



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

Jose Trevino, Place 4

Rachel Huber, Vice President

B.J. Tucker, Place 5

Gary Jones, Place 2

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](http://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

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

David D. Henley, City Manager



## Consent Items



## **SPECIAL CALLED OVILLA MUNCIPAL 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

Jose Trevino, Place 4

Rachel Huber, Vice President

B.J. Tucker, Place 5

Gary Jones, Place 2

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 21<sup>st</sup>, 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 Proposed 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](mailto: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 16<sup>th</sup>, 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 17<sup>th</sup>, 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](mailto: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 16<sup>th</sup>, 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
				<b>TOTAL REVENUES</b>	<b>\$158,972.16</b>	<b>\$258,200.00</b>	<b>\$145,220.63</b>
							<b>\$210,800.00</b>

**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
				<b>TOTAL EXPENSES</b>	<b>\$8,990.14</b>	<b>\$249,200.00</b>	<b>\$33,469.27</b>
							<b>\$210,800.00</b>

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