



**Notice of Regular Meeting of  
The Keene Business Development Board  
(Type B)**

**June 21, 2022**

**Ricky Stephens**  
President

**Aaron Moses**

**Jason Hamilton**

**Cheryl Schram**

**Donnie Beeson**

**Troy Smith**

**Nick Chesney**

Notice is hereby given that a Meeting of the Type B Keene Business Development Corporation will be held at 3:30 pm on June 21, 2022, in the Keene City Hall at 1000 N Old Betsy Rd., Cleburne, Texas, in the City Council Chambers.

Call to Order and Certification of Quorum

Pledge of Allegiance

1. President's Remarks
2. Citizen Comments  
(Citizens allotted 3 minutes for comments)
3. Approve Meeting Minutes for May 17, 2022.
4. Approval of Financial Statement ending May 31, 2022.
5. Discussion on Potential Dates for Movie in the Park.

6. Discussion on preliminary budget considerations.
7. Director's Report
8. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071 (consultation with 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 Board to seek advice from the City Attorney as to the posted subject matter of this Meeting.
  - a. 551.072 (Real Property)
  - b. 551.087 (Economic Development)  
Possible Sale of Land to Property Developer
9. Reconvene into Open Session for possible action resulting from any item posted discussed in Executive Session. The Board may approve of the sale of property to HBC Interests, LLC.
10. Request for future agenda items.
11. Adjourn

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 forty-eight (48) hours advanced notice is given. Please contact the City Secretary at 817-641-3336.

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 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, June 17, 2022.

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Bernie Parker – City Manager



**Type B Agenda Item Report**  
**June 21, 2022**  
**Contact- Citymanager@keenetx.com**

**SUBJECT: APPROVE MEETING MINUTES FOR MAY 17, 2022**

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**1. ENCLOSURES/ATTACHMENTS**

May 17, 2022 Minutes

**MINUTES FOR THE  
KEENE BUSINESS DEVELOPMENT CORPORATION  
TYPE B BOARD  
TUESDAY MAY 17, 2022**

**PRESENT:** Ricky Stephens, Cheryl Schram, Jason Hamilton, and Troy Smith

**ABSENT:** Aaron Moses, Donnie Beeson, and Nick Chesney

**STAFF PRESENT:**

- **Betty Freeman – Finance Manager**
- **Haden Farr – Assistant to the City Manager**
- **Don Martin – Public Works Director**
- **Charles Williams – Director of Finance**

**CALLED TO ORDER:** Board President R. Stephens called the meeting to order at 3:32 p.m.

1. **President's Remarks - None**
2. **Citizens Comments (Citizens allotted 3 minutes for comments) – None**
3. **Approve Meeting Minutes for April 19, 2022.**

**Member J. Hamilton made a motion to accept the minutes from the April 19, 2022 meeting, seconded by Member C. Schram.**

**Motion passed unanimously 4-0-0.**

4. **Approval of Financial Statement ending February 28, 2022.**

**Charles Williams presented the Economic Development Board (Type B) financial reports ending April 30, 2022.**

**Member C. Schram moved to approve the financial statements ending April 30, 2022, seconded by Member J. Hamilton.**

**Motion passed unanimously 4-0-0.**

5. **Discussion on findings concerning repairs and improvements to Elisa Carver Park.**

**Haden Farr presented to the board pricing quotes for replacement playground equipment, as well as a timeline for their arrival and installation. The board expressed their desire for the replacement slide outlined in the quote. The board also suggested putting together a long-term replacement plan for the playground equipment in its entirety.**

6. **Discussion and take possible action on a movie in the park event.**

**Haden Farr presented pricing from FunFlicks for a movie in the park event. Member T. Smith made a motion hire FunFlicks for a movie in the park using budgeted funds with a date to be determined later, seconded by Member C. Schram.**

**Motion passed unanimously 4-0-0**

7. Director's Report:

**None**

8. 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.*

**None**

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

**None**

10. Request for future agenda items.

**All members expressed a desire to see a more detailed plan about future parks projects to include, basketball, pickleball, improved playground equipment, and better ground cover for the playground area.**

11. Adjourned at 3:54 p.m.

**Member C. Schram moved to adjourn, seconded by Member T. Smith**

**Motion passed unanimously 4-0-0**

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Ricky Stephens, Board President

