



Notice of Meeting
Regular Meeting of the Keene City Council

Thursday, March 2, 2023

Lisa Parrish
Mayor

Ray Johnson
Place I

Thomas Gutwa
Place II

James Belz
Mayor Pro-Tem, Place III

Rob Foster
Ward I

Gwen Beeson
Ward II

Owen Larson
Ward III

Notice is hereby given that a Regular Meeting of the City Council of the City of Keene will be held on Thursday, March 2, 2023, at 6:00 PM at the Keene City Hall, located at 1000 N Old Betsy Rd (FM 2280), Cleburne, Texas, in the City Council Chambers.

City Hall is wheelchair accessible. The entry ramp is at the front, with entry at the front entrance to City Hall. Reasonable accommodations to furnish auxiliary aids or assistance to assist persons with special needs will be provided when seventy-two (72) hours advance notice is given. Please contact the City Secretary at 817-641-3336 ext. 105.

The City Council of the City of Keene, Texas, reserves the right to meet in a closed, executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code.

Call to order and certification of quorum

Invocation & Pledge of Allegiance

1. Mayor Comments:
2. Public Comments:

(Citizens are invited to speak on any topic; however, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to one of the following: Responding with a statement of specific factual information or reciting the City's existing policy on that Issue or Directing the person inquiring to visit with City Staff about the issue. (No council deliberation is permitted)

*Citizens are required to stand when speaking, state their name and address, and the comment time is limited to three (3) minutes. **The amount of time given to the public to speak may be changed at any time at the mayor's discretion.***

3. Consideration and approval of City Council Minutes dated February 9, 2023, and February 16, 2023.
4. Discussion and take possible action renaming the City of Keene Council Chambers to Robert G. Cooper Council Chambers.
5. Discussion and take possible action adopting Resolution No. 2023-416 creating a new bank account.
6. Discussion and take action adopting Resolution No. 2023-417 awarding a professional services engineering contract for a 23/24 CDBG grant.
7. Discussion and take possible action giving the Type A EDC authority to pay off the Type A EDC CR 317 loan at Pinnacle Bank, using funds from the Keene Economic Development Money Market Account.
8. Discussion and take possible action appointing members to the Board of Adjustment to fill current vacancies.
9. Discussion and presentation of the Capital Improvement Project list and Cares Act funds.
10. City Manager Report.
11. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the City Council may convene into a closed, Executive Session in accordance with the following authority:

551.071 (consultation with the attorney)	551.072 (real property)	551.073 (prospective gifts)
551.074 (personnel matters)	551.076 (security matters)	551.087 (economic development)

Executive Session may be held, under these exceptions, at the end of the Regular Session, Workshop, and/or Special Session, or at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council Meeting.

12. Reconvene into Open Session for possible action resulting from any item posted or discussed in Executive Session.

13. Discussion and requests for future items on the agenda.

14. Adjourn

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of Keene, Texas is a true and correct copy of said Notice and that I posted a true and correct copy of the said notice on the official bulletin board of City Hall, a place convenient and readily accessible to the general public at all times, and that said notice was posted on or before 5:00 P.M., Friday, February 24, 2023.

By:  _____
Natanael Drambareanu, Interim City Secretary

Confirmation of Agenda removed by _____ at _____ a.m./p.m. on _____, 2023



**City Council
Agenda Item Report
March 2, 2023**

Contact - citysecretary@keenetx.com

Subject: Consideration and approval of City Council Minutes dated February 9, 2023, and February 16, 2023.

**MINUTES
of the
KEENE CITY COUNCIL**

THURSDAY, February 9, 2023

PRESENT: Mayor Lisa Parrish, Ray Johnson, Thomas Gutwa, Rob Foster, James Belz.

ABSENT: Gwen Beeson

CALL TO ORDER: The meeting was called to order at 6:00 p.m.

Invocation – Councilmember Gutwa

Pledge of Allegiance & Pledge to the Texas Flag – Council and Public

1. Mayor Comments:

- Mayor Parrish welcomed everyone to the meeting.

