MINUTES
of the
KEENE CITY COUNCIL

THURSDAY, JANUARY 17, 2019

PRESENT: Mayor Gary Heinrich, James Belz, Lisa Parrish, Robert Cooper, Rob Foster, Cheryl Schram, and Gwen Beeson.

ABSENT: None

CALLED TO ORDER: Called the Regular meeting to order at 7:00 p.m.

Invocation & Pledge of Allegiance – Rob Foster

2. Mayor’s Comments.

Mayor Heinrich invited Chief Jackson to come forward to present a certificate to Carl Westcott for his 40 years of service with Keene. Carl Westcott served with the Keene Fire Department, EMS, Volunteer Fire Department, Keene Police Department and most recently, Court Security Officer for Keene Court.

Carl Westcott came forward to accept his certificate with family.

Mayor Heinrich asked Mr. Westcott when he started with the city, who was the mayor and who was the police chief.

Mr. Westcott stated Don Beeson was the police chief in 1976/1977. Mr. Westcott stated that he started with the Fire Department under Chief Krimble.

1. Public Comments.

Lavern Quear came forward. Ms. Quear thanked Councilwoman Parrish, Holly Owens, Brian LaBorde, Mayor Heinrich and Councilman Belz for their assistance. Thank you also, to the Public Works Department and Chief Warner for their hard work. Ms. Quear also talked about suicide and the welfare of the city’s officers and first responders. She expressed her concern that there isn’t a chaplain and offered her services if needed.
Paul Gnadt came forward to express his gratitude to the Type A and Type B Board for the financial support of the Keene Job and Health Fair which is February 24th. Also, thank you for the clean up on the Cross Properties.


**Robert Cooper made a motion to approve the minutes dated January 3, 2019. Seconded by Cheryl Schram. The motion passed unanimously, 6-0-0.**

4. Department Reports for November and December 2018.

Andy Wolfe, Public Works came forward. Mr. Wolfe presented Streets starting with the drainage project along CR 318, 43 potholes and 23 other work orders completed.

James Belz asked about the pothole truck and if it is the best equipment the City has for potholes.

Mr. Wolfe stated that this vehicle is in good condition.

James Belz asked when potholes are repaired, is material removed first then replaced.

Mr. Wolfe stated yes. Each pothole is cleaned out of any debris and then filled.

Lisa Parrish asked how long a typical repair last and how much do repairs cost.

Mr. Wolfe stated that it depends on the drainage of the road. If there are cracks on the street, water will get into the cracks and deteriorate the road. Mr. Wolfe stated that he is unable to give a cost for a pothole repair, however, Mr. Wolfe did state that it is cheaper than reconstructing a road.

Cheryl Schram asked about cutting out a pothole and if that would be more complicated.

Mr. Wolfe stated that it wouldn’t be more complicated, but it would be more time consuming.

Cheryl Schram asked about a machine/equipment that dug out the pothole and reprocessed the material.
Mr. Wolfe stated that is an asphalt zipper and yes, we do have one. That is made for smaller jobs. Currently, Public Works does not have the manpower to spread out. That is why we have contracted with Westhill Construction so that they are able to handle the jobs that are time consuming.

Robert Cooper asked if Public Works is fully staffed.

Mr. Wolfe stated that he currently has one vacant position.

Lisa Parrish asked about South Eastern and Fairview in front of Oakdale Mobile Home Park.

Mr. Wolfe stated that on South Eastern the section of roadway was where the manhole collapsed. On Fairview, that is a water break that is in the process of being repaired. Public Works is trying to prioritize each project and which projects that Westhill Construction can do.

Rob Foster asked about the truck and if it would be better to have it repaired for it to be out all day.

Mr. Wolfe started that currently it works well. Crews keep it out in the morning for about 4 to 5 hours. Bring it in at lunch and plug it in. After lunch, the truck is ready to go again to finish out the day.

Mayor Heinrich asked if Public Works uses cold mix.

Mr. Wolfe stated that we do occasionally, but it doesn’t last as long.

Brian LaBorde added that there will be a workshop on January 31st that will cover street maintenance and capital improvements.

Mr. Wolfe continued with the Water starting with the relocation of a 150’ service line on West Oakdale. Public Works was assigned 131 work orders, water leaks on Fairview, Pine Bluff and CR 317. Also, the elevated storage on CR 805 is back online.

