



Ovilla Municipal Development
District Special Called
Meeting Agenda Packet
July 21, 2025



SPECIAL CALLED OVILLA MUNICIPAL DEVELOPMENT DISTRICT MEETING
MONDAY, JULY 21, 2025
5:00 PM
CITY HALL COUNCIL CHAMBERS
105 S. COCKRELL HILL ROAD, OVILLA, TEXAS 75154

I. CALL TO ORDER

Richard Dormier, President
Rachel Huber, Vice President
Gary Jones, Place 2

Jose Trevino, Place 4
B.J. Tucker, Place 5

Administration and Staff:

David Henley, City Manager
Michelle Lilley, City Secretary
Burton Barr, Finance Director
Juan Martinez, Development Director

II. INVOCATION – President Dormier will give the invocation.

III. PLEDGES OF ALLEGIANCE – Vice President Huber will lead the pledges.

IV. UPDATES AND ANNOUNCEMENTS ON MDD BUSINESS

1. Heritage Park Trail Project Bid Opening

V. CITIZEN COMMENTS

The Board of Directors of the Municipal Development District welcomes comments from citizens. This is an opportunity for the public to make comments or address concerns not posted on the agenda. Please note, pursuant to the Texas Open Meetings Act the board may not address or converse with you regarding a non-agenda item. The public comment period will only allow members of the public to present ideas and information to board members and staff. Inquiries regarding matters not listed on the agenda may be referred to staff for research. Each person will be allowed a **maximum of three minutes** to comment on any particular subject. All persons desiring to make comments under this section must turn in a request to speak form prior to the board meeting identifying themselves and the topic they desire to address.

VI. CONSENT AGENDA

The following items may be acted upon in one motion. No separate discussion or action is necessary unless requested by a director, in which event those items will be pulled from the consent agenda for individual consideration on the regular agenda during this meeting.

1. Minutes of the Special Called MDD Meeting, June 16, 2025

VII. REGULAR AGENDA

1. **DISCUSSION/ACTION** – Consideration of and action on a budget amendment to the FY 2024-2025 Municipal Development District Budget and make a recommendation for approval to the Ovilla City Council.
2. **DISCUSSION/ACTION** – Consideration of and action on the approval of the Municipal Development District FY 2025-2026 budget and make a recommendation for approval to the Ovilla City Council.
3. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

VIII. EXECUTIVE SESSION

The Board of Directors of the Municipal Development District, reserves the right to meet in a closed session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and 418.183 (homeland security).

IX. RECONVENE INTO OPEN SESSION

In accordance with Texas Government Code, Chapter 551, the Board will reconvene into Open Session to consider action, if any, on matters discussed in Executive Session.

X. REQUESTS FOR FUTURE AGENDA ITEMS

XI. ADJOURNMENT

Any person with a disability requiring assistance in order to participate in the meeting must contact the City Secretary at least 48 hours in advance. Reasonable accommodation will be made to assist your needs.

A quorum of the Ovilla City Council, Planning and Zoning Commission, Board of Adjustment, or Type B Economic Development Corporation may be present. No action will be taken by the above-listed boards.

PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCIÓN 30.06 DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA OCULTA), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA OCULTA.

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCIÓN 30.07 DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA VISIBLE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA VISIBLE.

CERTIFICATION

I hereby certify the above agenda was posted on the official Ovilla City Hall bulletin board, a place convenient and readily accessible to the general public at all times, as well as on the City's official website at www.cityofovilla.org, on July 18, 2025, by 5:00 p.m., in compliance with Chapter 551, Texas Government Code. A quorum of the governmental body will be physically present at the location noticed above. Pursuant to Tex. Gov't Code 551.127, one or more members of the governing body may appear via videoconference call.



City of Ovilla

David D. Henley

David D. Henley, City Manager



Consent Items



**SPECIAL CALLED OVILLA MUNICIPAL DEVELOPMENT DISTRICT MEETING
MINUTES
MONDAY, JUNE 16, 2025
5:00 PM**

I. CALL TO ORDER

President Dormier called the Special Called Municipal Development District Meeting at 5:00 p.m., in the Ovilla Council Chamber Room, 105 S. Cockrell Hill Road Ovilla, TX 75154, with notice of the meeting duly posted. All board members were present for a quorum.