2. Public Comments:

- Paul Gnadl – 107 N Old Mansfield, spoke about corporate ownership of residential homes.
- Troy Smith – 310 Woodlawn Dr, spoke about the Cares Act Fund and sidewalks.
- Kevin Romanelli – 1008 Christine St, spoke about his organization moving.

3. Consideration of City Council Minutes dated January 19, 2023.

- Councilmember Foster made a motion to approve the City Council Minutes dated January 19, 2023. Councilmember Belz seconded the motion.
- Motion carried (4-0-0)

4. Discussion and take possible action authorizing a contract with Strategic Government Resources (SGR) for the Chief of Police interim services.

- City Manager Bernie Parker provided some information about the process.
- Councilmember Johnson made a motion to approve authorizing a contract with Strategic Government Resources (SGR) for the Chief of Police interim services. Councilmember Belz seconded the motion.
- Motion carried (4-0-0)

5. Discussion and take possible action approving the CDBG Project CDV21-0089 Change Order No. 1 regarding the additional line items totaling \$64,500.

- Director of Public Works Don Martin provided an update on the project and the issues which were discovered causing the change order requirement.
- City Manager Bernie Parker and the council discussed the location of funds to be used for the change order.
- Councilmember Foster made a motion to approve the CDBG Project CDV21-0089 Change Order No. 1 regarding the additional line items totaling \$64,500 from ARPA Funds. Councilmember Belz seconded the motion.
- Motion carried (4-0-0)

6. Department Report.

- Human Resources Department
- Director of Human Resources / Interim City Secretary Natanael Drambareanu provided an update on the openings within the City of Keene and the steps the organization is taking to attract applicants.
- Fire Chief Warner provided an update on the staffing within the Fire Department.

7. Discussion and take possible action authorizing a contract with an interim service provider for the City Secretary position.
- Director of Human Resources / Interim City Secretary Natanael Drambareanu provided an update on the position and the number of applicants.
 - Council provided staff direction to schedule the current applicants for an interview at the next council meeting.
 - Councilmember Foster made a motion to table authorizing a contract with an interim services provider for the City Secretary position. Councilmember Belz seconded the motion.
 - Motion carried (4-0-0)

8. City Manager report
- City Manager Bernie Parker provided his report.

9. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the City Council may convene into a closed, Executive Session in accordance with the following authority:

551.071 (consultation with the attorney)	551.072 (real property)	551.073 (prospective gifts)
551.074 (personnel matters)	551.076 (security matters)	551.087 (economic development)

- No executive session was held.

Executive Session may be held, under these exceptions, at the end of the Regular Session, Workshop and/or Special Session, or at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council Meeting.

10. Reconvene into Open Session for possible action resulting from any item posted and discussed in Executive Session.
11. Discussion and requests for future items on the agenda.
- Council requested the task force for the staffing conversations with department heads.
 - Sheila Drapiza – 208 Pine St, wanted the city to consider retired firefighters for help and wanted to have the 208 Pine St water issue fixed with Cares Act Funds.
 - Kevin Romanelli – 1008 Christine St, wanted the city to contact the United States military ETS programs.

12. Meeting adjourned at 8:01 p.m.

By: _____

Lisa Parrish, Mayor

Attest: _____

Natanael Drambareanu, Interim City Secretary

**MINUTES
of the
KEENE CITY COUNCIL**

THURSDAY, February 16, 2023

PRESENT: Mayor Lisa Parrish, Ray Johnson, Thomas Gutwa, Rob Foster, James Belz, Gwen Beeson.

ABSENT:

CALL TO ORDER: The meeting was called to order at 6:00 p.m.

Invocation – Councilmember Foster

Pledge of Allegiance & Pledge to the Texas Flag – Council and Public

1. Mayor Comments:

- Mayor Parrish welcomed everyone to the meeting.

