



**MINUTES OF THE  
CITY COUNCIL MEETING  
MONDAY, JULY 28, 2025  
CITY HALL COUNCIL CHAMBERS  
209 S. WASHINGTON STREET  
KAUFMAN, TEXAS 75142**

**CALL WORK SESSION TO ORDER** Mayor calls the Work Session to order, states the date and time, states Councilmembers present, and declares a quorum present.\*\*

Mayor Jordan called the work session to order at 6:00 p.m. Councilmembers present were Jeff Jordan, Matt Phillips, Lisa Parker, Quattro Borders, Charles Gillenwater, Ashlea Longenecker, and Jason Nelson. Mayor Jordan declared a quorum present. Also present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, City Attorney Ann Montgomery, City Secretary Jessie Hanks, Finance Director Mary Wennerstrom, Finance Manager LaJohnna Wells, and Police Captain Colter Leftwich.

**WORK SESSION** A Work Session is used to explore matters of interest to one or more City Council Members or the City Manager for the purpose of giving staff direction on whether or not such matters should be placed on a future regular or special meeting of the Council for citizen's input, City Council deliberation and formal City action. Although Work Sessions are public meetings, and citizens have a legal right to attend, they are not public hearings, so citizens are not allowed to participate in the session.

1. Presentation and discussion of the proposed adoption of Land Use Assumptions and a Capital Improvements Plan under which wastewater impact fees may be imposed.

Chris Edwards, PE, with TNP, presented and reviewed the proposed Land Use Assumptions and Capital Improvement Plan for Wastewater 2025-2045. He outlined the proposed timeline for the process of adopting the Land Use Assumption, Capital Improvement Plan, and impact fees.

2. Discussion regarding items on the Regular Session Agenda, including the consideration of Executive Session items

There were no items discussed regarding items on the Regular Session Agenda.

**EXECUTIVE SESSION**

Mayor Jordan recessed into executive session at 6:13 p.m.

3. The City Council will recess into Executive Session pursuant to Texas Government Code for an executive session regarding the following:
  - a. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. - deliberate the purchase, exchange, lease, or value of real property regarding: Borders Circle
  - b. Sec. 551.071(1) and (2); CONSULTATION WITH ATTORNEY: (1) To consult with City 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 conflict

with the Texas Open Meetings Act and (2) for Council to seek the advice of its attorney about pending or contemplated litigation: Impact Fees

**RECONVENE INTO OPEN SESSION** In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session.

Mayor Jordan reconvened into open session at 6:33 p.m.

4. Consider and take appropriate action, if any, on matters discussed in Executive Session.

There was no action to be taken on matters discussed in executive session.

### **WORK SESSION ADJOURNMENT**

There being no further business, Mayor Jordan adjourned the work session at 6:33 p.m.

### **PLEDGE OF ALLEGIANCE**

**CALL MEETING TO ORDER** Mayor calls the Meeting to order, states the date and time, states Councilmembers present, and declares a quorum present.\*\*

Mayor Jordan called the City Council meeting to order at 6:42 p.m. Councilmembers present were Jeff Jordan, Matt Phillips, Lisa Parker, Charles Gillenwater, Quattro Borders, Ashlea Longenecker, Jason Nelson. Mayor Jordan declared a quorum present. Also, present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, City Attorney Ann Montgomery, City Secretary Jessie Hanks, Finance Director Mary Wennerstrom, Finance Manager LaJohnna Wells, Economic Development Director Stewart McGregor, Marketing and Community Relations Emily Golden, Finance Technician Michelle McClain, Court Clerk Autumn McBee, Public Works Director Tim Hopwood, Development Services Director Johnny Bray, Senior Planner Martin Mares, Police Captain Colter Leftwich, and Police Chief Les Edwards.

**CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES)** Comments about any of the Council agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the City Council on any subject but must first complete a Request to Speak Form so that the Mayor may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the Council as a whole. **When addressing the Council, please step forward to the speaker's podium, state your name and address, and direct your comments to the Mayor and City Council.**

No comments were given.

### **PROCLAMATION**

5. Parks and Recreation Month - July 2025

Mayor Jordan proclaimed the month of July 2025 as Parks and Recreation Month.

