

City Council Regular Meeting Agenda

January 15, 2026 at 6:00 PM

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

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

Lisa Parrish - Mayor | Troy Smith - Place 1 | Samantha Gillin - Place 2, Mayor Pro Tem
Bob Chapman - Place 3 | Rob Foster - Ward 1 | Johnny Shaw - Ward 2 | Chuck Easley - Ward 3

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

2. Mayor Announcements

Cell phones are to be placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor.

3. Public Comments

Each person in attendance who wishes to speak to the City Council on an item NOT posted on the agenda shall speak during this section.

A speaker card must be filled out and given to the City Secretary before addressing the City Council. Each speaker will be allotted three (3) minutes.

City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the City Council from deliberating or taking action on an item not listed on the agenda. City Council may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

Each person in attendance who wishes to speak to the City Council on an item posted on the agenda shall speak when the item is called forward for consideration.

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.

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 Items to be withdrawn from the Consent Agenda for separate discussion by the City Council.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.

- 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*.
- 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.
- 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.

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.

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.
- B. Review, discuss, and consider action on the adopted "Boards and Commissions Membership Appointment Policy", correcting or clarifying possible conflicts.
- C. Review, discuss, and consider two appointments to the EDC (Type B) Board, to fill two vacancies of two-year terms ending March 2027.
- 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.
- 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.
- 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.
- G. Review, discuss, and consider action to approve a policy for the Memorial Bench donation program.
- H. Review, discuss, and take possible action regarding a proposed speedbump at North Hill Terrace.

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.

NOTE: The City Council reserves the right to meet in executive session closed to the public at any time during the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including § 551.071 (private consultation with the attorney for the city); § 551.072 (discussing purchase, exchange, lease or value of real property); § 551.073 – (deliberation regarding prospective gift); § 551.074 (discussing personnel or to hear complaints against personnel); § 551.076 (deliberation regarding security devices or security audit); § 551.087 (discussing economic development negotiations); § 551.089 (deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code). Any decision on such matters will be taken or conducted in open session following the conclusion of the executive session.

9. Reconvene into Open Session

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

10. Requests for Future Agenda Items

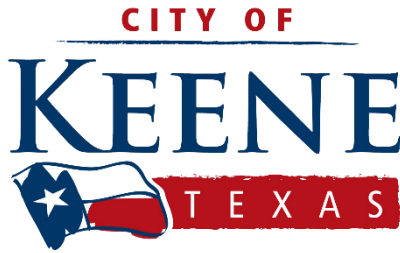
11. Adjourn

This is to certify that a true and correct copy of this Notice of Meeting was posted on the bulletin board at the Keene City Hall, 1000 N. Old Betsy Road, Cleburne, Texas a place readily accessible to the general public at all times and to the City's website www.keenetx.com, in compliance with Chapter 551, Texas Government Code, three business days prior to the start of this meeting.

Date: 01/09/2026 Time: 4:00 PM By: Holly B. Russell
Holly Russell, City Secretary

Accessibility Statement

The Keene City Hall is wheelchair accessible. The entry ramp is at the front, with entry at the front entrance to City Hall. Reasonable accommodation 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's Office at 817-641-3336 ext. 105.



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Jonathan Seitz, City Manager
citymanager@keenetx.com

Report Item 4A

SUBJECT:

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.

BACKGROUND:

- Determine a date in February to organize our first Council Retreat.
- Department Directors Reviewed their accomplishments from 2025 and their goals for 2026. Will be used for part of our Council Retreat.
- Derek and his Public Works Team changed out 533 meters in 2025. We want to acknowledge their tireless and amazing work.
- Grants – We had our kickoff meeting for the Resilient Communities Grant that will assist in the development of a City Comprehensive Plan, and currently working to apply for the Downtown Revitalization Grant.
- Staff had a preconstruction meeting with the TXDOT team to begin the extension of the frontage roads along 67 bypass, adding a West bound exit ramp onto 2280, and upgrading grading and drainage structures to address the continued growth of this area.
- Introduction of new City staff.
- City Manager has officially started the courses for my CPM (Certified Public Manager) certification.

FINANCIAL IMPACT:

- Meter updates have already helped the city realize an increase in revenue after noticing a steady decline, although the city was going through growth. These will help us accurately report and realize financial awareness.
- The already awarded Resilient Communities Grant was for \$250,000 with no match. The Downtown Revitalization Grant would contribute \$1 million requiring a \$50,000 match.

ATTACHMENTS:

- TXDOT Hwy 67 Pre-construction Meeting Agenda

Pre-Construction Conference - Agenda

Section 4, Item A.

Area Office: Johnson County

Date: Jan 8, 2026

Control: 0259-06-011

Highway: US 67

Project: C 259-6-11, ETC

County: Johnson

- I. Welcome, introduction of all present and identify project (location, limits, etc.)
Prime Contractor: Ed Bell Construction Company
- II. Escalation Ladder - Identify Role of TxDOT Project Staff and Prime Contractor Staff (Attachment B)
- III. Purpose of meeting - This meeting is in accordance with department policy in order for personnel of TxDOT, the Contractor, Utility Companies, Law Enforcement Agencies, etc., to discuss the schedule and methods of operation, and acquaint all concerned with lines of authority and communication while promoting greater safety.
- IV. Partnering/Project Pledge (reading is optional) & Signatures Required - Standard Specifications, Item 4, Article 3, Policy Memo partnering program. (Attachment C)
- V. Project Issues (use this section for project specific discussion items)
Reference CCAM, Chapter 3, Section 4 - Preconstruction Meeting Topics

I. Project consist of Grading, Drainage Structures, Base, Asphalt Concrete Pavement, CRCP, & Sign and Pavement markings.

Authorization to Begin Work: 12/11/25 Time Charges Begin: 1/12/25. 263 Working Days - Working days will be computed and charged in accordance with Section 8.3.1.1, Five-Day Workweek.

Project award Value: \$4,249,843.65

Liquidated Damages: \$1107.00per day

Road User Cost - N/A

DBE Goal - N/A

Construction of this project will be under the direction of the office of the Director of Construction Korey Coburn, P.E., Alfred Luera, P.E., is the local Area Engineer and is in direct charge of the project.

II. Escalation Ladder - See attachment B

III. Purpose of the meeting and project discussion items.

Hours of Operations, Barricades, and Project Layout:

-Work Hours: 7AM - 6 PM behind barrier and 9am to 3pm off peak hours for daily lane closures and all-day Saturday. Nighttime work will not be allowed. Keep in mind the restrictions for events and holidays when schedule lane closures. For Saturday work provide 48-hour notice for any weekend work requests. For our office this is considered by 12:00 pm on Thursday. Work on Sundays and National Holidays is not allowed without written approval from the Area Engineer.

-Item 502 - barricades need to be set and approved before work on the project can begin. This will include a nighttime inspection being completed. Advanced notice needs to be given before setting lane closures. All lane closure requests must be submitted to the Inspector and Record Keeper with all necessary information at least 7 days in advance of the closure by noon on Thursdays. Full closure and detours require 14-day advance notification with message boards.

Barricade Inspections

(Failure to address barricade deficiencies within the required time will result in non-payment of barricades for that month).

-Item 5.9.3 - Construction Survey will be completed prior to work started utilizing method C. All construction points and stakes must be set at the required 100' maximum spacing. All markings need be marked in Pink for Survey.

Schedule Requirements:

-Baseline Schedule: Baseline schedule is due no later than 45 calendar days after work begins.

-Monthly Progress schedules are due no later than the 20th of the month. Failure to provide by the 20th of the month could result in a percentage or entire monthly estimate being withheld. This project will require a 3 week look ahead schedule be provided weekly. The 3 week look ahead schedule should reflect the sequences of work as shown in baseline and monthly progress schedule.

Record Keeping and Materials Discussion Points:

-Certifications SWP3, Traffic Control ECT.

-All RFI and submittal shall be chronologically numbered before submitted. All material documentation will need the item number it is associated with placed on the paperwork.

-Mix designs submitted to Scott Shuler (Scott.Shuler@txdot.gov) in current Site-Manager Format prior to use. Plant certs submitted to Scott as well. Contractor testing- submit all tests within 24 hours on current TxDOT excel spreadsheets.

-Pre-Pave Meeting will be required at least 1 week in advance of paving operations.

-Material producer documentation containing the manufacturer's information is required for all materials. Include the pertinent line-item numbers on all material producer documents. Submit the invoices directly to the inspector when the material arrives on the project. Pay quantities for work completed will be withheld until the material documentation have been received. No payment will be made without required documentation.

-Estimate cut-off will be the 25th of each month, unless otherwise directed by our Construction Division. MOH due the 20th

-Contractor Authorized Signers for change orders and evaluation.

