



City Council Regular Meeting Minutes

January 15, 2026 at 6:00 PM

Keene City Hall - Robert G. Cooper Council Chamber
1000 N. Old Betsy Rd., Cleburne, Texas 76031

Recorded Live Stream Available at <https://www.youtube.com/@cityofkeenetexas>

Members present: Samantha Gillin, Mayor Pro Tem; and Council Members Bob Chapman, Chuck Easley, Rob Foster, Johnny Shaw, and Troy Smith.

Members absent: Lisa Parrish, Mayor

City Staff present: Jonathan Seitz, City Manager; Holly Russell, City Secretary; Sandra Overstreet, HR Director; Mira Lam, Finance Director; Don Martin, Director of Development & Neighborhood Services; Chief James Kidd, Keene Police Department; Chief Dan Warner; Keene Fire & Rescue; Cari Warwick, Management Assistant; Keith Barrow, Digital Marketing Coordinator.

1. Call to Order, Invocation, Pledge of Allegiance, Pledge to Texas Flag

Mayor Pro Tem Gillin called the meeting to order at 6:00 p.m. and Council Member Smith gave the invocation.

2. Mayor Announcements

There were no announcements made.

3. Public Comments

Vincent Castro, 503 N Fairview Street Lot 41, apologized to Council Member Smith for interrupting him during a prior meeting, and then spoke about the September 25, 2025, meeting.

Dr. Ricky Stephens, Keene ISD Superintendent, would like to start giving Council a brief update on the district at each meeting. He spoke about the bond that did not pass during the last election, and will be trying again in the May 2026 election. There will be two propositions on the ballot for voters to consider.

Troy Smith, Council Member - Place I, made comments about collaboration, and praised the city for the many entities that come together to care for the citizens.

4. Reports

Informational reports only; no action to be taken.

- A. *City Manager's Comments – A report from the City Manager to include the topics of a Council Retreat, Department Accomplishments and 2026 Goals, Water Meters, Grants, TXDOT Meeting, New Staff, and City Manager CPM Certification.*

Mr. Seitz, City Manager, asked the Council for dates that Members would not be available, and early March appeared to be better, after March 6. Mr. Seitz shared that directors recently reviewed their departments' goals and accomplishments, and these will be shared at the Council retreat. The Resilient Communities Program grant has kicked-off and the Grant Administrator is aiming to complete the program in two years. Public Works has completed

the replacement of over 300 of 533 malfunctioning water meters in 2025, and have a few left to do. TxDOT will be starting construction on extending the access roads to Hwy 67 and will also be creating a westbound exit to FM 2280 from Hwy 67. New staff members Maggie Alegria and Keith Barrow were introduced. Mr. Seitz's certification training began today and will be a year-long program to complete.

5. Consent Agenda

All items listed below have been previously discussed, require no deliberation, or are routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items. Items to be withdrawn from the Consent Agenda for separate discussion by the City Council. If discussion is desired, the item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Manager to implement each item in accordance with the staff's recommendation.

- A. *Consider approval of the minutes of the regular Keene City Council meeting held on December 04, 2025.*
- B. *Consider approval of the minutes for the special-called Keene City Council meeting held on December 18, 2025.*
- C. *Consider approval of Resolution No. 2026-489 removing Thomas Gutwa as bank signatory at Pinnacle Bank, and adding Samantha Gillin, Mayor Pro Tem, as a new signatory.*
- E. *Consider approval of a resolution to award a grant administrator to assist the City with a 2026 CDBG Downtown Revitalization application and grant, if funded.*

A motion was made to approve the Consent Agenda items A, B, C, and E as presented, and seconded. The motion carried unanimously.

Motion made by Smith, Seconded by Foster.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

- D. *Consider approval of the ordinance updating the Keene City Code of Ordinances, Title VII: Traffic Code, Chapter 72: Parking, Section 72.10 - Parking certain vehicles, trailers, and mobile homes within zoning districts and on city owned property.*

Council Member Foster asked to pull this item. He asked for clarification on wording concerning "city-owned property" instead of stating "streets". A motion was made to approve the ordinance with legal adding the word "Streets" to the subsection title. The motion carried unanimously.

Motion made by Foster, Seconded by Smith.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

- F. *Consider approval of Resolution No. 2026-490 designating authorized signatories for contractual documents and documents for requesting funds pertaining to the Community Development Block Grant – Mitigation (CDBG-MIT) Resilient Communities Program (RCP); and adopting Resolution No. 2026-491 affirming Civil Rights policies in relation to the CDBG-MIT Resilient Communities Program.*

Council Member Foster asked about the policies being adopted. It was explained that these are routine, and required by Federal government for any grants that include Federal funds. A motion was made to approve of Resolution No. 2026-490 designating authorized signatories

for contractual documents and documents for requesting funds pertaining to the Community Development Block Grant – Mitigation (CDBG-MIT) Resilient Communities Program (RCP); and adopting Resolution No. 2026-491 affirming Civil Rights policies in relation to the CDBG-MIT Resilient Communities Program, and was seconded. The motion carried unanimously.