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Haden Farr, Assistant to the City Manager



**Type B Agenda Item Report**  
**June 21, 2022**  
**Contact- Citymanager@keenetx.com**

**SUBJECT: APPROVE FINANCIAL STATEMENT ENDING MAY 31, 2022**

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**1. ENCLOSURES/ATTACHMENTS**

May Financial Statement

FY 22 /May 31, 2022

		2020-2021 YTD ACTUAL - MAY	2021-2022 APPROVED	Y-T-D ACTUAL - MAY	CURRENT BALANCE	66.67% Target % OF BUDGET YTD ACTUALS
<b>KEDC REVENUES TYPE B</b>						
	<b>GRAND TOTAL REVENUE</b>	<b>\$ 183,302.96</b>	<b>\$ 275,000.00</b>	<b>\$ 195,435.55</b>	<b>\$ 79,564.45</b>	<b>71.1%</b>
<b>KEDC EXPENDITURES</b>						
	ADMINISTRATIVE COSTS	\$ 23,368.98	\$ 71,422.75	\$ 20,614.02	\$ 50,808.73	28.9%
	CONTRACTUAL SVC COSTS	\$ 31,841.20	\$ 59,127.00	\$ 13,436.35	\$ 45,690.65	22.7%
	DEPARTMENTAL SVC COSTS	\$ 3,254.44	\$ 24,549.00	\$ 10,110.93	\$ 14,438.07	41.2%
	FINANCIAL SERVICE COSTS	\$ 62,936.55	\$ 91,323.00	\$ 95,749.48	\$ (4,426.48)	104.8%
	CAPITAL OUTLAY COSTS	\$ 232,728.90	\$ -	\$ -	\$ -	0.0%
	<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 354,130.07</b>	<b>\$ 246,421.75</b>	<b>\$ 139,910.78</b>	<b>\$ 106,510.97</b>	<b>56.8%</b>
<b>ECONOMIC DEVELOPMENT CORPORATION</b>						
<b>OPERATING REVENUES</b>						
400-4-000-4005	SALES TAX REVENUE	\$ 182,456.87	\$ 275,000.00	\$ 195,024.35	\$ 79,975.65	70.9%
400-4-000-4006	INTEREST INCOME	\$ 846.09	\$ -	\$ 411.20	\$ (411.20)	0.0%
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ 183,302.96</b>	<b>\$ 275,000.00</b>	<b>\$ 195,435.55</b>	<b>\$ 79,564.45</b>	<b>71.1%</b>
<b>OTHER REVENUES</b>						
400-4-000-4601	TRANSFERS FROM RESERVES	\$ -	\$ 272,600.00	\$ -	\$ 272,600.00	0.0%
	<b>TOTAL OTHER REVENUES</b>	<b>\$ -</b>	<b>\$ 272,600.00</b>	<b>\$ -</b>	<b>\$ 272,600.00</b>	<b>0.0%</b>
<b>KEDC EXPENDITURES</b>						
<b>ADMINISTRATIVE COSTS</b>						
<b>FACILITIES</b>						
400-5-110-6106	CITY PARK MAINTENANCE	\$ 20,037.50	\$ 34,100.00	\$ 20,000.00	\$ 14,100.00	58.7%
<b>TRAVEL &amp; TRAINING / DUES</b>						
400-5-110-6201	TRAINING & TRAVEL	\$ 660.00	\$ 3,120.00	\$ -	\$ 3,120.00	0.0%
400-5-110-6205	DUES & SUBSCRIPTIONS	\$ 2,437.50	\$ 33,120.00	\$ 507.31	\$ 32,612.69	1.5%
<b>MAINTENANCE &amp; REPAIRS</b>						
400-5-110-6320	VEHICLE MAINTENANCE	\$ 233.98	\$ 1,082.75	\$ 106.71	\$ 976.04	9.9%
	<b>TOTAL ADMINISTRATIVE COSTS</b>	<b>\$ 23,368.98</b>	<b>\$ 71,422.75</b>	<b>\$ 20,614.02</b>	<b>\$ 50,808.73</b>	<b>28.9%</b>
<b>CONTRACTUAL SERVICE COSTS</b>						
<b>CONTRACTED SERVICES</b>						
400-5-110-6820	LEGAL SERVICES*	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	0.0%
400-5-110-6853	EDC DIRECTOR-SUPPORT COSTS	\$ 26,737.20	\$ 48,971.00	\$ 9,684.35	\$ 39,286.65	19.8%
400-5-110-6883	CITY OF KEENE SERVICES	\$ 5,104.00	\$ 7,656.00	\$ 3,752.00	\$ 3,904.00	49.0%
	<b>TOTAL CONTRACTUAL SERVICES COSTS</b>	<b>\$ 31,841.20</b>	<b>\$ 59,127.00</b>	<b>\$ 13,436.35</b>	<b>\$ 45,690.65</b>	<b>22.7%</b>