IV. Partnering Pledge and Contractor Evaluation. See attachment C.

Project Issues:

-JCSUD is set to relocate waterline near Culvert C1 by 1/31/26.

-ENLINK Gas Line near Culvert B1. Has EBCC verified not in conflict?

-Adjacent properties – Please note all materials and equipment need to remain within the ROW and be mindful of franchise utilities on each side of project along with monuments. Be cautious of property near CR805.

-Migratory Birds: Prevention under BUS-67 ramp will need to occur prior to February 15th. Any indication of migratory birds will result in no work in this area and no additional compensation will be warranted due to these delays.

VI. Close Pre-Construction Meeting

VII. Safety Meeting

VIII. Include the following completed forms (located in E-forms) as attachments with the Preconstruction meeting notes.

Attachment A - TxDOT Form 2795 - Contractor Staff Designation

Attachment B - TxDOT Form 2390 - Escalation Ladder

Attachment C - TxDOT Form 2391 - TxDOT Contractor Project Pledge

Attachment D - Environmental Special Issues - if needed

Pre-Construction Conference - Safety Meeting**I. Introduction and Statement of Purpose of Meeting**

- ♦ Welcome and introduction of those present.
- ♦ Purpose of meeting: This meeting is in accordance with Department policy in order for personnel of the TxDOT, Contractor, Law Enforcement Agencies, etc., to discuss work zone safety.

II. Project Safety

- ♦ Encourage continued focus on safety and to do even more than what we do today, to reduce/eliminate the tragic accidents that happen that have taken the lives of our transportation family members.
- ♦ Discuss Best Practices for Safety by TxDOT and the Contractor. ie. Blind spots, parking, storage locations of materials.
- ♦ Encourage partnership on the project to ensure work zone safety is our top priority.
- ♦ Time, Location, Frequency of Contractor's Safety Meetings. Inspection staff is encouraged to attend.

III. Traffic Control Plan

- ♦ Discuss each Phase and/or Milestone.
- ♦ Discuss Limitations for Construction Work Method.
- ♦ Discuss the use of additional signs, pavement markings, trail blazing.
- ♦ Addition Police, Message Trailers or, Speed Trailers.
- ♦ Discuss available training and Special Provision 007-001.
- ♦ Discuss width restriction for loads, Hurricane Zone Route.

Storage of Equipment and materials

- ♦ Stress importance of keeping traveled roadways clear.
- ♦ Stress importance of clear zones.

Safety Meeting Notes

Pre-Construction Conference - TxDOT's Required Documentation

Area Office: Johnson County
Control: 0259-06-011
Project: C 259-6-11, ETC

Date: Jan 8, 2026
Highway: US 67
County: Johnson

To be completed by TxDOT Area Office

Brief Project Overview/Scope of Work:

Project consist of Grading, Drainage Structures, Base, Asphalt Concrete Pavement, CRCP, & Sign and Pavement markings.

Authorization to Begin Work: 12/11/25 Time Charges Begin: 1/12/25. 263 Working Days - Working days will be computed and charged in accordance with Section 8.3.1.1, Five-Day Workweek.

Project award Value: \$4,249,843.65
Liquidated Damages: \$1107.00per day
Road User Cost - N/A
DBE Goal - N/A

	Name	Email / Phone
Area Engineer:	<u>Alfred Luera, P.E.</u>	<u>Alfredo.Luera@txdot.gov/817-202-2900</u>
Assistant AE:	<u></u>	<u></u>
Const Engineer:	<u></u>	<u></u>
Project Manager:	<u>Jay Ripley</u>	<u>Jay.Ripley@txdot.gov/817-202-2916</u>
Inspector:	<u>Keith Blain / Jared Lankford</u>	<u>Keith.Blain@txdot.gov/903-602-0970 Jared.Lankford@txdot.gov</u>
Record Keeper:	<u>Sharon Williams</u>	<u>Sharon.D.Williams@Txdot.gov/817-202-2902</u>
DRP (barricades):	<u>Keith Blain</u>	<u>Keith.Blain@txdot.gov/903-602-0970</u>
DRPe (SW3P):	<u>Keith Blain</u>	<u>Keith.Blain@txdot.gov/903-602-0970</u>
Time Begins:	<u>1/12/26</u>	EPIC plan sheet #: <u>174</u>
MOH Deadline:	<u>20th of each Month</u>	SW3P day of inspection: <u>Wednesday</u>
Police Affected:	<u></u>	*Stage Gate Checklist Date: <u></u>
If Applicable: 3rd Party / Utility Contacts		
3rd prty Inspector:	<u></u>	<u></u>
3rd prty Monthly Estimate Quantity Due Date:	<u></u>	

*if applicable coordinate date with DEQC after anticipated work start received from prime

AO - provide Prime Contractor with Material Sourcing Letter (excel file)

Pre-Construction Conference - Prime Contractor's Required Documentation

Area Office: Johnson County

Date: Jan 8, 2026

Control: 0259-06-011

Highway: US 67

Project: C 259-6-11, ETC

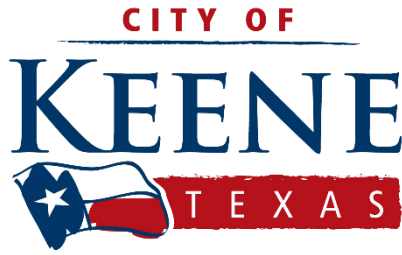
County: Johnson

To be completed by Prime Contractor

Electronic Submittal of the following is required prior to the pre-construction meeting.

- ♦ TxDOT Form 2795, Contractor Staff Designation
- ♦ TxDOT Form 2802 - Subcontractor Request for Approval
- ♦ Contractor's NOI per Special Provision 506-003 (if applicable)
- ♦ Complete Material Sourcing Letter

Project Schedule - Submit Bar or CPM as required by contract; seven (7) calendar days before pre-construction meeting.



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

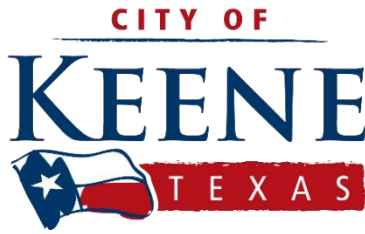
Consent Agenda Item 5A

SUBJECT:

Consider approval of the minutes of the regular Keene City Council meeting held on December 04, 2025.

ATTACHMENTS:

- DRAFT – Minutes of the December 04, 2025, regular City Council Meeting



City Council Regular Meeting Minutes

December 04, 2025 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: Lisa Parrish, Mayor; Thomas Gutwa, Mayor Pro Tem; and Council Members Bob Chapman, Chuck Easley, Rob Foster, Johnny Shaw, and Troy Smith.

Members absent: None

City Staff present: Jonathan Seitz, City Manager; Holly Russell, City Secretary; Andy Messer, City Attorney; Sandra Overstreet, HR Director; Mira Lam, Finance Director; Don Martin, Director of Development & Neighborhood Services; Chief James Kidd, Keene Police Department; Lt. Robert Steele, Keene Police Department; Chief Dan Warner, Keene Fire & Rescue; and Cari Warwick, Management Assistant

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

The Mayor called the meeting to order at 6:00 p.m., and Council Member Smith gave the invocation.

2. Mayor Announcements

The Mayor announced a local pastor and his family has lost their home to a fire and the University has announced that there is a GoFundMe page to assist the family rebuild. Christmas Market is this weekend with a tree lighting and movie night on Saturday, and the parade and fireworks on Sunday. The Keene Church will have a musical on Saturday. The run off election is currently going on.

3. Public Comments

Paul Gnadt, Keene Chamber of Commerce Director, shared information about the upcoming 29th Annual Christmas Parade and Fireworks show this weekend. They are trying a new route for safety reasons, starting at Pegasus Landing and heading north to the SWAU gym. He thanked Keene Police and Fire for their assistance in planning the parade.

Nellie Youngberg, owner of Mountain Coffee, wanted to invite anyone with an "I voted" sticker to come to her coffee shop to get a discount of a coffee or hot chocolate and wants the public to encourage each other to vote.

Council Member Smith spoke about how great the staff works so hard to make everyone feel heard, special, and get the assistance they seek. He thanked the City Manager for his leadership and growing this culture. He wanted to give a huge thank you to all the staff across the board and to the City Manager for his leadership.

Council Member Easley mentioned that he had been speaking to the family that lost their home to the fire and is coordinating a group of volunteers to assist them, and will have more information soon.

4. Reports

Informational reports only; no action to be taken.