Motion made by Foster, Seconded by Smith.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

6. Public Hearing Items

Public hearing and take possible action regarding the following items.

- A. *Hold a public hearing to receive citizen comments and hold a discussion to consider an amendment to the Planned Development District “PD” Ordinance 2023-665 for Sunset Ridge Development regarding masonry requirements.*

Mayor Pro Tem Gillin opened the public hearing at 6:41 p.m.

Debra Singer, 410 Pecan Street, asked about the safety of the materials and would it reduce property value.

Gary Heinrich, 803 Greenbriar, asked if the masonry requirements were changing. It was clarified by staff that it would be changed only for this development. He is opposed to changing the ordinance.

The public hearing was closed at 6:48 p.m.

Don Martin, Director of Neighborhood and Development Services, explained the item and request that is made to define masonry. In 2018, the State passed legislation that municipalities must allow materials that are considered acceptable materials in the International Building Code. Hardie Board is considered acceptable materials in the 2018, 2021, and 2024 codes. The City Attorney explained that an update would put the city in compliance with the code.

Paul Gnadt, asked for clarification on a PD ordinance and PD agreement. He shared his concerns on the use of Hardie Board instead of brick.

Mr. Pennington, the developer, came forward to explain that the change would not mean all the homes would be Hardie Plank as there would be options with a mix of bring and the Hardie Board, all brick, or all board. He spoke to the concern that the use of the material is used to cheapen the build of the house, and he argues that it does not. He also argued that currently not all houses in Keene are brick. The use of Hardie Plank allows for the use of more color options that brick and other materials does not allow.

7. General

General business items for discussion:

- A. *Discuss and consider action on an amendment to the Planned Development District “PD” Ordinance 2023-665 for Sunset Ridge Development regarding masonry requirements.*

A motion was made to include fiber cement siding in the PD ordinance, and seconded. The motion carried with four in favor and two against.

Motion made by Foster, Seconded by Shaw.
Voting Yea: Mayor Pro Tem Gillin, Chapman, Foster, Shaw
Voting Nay: Easley, Smith

B. Review, discuss, and consider action on the adopted "Boards and Commissions Membership Appointment Policy", correcting or clarifying possible conflicts.

The City Secretary introduced this item has come forward due to Ms. Gillin being elected to Council and also serving on the EDC-A Board. The City Attorney spoke to the policy being in contrast to what the Charter and State allow, subject to interpretation. She asked if the Council wants to reconsider the policy or not. Council Member Chapman spoke to allowing Ms. Gillin finish her term on the A Board. Council Member Foster spoke to allowing Council serve on other Boards. Council Member Smith pointed out that a member of the P&Z Commission is being recommended for the EDC-B Board, which is conflict with the policy as well, if appointed. He supports repealing the policy. Council Member Chapman explained his concern of the perception that having Council serve on other Boards could seem like a conflict of interest to the public. The City Attorney explained that Council Members at other cities do serve on their EDC Boards.

Mr. Heinrich, former Mayor of Keene, does not object to Council serving on the Boards but limit it so that the majority are not Council Members.

Mr. Castro spoke in favor of not having Council serve on Boards.

Paul Gnad, resident, spoke in favor of not having Council serve on a Board. He encouraged recruitment by going and asking others to serve rather than just opening the application.

A motion was made to strike the section stating Current City Council may not be appointed to a Board or Commission, and then was amended to revise the section to allow a councilmember to be appointed to only one board or commission. The motion was a tie, and did not carry.

Motion made by Smith. Seconded by Foster.

Voting Yea: Foster, Smith

Voting Nay: Chapman, Shaw

Abstaining: Mayor Pro Tem Gillin, Easley,

A motion was made to table the enforcement of the policy for 30 days so that possible revisions can be drafted, and seconded. Motion passed. Direction was given to the City Attorney to bring back revision options for Council to consider.

Motion made by Shaw. Seconded by Easley.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Shaw

Voting Nay: Smith

C. Review, discuss, and consider two appointments to the EDC (Type B) Board, to fill two vacancies of two-year terms ending March 2027.

A motion was made to approve nominations of Phillip Jackson and Alma Davila to the EDC (Type B) Board, to fill two vacancies of two-year terms ending March 2027, and was seconded. The motion carried.

Motion made by Easley. Seconded by Smith.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Shaw

- D. Review, discuss, and consider an appointment to the EDC (Type A) Board to fill a vacancy of a three-year term ending March 2028.*

A motion was made to approve the appointment of Mr. Castellanos appointment to the EDC (Type A) Board to fill a vacancy of a three-year term ending March 2028, and was seconded. The motion passed with one abstention.

