



**MINUTES OF THE
CITY COUNCIL MEETING
MONDAY, SEPTEMBER 8, 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, Ashlea Longenecker, Charles Gillenwater, Quattro Borders, Lisa Parker, and Jason Nelson. Mayor Jordan declared a quorum present. Also present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, City Attorney M. Ann Montgomery, City Secretary Jessie Hanks, and Economic Development Director Stewart McGregor.

Mayor Jordan made a statement of support for all the proposed impact fees on the agenda. Mayor Jordan left the meeting at 6:00 p.m. and Mayor Pro-Tem Phillips presided over the remainder of the meeting.

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 a Land Use Assumptions, Capital Improvements Plan, and Impact Fees for Water, Wastewater, and Roadway Facilities.

Philip Varghuese presented the proposed adoption of a Land Use Assumptions, Capital Improvement Plan, and Impact Fees for Water, Wastewater, and Roadway Facilities. He explained the various considerations that go into this process, as well as the recommendations from the CIPAC. There were discussions about how the fees are assessed, who pays these fees, and the types of projects associated with the use of these funds.

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

There were no other items discussed from the Regular Session Agenda.

WORK SESSION ADJOURNMENT

There being no further business, Mayor Pro-Tem Phillips adjourned the meeting at 6:16 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 Pro-Tem Phillips called the City Council meeting to order at 6:30 p.m. Councilmembers present were Matt Phillips, Lisa Parker, Charles Gillenwater, Quattro Borders, Ashlea Longenecker, and Jason Nelson. Mayor Jeff Jordan was absent. Mayor Pro-Tem Phillips declared a quorum present. Also present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, City Attorney M. Ann Montgomery, City Secretary Jessie Hanks, and Economic Development Director Stewart McGregor.

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.

PUBLIC HEARING

3. Conduct a Public Hearing and consider and take appropriate action on Ordinance No. O-27-25, an Ordinance of the City Council of the City of Kaufman, adopting the "Land Use Assumptions", which includes the "Future Land Use Plan", the "Streets Capital Improvements Plan for 2025-2035" and the "Water Capital Improvements Plan for 2025-2035", each being a component of the "Capital Improvements Plan and Impact Fee Update for Water and Streets 2025-2035" for the City of Kaufman"; adopting amendments to Subsection (A), "Roadway Facilities" and Subsection (B), "Water Facilities" of Section 9.05.001, "Adoption of Land Use Assumptions and Roadway Facilities Capital Improvements Plan", of Division 1, "Generally", of Article 9.05, "Impact Fees", of Chapter 9, "Planning and Development Regulations" of the City of Kaufman's Code of Ordinances to adopt amended Land Use Assumptions, Future Land Use Plan, the Streets Capital Improvement Plan for 2025-2035 and the Water Capital Improvements Plan for 2025-2035 as set forth in the Capital Improvements Plan and Impact Fee Update for Water and Streets 2025-2035" and providing an effective date.

- a. Presentation

Philip Varughese, PE, CFM, Team Leader and Associate Principal with TNP, presented the future land use plan, the water capital improvement plan, and the roadway capital improvement plan.

- b. PUBLIC HEARING

Mayor Pro-Tem Phillips opened the public hearing at 6:32 p.m. There being no speakers present, Mayor Pro-Tem Phillips closed the public hearing at 6:32 p.m.

- c. Consider and take appropriate action on Ordinance O-27-25

Councilmember Borders made a motion to approve Ordinance O-27-25 as presented. The motion was seconded by Councilmember Parker and passed 6/0.

4. Conduct a Public Hearing and consider and take appropriate action on Ordinance O-28-25, an Ordinance of the City Council of the City of Kaufman, amending Division 3, "Water Facilities Impact Fee", of Article 9.05, "Impact Fees", of Chapter 9 "Planning and Development Regulations" and Section A4.003, "Water Facilities Impact Fees", of Appendix A, "Fee Schedule" of the Code of Ordinances, adopting amendments to the Water Facilities Impact Fees to be assessed by the City of Kaufman, Texas within the corporate limits and within the extraterritorial jurisdiction of the City; providing for calculation of maximum impact fees and use of proceeds from impact fees; regulating the assessment and collection of impact fees; providing a water facilities impact fee schedule; imposing an impact fee and providing for exceptions; providing for credits; regulating accounting for fees and interest; providing for refunds; incorporating the water facilities land use assumptions and service area, the Water Capital Improvements Plan; adopting various other provisions relative to water impact fees providing an effective date of October 1, 2025, for the assessment of the amended impact fees.

