



Ovilla Type B Economic
Development Corporation
Regular Meeting Agenda Packet
July 21, 2025



REGULAR ECONOMIC DEVELOPMENT CORPORATION MEETING

MONDAY, JULY 21, 2025

6:00 PM

CITY HALL COUNCIL CHAMBERS

105 S. COCKRELL HILL ROAD, OVILLA, TEXAS 75154

I. **CALL TO ORDER**

Economic Development Corporation Board of Directors:

Kimberly Case, President	Michael Mohon, Place 3
Mia Paris, Vice President	Mary Cavanaugh, Place 4
Kathy Dickey, Place 2	Traci Morris, Place 6
Barbara Turner, Place 7	

Administration and Staff:

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

II. **INVOCATION** – President Case will give the invocation.

III. **PLEDGES OF ALLEGIANCE** – Place 3 Mohon will lead the pledges.

IV. **COMMENTS, PRESENTATIONS, AND ANNOUNCEMENTS**

Announcements from the Board of Directors and City Staff may be made for items to include: expression of thanks; congratulations; condolence; recognition of public officials, employees or citizens; information regarding holiday schedules; reminders of community events or announcements involving an imminent threat to the public health and safety of the municipality that has arisen after the posting of the agenda. No discussion or formal action may be taken on these items at this meeting.

V. **CITIZEN COMMENTS**

The Board of Directors of the Type B Economic Development Corporation 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 city officials 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 Board member, 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 Regular EDC Meeting, June 16, 2025

VII. REGULAR AGENDA

1. **DISCUSSION/ACTION** – Consideration of and action on the approval of the Type B EDC FY 2025-2026 budget and make a recommendation for approval to the Ovilla City Council.
2. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

VIII. EXECUTIVE SESSION

The City Council of the City of Ovilla, Texas, 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 City Council will reconvene into Open Session to consider action, if any, on matters discussed in Executive Session.

X. REQUESTS FROM EDC DIRECTORS 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 Municipal Development District 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 6:00 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

A handwritten signature in blue ink that reads "David D. Henley".

David D. Henley, City Manager



Consent Items



REGULAR ECONOMIC DEVELOPMENT CORPORATION MEETING MINUTES

MONDAY, JUNE 16, 2025

6:00PM

I. CALL TO ORDER

EDC President Kimberly Case called the meeting of the Ovilla EDC to order at 6:00 PM, in the Ovilla Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, TX 75154, with notice of the meeting duly posted. Board members Vice President Paris and Mohon were absent, and all other members were in attendance constituting a quorum.

PRESENT:

Kimberly Case, President

Mary Cavanaugh, Place 4

Kathy Dickey, Place 2

Traci Morris, Place 6

Barbara Turner, Place 7

STAFF:

Michelle Lilley, City Secretary

Burton Barr, Finance Director

Talesha Marckwardt, Finance Clerk

Juan Martinez, Community/EDC Director

ABSENT:

Paris, Vice President

Mohon, Place 3

II. INVOCATION – The invocation was led by President Case.

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

IV. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

Announcements from the Board of Directors and City Staff may be made for items to include: expression of thanks; congratulations; condolence; recognition of public officials, employees or citizens; information regarding holiday schedules; reminders of community events or announcements involving an imminent threat to the public health and safety of the municipality that has arisen after the posting of the agenda. No discussion or formal action may be taken on these items at this meeting.

- Expression of Thanks to Outgoing Board Members

- Oath of Office and Statement of Appointed Official to be issued to the following:

Place 2, Kathy Dickey, Two-Year Term
Place 4, Mary Cavanaugh, Two-Year Term
Place 6, Traci Morris, Two-Year Term

V. STAFF UPDATE

Finance Director Barr gave updates on the following items:

1. Park Improvement Project Update
2. 708 W. Main Update
3. Regular EDC Meeting to discuss, consider, and recommend approval of the FY 2025-2026 Proposed Budget on Monday, July 21st, 2025 at 6:00 p.m.