A. *City Manager's Comments – Fairview Street Final Inspection, City Secretary recent activities,*

Staff update, Christmas Market information, Economic update

Jonathan Seitz, City Manager, asked Dr. Ricky Stevens, Keene ISD Superintendent, to come to the podium and speak to the event that he hosted in Keene for state Superintendents. He spoke to how the Keene educators are making a positive impact across the state for the work they do. He praised how wonderful Keene is as a city. The state association for Superintendents looks for districts that are doing innovative programs, and the Keene 22 and house system has caught the attention of educators across the state. Over the last two days, they presented to larger districts to share their program. Mr. Seitz thanked Dr. Stevens for all his hard work for Keene families and children. He reported that the Fairview Street improvements are wrapping up with just a few clean-up projects, but the large portion of the work is complete. The City Secretary served on a panel at a workshop for Laserfiche and Records Management last month. All new positions are pretty much full and new staff are coming onboard. The Fire Marshal position has been pushed to early next year to allow the Chief to develop a description for the position and get the right person for the position. He finally shared that there will be an offer from Metal Plate on about 60 acres of the Industrial Park land. This will would create 80-100 jobs in Keene, and great economic development growth. There are other economic development inquiries that are coming into the city as well, and staff are working to help bring those businesses into Keene.

B. *Receive the End of Fiscal Year 2025 Financial Report.*

Mira Lam, Director of Finance, announced that revenue was \$55,404.05 over the budgeted amount. The main contributor to the excess revenue was from Fire and Rescue, and Development Services. Property Tax was slightly lower than projected, but there are several factors that have prevented some revenue from being collected and are expected to increase soon. Sales Tax Revenue reached the budgeted target, and there was 12.5 percent growth over last year. For Expenses, the budget is over by almost \$100,000. This is because the property liability insurance was under budgeted. The other reason is the expenses from a 380 Agreement, expenses from the Cyberattack, and the increase in using third party inspections since there are so many more development projects in the city. She gave a report on the Pooled Cash Account and the Money Market Account for the year. The Fire Engine and Brush Truck Account as of today is closed as both vehicles have been paid. Water/Sewer Revenue was slightly lower than budgeted. This was due to charging averages to accounts that meters were not reporting water usage. Many meters were not functioning, and staff have been working diligently to replace those meters. Since, revenue has increased as meters began to accurately report usage.

5. Public Hearing Items

There was no public hearing held at this meeting.

6. 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 corrected minutes of the Keene City Council special meeting held on September 25, 2025.*

This item was pulled for discussion by Council Member Gutwa. Council Member Gutwa questioned the correction of "The Mayor and Council Member Gutwa did not return to the meeting," and asked for it to be removed as it implies they left the building. The Mayor agreed that it is incorrect, stating she returned to the meeting to find it adjourned by Council.

A motion was made to approve the corrected minutes as presented, and carried five in favor and one against.

Motion made by Foster, Seconded by Smith.

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

Voting Nay: Mayor Pro Tem Gutwa

- B. *Consider approval of the minutes of the Keene City Council meeting held on November 06, 2025.*
- C. *Consider approval of the minutes of the Keene City Council special meeting held on November 17, 2025.*
- D. *Consider approval of the final plat for Phase II of The Canyons development submitted by Kimley-Horn on behalf of DR Horton. The property is generally located at 303 Wayland Street in the City of Keene, Johnson County, Texas.*

A motion was made to approve Consent Agenda Items B-D, and carried unanimously.

Motion made by Mayor Pro Tem Gutwa, Seconded by Foster.

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

7. General

General business items for discussion:

- A. *Review, discuss, and take action on a resolution for casting votes on the ballot for the 2026-2029 Election of Board of Directors of the Central Appraisal District of Johnson County.*

The Mayor introduced this item and called Peter Svendsen, candidate on the JCAD Board of Directors ballot, to speak. He asked for the Council's vote, citing the achievements of the current Board of Directors on which he serves. He mentioned that Jason Marbut has achieved the number of votes needed to be elected, and asked for the Council's votes. Council Member Smith asked Mr. Svendsen about the City of Burleson residents' criticism of him. He answered that he welcomes the criticism so that he can improve the Board's actions and services.

A motion was made to give all 16 votes to Mr. Svendsen. The motion carried unanimously.

Motion made by Foster, Seconded by Easley.

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

- B. *Review, discuss, and consider the applications of Stephanie Flannery and Carter Schwarz for possible appointment to the Planning & Zoning Commission to fill two vacancies for terms expiring March 15, 2026.*

Phillip Jackson, Chairman of the Planning & Zoning Commission, spoke to the their recommendation to the Commission. Both Stephanie Flannery and Carter Schwarz were present to take questions. Council Member Smith asked what lead them to apply to be on the Commission. Ms. Flannery stated that she wanted to serve her community and has a knowledge of development services. Mr. Schwarz grew up in Burleson and wanted to give a positive difference in city planning.

A motion was made to approve the appointment of Stephanie Flannery and Carter Schwarz to the Planning & Zoning Commission to fill the vacancies with terms expiring March 15, 2026.

Motion made by Smith, Seconded by Easley.

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

- C. *Receive information on an option for adding street lighting to Lewis Lane and Linden Street, North Hill Terrace subdivision, Oakhill Drive and Honeysuckle Drive, and Val Verde Circle; and give direction to staff.*

Don Martin, Director of Development Services, shared information about a lighting option for the areas in question. He spoke to the surveying the city conducted several years ago in the North Hills Terrace subdivision, and the response was not favorable to adding more lights. In 2018 or 2019, only five lights were added to the area, and are spread far apart. He reached out to Fonroche, who install solar lights as an alternative option. While they may be expensive to install, there is no electricity cost for about 12 years until the battery life ends. To replace the battery is a cost of about \$800. One solar light is about \$3,500-4000 per solar light. He reminded Council that the State still requires cities to prove how they are reducing power consumption by 5 percent each year, and that more standard street lights could interfere with the Observatory's night sky viewing. The solar light option would not increase energy consumption or interfere with the Observatory. It was asked if residents could request installation of a light on their driveway, to which Mr. Martin confirmed that residents could request a solar guard light on their own. The City would have to request the larger lights at intersections. Mr. Martin asked for direction on the lights. Mr. Seitz confirmed that he has the topic of adding more lights to next year's budget because discussing this now is too late for this year, but the options presented are a great start. Council Member Gutwa advocated for working with residents to install more lights. Mr. Martin noted that staff need to check with TxDOT on adding a light pole at the entrance at FM 2280, and where it could be placed.

Council Member Easley motioned for a public hearing for residents to discuss and plan on adding lights. There was no second, and the motion failed.

Kaleb Boal, 202 Shady Oak Road, said residents don't want to come to Council meetings because of Members' attitudes.

The Mayor asked if there was consensus among Council to have staff speak to TxDOT about adding lighting at the subdivision (FM 308 and FM 2280), and have staff conduct more research on the need for more lighting. Staff are to bring this information back to Council at the March meeting.

- D. *Review, discuss, and consider action on an update to Keene Code of Ordinance, Section 72.10 - Parking certain vehicles, trailers, and mobile homes within zoning districts and on city owned property.*

Chief James Kidd, Keene Police Department, shared concerns about the parking ordinance and offered a few options to Council should they wish to amend the ordinance. Currently, a trailer is allowed to be parked on the roadway for 72 hours. Council Member Smith noted that there is a loophole that a person could remove the trailer for 24 hours, and then park it again for another 72 hours. Chief Kidd asked for Council's direction on how to amend this ordinance.

Mr. Boal spoke about parking trailers and asked Council to consider the Code and how it will effect many small business owners that may need more than 72 hours. He proposed a permit that business owners could apply for that allows for a slightly longer time for parking on the street.

The consensus was to remove the 24 hour loop hole, and keep the 72 hour parking limit. The City attorney is to create a draft to amend the ordinance to be brought back to Council under consent agenda.

- E. *Review, discuss, and consider action on canceling or rescheduling the regular City Council meeting that falls on January 1, 2026.*

A motion was made to reschedule the meeting to January 15, and carried unanimously.

Motion made by Foster, Seconded by Shaw.

Voting Yea: Chapman, Easley, Foster, Mayor Pro Tem Gutwa, Smith

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 an attorney**; a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this [Act], and Texas Government Code Section **551.074 - Personnel Matters**; discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; (Review of the City Manager's contract).

The Mayor recessed the meeting into closed session at 8:39 p.m.

9. Reconvene into Open Session

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

The Mayor reconvened in open meeting at 9:51 p.m.

A motion was made to approve the City Manager contract with one change of adding a 3 percent retroactive COLA raise back to November 1, 2025, and seconded. The motion carried five in favor and one against.

Motion made by Shaw, Seconded by Smith.