Robert Cooper asked if all storage takes were up and running.
Mr. Wolfe stated that there is a problem with one tank on College but that has to do with ONCOR and getting enough power to it. Staff has contacted ONCOR regarding the problem. If it is very hot or very cold, the wells and pumps cannot be running at the same time.

Mr. Wolfe continued with sewer updates. The manhole replacement on South Eastern was 9-ft. deep with 6-ft. concrete barrel sections. This was a major repair with a flow through pipe. Public Works completed a sewer tap on Dorothy and 7 work orders were completed too.

Mr. Wolfe finished up with other projects in Public Works starting with the demolition of the old Public Works building but left the concrete pad for a future structure to house a pump. There are 6 licenses with TCEQ and 4 CDL licenses.

Cheryl Estes came forward. Auditors are in house and are in the process of wrapping up the audit and should have the draft ready in about 5 weeks. Starting with the general fund. We budgeted a negative (35,258) to end the year. The reason for that was that I recommended that the money from the restricted fund, court security, be transferred into the capital improvement fund to be used. Revenue came in $40k less than what was budgeted due to administrative allocation was budgeted higher but came in less due to cutting expenditures. As of right now, we are doing $92k better than expected. Ms. Estes explained the prior period adjustment. This amount represents errors made in FY 16-17 financial statements.

Rob Foster asked for clarification and whether this was an error in the general fund.

Ms. Estes stated that she predicts the fund will come in $20k less than shown. Some adjustments were made, and it may be less than that. Ms. Estes continued with the water and sewer fund. There is $263k more revenue due to Doc’s RV lien being paid. This prior period adjustment is what Council voted to move water and sewer capital expenditures originally funded with loan proceeds to the water and sewer fund to be paid with water and sewer resources. This amount represents water and sewer capital expenditures paid in FY 16-17. In debt services fund, we spent $17k more than expected. Original debt schedule showed interest payment being made in FY 16-17, however, bank failed to invoice the City. Increased first bond payment by amount of interest not paid in FY 16-17.
Mayor Heinrich asked about a rounding problem with property taxes and economic development support.

Ms. Estes agreed and will double check the rounding. Ms. Estes continued with capital projects fund. This report represents all approved budgets (FY 16-17 and FY 17-18) for capital expenditures.

Ms. Estes continued with Municipal Court. The Court Performance Review was part of the packet and is considered public record. The report reflects changes that needed to be made and have been made. This includes software update and conversion. The Human Resource update included tasks and accomplishments along with hosting events for employees and the Personnel Policy. The next large task is the salary survey with surrounding cities that are like Keene.

Lisa Parrish asked if the survey includes the benefits packages.

Ms. Estes stated yes. Ms. Estes continued to state that Amber Bransom is learning to be the cities purchasing agents for large purchases.

Lisa Parrish asked if the budget changes will affect the current budget or previous budget adjustments.

Ms. Estes stated that it will affect the beginning fund balance on the general fund.

Chief Emmitt Jackson came forward. Chief Jackson’s report is part of the packet and is permanent record and available for viewing. Chief Jackson covered the patrol division with a breakdown of encounters. The report also included a year to year comparison. By taking patrol cars off the highway and into the neighborhoods has resulted in a 20% reduction. Chief Jackson continued with case investigation numbers and results.

Rob Foster asked what TCIC stood for.

Chief Jackson explained that it is a computer system that allows us to run driver licenses and history.

James Belz stated Texas Crime Information Center.
Chief Jackson continued to cover the statistics.

Gwen Beeson asked if any of the reports involving children were repeats.

Chief Jackson stated no.

James Belz asked about closed patrols and the difference from November to December.

Chief Jackson stated that it depends on the patrol patterns of the officer. Last year each door was counted versus this year, each address is counted. As you know there are several doors at one address. Example, Mr. Jim’s, Donut Shop and Coffee Shop are three doors but one address.

James Belz clarified that this is not assigned, but when the officer checks on the business.

Chief Jackson stated yes.

Robert Cooper asked about Animal Control.

Chief Jackson stated that Christina Austin is here and will address it.

Lisa Parrish asked if we still had one reserve officer left and if the City is trying to recruit anymore.