2. Public Comments:

- Paul Gnadl – 107 N Old Mansfield, spoke about Keene Business Expo.
- Cheryl Schram – 1002 W. 4th St, spoke in opposition to item 6 – Executive Session.
- Jennifer Bagget – 200 Pine St, spoke in favor of item 6 – Executive Session.
- Samantha Gillin – 218 W 4th St, spoke in opposition to item 6 – Executive Session.

3. Keene Police Department 2022 Racial Profiling Report Presentation.

- Chief Thomas Williams provided the council with the 2022 Racial Profiling Report.

4. Department Report.

- Finance Department.
- Director of Finance Charles Williams presented the report.

5. City Manager report

- City Manager Bernie Parker provided his report.

6. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the City Council may convene into a closed, Executive Session in accordance with the following authority:

551.071 (consultation with the attorney)	551.072 (real property)	551.073 (prospective gifts)
551.074 (personnel matters)	551.076 (security matters)	551.087 (economic development)

- **Council convened into executive session at 6:27 pm.**
 - a. City Secretary
 - b. Interview City Secretary candidate(s)
 - c. Conduct interviews and evaluations of applicants for appointment to the vacant City Council member Ward III position.

Executive Session may be held, under these exceptions, at the end of the Regular Session, Workshop and/or Special Session, or at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council Meeting.

7. **Reconvene into Open Session for possible action resulting from any item posted and discussed in Executive Session.**
 - **Council reconvened into Open Session at 10:17 pm.**
8. **Take action by appointing a City Secretary**
 - **Councilmember Belz made a motion to approve appointing Tabatha Mansell as City Secretary pending the passing of the hiring process. Councilmember Foster seconded the motion.**
 - **Motion carried. (5-0-0)**
9. **Discussion and take action regarding the appointment of City Council Ward III replacement to serve until the next regular November election.**
 - **Mayor Parrish requested a motion to appoint Owen Larson.**
 - **Councilmember Johnson made a motion to approve appointing Owen Larson as a replacement to City Council Ward III to serve until the next regular November election. Councilmember Foster seconded the motion.**
 - **Motion carried (4-1-0, Beeson against)**
10. **Administer Statement of Officer and Oath of Office for City Council Ward III appointment.**
 - **This item was moved to the next council meeting.**
11. **Discussion and take possible action authorizing a contract with an interim services provider for the City Secretary position.**
 - **Councilmember Beeson made a motion to indefinitely table authorizing a contract with an interim services provider for the City Secretary position. Councilmember Foster seconded the motion.**
 - **Motion carried (5-0-0)**
12. **Discussion and requests for future items on the agenda.**
 - **None**
13. **Meeting adjourned at 10:20 p.m.**

By: _____

Lisa Parrish, Mayor

Attest: _____

Natanael Drambareanu, Interim City Secretary



City Council Agenda Item Report

March 2, 2023

Contact – Charles Williams, Finance Director
817-641-3336 ext 120
finance.director@keenetx.com

SUBJECT: Discussion and take possible action adopting Resolution No. 2023-416 creating a new bank account

1. BACKGROUND

Starting in August of 2021, the City of Keene received 2 installments of funds from the Cares Act totaling \$1,629,066.30.

The Cares Act funds are currently in the General Fund, and moving them to a new bank account is recommended.

- TDEM Grant Funds (COVID Cares Account)

2. ANALYSIS

The funds should be separated based on recommended auditing practices for better transparency and easier audit.

3. FISCAL IMPACT

None

4. ACTION/RECOMMENDATION

Staff recommends approving the resolution, which allows the creation of the bank account with Pinnacle Bank.

5. ENCLOSURE

- RESOLUTION NO. 2023-416

A RESOLUTION OF THE CITY OF KEENE, TEXAS

RESOLUTION NO. 2023-416:

RESOLUTION CREATING ONE (1) NEW BANK ACCOUNT

WITH PINNACLE BANK FOR THE CITY OF KEENE, TEXAS

WHEREAS, the City of Keene has determined it to be in the best interest of the City to establish and create one (1) new bank account with Pinnacle Bank of Keene:

TDEM Grant Funds (COVID Cares Account)

WHEREAS, the City of Keene now wishes to designate the above-named bank account to be used only for its intended purpose and designated functions thereof.