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

Voting Nay: Mayor Pro Tem Gutwa

10. Requests for Future Agenda Items

speed bump at in North Hill Terrace - FOSTER

11. Adjourn

With there being no further business, the Mayor adjourned the meeting at 9:53 p.m.

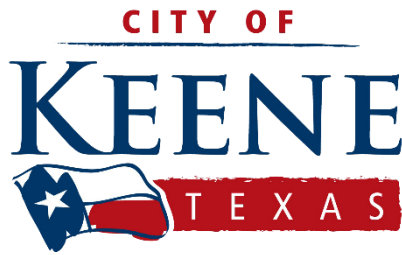
Approved on this the 15th day of January 2026.

APPROVED:

Lisa Parrish, Mayor

ATTEST:

Holly Russell, City Secretary



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

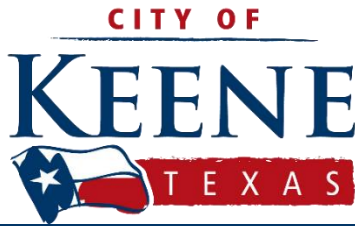
Consent Agenda Item 5B

SUBJECT:

Consider approval of the minutes for the special-called Keene City Council meeting held on December 18, 2025.

ATTACHMENTS:

- DRAFT – Minutes of the December 18, 2025, special-called City Council Meeting



City Council Special Meeting Minutes

December 18, 2025 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: Lisa Parrish, Mayor; Thomas Gutwa, Mayor Pro Tem; and Council Members Bob Chapman, Chuck Easley, Rob Foster, Johnny Shaw, and Troy Smith. New Elected Council Member Samatha Gillin was also in attendance.

Members absent: None

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; and Cari Warwick, Management Assistant

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

The Mayor called the meeting to order at 6:00 p.m. and Council Member Easley gave the invocation.

2. Mayor Announcements

The Mayor shared that the Christmas Parade and the Holiday Market were both great events the past weekend. She shared that she had given two proclamations this day, one to Town Hall Estates and one to Pegasus Landing at Chisolm Trail.

3. Public Comments

Paul Gnadt, Director of the Chamber of Commerce, reported how many volunteers it took to make the parade and firework show happen. In all, everyone seemed pleased with the new parade route, and the planning committee is already meeting to review and consider options for improving upon the event for next year.

Wes Schram, 1002 W. Fourth Street, wanted to thank the EDC Type B Board for the recent park improvements, and noted that there was an area of sidewalk in the park that is very slippery after a rain.

Council Member Gutwa shared that it was an honor to serve the citizens of Keene as a Council Members, and he thanked all of the candidates for stepping forward to run for office, and then made a call for all of Council to serve with integrity, honesty, and transparency.

4. General

General business items for discussion:

- A. *Review, discuss, and take action to adopt Resolution No. 2025-484 canvassing the December 13, 2025 City of Keene Runoff Election.*

A motion was made to approve Resolution No. 2025-484 canvassing the December 13, 2025 City of Keene Runoff Election, and seconded. The motion carried unanimously.

Motion made by Foster, Seconded by Smith.

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

- B. Administer the Oath of Office to the elected Council Member-Place 2, and to the elected Council Member-Ward III.*

Holly Russell, City Secretary, administered the Statement of Office and Oath of Office to Samantha Gillin, elected as Council Member-Place II, and to Charles Easley, re-elected to Council Member-Ward III. Each received their certificate of election. At this time, Mr. Gutwa left the dais and meeting, and Ms. Gillin took her seat at the dais for the conclusion of the meeting.

- C. Review, discuss, and consider the nomination and election of a Mayor Pro Tem for a one-year term.*

The Mayor nominated Samantha Gillin for Mayor Pro Tem. A motion was made to accept the nomination of Samantha Gillin as Mayor Pro Tem, and was seconded. The motion carried five in favor, none against, and one abstained.

Motion made by Chapman, Seconded by Easley.

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

Voting Abstaining: Gillin

5. Executive Session

There was no recess to Executive Session.

6. Reconvene into Open Session

There were no items that needed action.

7. Adjourn

With there being no further business, the Mayor adjourned the meeting at 6:23 p.m.

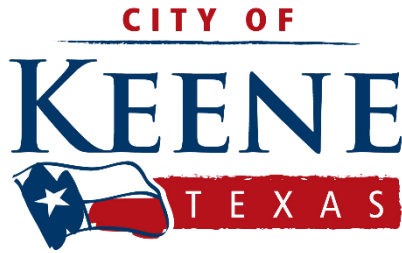
Approved on this the 15th day of January 2026.

APPROVED:

Lisa Parrish, Mayor

ATTEST:

Holly Russell, City Secretary



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Consent Agenda Item 5C

SUBJECT:

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.

BACKGROUND:

Since the Mayor Pro Tem is a designated signer for the City's bank account, the signature cards need to be updated when the Mayor Pro Tem changes. Pinnacle Bank requires the meeting minutes and resolution for this change to take place.

ATTACHMENTS:

- DRAFT – Resolution No. 2026-489 changing bank signatories for Mayor Pro Tem

**A RESOLUTION OF THE CITY OF KEENE, TEXAS
RESOLUTION NO. 2026-489**

**A RESOLUTION REMOVING AND ADDING PERSONS AS THE AUTHORIZED SIGNATORIES
FOR ALL ACCOUNTS WITH PINNACLE BANK FOR THE CITY OF KEENE, TEXAS**

WHEREAS, the City, by resolution, has previously designated Council Member Thomas Gutwa as an "Authorized Signatory" for all of its accounts with Pinnacle Bank; and

WHEREAS, with the selection of a new Mayor Pro Tem, the City of Keene now wishes to remove him as an Authorized Signatory and add the new Mayor Pro Tem, Troyce Samantha Gillin, as an "Authorized Signatory."

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEENE, TEXAS, THAT:

Remove: The following officers, officials, or employees of the City of Keene are hereby removed as designated "Authorized Signatories."

Printed Name: Thomas Gutwa
Title: Council Member, Mayor Pro Tem (2024)

Add: The following officers, officials, or employees of the City of Keene are hereby added as designated "Authorized Signatories."

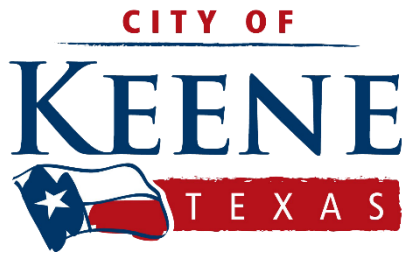
Printed Name: Troyce Smantha Gillin
Title: Council Member, Mayor Pro Tem (2025)

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF KEENE ON THIS
15TH DAY OF JANUARY, 2026.**

Lisa Parrish, Mayor

Attest:

Holly Russell, City Secretary



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Consent Agenda Item 5D

SUBJECT:

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.*

BACKGROUND:

Council reviewed and discussed this item at the December 04, 2025, regular meeting. Per Council's direction to staff, the city attorney was to provide a draft to update the City Code 72.10 that reflects removing the 24-hour loophole.

ATTACHMENTS:

- DRAFT – Ordinance No. 2026-690 amending Section 72.10

CITY OF KEENE, TEXAS

ORDINANCE NO. 2026-690

AN ORDINANCE BY THE CITY COUNCIL OF KEENE, TEXAS, AMENDING CITY OF KEENE TEXAS CODE OF ORDINANCES; TITLE VII. "TRAFFIC CODE"; CHAPTER 72, "PARKING RULES", DIVISION 1; SECTION 72.10 "PARKING CERTAIN VEHICLES, TRAILERS, AND MOBILE HOMES WITHIN ZONING DISTRICTS AND ON CITY OWNED PROPERTY"; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING A SAVINGS/REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED \$200.00; AND PROVIDING AN EFFECT DATE.

WHEREAS, the City of Keene (the "City") is a home rule municipality located in Johnson County, Texas created in accordance with the provisions of the Texas Local Government Code and the Texas Constitution, and operating pursuant to the enabling legislation of the state of Texas; and

WHEREAS, the City has the authority to adopt and enforce traffic rules and regulations on city streets by virtue of its home-rule status, and the authority contained in the Texas Transportation Code Chapter 311, and other applicable law; and

WHEREAS, the City Council wishes to remove the twenty-four (24) hours limitation on from the seventy two (72) hour permissible parking of certain vehicles and therefore desires to amend Section 72.10 subsection (c) of the City of Keene, Texas Code of Ordinances and has determined such amendment is in the best interest of the City of Keene to promote the health, safety, and welfare of the citizens of the City of Keene and the general public.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEENE, TEXAS:

Section 1. Findings Incorporated. The above and foregoing recitals are found to be true and correct and are incorporated herein as findings of fact.