VI. CITIZEN COMMENTS

Tana Jimenez – 109 Suburban Drive, Ovilla, Texas – Addressed the board about honoring our hometown celebrity Boxcar Willie. She had suggestions such as signage in Ovilla with information about him, renaming the park Boxcar Willie Park, and a statue. She also asked for a tab on the website explaining each marker with the historical information and history of the city.

Lindsey Pierce – 160 Water Street, Ovilla, Texas – Advised the board that she was asked by a council member about creating a video of the history of Ovilla for social media. She was advised we already had someone on the staff that could do this if needed by the council, however, she wanted to give the board her background of working in social media and creating videos to offer her assistance and expertise if needed.

VII. 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 Regular EDC Meeting, March 17, 2025

Place 4 Cavanaugh made a motion to approve the consent agenda as presented.
Place 2 Dickey seconded the motion.

No oppositions, no abstentions. Vice President Paris and Place 3 Mohon were absent.

VOTE: The motion carried: 5-0

VIII. REGULAR AGENDA

- 1. DISCUSSION/ACTION – Consideration of and action on the nomination(s) and appointment of the President to the Economic Development Corporation.**

Place 4 Cavanaugh made a nomination to re-elect President Kimberly Case as the President of the Economic Development Corporation. Place 2 Morris seconded the nomination.

No oppositions, no abstentions. Vice President Paris and Place 3 Mohon were absent.

VOTE: The motion carried: 5-0

2. DISCUSSION/ACTION – Consideration of and action on the nomination(s) and appointment of the Vice President to the Economic Development Corporation.

Place 7 Turner made a nomination of Mary Cavanaugh as the Vice President of the Economic Development Corporation. Place 2 Dickey seconded the nomination.

No oppositions, no abstentions. Vice President Paris and Place 3 Mohon were absent.

VOTE: The motion carried: 5-0

3. DISCUSSION – Review of the Type B EDC Financial Report for October 2024 through May 31, 2025.

Finance Director Burton Barr presented the financials to the board and addressed any questions or concerns.

This was discussion only. No further action was taken.

4. DISCUSSION – Discussion of budget priorities for the FY 2025-2026 Proposed Budget.

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

- Funds to survey and plat the three parcels at 708 W. Main St.
- Parking Lot and Sidewalks at Founder's Park (behind Public Works Building): Approximately \$150K and \$38,500
- Wayfinding / mileage signage for pickleball courts and walking path at Founder's Park
- (2) additional pickleball courts, lighting, and fencing
- Potentially set aside funds for Memorial Bench, Memorial Plaque, and landscaping program
- 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 only item, no further action was taken.

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

No items were pulled from the Consent Agenda. No further action was taken.

IX. RECESS INTO EXECUTIVE SESSION

The Board of Directors of the Economic Development Corporation, 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.

X. REQUESTS FROM EDC DIRECTORS FOR FUTURE AGENDA ITEMS

President Case requested prices for mugs to order and sell at Heritage Day. President Case, Place 2 Dickey, Place 4 Cavanaugh would like prices on additional pickle ball courts, lights, and wayfinding/mileage signage for walking paths.

XI. ADJOURNMENT – Place 2 Dickey made a motion to adjourn the meeting. Place 6 Morris seconded the motion.

No oppositions, no abstentions. Vice President Paris and Place 3 Mohon were absent.

VOTE: The motion carried: 5-0

There being no further business, President Case adjourned the meeting at 7:37 p.m.

Kimberly Case, President

APPROVED: July 21, 2025

ATTEST:

Michelle Lilley, City Secretary



Agenda Item # 1



Ovilla Economic Development Corporation

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 the approval of the Type B EDC FY 2025-2026 budget and make a recommendation for approval to the Ovilla City Council.

BACKGROUND/DISCUSSION

At the June 16th, 2025 Regular EDC 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 EDC budget will be forwarded to the Ovilla City Council for their consideration and approval at the August 18, 2025 meeting.