**DEPARTMENTAL SERVICE COSTS**

<b>DEPARTMENTAL SERVICES</b>						
400-5-110-6915	ADVERTISING & PROMOTIONS	\$	803.29	\$	8,550.00	\$ 9,829.56 \$ (1,279.56) 115.0%
400-5-110-6916	BUSINESS DVLPMNT & INCENTIVES	\$	-	\$	3,649.00	\$ - \$ 3,649.00 0.0%
400-5-110-6980	ADMINISTRATIVE SERVICES	\$	2,451.15	\$	5,600.00	\$ 281.37 \$ 5,318.63 5.0%
400-5-110-6992	WALLEN RIDGE MAINTENANCE	\$	-	\$	3,000.00	\$ - \$ 3,000.00 0.0%
400-5-110-6995	PARK COMMUNITY SERVICES	\$	-	\$	3,750.00	\$ - \$ 3,750.00 0.0%

**TOTAL DEPARTMENTAL SERVICES COSTS**

<b>\$</b>	<b>3,254.44</b>	<b>\$</b>	<b>24,549.00</b>	<b>\$</b>	<b>10,110.93</b>	<b>\$</b>	<b>14,438.07</b>	<b>41.2%</b>
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**FINANCIAL SERVICE COSTS**

<b>FINANCIAL OBLIGATIONS</b>						
400-5-110-7593	PRINCIPAL - WALLEN RIDGE*	\$	15,863.23	\$	21,288.00	\$ 49,962.72 \$ (28,674.72) 234.7%
400-5-110-7594	INTEREST - WALLEN RIDGE*	\$	2,628.68	\$	3,368.00	\$ 1,341.80 \$ 2,026.20 39.8%
400-5-110-7595	ANNUAL PMT - COMMUNITY CENTER	\$	44,444.64	\$	66,667.00	\$ 44,444.96 \$ 22,222.04 66.7%

**TOTAL FINANCIAL SERVICE COSTS**

<b>\$</b>	<b>62,936.55</b>	<b>\$</b>	<b>91,323.00</b>	<b>\$</b>	<b>95,749.48</b>	<b>\$</b>	<b>(4,426.48)</b>	<b>104.8%</b>
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**CAPITAL OUTLAY COSTS**

400-5-110-8000	CAPITAL EXPENDITURES	\$	232,728.90	\$	-	\$ - \$ - 0.0%
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**TOTAL CAPITAL OUTLAY COSTS**

<b>\$</b>	<b>232,728.90</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>0.0%</b>
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**TOTAL KEDC - B - EXPENDITURES**

<b>\$</b>	<b>354,130.07</b>	<b>\$</b>	<b>246,421.75</b>	<b>\$</b>	<b>139,910.78</b>	<b>\$</b>	<b>106,510.97</b>	<b>56.8%</b>
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4B MAIN CHECKING	BALANCE	\$	193.93	\$	193.93
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4B MONEY MARKET	BALANCE	\$	173,369.46	\$	323,745.74
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**Type B Agenda Item Report**  
June 21, 2022  
Contact- [Citymanager@keenetx.com](mailto:Citymanager@keenetx.com)

**SUBJECT: DISCUSSION ON POTENTIAL DATES FOR MOVIE IN THE PARK**

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**Type B Agenda Item Report**  
**June 21, 2022**  
**Contact- [Citymanager@keenetx.com](mailto:Citymanager@keenetx.com)**

**SUBJECT: DISCUSSION ON PRELIMINARY BUDGET CONSIDERATIONS**

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