Section 2. Amendment. The City of Keene Texas Code of Ordinances, Title VII, "Traffic Code," Chapter 72 "Parking Rules", Division 1, Section 72.10 (c) is hereby amended as follows:

"Section 72.10 "Parking certain vehicles, trailers, and mobile homes within zoning districts and on city owned property".

(c) It shall be unlawful if occupied by such owner or occupant for a longer continuous period of time than 72 hours; or for such owner or occupant to permit, allow, or suffer any such mobile home, travel trailer, boat trailer, stock trailer, or any other type of trailer owned by such owner or occupant, or his or her invited guest, to remain parked or standing on the portion of any public street, alley, parkway, or boulevard abutting the real property owned or occupied by such owner or occupant for any continuous period of time longer than 72 hours.

Section 3. Savings/Repealer. This Ordinance shall be cumulative of all other ordinances of the City and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those Ordinances are in direct conflict with the provisions of this Ordinance. Provided, however, that the repeal of such ordinances or parts of such ordinances, and the amendments and changes made by this Ordinance, shall not affect any right, property or claim which was or is vested in the City, or any act done, or right accruing or accrued, or established, or any suit, action or proceeding had or commenced before the time when this Ordinance shall take effect; nor shall said repeals, amendments or changes affect any offense committed, or any penalty or forfeiture incurred, or any suit or prosecution pending at the time when this Ordinance shall take effect under any of the ordinances or sections thereof so repealed, amended or changed; and to that extent and for that purpose the provisions of such ordinances or parts of such ordinances shall be deemed to remain and continue in full force and effect.

Section 4. Severability. The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 5. Penalty. Any Person, firm or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof, fined in an amount not to exceed two hundred dollars (\$200.00). Each and every day that such violation continues shall be construed to be a separate offense; provided, however, that nothing contained herein shall preclude the municipality of bringing suit for injunction for the prevention of any threatened violation or the removal of any structure in violation of this ordinance.

Section 6. Effective Date. This Ordinance shall take effect immediately from and after its passage.

DULY PASSED AND APPROVED by the City Council of the City of Keene, Texas, on this the _____ day of January, 2026.

Lisa Parrish, Mayor

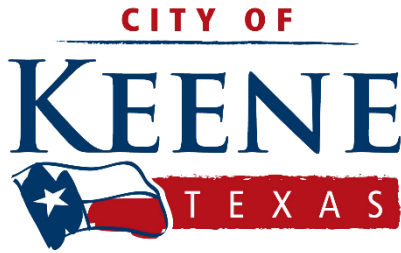
ATTEST:

Holly Russell, City Secretary

APPROVED AS TO FORM:

Andy Messer, City Attorney

DRAFT



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Consent Agenda Item 5E

SUBJECT:

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.

BACKGROUND:

The City of Keene is planning to apply for the Downtown Revitalization Program (DRP) grant, and conducted a Request for Proposals to find a grant administrator to handle applying for the grant and to oversee the program, if awarded the funds for the project. The notice was published on December 17, 2025, in the Cleburne Times Review, and was emailed to a total of 17 entities for consideration. Six entities responded to the notice and asked for the RFP packet, but the City only received two proposals by the deadline of January 7, 2026. After review and discussion, Administration would like to recommend the proposal submitted by Public Management, Inc. be awarded. PMI has handled several large grants for the City, including the most recent CBDG grant of \$250,000 for the Resilient Communities Program.

ATTACHMENTS:

- DRAFT – Resolution No. 2026-492 Awarding a grant administrator to assist the City with a 2026 EDBG Downtown Revitalization application and grant, if awarded
- Review Sheet
- Bid Packet
- Public Notice of Request for Proposals

A RESOLUTION OF THE CITY OF KEENE, TEXAS
RESOLUTION NO. 2026-492

A RESOLUTION OF THE CITY OF KEENE, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR A 2026 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – DOWNTOWN REVITALIZATION / MAIN STREET PROGRAM (CDM) PROJECT THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE.

WHEREAS, participation in the CDBG requires implementation by professionals experienced in the administration/project delivery of federally-funded projects;

WHEREAS, 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;

WHEREAS, the proposals received by the due date 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.

NOW, THEREFORE, BE IT RESOLVED:

- Section 1. That _____ is selected to provide application and project-related administration/project delivery services for a 2026 CDM grant for the City.
- Section 2. That a cost-price analysis has been conducted and determined the proposed 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 _____, 2026.

APPROVED:

Mayor

ATTEST:

City Secretary

CITY OF KEENE, TEXAS

To Whom It May Concern:

The City of Keene received 2 request for proposals for administrative services in connection with our 2026 DRP Application and Grant.

The Selection Committee consisted of (at least 3 persons, **including 1 elected official**):

1. Lisa Parrish, Mayor
2. Jonathan Seitz, City Manager
3. Holly Russell, City Secretary
4. Carri Warwick, Managment Asst
5. _____

As stated in our RFP, after evaluating the proposals received, we have placed all offers in rank order. The results of this ranking are as follows:

- 1st: PMI
- 2nd Langford
- 3rd _____
- 4th _____
- 5th _____

Please be advised that it is our intention to award the contract to our highest-ranking firm. If for any reason such negotiations do not produce a satisfactory agreement, negotiations will be terminated with the first one and our second highest-ranking firm will be notified. These procedures will be followed until a satisfactory agreement is reached.

Thank you for your proposal. Your interest in our project is appreciated.

Sincerely,

City of Keene, Texas

RFP for Administration/Professional Services

Section 5, Item E.

The City of Keene plans to apply for the upcoming 2026 Downtown Revitalization Program from the Texas Community Development Block Grant (TxCDBG) Program of the Texas Department of Agriculture (TDA). Accordingly, the City is seeking to contract with a qualified Professional Administrator or Service Provider (individual/firm) to prepare the application and administer the awarded contract. The following outlines the request for proposals.

- I. Scope of Work - The professional administration/management firm/consultant to be hired is to provide application and contract-related management services to the City of Keene, including but not limited to the following areas:

Phase One:

- Application Preparation Services*

Phase Two:

- Project Management
- Financial Management
- Environmental Review
- Real Property Acquisition/ URA
- Construction Management
- Fair Housing/Equal Opportunity
- Housing rehabilitation/affordable housing (if applicable)
- Audit/Contract Close-out Assistance

Please specify actual tasks to be performed under each of these categories

*Application preparation is not reimbursable with CDBG federal or local match funds

- II. Statement of Qualifications - The City is seeking to contract with a competent professional administration/management firm/consultant that has had experience in grants/contracts application and administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:
- Related experience in applying for and managing federally-funded local public works construction projects
 - Related Experience / Background with specific project type
 - Certified Administrator of TxCDBG Program by TDA
 - Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM) www.Sam.gov .

As such, please provide within your proposal a list of referrals from past local government clients, as well as resumes of all employees who will or may be assigned to provide technical assistance to the city on this project if your firm is awarded this management services contract.

- III. Proposed Cost of Services - Please provide your cost proposal to accomplish the scope of work by category outlined above and for any additional activities required. The proposed budget must include all costs that are necessary to successfully complete this project. Please note that the City of Keene will not use lowest/best bid as the sole basis for entering into this contract.
- IV. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	30
Work Performance	30
Capacity to Perform	20
Proposed Cost	20
Total	100

- V. Deadline for Submission – Proposals must be received no later than **5:00 pm on January 7, 2026** at the following address: **citysecretary@keenetx.com**

DISCLAIMER: This sample draft document was developed for TxCDBG grant projects and does not include all applicable provisions. This document has important legal consequences. Please consult with your legal counsel with respect to its completion or modification to insure that it is in compliance with any appropriate local, state and federal laws applicable.

Sample Contract

ADMINISTRATION/PROFESSIONAL SERVICES

PART I AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, by and between the CITY/COUNTY OF _____, hereinafter called the "City"/"County", acting herein by _____ hereunto duly authorized, and _____ hereinafter called "the Contractor", acting herein by _____.

WITNESSETH THAT:

WHEREAS, the City/County of _____ desires to [implement/construct/etc.] the following: _____ [describe project] under the general direction of the Texas Community Development Block Grant (hereinafter called "TxCDBG") Program administered by the Texas Department of Agriculture; and Whereas the City/County desires to engage _____ to render certain [professional /administration] services in connection with this TxCDBG Project, Contract Number _____.