- a. Presentation

Philip Varughese, PE, CFM, Team Leader and Associate Principal with TNP, presented the proposed water impact fee recommendations.

- b. PUBLIC HEARING

Mayor Pro-Tem Phillips opened the public hearing at 6:34 p.m. There being no speakers present, Mayor Pro-Tem Phillips closed the public hearing at 6:34 p.m.

- c. Consider and take appropriate action on Ordinance O-28-25

Councilmember Gillenwater made a motion to approve Ordinance O-28-25 as presented. The motion was seconded by Councilmember Longenecker and passed 6/0.

5. Conduct a Public Hearing and consider and take appropriate action on Ordinance O-29-25, an Ordinance of the City Council of the City of Kaufman, amending Division 2, "Roadway Facilities Impact Fee", of Article 9.05, "Impact Fees", of Chapter 9 "Planning and Development Regulations" and Section A4.002, "Roadway Facilities Impact Fees", of Appendix A, "Fee Schedule", adopting amendments to Roadway Facilities Impact Fees to be assessed by the City of Kaufman, Texas within the corporate limits of the City only; providing for calculation of maximum impact fees and use of proceeds from impact fees; regulating the assessment and collection of impact fees; providing a roadway facilities impact fee schedule; imposing an impact fee and providing for exceptions; providing for credits; regulating accounting for fees and interest; providing for refunds; incorporating the roadway facilities land use assumptions and service area, the Roadway Facilities Capital Improvements Plan; adopting various other provisions relative to roadway impact fees' providing an effective date of October 1, 2025, for the assessment of the amended impact fees.

- a. Presentation

Philip Varughese, PE, CFM, Team Leader and Associate Principal with TNP, presented the proposed roadway impact fee recommendations.

b. PUBLIC HEARING

Mayor Pro-Tem Phillips opened the public hearing at 6:35 p.m. There being no speakers present, Mayor Pro-Tem Phillips closed the public hearing at 6:36 p.m.

c. Consider and take appropriate action on Ordinance O-29-25

Councilmember Nelson made a motion to approve Ordinance O-29-25 as presented. The motion was seconded by Councilmember Longenecker and passed 6/0.

6. Conduct a Public Hearing and consider and take appropriate action on Ordinance O-30-25, an Ordinance of the City Council of the City of Kaufman, amending Article 9.05, "Impact Fees", of Chapter 9 "Planning and Development Regulations", of the City's Code of Ordinances to adopt a new Division 4, "Wastewater Facilities Impact Fee", and amending Article 4, "Building and Development Fee", of Appendix A, "Fee Schedule", of the City's Code of Ordinances to renumber existing sections and to adopt a new Section A4.006, "Wastewater Facilities Impact Fees", adopting Wastewater Facilities Impact Fees to be assessed by the City of Kaufman, Texas, for the wastewater system service area within the corporate limits of the City and within the extraterritorial jurisdiction of the City; providing for calculation of maximum impact fees and use of proceeds from impact fees; regulating the assessment and collection of impact fees; providing a roadway facilities impact fee schedule; imposing an impact fee and providing for exceptions; providing for credits; regulating accounting for fees and interest; providing for refunds; incorporating the roadway facilities land use assumptions and service area, the Roadway Facilities Capital Improvements Plan; adopting various other provisions relative to roadway impact fees providing an effective date of October 1, 2025, for the assessment of the amended impact fees.

a. Presentation

Philip Varughese, PE, CFM, Team Leader and Associate Principal with TNP, presented the proposed wastewater impact fee recommendations.

b. PUBLIC HEARING

Mayor Pro-Tem Phillips opened the public hearing at 6:37 p.m. There being no speakers present, Mayor Pro-Tem Phillips closed the public hearing at 6:37 p.m.

c. Consider and take appropriate action on Ordinance O-30-25

Councilmember Longenecker made a motion to approve Ordinance O-30-25 as presented. The motion was seconded by Councilmember Gillenwater and passed 6/0.

ADJOURNMENT

There being no further business, Mayor Pro-Tem Phillips adjourned the meeting at 6:38 p.m.

ATTEST:

**JEFF JORDAN
MAYOR**

**JESSIE HANKS
CITY SECRETARY**

