



## City Council Training Minutes

March 01, 2026 at 3:00 PM

March 02, 2026, at 8:00 AM

Hilton Garden Inn - Granbury, Verandah Ballroom,  
635 E. Pearl Street, Granbury, Texas 76048

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**No recording was made for this meeting.**

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

**Members absent:** Council Member Johnny Shaw

**City Staff participating:** 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; Derek Malone, Public Works Director; Keith Barrow, Digital Marketing Coordinator; and Cari Warwick, Management Assistant.

### 1. Call to Order and Invocation

Mayor Pro Tem Gillin called the meeting to order at 3:00 p.m.

### 2. Public Comments

No public comments were made.

### 3. General

- A. *Review results of the Personality DISC Profiles and Transactional Analysis, and how these relate to individual communication styles. Discussion to be led by Frank Gustafson, Sandler by Strategic Training Partners, Inc.*

Jonathan Seitz, City Manager, introduced guest speaker Frank Gustafson, who led the discussion on interpreting each person's DISC Analysis, and how it applies to effective communication between each personality style. There was a brief recess break called at 4:32 p.m. Mayor Pro Tem Gillin then resumed the meeting at 4:39 p.m. Mr. Gustafson wrapped up the program with an explanation of Transactional Analysis and how it relates to communication and meeting management. Council and staff asked questions about the topic, and there was no action taken on this item.

- B. *The meeting will recess for the evening at approximately 6:00 p.m., March 01, 2026. Council will attend dinner and breakfast together during the recess and no business will be conducted, there will be no deliberation, no action taken and no city business items discussed during the training.*

Mayor Pro Tem Gillin recessed the meeting for the evening at 5:20 p.m., and announced that the meeting would resume at the same meeting location at 8:00 a.m. the next morning.

Mayor Pro Tem Gillin called the meeting to order at 8:02 a.m., on Monday, March 2, 2026. There was a motion to include in the minutes that staff and Council held a short devotional prior to the meeting being called to order, and was seconded. The motion carried unanimously. Motion

made by Council Member Foster, seconded by Council Member Easley. All members voted in favor.

Mayor Pro Tem announced that there was a request to change the order of the agenda to accommodate the City Attorney's and City staff schedules by beginning with agenda item 3E, *Department Reports and Goals*. The request received a motion from Council Member Easley and was seconded by Council Member Foster. The motion carried with all members voting in favor.

- E. *Receive brief reports and 2026 Goals from each Department Director: Administration, City Secretary, Development including Code Enforcement, Finance including Court, Fire & Rescue, Human Resources, Police including Animal Control, Public Works.*

Each Director gave a very brief overview of their department, highlighting some of their recent achievements and set of goals for 2026. Council asked questions about each department, and there was no action taken on this item.

Mayor Pro Tem Gillin called for a brief recess at 10:09 a.m. The meeting was called back to order at 10:22 a.m.

- C. *Receive training on the Texas Open Meetings Act (TOMA), Public Information Act (PIA) as it pertains to Council, Confidentiality, and Rules of Order and Procedure. Training and discussion to be led by City Attorney, Messer & Fort.*

Melissa Cranford, attorney with Messer and Fort, gave an overview of the Texas Open Meetings Act, discussing agenda postings, public comments, and Executive sessions; and discussed with Council about being mindful not to create accidental quorums or walking quorums. Council and staff asked questions about the topic, and there was no action taken on this item.

- D. *Receive training concerning the First Amendment and social media. Training to be led by City Attorney, Messer & Fort.*

Ms. Cranford explained the public's right to free speech, and the government's requirement to hear the public. She cited case law and examples that illustrated situations in which Council may also experience. She discussed how elected official and employees should conduct their presence on social media, and clarified what types of speech are protected and which are not. Council and staff asked questions about the topic, and there was no action taken on this item.

Mayor Pro Tem called for a brief recess at 12:38 p.m., and called the meeting back to order at 1:02 p.m.

- F. *Review and discuss the City Goals and Fiscal Year 2026 Budget. Discussion will be led by Jonathan Seitz, City Manager.*

Mr. Seitz gave an overview of recent city activities, expenditures and revenue, and highlighted upcoming projects and programs for Fiscal Year 2026 (FY26). He facilitated discussion with Council about their goals for the city and possible impact to the future budgeting. Council and staff asked questions about the topic to seek clarification, and there was no action taken on this item.

Mayor Pro Tem Gillin called for a brief recess at 2:29 p.m., and called the meeting back to order at 2:46 p.m.

- G. *Receive a report from Keith Barrow, Digital Marketing Coordinator, about the general communications plan for the City of Keene to engage citizens and improve open government/transparency.*

Keith Barrow, Digital Marketing Coordinator, introduced himself and gave Council an overview of the communications plan he has been drafting for the City. He shared data on the City's social media activities, and also shared information on the branding kit staff will utilize to keep everything uniform. Council and staff asked questions about the topic, and there was no action taken on this item.

- H. *Should time allow, receive questions from Council on any of the topics or items discussed. No action will be taken.*

Mr. Seitz thanked Council for their participation and great discussion during the meeting and asked if there were any more questions they may have on the items discussed. There were none.

#### **4. Executive Session**

Council did not hold an executive session.

#### **5. Reconvene into Open Session**

There were no items requiring action.

#### **6. Adjourn**

Mayor Pro Tem asked if there was any further business, to which there was none, and adjourned the meeting at 4:05 p.m.

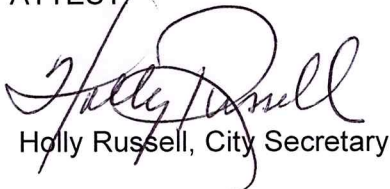
Approved on this the 2nd day of April 2026.

APPROVED:



Samantha Gillin, Mayor Pro Tem

ATTEST:



Holly Russell, City Secretary