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services
The Contractor will perform the services set out in Part II, Scope of Services.
2. Time of Performance - The services of the Contractor shall commence on _____. In any event, all of the services required and performed hereunder shall be completed no later than _____.
3. Local Program Liaison - For purposes of this Contract, the [e.g. City Manager/County] or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Contractor. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.
4. Access to Records - The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas Department of Agriculture (TDA), and the City/County, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Contractor which are pertinent to the TxCDBG award, in order to make audits, examinations, excerpts, and transcripts, and to closeout the City/County's TxCDBG contract with TDA.
5. Retention of Records - The Contractor shall retain all required records for three years after the City/County makes its final payment and all pending matters are closed.
6. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$_____. Payment to the Contractor shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.

7. Indemnification – The Contractor shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City/County and its agency members from and against any and all claims, costs, suits, and damages, including attorneys’ fees, arising out of the Contractor’s performance or nonperformance of the activities, services or subject matter called for in this agreement or in connection with the management and administration of the TxCDBG contract, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker’s compensation and income tax laws.
8. Miscellaneous Provisions
- a. This Agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in _____ County, Texas.
 - b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
 - c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
 - d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney’s fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
 - e. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to and incorporated into this Agreement.
9. Extent of Agreement
This Agreement, which includes Parts I-IV, [*and if applicable*, including the following exhibits/attachments: represents the entire and integrated agreement between the City/County and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both City/County and Contractor.

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

BY: _____
(Local City/County Official)

(Printed Name)

(Title)

BY: _____
(Contractor’s Authorized Representative)

(Printed Name)

(Title)

PART II

SCOPE OF SERVICES

The Contractor shall provide the following scope of services: *(choose contracted services)*

A. Project Management

1. Develop a recordkeeping system consistent with program guidelines, including the establishment of a filing system.
1. Maintenance of filing system.
2. Provide general advice and technical assistance to the City/County personnel on implementation of project and regulatory matters.
3. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxCDBG regulations.
4. Furnish City/County with necessary forms and procedures required for implementation of project.
5. Assist the City/County in meeting all special condition requirements that may be stipulated in the contract between the City/County and TDA.
6. Prepare and submit to TDA documentation necessary for amending the TxCDBG contract.
7. Conduct re-assessment of environmental clearance for any program amendments.
8. Prepare and submit quarterly reports (progress and minority hiring).
9. Prepare Financial Information Report or City/County.
10. Establish procedures to document expenditures associated with local administration of the project.
11. Provide guidance and assistance to City/County regarding acquisition of property:
 - Submit required reports concerning acquisition activities to TDA;
 - Establish a separate acquisition file for each parcel of real property acquired;
 - Determine necessary method(s) for acquiring real property;
 - Prepare correspondence to the property owners for the City/County's signature to acquire the property or to secure an easement; and
 - Assist the City/County in negotiation with property owner(s).
12. Maintain TxCDBG Property Management register for any property/equipment purchased or leased.
13. Serve as liaison for the City/County during any monitoring visit by staff representatives from either TDA or the U.S. Department of Housing and Urban Development (HUD).

B. Financial Management

1. Assist the City/County in proving its ability to manage the grant funds to the state's audit division.
1. Assist the City/County in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.
2. Assist the City/County in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.
3. Prepare all fund drawdowns on behalf of the City/County in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
4. Review invoices received for payment and file back-up documentation.
5. Provide general advice and technical assistance to City/County personnel on implementation of project and regulatory matters.
6. Assist the City/County in establishing procedures to handle the use of any TxCDBG program income.

C. Environmental Review

1. Prepare environmental assessment.

1. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.
2. Document consideration of any public comments.
3. Prepare any required re-assessment of environmental assessment.
4. Prepare Request for Release of Funds and certifications to be sent to TDA.

D. Acquisition

1. Prepare required acquisition reports(s).
1. Obtain documentation of ownership for City/County-owned property and/or Right of Way (ROWs).
2. Maintain a separate file for each parcel of real property acquired.
3. Determine necessary method(s) for acquiring real property.
4. Prepare correspondence with property owners.
5. Assist City/County in negotiations with property owner(s).
6. Prepare required acquisition reports and submit to TDA.

E. Construction Management

1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).
 - Assist City/County in determining whether and/or what TxCDBG contract activities will be carried out in whole or in part via force account labor.
 - Assist City/County in determining whether or not it will be necessary to hire temporary employees to specifically carry out TxCDBG contract activities.
 - Assist City/County in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.
1. Assist City/County in documenting compliance with all federal and state requirements related to equal employment opportunity.
2. Assist City/County in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.
3. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.
4. Request wage rates from TDA.
5. Provide sample TxCDBG contract documents to engineer.
6. Advertise for bids.
7. Make ten-day call to TDA.
8. Verify construction contractor eligibility with TDA.
9. Review construction contract.
10. Conduct pre-construction conference and prepare minutes.
11. Submit any reports of additional classification and rates to TDA.
12. Issue Notice of Start of Construction to TDA.
13. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.
14. Process change orders approved by City/County and the project engineer and submit to TDA prior to execution with the construction contractor.
15. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.
16. Provide general advice and technical assistance to City/County personnel on implementation of project and regulatory matters.

F. Fair Housing / Equal Opportunity

1. Assist the City/County in developing, implementing and documenting new activities to affirmatively further fair housing during the contract period.
1. Maintain documentation of all project beneficiaries by ethnicity and gender.
2. Assist with the development and administration of the Citizen Participation Plan per 24 CFR Part 91, including grievance procedures.
3. Assist with Section 3 requirements per 24 CFR Part 75.
4. Prepare all Section 504 requirements per 24 CFR Part 8.

5. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.
6. Ensure adoption of Excessive Force provision per 24 CFR Part 91.
7. Ensure the adequate publication of required notices.

G. Relocation

1. Prepare and submit local relocation guidelines to TDA for approval.
1. Assist City/County in identifying individuals to be relocated and prepare appropriate notices.
2. Interview relocatees and identify assistance needs.
3. Maintain a relocation record for each individual/family.
4. Provide education/assistance to relocatees.
5. Inventory local available housing resources and maintain a referral list.
6. Issue appropriate notices to relocatees.
7. Ensure that all payments are made in a timely manner.

H. Rehabilitation of Private Property

1. Prepare and submit local rehabilitation guidelines to TDA for approval.
1. Assist City/County in establishing escrow account and obtaining TDA approval.
2. Develop outreach and necessary application processing/verification forms.
3. Screen applicants.
4. Prepare work write-ups and cost estimates.
5. Issue Notice to Proceed to construction contractor(s).
6. Conduct interim/final inspections, process final contract documents, and maintain a record of beneficiaries.
7. Maintain client files following TDA requirements.

I. Audit / Close-out Procedures

1. Prepare the final Project Completion Report, including the General Report, Recipient Beneficiary Report, Final Financial Interest Report, and any required documentation regarding citizen participation/equal rights/fair housing and Certificate of Completion.
1. Assist City/County in resolving any monitoring and audit findings.
2. Assist City/County in resolving any third party claims.
3. Provide auditor with TxCDBG audit guidelines.

PART III

PAYMENT SCHEDULE

City/County shall reimburse (Contractor) for management/administrative services provided for completion of the following project milestones per the following percentages of the maximum contract amount:

Milestone / Task	% of Contract Fee
Establishment of Recordkeeping System	5%
Completion of Environmental/Special Conditions Clearance	15%
Completion of all Acquisition Activities	10%
Completion of the Bid/Contract Award Process	15%
Labor Standards Compliance/Completion of Construction	15%
Comply with EEO / Fair Housing Requirements	10%
Program and Financial Management	20%
Filing of all Required Close-out Information	10%
Total	100%

NOTE: Percentages of payment listed here are guidelines based on management services typically provided. The payment schedule should be tied directly to the actual Scope of Work identified in Part II - Administrative Scope of Services. Localities may also opt to reimburse Professional Services Contracts on an hourly basis.

PART IV

TERMS AND CONDITIONS

1. Termination for Cause. If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the City/County shall have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor pursuant to this Agreement shall, at the option of the City/County, be turned over to the City / County and become the property of the City / County. In the event of termination for cause, the Contractor shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of contract by the Contractor, and the City/County may set-off the damages it incurred as a result of the Contractor's breach of contract from any amounts it might otherwise owe the Contractor.

2. Termination for Convenience of the City/County.
City/County may at any time and for any reason terminate Contractor's services and work at City/County's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

[Parties should include the manner by which such termination will be effected and the basis for settlement or any other terms and conditions concerning payment upon such termination.]

3. Changes. The City/County may, from time to time, request changes in the services the Contractor will perform under this Agreement. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Agreement.
4. Resolution of Program Non-Compliance and Disallowed Costs. In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. *[This section may also provide for the qualifications of the mediator(s), the locale of meetings, time*

limits, or any other item of concern to the parties.] If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.