NOW THEREFORE, BE IT RESOLVED: The City of Keene shall execute and deliver to said Pinnacle Bank a duly signed original of the completed banking resolution as is hereto attached, and the authority to transact business, including but not limited to the maintenance of savings, checking and other accounts as well as borrowing by the City, shall be contained in said resolution with the named officers already authorized to so act on behalf of the City as specified.

THE UNDERSIGNED hereby certifies that she is the duly elected, qualified, Mayor of the **CITY OF KEENE** and that the foregoing resolution was submitted to and approved, and adopted by the City Council at a meeting held on **March 2, 2023**, and that said resolution is now in full force and effect in accordance with the provisions of the City of Keene Charter and state law under which the City of Keene was incorporated.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THIS 2nd DAY OF MARCH, 2023

Mayor Lisa Parrish

ATTEST:

Interim City Secretary, Natanael Drambareanu



City Council Agenda Item Report

March 2, 2023

Contact - Citymanager@keenetx.com

Subject Discussion and take action adopting Resolution No. 2023-417 awarding a professional services engineering contract for a 23/24 CDBG grant.

BACKGROUND/HISTORY

December 15, 2022 City Council held a public hearing to receive public input on community needs and discuss all TxCDBG and non-TxCDBG funding opportunities and how those resources could be used to address the identified need.

The Texas Community Development Block Grant Program – Community Development Fund (CDBG) requires implementation by professionals experienced in the administration/project delivery of federally-funded projects and creation of planning documents in order to identify qualified and responsive providers for these services. A Request for Proposals (RFP) process for administration services has been completed in accordance with the Texas Department of Agriculture requirements.

The proposals received by the due date (December 21, 2022) have been reviewed to determine the most qualified and responsive provider for the professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources.

FINDINGS/CURRENT ACTIVITY

Staff Recommends Jacob Martin, be selected to provide application and project related ENGINEERING services for a 2023/2024 CDBG grant for the City of Keene.

ENCLOSURES

RESOLUTION NO. 2023-417

A RESOLUTION OF THE CITY OF KEENE, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR A 2023/2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – COMMUNITY DEVELOPMENT FUND GRANT THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE.

WHEREAS, participation in the Texas Community Development Block Grant Program – Community Development Fund (CDBG) requires implementation by professionals experienced in the engineering/project delivery of federally-funded projects and creation of planning documents;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering and design services has been completed in accordance with the Texas Department of Agriculture requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

- Section 1. That Jacob Martin is selected to provide application and project-related engineering and design services for a 2023/2024 CDBG Grant for the City of Keene.
- Section 2. That a cost-price analysis will be conducted to determine the negotiated fee to be appropriate and reasonable based upon program requirements and rules.
- Section 3. That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON March 2, 2023.

APPROVED:

Lisa Parrish, Mayor

ATTEST:

Natanael Drambareanu, Interim City Secretary



City Council Agenda Item Report

March 2nd, 2023

Contact – Don Martin
dmartin@keenetx.com
817-822-2060

SUBJECT: Discussion and take possible action giving the Type A EDC authority to pay off the Type A EDC CR 317 loan at Pinnacle Bank, using funds from the Keene Economic Development Money Market Account.

1. BACKGROUND/HISTORY

Due to the rising interest rates, Type A EDC Board met on Wednesday, February 15, 2023, voted unanimously to pay off the CR 317 loan with Pinnacle Bank using funds from the Keene Economic Development Money Market Account.

2. FINDINGS/CURRENT ACTIVITY

As of 02-15-2023 Balance of the loan is \$120,626.01.

As of 02-01-2023 Balance of the EDC A Money Market Account is \$232,012.00

3. FINANCIAL IMPACT

The interest rate will likely increase for debt/loan obligations sometime in April.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends Council give the Type A EDC the authority to pay off the CR 317 loan.