## **RECOGNITION**

6. Business of the Month - Snap Fitness

Mayor Pro-Tem Phillips, Mr. McGregor, and Anne Glasscock, Chief Executive Officer of the Kaufman Chamber of Commerce, announced Snap Fitness as the July 2025 Business of the Month.

7. Court Clerk Level I Certification - Autumn McBee

Mayor Jordan, Ms. Wennerstrom, and Mr. Holder recognized Autumn McBee for achieving her Court Clerk Level I Certification.

8. Certified Government Finance Officer Designation - Michelle McClain

Mayor Jordan, Ms. Wennerstrom, and Mr. Holder recognized Michelle McClain for achieving her Certified Government Finance Officer Designation.

## **CONSENT AGENDA**

9. Consider and take appropriate action on the minutes from the June 23, 2025, Work Session and Regular City Council meeting.
10. Consider and take appropriate action on the minutes from the July 14, 2025, Special City Council meeting.
11. Consider and take appropriate action to reschedule the Regular City Council Meeting set for Monday, August 25, 2025, to Monday, August 18, 2025.
12. Consider and take appropriate action on Resolution R-20-25, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an agreement with the Texas Department of Transportation to temporarily close portions of SH 243 (one-way traffic operation around the Kaufman County Courthouse), Business SH-34 (S. Washington Street from E. Mulberry St. to US 175) and East Fair Street (Westbound US 175 Frontage road from Bypass-34 to S. Washington St.) on Saturday, October 11, 2025, from 7:30 a.m. until 11:00 a.m. for the purpose of the 2025 Kaufman Harvest Fest Parade; and providing for an effective date.
13. Consider and take appropriate action on Resolution R-21-25, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an agreement with the Texas Department of Transportation to temporarily close State Highway 243 from Jefferson Street to Washington Street on Saturday, October 11, 2025, from 5:00 a.m. until 7:00 p.m. for the 2025 Kaufman Harvest Fest Event; and providing an effective date.
14. Consider and take appropriate action on Resolution R-22-25, a resolution of the City of Kaufman, accepting Public Improvements for Freeman Farm and establishing the date for a two (2) year warranty period.

Councilmember Gillenwater made a motion to approve consent agenda items 9 through 14 as presented. The motion was seconded by Councilmember Longnecker and passed 7/0.

## **END OF CONSENT AGENDA**

### **PUBLIC HEARING**

15. Conduct a Public Hearing and consider and take appropriate action on Ordinance No. O-18-25, an ordinance of the City Council of the City of Kaufman, adopting the "Land Use Assumptions", and the "Capital Improvements Plan – Wastewater Facilities 2025-2045" for wastewater, each being a component of the "Capital Improvements Plan for Wastewater 2025-2045" for the City of Kaufman; Providing Amendments to Section 9.05.001, "Adoption of Land Use Assumptions and Capital Improvements Plan" of Division 1, "Generally" of Article 5, "Impact Fees" of Chapter 9, "Planning and Development Regulations" of the Code of Ordinances to adopt Land Use Assumptions and the Wastewater Capital Improvements Plan for 2025-2045 as set forth in the Capital Improvements Plan for Wastewater 2025-2045; and providing an effective date.

- a. Presentation

Chris Edwards, PE, with TNP, presented and reviewed the proposed Land Use Assumptions and Capital Improvement Plan for Wastewater 2025-2045. He outlined the proposed timeline for the process of adopting the Land Use Assumption, Capital Improvement Plan, and impact fees.

- b. Public Hearing

Mayor Jordan opened the public hearing at 6:54 p.m. There being no speakers present, Mayor Jordan closed the public hearing at 6:54 p.m.

- c. Consider and take appropriate action on Ordinance O-18-25

Mayor Pro-Tem Phillips made a motion to approve Ordinance O-18-25 as presented. The motion was seconded by Councilmember Parker and passed 7/0.

16. Conduct a public hearing and take appropriate action on a Replat of French & Wilson Addition, Block 37, being a partial replat of Block 37 of the Wilson Addition, to create one single-family residential lot. The subject property consists of approximately 0.208 acres, situated in the J.B. Cole Survey, Abstract No. 84, City of Kaufman, Kaufman County, Texas, and is generally located at 608 S. Wilson Street (Parcel IDs 24188 and 24189). (Case No. RP-01-25)

- a. Presentation.