Chief Jackson stated yes, we still have one reserve officer and are recruiting too. One of the things that has been completed is streamlining the reserve process. It has always been in our policy that individuals must do at least 12 hours of reserve time. However, it hasn’t been enforced. The new policy requires at least 16 hours each month. The other requirement is that the individual purchases their own equipment and carries a gun that is chambered with a 9 ml round. If they were to get into a shooting, their bullets match the other officers. If the individual goes 2 months without meeting those requirements, we have the right to end their status with the Keene PD.

Lisa Parrish asked if we were supplying the ammo or anything.

Chief Jackson stated no.
James Belz asked what equipment they are required to have.

Chief Jackson stated uniform, belt, handcuffs and 9 ml firearm that is approved by our instructor, OC, and we will allow them to check out a taser.

Lisa Parrish asked how many reserves we are hoping to get.

Chief Jackson stated we don’t currently have a number.

James Belz asked about the property room.

Chief Jackson stated that Officer Hernandez has worked hard to at least get it organized enough that items can be found within the year. Currently working on an SOP for taking in items and cataloging them.

Lisa Parrish asked who our bailiff will be.

Chief Jackson stated he did not know at this time.

Lisa Parrish asked if we would use an officer on shift.

Chief Jackson stated that is not a viable idea. If we have one officer on duty, they shouldn’t have to choose between court and a call/possible emergency. It is the courts responsibility to have a bailiff.

Lisa Parrish asked if it must be a police officer.

Chief Jackson stated no. It can be a security officer, an officer from another city, a reserve officer or any number of things. Chief Jackson continued with the PD lobby hours. Now that dispatch is closed, all officers are patrolling the street and the police admin is fulfilling open records requests from the City Secretary. She goes to lunch from 12:00 pm – 1:00 pm. In the past five years, only one true emergency has walked into the lobby. The remainder of traffic is generally asking for directions to City Hall.

Brian LaBorde requested direction to staff regarding keeping the PD lobby open at lunch or closing for that hour.
Gwen Beeson expressed her concern for the citizens who may only have that hour to conduct business at the PD.

Chief Jackson agreed and stated that due to the closing of dispatch, there no longer is any business conducted at PD.

Rob Foster asked for clarification of the Police Admin’s job.

Chief Jackson stated that Christine handles open records requests, keeps up with the sex offender’s registry, records clerk, and files cases. In the meantime, on the door of the PD lobby is an informational sign with phone numbers, hours of operation, and directions to City Hall.

Cheryl Schram asked how many people come to the lobby now.

Chief Jackson stated 5 or 6 a day.

Cheryl Schram stated that she never just walked into a police station. If she needed a police officer, she called 911.

Christine, Police Admin stated that there are some citizens that have a need for face to face contact.

Lisa Parrish asked how reports are picked up or processed.

Chief Jackson stated that reports are requested through the City Secretary’s office and processed through the PD. Once complete, they are forwarded back to the City Secretary to invoice and arrange pick up.

James Belz asked what Chief Jackson’s opinion on the lobby hours.

Chief Jackson stated the lobby hours should be 8:00 am thru 5:00 pm with an hour for lunch, Monday thru Friday. It also needs to be well advertised to make sure the community knows.

James Belz asked what brought this up and how many complaints have there been since dispatch was moved to the County.

Chief Jackson the first and only complaint was the day before which is what prompted this discussion.
Lisa Parrish suggested 9:00 am thru 5:00 pm with Christine eating her lunch at her desk.

Chief Jackson stated that is a possibility, but we run into the chance that no one would be available from 8:00 am to 9:00 am.

Rob Foster asked about teaming up with the Fire Admin to cover the lobby.

Chief Jackson stated that the Fire Admin takes a lunch from 12:00 pm to 1:00 pm. During that time or if Sandy is out for the day, when someone comes to the Fire door they ring the doorbell. If firemen are in, they will answer. If they are out handling an emergency, the door goes unanswered. If we do team up with Fire to make sure both areas are covered, then we run into a problem if both individuals are out. We now must have a third individual to cover two desks.

Mayor Heinrich asked what someone would need between 12:00 pm and 1:00 pm that would justify keeping the PD lobby open during that hour.

Chief Jackson stated nothing that they can’t get at City Hall.

No action taken at this time.