Staff will present a proposed budget funding all capital items requested by the Board, and an alternative budget that will fund some of the capital items requested by the Board.

ATTACHMENTS

FY 2025 – 2026 Type B EDC Proposed Budget (All Capital Items)

FY 2025 – 2026 Type B EDC Proposed Budget (Recommended)

FINANCIAL IMPACT

TBD

RECOMMENDATION

Staff recommends the Board approve the FY 2025-2026 Proposed Recommended Budget.

MOTION TO APPROVE LANGUAGE, IF DESIRED

I move to **approve/deny** the FY 2025-2026 Type B EDC Proposed Budget and recommend approval to the Ovilla City Council.

**City of Ovilla
EDC Fund 600
Proposed Budget FY 2025-2026**

Revenues

ACCOUNT ID	Description	Account Type	Fund Name	2024 Actual	2025 Adopted	2025 YTD	2026 Proposed
600-4000120	Sales Tax	Revenue	4B Economic Development Fund	\$271,494.22	\$208,000.00	\$194,314.16	\$145,000.00
600-4000840	Interest Income	Revenue	4B Economic Development Fund	\$10,149.13	\$6,000.00	\$6,564.41	\$5,000.00
600-4000990	Reduction in Fund Balance	Revenue	4B Economic Development Fund	\$0.00	\$130,400.00	\$0.00	\$279,000.00
				TOTAL REVENUES	\$281,643.35	\$344,400.00	\$200,878.57
							\$429,000.00

Expenditures

ACCOUNT ID	Description	Account Type	Fund Name	2024 Actual	2025 Adopted	2025 YTD	2026 Proposed
600-10-0089225	Project Land/708 W. Main	Expense	4B Economic Development Fund	\$350,000.00	\$0.00	\$0.00	\$8,000.00
600-10-52260	Engineering Fees	Expense	4B Economic Development Fund	\$10,023.24	\$0.00	\$14,137.35	\$38,300.00
600-10-52560	Internet Subscriptions	Expense	4B Economic Development Fund	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00
600-10-58215	Transfers Out	Expense	4B Economic Development Fund	\$47,499.96	\$0.00	\$0.00	\$3,500.00
600-10-51118	Dev/Econ Devel. Director	Expense	4B Economic Development Fund	\$4,588.00	\$35,000.00	\$27,499.98	\$35,000.00
600-10-8102230	Legal Fees	Expense	4B Economic Development Fund	\$6,648.50	\$5,000.00	\$560.00	\$2,500.00
600-10-8102240	Audit	Expense	4B Economic Development Fund	\$6,800.00	\$6,800.00	\$6,800.00	\$5,400.00
600-10-8103110	Office Supplies	Expense	4B Economic Development Fund	\$0.00	\$200.00	\$0.00	\$100.00
600-10-8104210	Travel Expense	Expense	4B Economic Development Fund	\$0.00	\$2,500.00	\$0.00	\$2,500.00
600-10-8104220	Professional Development	Expense	4B Economic Development Fund	\$200.00	\$2,500.00	\$150.00	\$2,500.00
600-10-8105320	Printing Expense	Expense	4B Economic Development Fund	\$148.29	\$800.00	\$0.00	\$800.00
600-10-8105520	Bldg. Repairs/Maint	Expense	4B Economic Development Fund	\$0.00	\$20,000.00	\$13,400.00	\$0.00
600-10-8105620	Insurance - Liability	Expense	4B Economic Development Fund	\$260.56	\$600.00	\$276.45	\$500.00
600-10-8105730	Memberships	Expense	4B Economic Development Fund	\$1,750.00	\$2,000.00	\$1,200.00	\$2,000.00
600-10-8105740	Advertising	Expense	4B Economic Development Fund	\$249.20	\$2,000.00	\$0.00	\$1,000.00
600-10-8105741	Promotional	Expense	4B Economic Development Fund	\$0.00	\$2,500.00	\$0.00	\$2,500.00
600-10-8109217	Park Equipment Improvement	Expense	4B Economic Development Fund	\$0.00	\$5,000.00	\$0.00	\$0.00
600-10-8109219	Monument Signs	Expense	4B Economic Development Fund	\$707.50	\$0.00	\$0.00	\$1,000.00