PRESENT:

Richard Dormier, President
Rachel Huber, Vice President
Gary Jones, Place 2

Jose Trevino, Place 4
B.J. Tucker, Place 5

Michelle Lilley, City Secretary
Burton Barr, Finance Director
Talesha Marckwardt, Finance Clerk
Juan Martinez, Development Director

II. INVOCATION – The invocation was led by Place 5 Tucker.

III. PLEDGES OF ALLEGIANCE – The pledges were led by Vice President Huber.

IV. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS:

1. Heritage Park project
2. Special Called MDD Meeting to discuss, consider, and recommend approval of the FY 2025-2026 Proposed Budget on Monday, July 21st, 2025.

V. CITIZEN COMMENTS

No citizens addressed the board.

VI. CONSENT AGENDA

1. Minutes of the Special Called MDD Meeting, April 14, 2025

Place 5 Tucker made a motion to approve as presented.
Place 4 Trevino seconded the motion.

No oppositions, no abstentions.

VOTE: The motion carried 5-0

VII. REGULAR AGENDA

1. DISCUSSION – Review of the MDD Financial Report for October 2024 – May 31, 2025.

Finance Director Burton Barr presented the report and asked if there were any questions. He also advised the board that the sales taxes revenue was currently higher than what was accounted for and was increased at mid-year by \$8,000 dollars. It is anticipated that we may have more by the time of the end of the fiscal year, which is positive, and with a good fund balance.

This was a discussion item only and no action was taken.

2. DISCUSSION – Discussion of the budget priorities for the FY 2025-2026 Propose Budget.

The board discussed several items they would like to consider for the FY 2025-2026 Proposed Budget:

- To extend one bay of the pavilion at Founder’s Park
- The electrical for pavilion extension and for the stage
- Pricing for a permanent and/or temporary stage for events
- If a temporary stage is selected, they will also need to price a storage solution
- Potential cost sharing for a parking lot and sidewalk project at Founder’s Park with the EDC (behind Public Works Building)
- Potentially set aside funds for R-O-W / property acquisitions for walkways to connect the trails at Heritage and Founder’s Park (in the Downtown area)

This was a discussion item only and no action was taken.

3. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

No items were removed from the Consent Agenda, no further action was taken.

VIII. EXECUTIVE SESSION

The Board of Directors of the Municipal Development District, reserves the right to meet in a closed session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and 418.183 (homeland security). The board did not adjourn into executive session.

IX. REQUESTS FOR FUTURE AGENDA ITEMS

No request was made for future agenda items.

X. ADJOURNMENT – Vice President Huber made a motion to adjourn the meeting. Place 2 Jones seconded the motion.

No oppositions, no abstentions.

There being no further business, President Dormier adjourned the meeting at 5:47 p.m.

VOTE: The motion carried 5-0

Richard Dormier, Mayor

APPROVED: July 21, 2025

ATTEST:

Michelle Lilley, City Secretary



Agenda Item # 1



Ovilla MDD

AGENDA REPORT

Meeting Date: July 21, 2025
Agenda Item: VII - 1

Staff Contact: Juan Martinez
E-mail: jmartinez@cityofovilla.org
Phone: (972) 617-7262 ext. 101

DISCUSSION/ACTION – Consideration of and action on a budget amendment to the FY 2024-2025 Municipal Development District Budget and make a recommendation for approval to the Ovilla City Council.

BACKGROUND/DISCUSSION

At the June 16th, 2025 Special Called MDD meeting, staff shared with the Board that \$210,000 had been budgeted in the FY 2024-2025 MDD Budget for the Heritage Park Walkway Project. Recently, staff received an updated Engineer's Estimate of Probable Cost which was higher than the amount budgeted.

On July 17th, 2025, sealed bids for the project were opened at 10:00am in the City Hall Council Room. At this time, the apparent low bid is \$227,025 for the Heritage Park Walkway Project. In order to move forward with the project and to award the bid, additional funding will need to be appropriated. If approved, the FY 2024-2025 MDD budget will be amended prior to September 30, 2025.

FINANCIAL IMPACT

An increase of \$17,000 to the 500-10-91092220 MDD Projects line item to complete the Heritage Park Walkway project.

RECOMMENDATION

Staff recommends the Board amend the FY 2024-2025 Budget

MOTION TO APPROVE LANGUAGE, IF DESIRED

I move to **approve/deny** the budget amendment to the FY 2024-2025 Municipal Development District Budget and recommend approval to the Ovilla City Council.



Agenda Item # 2



Ovilla MDD

AGENDA REPORT

Meeting Date: July 21, 2025
Agenda Item: VII - 2

Staff Contact: Juan Martinez
E-mail: jmartinez@cityofovilla.org
Phone: (972) 617-7262 ext. 101

DISCUSSION/ACTION – Consideration of and action on the approval of the Municipal Development District FY 2025-2026 budget and make a recommendation for approval to the Ovilla City Council.