Chief Jackson continued with a quote from TSM regarding laptops for the police vehicles. The quote is $15k is for the laptops and installation.

Lieutenant Miller came forward to address all repairs made to the current laptops and why the new ones are needed.

Mayor Heinrich asked about maintenance agreements.

Lieutenant Miller stated that there isn’t a maintenance agreement for the current laptops. At this time, the warranties have run out on all systems. To keep them running, the City will need to purchase annual warranties for each device. The cost would be $300 x 12 devices annually ($3,600.00).

Brian LaBorde stated that he had requested that Chief Jackson bring this forward. The amount that is being requested would come from the money left over from the OSSl agreement.

James Belz asked for the total amount for everything.
Chief Jackson stated that the quote he was given is $15k for equipment and installation and $3K for 6 mounts and 6 screen protectors.

Cheryl Schram asked what the life span of this would be.

Chief Jackson stated that the hardware would last 4 to 5 years, but the software would still be intact.

Mayor Heinrich stated that in future budgets, if a car is placed on the budget, a computer for that car should be included.

Gwen Beeson asked if the City was able to get state and/or government pricing.

Chief Jackson stated the laptops are coming directly from the manufacturer through TSM and the City is getting them wholesale.

Rob Foster asked if they were local.

Chief Jackson stated yes.

James Belz stated that this is a must.

Chief Jackson stated that he would bring all information to Council at the next meeting to vote on.

Don Martin came forward and gave a presentation of the Shady Oak Road CIP project timeline followed by the Oakwood Drive sewer project.

Mayor Heinrich asked how much of Shady Oak is under concrete.

Don Martin stated 50%.

Mayor Heinrich asked how much Shady Oak cost.

Don Martin stated $444,731.50 was originally budgeted for this project.

Mayor Heinrich asked if we were on budget.

Don Martin stated at this time, yes.
Rob Foster asked if Oakwood is coming in at budget.

Don Martin stated yes.

Robert Cooper likes the charts in the report but would like year to year comparison too.

Don Martin went through the building permits report and chart.

Mayor Heinrich asked about the gas line close to the house being built at 2151 CR 805-B.

Don Martin stated that the gas company came out and the form boards were relocated away from the gas line easement. Another issue with this lot is the power lines. United Cooperative has already been contacted to come out and access those as well.

Wes Schram asked how many new projects there have been at one time.

Don Martin stated that is part of his report that is coming up. Mr. Martin continued with his report including new construction. The RV Park property owners has turned in a preliminary plat and they are currently working on a conceptual plan. The 5 acres close to Wallen Ridge was purchased and the new owners would like to put in a commercial truck parking area. They have brought in a plat map. The property in front is zoned commercial and the back half, 3 acres, is zoned residential. The owners plan to build a house on that portion of the lot. They will need to come in to discuss the front of the property because 2 acres of concrete is not cost effective.

Cheryl Schram asked if the trucks will be parked and left or is it something else.

Don Martin stated that it would be more of overnight parking.

Robert Cooper asked about new parking on the south side of Highway 67.

Don Martin stated that is the same thing. However, that property is located within our ETJ and just outside the city limits.

Rob Foster clarified that this is the same spot that Palladium plans to build.
Don Martin stated that if Palladium is approved it would be more towards the back. Only a long strip of property would be used for the entrance to the property and all truck parking would be located at the front of the property, close to Hwy 67.

Cheryl Schram asked if this use is allowed in C-2 Zoning.

Don Martin stated yes.

Gwen Beeson asked if the owners had indicated how many trucks would be parked there at one time.

Don Martin stated no. This is still in the early stages and more information would be coming forward in the future. Mr. Martin gave an update on the street lights at North Hills Estates. United Cooperative came out and talked with the homeowners about placement. We are waiting on that estimate from them. We also asked for an estimate to add a street light near the well located at the end of Springcreek.

Holly Owens updated Council on the tablets. Ms. Owens continued with the Civic Plus update and timeline of events for the new website along with spreading out existing software to take on additional payments. Ms. Owens updated Council on Laserfiche and will bring forward a retention policy in a couple of months. The desktop copiers are up for renewal and we are wanting to downsize the number of copiers we have and save money overall.

Mayor Heinrich asked about the cost of the website.

Ms. Owens stated that the cost was part of the approved budget with an $8k annual cost.