**City of Ovilla
EDC Fund 600
Proposed Budget FY 2025-2026**

ACCOUNT ID	Description	Account Type	Fund Name	2024 Actual	2025 Adopted	2025 YTD	2026 Proposed
600-10-89223	Park Lighting	Expense	4B Economic Development Fund	\$0.00	\$0.00	\$0.00	\$15,000.00
600-10-89224	Pickleball Court	Expense	4B Economic Development Fund	\$0.00	\$80,000.00	\$80,000.00	\$100,000.00
600-10-8109222	Land Improvements	Expense	4B Economic Development Fund	\$3,881.69	\$158,000.00	\$145,112.94	\$204,400.00
TOTAL EXPENSES				\$432,756.94	\$326,900.00	\$293,136.72	\$429,000.00

Current Fund Balance (as of 7/15/2025): \$750,586.79
Estimated Fund Balance (as of 9/30/2025): \$631,749.79
Proposed Reduction In Fund Balance for Projects (FY 2025-2026): \$279,000.00
New Fund Balance: \$352,749.79

Survey & Platting (708 W. Main): \$8,000.00
 Engineering (parking, sidewalk, and pickleball courts): \$38,300.00
 (2) Pickleball Courts, Netting, and Fencing: \$100,000.00
 Pickleball Court Lighting (6 poles): \$15,000.00
 Parking Lot Behind Public Works (34 spaces): \$165,650.00
 Sidewalk Extension (approximately 860LF): \$38,500.00

 Total: \$365,450.00

**City of Ovilla
EDC Fund 600
Proposed Budget FY 2025-2026**

Revenues

ACCOUNT ID	Description	Account Type	Fund Name	2024 Actual	2025 Adopted	2025 YTD	2026 Proposed
600-4000120	Sales Tax	Revenue	4B Economic Development Fund	\$271,494.22	\$208,000.00	\$194,314.16	\$145,000.00
600-4000840	Interest Income	Revenue	4B Economic Development Fund	\$10,149.13	\$6,000.00	\$6,564.41	\$5,000.00
600-4000990	Reduction in Fund Balance	Revenue	4B Economic Development Fund	\$0.00	\$130,400.00	\$0.00	\$150,000.00
				TOTAL REVENUES	\$281,643.35	\$344,400.00	\$200,878.57

**City of Ovilla
EDC Fund 600
Proposed Budget FY 2025-2026**

ACCOUNT ID	Description	Account Type	Fund Name	2024 Actual	2025 Adopted	2025 YTD	2026 Proposed
600-10-89224	Pickleball Court	Expense	4B Economic Development Fund	\$0.00	\$80,000.00	\$80,000.00	\$0.00
600-10-8109222	Land Improvements	Expense	4B Economic Development Fund	\$3,881.69	\$158,000.00	\$145,112.94	\$204,200.00
			TOTAL EXPENSES	\$432,756.94	\$326,900.00	\$293,136.72	\$300,000.00

Current Fund Balance (as of 7/15/2025): **\$750,586.79**
 Estimated Fund Balance (as of 9/30/2025): **\$631,749.79**
Proposed Reduction In Fund Balance for Projects (FY 2025-2026): \$150,000.00
New Fund Balance: \$481,749.79

Survey & Platting (708 W. Main): **\$8,000.00**
 Engineering (parking lot and sidewalk): **\$24,500.00**
 Parking Lot Behind Public Works (34 spaces): **\$165,650.00**
 Sidewalk Extension (approximately 860LF): **\$38,500.00**

 Total: **\$236,650.00**