5. Personnel.

- a. The Contractor represents that he/she/it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City/County.
- b. All of the services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
- c. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City/County. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

6. Assignability. The Contractor shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City/County thereto; Provided, however, that claims for money by the Contractor from the City/County under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City/County.

7. Reports and Information. The Contractor, at such times and in such forms as the City/County may require, shall furnish the City/County such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

8. Records and Audits. The Contractor shall insure that the City/County maintains fiscal records and supporting documentation for all expenditures of funds made under this contract in a manner that conforms to 2 CFR 200.300-.309, 24 CFR 570.490, and this Agreement. Such records must include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under this Agreement. City/County shall retain such records, and any supporting documentation, for the greater of three years from closeout of the Agreement or the period required by other applicable laws and regulations.

8. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Contractor under this contract are confidential and the Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the City/County.

9. Copyright. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Contractor.

10. Compliance with Local Laws. The Contractor shall comply with all applicable laws, ordinances and codes of the State and local governments, and the Contractor shall save the City/County harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.

11. Conflicts of interest.

- a. Governing Body. No member of the governing body of the City/County and no other officer, employee, or agent of the City/County, who exercises any functions or responsibilities in connection with administration, construction, engineering, or implementation of the TxCDBG award between TDA and the City / County shall have any personal financial interest, direct or indirect, in the Contractor or this Agreement; and the Contractor shall take appropriate steps to assure compliance.
 - b. Other Local Public Officials. No other public official who exercises any functions or responsibilities in connection with the planning and carrying out of administration, construction, engineering or implementation of the TxCDBG award between TDA and the City/County shall have any personal financial interest, direct or indirect, in the Contractor or this Agreement; and the Contractor shall take appropriate steps to assure compliance.
 - c. Contractor and Employees. The Contractor warrants and represents that it has no conflict of interest associated with the TxCDBG award between TDA and the City/County or this Agreement. The Contractor further warrants and represents that it shall not acquire an interest, direct or indirect, in any geographic area that may benefit from the TxCDBG award between TDA and the City/County or in any business, entity, organization or person that may benefit from the award. The Contractor further agrees that it will not employ an individual with a conflict of interest as described herein.
12. Debarment and Suspension (Executive Orders 12549 and 12689). The Contractor certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (1986) and 12689 (1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Contractor. The Contractor understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."
13. Child Support Payments. Under Section 231.006 of the Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. A bid or an application for a contract, grant, or loan paid from state funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application.

Federal Civil Rights Compliance.

14. Equal Opportunity Clause (applicable to federally assisted construction contracts and subcontracts over \$10,000).

During the performance of this contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be

limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c. The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity," and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing

such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

15. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
16. Section 109 of the Housing and Community Development Act of 1974. The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
17. Section 504 Rehabilitation Act of 1973, as amended. The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.
18. Age Discrimination Act of 1975. The Contractor shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
19. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.
 - (a) The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - (b) The parties to this Contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
 - (c) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
 - (d) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with

persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 75. Minimum expectations of effort to direct employment opportunities to such workers are identified in the TxCDBG Project Implementation Manual.

(e) Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor doing business with local governmental entity****This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☐

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Administration/Professional Services Rating Sheet

Grant Recipient _____

TxCDBG Contract No. _____

Name of Respondent _____

Date of Rating _____

Evaluator's Name _____

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	_____
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	_____
3. Certified Administrator of TxCDBG Program by TDA	5	_____
4. References from current/past clients	10	_____
Subtotal, Experience	30	_____

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	_____
2. Responds to client/TDA requests in a timely manner	5	_____
3. Past client/TDA projects completed on schedule	5	_____
4. Work product is consistently of high quality with low level of errors	5	_____
5. Past client/TDA projects have low level of monitoring findings/concerns	5	_____
6. Manages projects within budgetary constraints	5	_____
Subtotal, Performance	30	_____

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	_____
2. Present and Projected Workloads	5	_____
3. Quality of Proposal/Work Plan	5	_____
4. Demonstrated understanding of scope of the TxCDBG Project	5	_____
Subtotal, Capacity to Perform	20	_____

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ _____		
B = Bidder's Proposal \$ _____		
A B X 20 equals Respondent's Score	20	_____

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
☐ Experience	30	_____
☐ Work Performance	30	_____
☐ Capacity to Perform	20	_____
☐ Proposed Cost	20	_____
Total Score	100	_____