Mr. Mares presented the proposed partial replat for a property located at 608 S. Wilson St. He informed the council the proposed replat is due to the desire to have an accessory building.

- b. Public Hearing

Mayor Jordan opened the public hearing at 6:56 p.m. There being no speakers present, Mayor Jordan closed the public hearing at 6:56 p.m.

- c. Consider and take appropriate action on a Replat for French & Wilson Addition, Block 37

Councilmember Lonenecker made a motion to approve case number RP-01-25, a Replat for French & Wilson Addition, Block 37 as presented. The motion was seconded by Councilmember Parker and passed 7/0.

### **DISCUSSION/ACTION ITEMS**

17. Consider and take appropriate action on the **Land Study and Preliminary Plat of The Trails**, on 132.44 acres out of the Thomas Beedy Survey, Abstract No. 21, City of Kaufman, Kaufman County, Texas, generally located on the east side of FM 2727 (Property IDs 2199, 2206, 2207, 187114, 213257, 213258). (Case No: PP-02-25)

Mr. Mares presented the land study and preliminary plat for The Trails Development. He reviewed the concept plan as background information. There was a discussion regarding the fencing next to the adjacent properties as discussed at a previous Council meeting.

Councilmember Longenecker made a motion to approve the **Land Study and Preliminary Plat of The Trails**, on 132.44 acres out of the Thomas Beedy Survey, Abstract No. 21, City of Kaufman, Kaufman County, Texas, generally located on the east side of FM 2727 (Property IDs 2199, 2206, 2207, 187114, 213257, 213258). (Case No: PP-02-25). The motion was seconded by Councilmember Parker and passed 7/0.

18. Consider and take appropriate action on Ordinance O-19-25, an Ordinance of the City Council of the City of Kaufman, Texas, accepting and approving an Annual Service Plan Update and Assessment Roll 2025-2026 for the Kaufman Public Improvement District No. 1, in compliance with Chapter 372 of the Texas Local Government Code, as amended; accepting and approving the Annual Service Plan Update and Updated Assessment Roll for PID 1, and including applicable TIRZ Credit Calculation, as set forth in Exhibit "A" to the Ordinance providing for payment of the assessments in accordance with Chapter 372; providing for the method of assessment and the payment of the assessments, providing penalties and interest on delinquent assessments and compliance with all other legal requirements providing for severability, and providing an effective date. ("Georgetown")

Joshua Arendt, Senior Vice President with Municap, Inc., presented the Annual Service Plan Update and Assessment Roll for 2025-2026 for Kaufman PID #1 (Georgetown at Kings Fort).

Councilmember Borders made a motion to approve Ordinance O-19-25, accepting and approving an Annual Service Plan Update and Assessment Roll 2025-2026 for the Kaufman Public Improvement District No. 1. (Georgetown at Kings Fort) The motion was seconded by Councilmember Longenecker and passed 7/0.

19. Consider and take appropriate action on Ordinance O-20-25, an Ordinance of the City Council of the City of Kaufman, Texas, accepting and approving an Annual Service Plan Update and Assessment Roll 2025-2026 for the Kaufman Public Improvement District No. 2,

in compliance with Chapter 372 of the Texas Local Government Code, as amended; accepting and approving the Annual Service Plan Update and Updated Assessment Roll for PID 2 as set forth in Exhibit "A" to the Ordinance providing for payment of the assessments in accordance with Chapter 372; providing for the method of assessment and the payment of the assessments, providing penalties and interest on delinquent assessments and compliance with all other legal requirements providing for severability, and providing an effective date. ("Prairie Creek")

Joshua Arendt, Senior Vice President with Municap, Inc., presented the Annual Service Plan Update and Assessment Roll for 2025-2026 for Kaufman PID #2 (Prairie Creek Phase 3).

Councilmember Parker made a motion to approve Ordinance O-20-25, accepting and approving an Annual Service Plan Update and Assessment Roll 2025-2026 for the Kaufman Public Improvement District No. 2. (Prairie Creek Phase 3) The motion was seconded by Councilmember Gillenwater and passed 7/0.