Motion made by Easley. Seconded by Foster.

Voting Yea: Chapman, Easley, Foster, Shaw

Abstaining: Mayor Pro Tem Gillin

- E. Review, discuss, and consider an application for appointment to the Planning and Zoning Commission to fill the vacancy of a term expiring March 15, 2027.*

After Public Comments was closed, Council Member Foster made a motion to move this item forward and was seconded. Mayor Pro Tem Gillin moved this item forward after Public Comments to allow for the guest to make another appointment on time.

Motion made by Foster, Seconded by Smith.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

Mr. Aden came forward and introduced himself to Council and explained his desire to serve on the Planning & Zoning Commission. A motion was made to approve the appointment of Chad Aden to the Planning and Zoning Commission to fill the vacancy of a term expiring March 15, 2027, and was seconded. The motion carried unanimously.

Motion made by Smith, Seconded by Chapman.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

After this item, the meeting returned to Reports.

- F. Review, discuss, and consider possible action on a petition from HRV Consultants on behalf of the property owner of 4626 E Hwy 67 for removal from the City's ETJ.*

Ms. Debra Singer spoke about her concern with allowing pockets of property to be removed from the ETJ.

Gwen Beeson, 607 Woodlawn, spoke to her concern of how removing property from the ETJ affects future property owners and future annexations.

The City Attorney explained that SB 2038 allows the filing of petitions, and would mean the property would then be served completely by the County if removed from the ETJ. The attorney recommends no action since the constitutionality of the bill is on appeal. A motion was made to take no action on this item, and seconded. The motion carried unanimously.

Motion made by Shaw, Seconded by Easley.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

- G. Review, discuss, and consider action to approve a policy for the Memorial Bench donation*

program.

Jonathan Seitz introduced this item and explained a policy is needed for the program to get started and the placement of a memorial bench at the Sonic location can be placed.

Wes Schram, former resident, explained the need for the bench rather than the clutter on the gas meter that is currently there.

A motion was made to approve the policy with recommended revision of stating the city "will repair or replace...". The motion was seconded, and carried.

Motion made by Chapman, Seconded by Shaw.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

H. Review, discuss, and take possible action regarding a proposed speedbump at North Hill Terrace.

Council Member Foster requested this item, and explained he had conversations with residents that have concerns about vehicles speeding down C. C. Cooke. Council Member Smith asked if there were any requirements for spacing of speed deterrents. Council Member Easley mentioned that he would like to see petitions from residents for requests like this one.

Debbie Belz, resident, lives in the area and does not want to see a speed bump in North Hills Terrace.

A motion to table until more feedback from residents is received, and was seconded. The motion carried unanimously.

Motion made by Foster, Seconded by Smith.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

8. Executive Session

Pursuant to the Texas Open Meetings Act, Chapter 551, Texas Government Code, the City Council may recess to Executive Session at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to any posted item and by the following authority:

A. Texas Government Code 551.071 - CONSULTATION WITH ATTORNEY for advice about pending or contemplated litigation (*Thomas v. Stewart Title*).

B. Texas Government Code 551.072-DELIBERATION REGARDING REAL PROPERTY to deliberate the purchase, exchange, lease, or value of real property (approximately 60 acres of the Keene Industrial Park property located at 4700 CR 317 in Keene, Texas); and

Texas Government Code 551.087-DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS related to the Keene Industrial Park and real property.

Mayor Pro Tem Gillin recessed the meeting to Closed Session at 7:58 p.m.

9. Reconvene into Open Session

To take action on the above-listed Executive Session item(s), if any:

Mayor Pro Tem Gillin reconvened into open meeting at 8:39 p.m.

For item 8A, a motion was made to authorize Stewart Title to move forward with a lawsuit, and was seconded. The motion carried with five in favor and one abstaining.

Motion made by Smith, Seconded by Foster.

Voting Yea: Chapman, Easley, Foster, Smith, Shaw

Voting Abstaining: Mayor Pro Tem Gillin

For item 8B, a motion was made to authorize the City Manager to move forward with sale negotiations with the buyer on the 60 acres at the Keene Industrial Park, and was seconded. The motion carried unanimously.

Motion made by Foster, Seconded by Smith.

Voting Yea: Mayor Pro Tem Gillin, Chapman, Easley, Foster, Smith, Shaw

10. Requests for Future Agenda Items

There were no requests for future agenda items.

11. Adjourn

The meeting adjourned at 8:43 p.m.

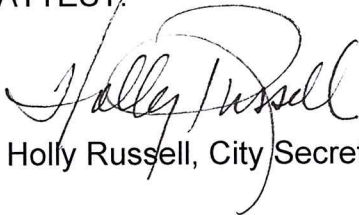
Approved on this the 5th day of February 2026.

APPROVED:



Samantha Gillin, Mayor Pro Tem

ATTEST:



Holly Russell, City Secretary