BACKGROUND/DISCUSSION

At the June 16th, 2025 Special Called MDD meeting, the Board shared with staff budget priorities for the upcoming FY 2025-2026 Budget. Staff has taken this input and prepared a budget for the Board's consideration. Once approved, the MDD budget will be forwarded to the Ovilla City Council for their consideration and approval at the August 18, 2025 meeting.

ATTACHMENTS

FY 2025-2026 Municipal Development District Proposed Budget

FINANCIAL IMPACT

TBD

RECOMMENDATION

Staff recommends the Board approve the FY 2025-2026 Budget

MOTION TO APPROVE LANGUAGE, IF DESIRED

I move to **approve/deny** the FY 2025-2026 Municipal Development District Proposed Budget and recommend approval to the Ovilla City Council.

City of Ovilla
Municipal Development District Fund 500
Proposed Budget FY 2025-2026

Revenues

| ACCOUNT ID | Description | Account Type | Fund Name | 2024 Actual | 2025 Adopted | 2025 YTD | 2026 Proposed |
|-----------------------|---------------------------|--------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 500-4000120 | Sales Tax | Revenue | Municipal Development District Fund | \$155,242.28 | \$150,000.00 | \$142,658.05 | \$160,000.00 |
| 500-4000800 | Other Revenue | Revenue | Municipal Development District Fund | \$1,480.00 | \$0.00 | \$0.00 | \$0.00 |
| 500-4000840 | Interest Income | Revenue | Municipal Development District Fund | \$2,249.88 | \$2,500.00 | \$2,562.58 | \$2,500.00 |
| 500-4000990 | Reduction in Fund Balance | Revenue | Municipal Development District Fund | \$0.00 | \$105,700.00 | \$0.00 | \$48,300.00 |
| TOTAL REVENUES | | | | \$158,972.16 | \$258,200.00 | \$145,220.63 | \$210,800.00 |

Expenditures

| ACCOUNT ID | Description | Account Type | Fund Name | 2024 Actual | 2025 Adopted | 2025 YTD | 2026 Proposed |
|-----------------------|--------------------------------------|--------------|-------------------------------------|-------------------|---------------------|--------------------|---------------------|
| 500-10-52260 | Engineering Fees | Expense | Municipal Development District Fund | \$0.00 | \$0.00 | \$14,628.65 | \$0.00 |
| 500-10-52560 | Internet Subscriptions | Expense | Municipal Development District Fund | \$0.00 | \$0.00 | \$4,000.00 | \$4,000.00 |
| 500-10-8102230 | Legal Fees | Expense | Municipal Development District Fund | \$1,454.50 | \$1,500.00 | \$0.00 | \$800.00 |
| 500-10-9102240 | Audit | Expense | Municipal Development District Fund | \$2,300.00 | \$2,300.00 | \$2,300.00 | \$5,400.00 |
| 500-10-9103110 | Office Supplies | Expense | Municipal Development District Fund | \$0.00 | \$100.00 | \$0.00 | \$100.00 |
| 500-10-9105600 | Insurance | Expense | Municipal Development District Fund | \$58.91 | \$0.00 | \$0.00 | \$100.00 |
| 500-10-9105620 | Insurance - Liability | Expense | Municipal Development District Fund | \$176.73 | \$300.00 | \$250.00 | \$400.00 |
| 500-10-9109215 | Admin. Expense to General Fund | Expense | Municipal Development District Fund | \$0.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| 500-10-5109216 | Capital Improvements | Expense | Municipal Development District Fund | \$0.00 | \$0.00 | \$0.00 | \$165,000.00 |
| 500-10-9109219 | Façade Improvement Program | Expense | Municipal Development District Fund | \$5,000.00 | \$30,000.00 | \$2,600.00 | \$30,000.00 |
| 500-10-9109220 | MDD Projects (Heritage Park Walkway) | Expense | Municipal Development District Fund | \$0.00 | \$210,000.00 | \$4,690.62 | \$0.00 |
| TOTAL EXPENSES | | | | \$8,990.14 | \$249,200.00 | \$33,469.27 | \$210,800.00 |

Pavilion Extension (2 bays) \$150,000.00
16' X 24' X 24" T Portable Stage \$15,000.00
Proposed Total Capital Improvements \$165,000.00

Current Fund Balance (as of 7/15/2025): \$414,887.94
Estimated Fund Balance (as of 9/30/2025): \$291,287.94
Proposed Reduction in Fund Balance for Projects (FY 2025-2026): \$48,300.00
New Fund Balance: \$242,987.94