20. Consider and take appropriate action on Ordinance O-21-25, an Ordinance of the City Council of the City of Kaufman, Texas, accepting and approving an Annual Service Plan Update and Assessment Roll 2025-2026 for the Kaufman Public Improvement District No. 3, in compliance with Chapter 372 of the Texas Local Government Code, as amended; accepting and approving the Annual Service Plan Update and Updated Assessment Roll for PID 3 as set forth in Exhibit "A" to the Ordinance providing for payment of the assessments in accordance with Chapter 372; providing for the method of assessment and the payment of the assessments, providing penalties and interest on delinquent assessments and compliance with all other legal requirements providing for severability, and providing an effective date. ("Freeman Farms")

Joshua Arendt, Senior Vice President with Municap, Inc., presented the Annual Service Plan Update and Assessment Roll for 2025-2026 for Kaufman PID #3 (Freeman Farm).

Councilmember Longenecker made a motion to approve Ordinance O-21-25, accepting and approving an Annual Service Plan Update and Assessment Roll 2025-2026 for the Kaufman Public Improvement District No. 3. (Freeman Farm) The motion was seconded by Councilmember Borders and passed 7/0.

21. Consider and take appropriate action on an interlocal cooperative agreement for Kaufman Public Improvement District No. 3 Assessment Collection between the City of Kaufman, Texas, and Kaufman County, Texas; and authorizing the Mayor or his designee to execute necessary documents.

Councilmember Gillenwater made a motion to approve an interlocal cooperative agreement for Kaufman Public Improvement District No. 3 Assessment Collection between the City of Kaufman, Texas, and Kaufman County, Texas; and authorizing the Mayor or his designee to execute necessary documents. The motion was seconded by Councilmember Longenecker and passed 6/0/1. Mayor Jordan abstained from the vote.

22. Consider and take appropriate action on Chapter 380 Economic Development and Performance Agreement between the City of Kaufman, Texas and Lowe's Companies, Inc.; and authorizing the Mayor to execute necessary documents.

Mr. McGregor presented the Chapter 380 agreement for the Lowe's development. He reviewed the aspects of the agreement including the incentives, terms, and other stipulations.

Councilmember Parker made a motion to approve a Chapter 380 Economic Development and Performance Agreement between the City of Kaufman, Texas and Lowe's Home Centers, LLC and authorize the Mayor to execute necessary documents. The motion was seconded by Mayor Pro-Tem Phillips and passed 7/0.

23. Consider and take appropriate action on Ordinance O-22-25, an Ordinance of the City of Kaufman, Texas, amending Chapter 5 "Business Regulations" of the City's Code of Ordinances by adopting Article 5.11 "Film and Media Production" providing for the regulation of filming activities affecting city-owned and controlled and related property, equipment and personnel for motion picture production; delegating authority to City Manager for administering regulations adopted hereby; amending Appendix A "Fee Schedule" of the City of Kaufman's Code of Ordinance, Article A1.00 "Miscellaneous Fees" to adopt a new section A1.005 "Film Friendly Fees"; providing for the incorporation of premises; providing cumulative repealer, savings and severability clauses; providing for a penalty; determining compliance with the Texas Open Meetings Act; providing for publication; and; and providing an effective date.

Ms. Golden presented the purpose of the ordinance, the authorities it would give the City Manager, and the permit requirements and fees associated with the Film Friendly program. There was discussion regarding the closure of TxDOT roads through this program.

Councilmember Gillenwater made a motion to approve Ordinance O-22-25 as presented. The motion was seconded by Councilmember Longenecker and passed 7/0.

24. Consider and take appropriate action on an amendment to the Investment Grade Audit Agreement with Schneider Electric Buildings Americas, Inc.; and authorize the Mayor or his designee to execute necessary documents.

Mr. Holder reviewed the amendments to the Investment Grade Audit Agreement with Schneider Electric to move onto phases 2 and 3.

Mayor Pro-Tem Phillips made a motion to approve amendment 1 to the Investment Grade Audit Agreement with Schneider Electric Buildings Americas, Inc. and authorize the Mayor or his designee to execute necessary documents. The motion was seconded by Councilmember Parker and passed 7/0.