Brian LaBorde added that the license for the current website is up for renewal and the new website has more functionality.

Lisa Parrish asked if the minutes and agendas will be on the new website.

Ms. Owens stated yes and explained additional functions for the website.
Gwen Beeson asked about the ORR report and requested that the log not be included in future reports.

Ms. Owens explained the report and agreed.

Lisa Parrish asked about the time estimate letter.

Ms. Owens explained that cost and time estimate based on the State charges.

Cheryl Schram asked if a lot of this information would be cut down even more with the new website.

Ms. Owens stated yes.

Gwen Beeson asked if there is a time limit to complete these requests.

Ms. Owens explained the time line required by the State.

Chief Warner came forward and gave the Fire report for November and December. This report and presentation are part of the packet and is permanent record. This report included billing and incident calls. Chief Warner continued with an update on the siren project. The beehive was removed from the outdoor warning system located on South College. A service technician came out and gave us a quote for the diagnostic which is $1,110.00. This does not include the repairs. Tomorrow they may be testing the siren. A new siren on the north side of town, CR 805 would cost $42k. This amount includes installation and electrical along with being able to work remotely. This will be brought to Council at a future date. The next project is a parking area at Fire behind the building. The budget has the project at $20k. The quote came in higher than budget, so staff is working to get an additional quote.

Mayor Heinrich asked how many spaces the Fire Department was looking to have.

Chief Warner stated eight.

Lisa Parrish asked how far over budget did the quote go.

Chief Warner stated $4k over. We can reduce the number of spaces and get within budget but would like to get other quotes first.
James Belz asked about the size of the specs.

Chief Warner stated roughly 8,500 and we are looking at a few drainage issues and a retaining wall to control drainage and runoff. Another project is the EMS Study. This study should be ready to bring to Council in February. Finally, I run periodic audits on the Fire budget. We are currently over budget in overtime. We are working with Finance to do a budget amendment for this.

Mayor Heinrich asked about the volunteers that are currently in school and who pays for that.

Chief Warner stated that the individual pays for that themselves.

Christina Austin came forward to present Code Enforcement. This report and presentation are in the packet and considered permanent record. Ms. Austin stated that she is working with Cleburne to create an access data base that will make the reports cleaner and more accurate. It will also help tie violations together. Ms. Austin continued with a report on Animal Control. Working to get bids to upgrade the shelter to get it up and running again per code. Another item that will be brought forward in the future is an upgraded animal ordinance.

Lisa Parrish asked if Code tracked citations letters versus citations.

Ms. Austin stated at this time no but that will change with the access data base. However, we will work with a citizen that is trying to resolve the issue.

Mayor Heinrich asked if the issue on Mistletoe was resolved.

Ms. Austin stated yes. The owner covered the vehicle.

Lisa Parrish asked for specifics.

Ms. Austin stated that the vehicle is an older vintage vehicle and it needed to be covered.

Michael Talley came forward to update Council on the Economic Development Boards and projects. Louis Vuitton Block Grant is moving forward and will bring that information to a future council meeting. This is an 18-month process.
Zaktax is a program that breaks down sales tax month to month which allows the City to assist businesses that may need help. The splash pad is under discussion and the sub-committee is working on water usage and design along with placement. Part of that discussion is an irrigation system that would tie into the splash pad. Type B is working to revisit the Park Master Plan. Palladium is moving forward. The hotel feasibility study has come in and staff has been contacted by investors. Type A Board is working to clean up the Industrial Park and the fencing around the property. Also, City Secretary will be bringing an appointment forward for the Type A Board. Last item is the Green Ribbon Project, this is an approved grant for landscaping at the Keene entrance on College.

Cheryl Schram believes that the entrance needs additional lighting and a flag.

5. City Manager's Report.

Brian LaBorde updated Council on Hyline and reminded Council of the January 27th Special Council Workshop. Monday, City offices will be closed in observation of Martin Luther King Day.

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

Meetings will start at 6:00 PM from now on. Next Council Meeting will be on February 14th.

Gwen Beeson requested information on live streaming Council Meetings.

7. 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 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.

No Executive Session.
8. Adjournment.

Council adjourned at 10:24 PM.

By: Gary Heinrich
   Gary Heinrich, Mayor

Attest: Holly Owens
        Holly Owens, T.R.M.C., City Secretary