (SF2):**

Council Member Justin Poppelreiter made the motion to approve the ordinance to amend the zoning to SF2 for Property ID 116578. Council Member John Verity seconded the motion, resulting in a unanimous vote.

**22. Consideration of Ordinance amending the Caddo Mills Zoning Ordinance and Map to Rezone Property on two tracts identified as Property ID 34715, legally described as being in the Shelby County School Land Survey, Abstract 946, Tract 35, and Property ID 117912, legally described as being in the Shelby County School Land Survey, Abstract 946, Tract 35-4, Hunt County, Texas, totaling a certain 23.293 acre tract, and being more generally described as located south of CR 2626 and west of FM 1565 to Commercial (C1) District:**

Council Member Shawn Bentley made the motion to approve the ordinance amending the zoning to C1 for Property ID's 117912 and 34715. Mayor Pro Tem Cody Hawkins seconded the motion, resulting in a unanimous vote.

**23. 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: Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter re: new council member orientation and training on roles, agendas, and open meetings**

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

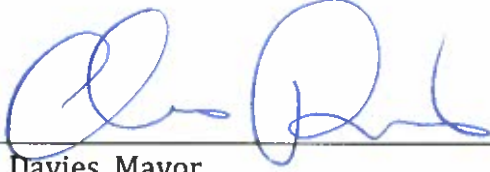
The Council adjourned into Executive Session at 6:58 p.m.

**24. 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.

**25. Adjourn:**

The meeting was adjourned at 8:21 p.m.



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Chris Davies, Mayor



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Becky Pattillo, City Secretary

7-11-2023

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Date