25. Consider and take appropriate action on a contract for Fiscal Year 2026 health benefits plans, and authorizing the Mayor or his designee to execute necessary documents.

Mr. Holder presented the renewal bid for the City's FY26 health benefits plans.

Councilmember Parker made a motion to approve a contract for Fiscal Year 2026 health benefits

plans with Texas Health Benefits Pool, and authorize the Mayor or his designee to execute necessary documents. The motion was seconded by Councilmember Longenecker and passed 6/0/1. Mayor Jordan abstained from the vote.

26. Consider and take appropriate action on Resolution R-23-25, a resolution of the City Council of the City of Kaufman, Texas, setting a public hearing for September 8, 2025, to receive public input on the advisability of proposed updates to the City of Kaufman Land Use Assumptions and the Water and Roadway Capital Improvements Plans, and amendments to the Water Impact Fee within the corporate limits and ETJ of the City and the Roadway Impact Fee within the corporate limits of the City; and providing an effective date.

Ms. Balthrop Mendoza informed the Council that, as part of the City's ongoing efforts to plan for growth and infrastructure needs responsibly, the City has initiated a review and update of the City's Land Use Assumptions, Water and Street Capital Improvements Plans, and the associated impact fee schedule. She stated Resolution R-23-25 sets a public hearing for September 8, 2025, to receive input from residents, developers, and other stakeholders regarding the proposed changes. This public hearing is a key step in the process of adopting any updates to the impact fee structure.

Councilmember Gillenwater made a motion to approve Resolution R-23-25, setting a public hearing for September 8, 2025, to receive public input on the advisability of proposed updates to the City of Kaufman Land Use Assumptions and the Water and Roadway Capital Improvements Plans, and amendments to the Water Impact Fee within the corporate limits and ETJ of the City and the Roadway Impact Fee within the corporate limits of the City; and providing an effective date. The motion was seconded by Councilmember Borders and passed 7/0.

27. Consider and take appropriate action on Resolution R-24-25, a resolution of the City Council of the City of Kaufman, Texas, setting a public hearing for September 8, 2025, to receive public input on the advisability of the adoption of a Wastewater Impact Fee within the corporate limits and ETJ of the City and providing an effective date.

Ms. Balthrop Mendoza presented that staff worked with consultants to evaluate the feasibility of implementing a new wastewater impact fee. This fee is intended to ensure that new development contributes its fair share toward the cost of expanding and improving the City's wastewater system. She added that Resolution R-24-25 sets a public hearing for September 8, 2025, to allow the public to provide input on the proposed adoption of the wastewater impact fee and related amendments to the City's Impact Fee Schedule. The hearing is a required step in the process towards adopting a new impact fee and promoting transparency and public engagement in the City's infrastructure planning efforts.

Mayor Pro-Tem Phillips made a motion to approve Resolution R-24-25, a resolution of the City Council of the City of Kaufman, Texas, setting a public hearing for September 8, 2025, to receive public input on the advisability of the adoption of a Wastewater Impact Fee within the corporate limits and ETJ of the City. The motion was seconded by Councilmember Parker and passed 7/0.

## **ANNOUNCEMENTS AND REPORTS FROM CITY MANAGER**

28. Receive an update and discussion regarding the following:
- a. Budget Work Session Meetings - August 4 & August 11 (if needed)

- b. Special City Council Meeting - September 8
- c. National Night Out - October 7
- d. 2025 TML Conference - Fort Worth - October 29-31, 2025
- e. Discussion Items Report (DIR)
- f. STAR Transit Ridership Report - June 2025
- g. Careflite Compliance Report - June 2025
- h. Fire Department Monthly Report - June 2025
- i. Police Department Monthly Report - June 2025
- j. Development Services Monthly Report - June 2025
- k. Monthly Calendars Attached

Mr. Holder updated the Council on the above-stated items.

**ADJOURNMENT**

There being no further business, Mayor Jordan adjourned the meeting at 7:28 p.m.

**ATTEST:**

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**JEFF JORDAN**  
**MAYOR**

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**JESSIE HANKS**  
**CITY SECRETARY**