CLASSIFIEDS

cleburnetimesreview.com

Email: bhughes@weatherforddemocrat.com

Phone: 817-594-7447 ext 217

Public Notices CITY OF KEENE, TEXAS PUBLIC NOTICE The City of Keene plans to apply for the upcoming 2026 Downtown Revitalization Program from the Texas Community Development Block Grant (TxCDBG) Program of the Texas Department of Agriculture (TDA). These services are being solicited to assist the City in its application and administration of the TxCDBG Grant Agreement, if awarded, to support improvements in its Downtown area. Accordingly, the City is seeking to contract with a qualified Professional Administrator or Service Provider (individual/firm) to prepare the application and/or administer the awarded contract. Please submit your proposal of services and a statement of qualifications for the proposed services to Holly Russell at citysecretary@keenetx.com. Proposals shall be received by the City no later than 5 p.m. on January 7, 2026. The City reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. The City of Keene is an Affirmative Action/Equal Opportunity Employer. Public Notices	Public Notices NOTICE OF PUBLIC HEARING Pursuant to Section 232.009 of the Texas Local Government Code, the Johnson County Commissioners Court will consider an application and hear protests to the revision of the recorded subdivision plat of The Retreat, Phase 2, Block 22, Lot 8 and Lot 9, recorded in Volume 8, Page 963, of the Official Plat Records of Johnson County, Texas: Lot 8 & Lot 9, Block 22 to be combined to Form Lot 8R, Block 22 At: 9:00 o'clock a.m. on: January 12, 2026 in the Commissioners' Courtroom on the second floor Of the Johnson County Courthouse 2 North Main Street, Cleburne, Texas 76033 Public Notices	Public Notices NOTICE OF PUBLIC SALE Notice is hereby given that the undersigned intends to sell the personal property described below to enforce a lien imposed on said property under the Self-Storage Facility Lien Statute (Chapter 59). The undersigned will sell online by competitive bidding on December 26, 2025, at 10:00am. The following units: (6) Unit 1- Stephen Breland Furniture, Dryer, weed eater, trolling motor, boxes, household items Unit 2- Justin Bruce Deep freezer, Household items, boxes, tools Unit 3- Justin Bruce Household items, boxes, table, curio cabinet Unit 4-Tammy Wimer Mattress, box spring, Tv, boxes Unit 5-Tracy Alvarado Mattresses, boxes Unit 6 Angie Cervantes Clothes, Toys, Large Mirror These items will be auctioned online by Storage Treasures via website at www.storage treasures.com All purchased items sold as is. Items for these 6 Units is located at Trio Self Storage 1000 Highland Rd Cleburne Tx 76033. Public Notices
Public Notices PUBLIC NOTICE The Joshua Independent School District (Joshua ISD) is accepting proposals for RFQ #25-001 - Various Professional Services. All bid documents will be posted on Building Connected by Thursday, December 4th, 2025. You can also download them from Authers Building Group's website bid board - www.authersbuildinggroup.com/project-bidding. Authers Building Group will receive bids for construction subcontracts for the Joshua ISD New Elementary School project until Tuesday, January 13th, 2025, at 2:00 PM. Preconstruction RFIs are to be submitted one week prior by Tuesday, January 6th, 2025, at 2:00 PM. Bids will be received by email or submission through Building Connected, until the date and time shown above. If emailed, please send to Kaleb Brown (kaleb@authersbuildinggroup.com). Contracts will be issued upon Joshua ISD Board approval, starting Thursday, January 23, 2025. Please contact Kaleb Brown (469-823-8472) or Derek Steinmeyer (469-534-1898) if you have any questions or need additional information. We appreciate your time and look forward to working with you. Public Notices	Public Notices Notice of Public Hearing Notice is hereby given that the City of Joshua's Planning and Zoning Commission and City Council will conduct public hearings to consider the request for a Conditional Use Permit, in the D. Lofton Survey, Tract 1B, Abstract 504, City of Joshua, Texas, located at 202 Trailwood Drive, and being approximately 1.0 acre of land, allowing for the use of an Accessory Dwelling Unit. The Planning and Zoning Commission will conduct its public hearing on January 5, 2026, at 6:30 PM, and the City Council will conduct its public hearing and consideration on January 15, 2026, at 6:30 PM. Both meetings will be held in the City Council Chambers at Joshua City Hall, 101 South Main Street, Joshua, TX 76058. Public Notices	Public Notices NOTICE OF PUBLIC HEARING Pursuant to Chapter 232 of the Texas Local Government Code, the Johnson County Commissioners Court will consider an application and hear protests to revise the recorded subdivision plat of Green Acres, Lot 5 recorded in Volume 1, Page 71, Plat Records of Johnson County, Texas: Lot 5 to be revised to Create Lot 5R At: 9:00 o'clock a.m. on: January 12, 2026 in the Commissioners' Courtroom on the second floor Of the Johnson County Courthouse 2 North Main Street, Cleburne, Texas 76033 Public Notices
Public Notices 849-2025-12 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS, AMENDING THE CODE OF ORDINANCES, BY AMENDING CHAPTER 34 "ZONING", ARTICLE I "IN GENERAL", SECTION 34-13 "PLANNING AND ZONING COMMISSION" BY ADDING SUBSECTION 34-13(b)(1)(i) TO ALLOW FOR ALTERNATES TO THE PLANNING AND ZONING COMMISSION; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE. Complete Ordinance in the office of City Secretary. Duly adopted on the 8th day of December 2025 by the City Council of Venus, Texas Public Notices	Public Notices Public Notice Extra Space Storage, on behalf of itself or its affiliates, Life Storage or Storage Express, will hold a public auction to satisfy Extra Space's lien, by selling personal property described below belonging to those individuals listed below at the location indicated. All spaces contain household furniture unless otherwise noted. 12868 E. FM 917 Alvarado, TX 76009, December 26, 2025, 3:15 pm Elizabeth Holt; Deanna Crespo The auction will be listed and advertised on www.storage treasures.com. Purchases must be made with cash only and paid at the above referenced facility in order to complete the transaction. Extra Space Storage may refuse any bid and may rescind any purchase up until the winning bidder takes possession of the personal property. Public Notices	Public Notices CITY OF GRANDVIEW ORDINANCE NO. 025-12081 AN ORDINANCE OF THE CITY OF GRANDVIEW, TEXAS, AMENDING THE WATER, SEWER, AND GARBAGE FEE SCHEDULE OF THE CITY OF GRANDVIEW AND REVISING THE CREDIT/DEBIT CARD FEE FOR WATER, SEWER AND GARBAGE FOR UTILITY CUSTOMERS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE. Public Notices
Public Notices 850-2025-12 An ordinance approving a conditional use permit in the General Commercial ("C-2") Zoning District for the property generally located northwest of the intersection of US Highway 67 and US Highway 157, Venus, Texas to allow truck fueling and parking, said property being a 2.011 acre tract in the Radford Berry survey Abstract No. 26 in Johnson County, Texas; providing for certain conditions; providing for penalty of a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; providing for an effective date; providing findings of fact; severability; repealer; and proper notice and meeting. Complete Ordinance in the office of City Secretary. Duly adopted on the 8th day of December 2025 by the City Council of Venus, Texas Public Notices	Public Notices NOTICE OF PUBLIC SALE Notice is hereby given that the following will be sold to the highest bidder with bidding to take place at lockerfox.com on Monday the 29th day of December, 2025 at 9:00 AM to satisfy a landlords lien, pursuant to Chapter 59, Texas Property Code. Payment to seller via credit/debit card and pickup at the facility. Self-Storage unit contents of the following customers containing household and other goods will be sold. 10 Federal Storage, 2121 S Burleson Blvd, Burleson, TX, 76028 Nick Dudger. Toyi Gidioni. Tarissa Walton. Julie Mathison. Mary McGee. Cynthia Black. Mary McGee. Rejeania Barrett Public Notices	Public Notices NOTICE OF PUBLIC SALE Notice is hereby given that the undersigned intends to sell the personal property described below to enforce a lien imposed on said property under the Self-Storage Facility Lien Statute (Chapter 59). The undersigned will sell online by competitive bidding on December 26, 2025, at 10:00am. The following units: (1) Unit 1 - Devona Wagner Boxes, Shoes, personal items, Household items These items will be auctioned online by Storage Treasures via website at www.storage treasures.com All purchased items sold as is. Items for this 1 Unit is located at Rio Vista Mini Storage 938 Tx 174 Rio Vista Tx 76093 Public Notices
Public Notices PUBLIC NOTICE Cleburne ISD is seeking E-Rate services for Funding Year 2026 (July 1, 2026-June 30, 2027). All interested vendors please see RFP260007845 at: https://erate.esc12.net/R12/. To view the Form 470, please visit: https://portal.usac.org/suite/Form 470# 260007845 Public Notices	Public Notices Notice of Public Hearing Notice is hereby given that the City of Joshua's Planning and Zoning Commission will conduct a public hearing to consider the request for a rezoning, of a portion of a tract of land in the W.W. Byers Survey, Tract 38PT, Abstract 29, City of Joshua, Texas, located at 724 CR 909, and being approximately 2.0 acres of land, changing the zoning from (R-1) Single Family Residential District to the (R1L) Single Family Residential Large Lot District. The Planning and Zoning Commission will conduct its public hearing on January 5, 2026, at 6:30 PM, and the City Council will conduct its public hearing and consideration on January 15, 2026, at 6:30 PM. Both meetings will be held in the City Council Chambers at Joshua City Hall, 101 South Main Street, Joshua, TX 76058. Public Notices	Public Notices CITY OF GRANDVIEW ORDINANCE NO. 025-11102 AN ORDINANCE OF THE CITY OF GRANDVIEW, TEXAS CODE OF ORDINANCES, IN ACCORDANCE WITH SECTION 2-204 OF THE CODE OF ORDINANCES, AMENDING THE CITY OF GRANDVIEW FEE SCHEDULE ADOPTING FEES, RATES AND CHARGES FOR PROVIDING MUNICIPAL AND GOVERNMENTAL SERVICES INCLUDING THOSE FEES ASSOCIATED WITH ADMINISTRATION, BUILDING REGULATION, BUSINESS REGULATION, PLANNING AND DEVELOPMENT, VENDOR PERMITTING, PUBLIC WORKS, AND UTILITIES; PROVIDING AN EFFECTIVE DATE; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALER AND PROVIDING FOR PUBLICATION. Public Notices
Public Notices LEGAL NOTICE Application has been made with the Texas Alcoholic Beverage Commission for a private club license/permit by an unincorporated association of persons DBA Burleson Event Center Social Club to be located at 1150 S Burleson Blvd, Burleson, Johnson County, Texas. Officers of said corporation are, Jerry L Bransom, president, Jerry L Bransom, Jr, director and Jana McRay, secretary. Public Notices	Public Notices Notice of Public Hearing Notice is hereby given that the City of Joshua's Planning and Zoning Commission will conduct a public hearing to consider the request for a residential replat, in the Mountain Valley Addition, Lot 4R, Unit No. 4, City of Joshua, Texas, located at 100 Shady Brook Court, and being approximately 1.514 acre of land, allowing for two lots to be converted to one residential lot. The Planning and Zoning Commission will conduct its public hearing on January 5, 2026, at 6:30 PM. The meeting will be held in the City Council Chambers at Joshua City Hall, 101 South Main Street, Joshua, TX 76058. Public Notices	Public Notices CITY OF GRANDVIEW ORDINANCE NO. 025-11101 AN ORDINANCE OF THE CITY OF GRANDVIEW, TEXAS, ADOPTING BUDGET AMENDMENTS TO THE ORIGINAL OPERATING BUDGET; FOR THE 2025-2026 FISCAL YEAR GENERAL FUND; 2025-2026 FISCAL YEAR STREET MAINTENANCE SALES TAX FUND; 2025-2026 FISCAL YEAR WATER IMPACT FEE FUND; AND 2025-2026 FISCAL YEAR SEWER IMPACT FEE FUND; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. Public Notices
Public Notices WHAT'S MISSING HERE? YOU ARE! Call 817-594-7447 to place your ad. Public Notices	Public Notices In print and online - search our classifieds. Classified Advertising works!! <i>Place an ad today to sell your item.</i> Public Notices	Public Notices <i>In print and online - search our classifieds.</i> What's missing here? You are! Call 817-594-7447 to place your ad. Public Notices
Public Notices <i>Place your advertisement by calling (817) 594-7447</i> WHAT'S MISSING HERE? YOU ARE! Call 817-594-7447 to place your ad. Public Notices		





City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Jonathan Seitz, City Manager
citymanager@keenetx.com

Consent Agenda Item 5F

SUBJECT:

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.

BACKGROUND:

The City of Keene was awarded \$250,000 from the Community Development Block Grant – Mitigation (CDBG-MIT) Resilient Communities Program (RCP) to assist with the development and creation of a Comprehensive Plan. These documents are required to designate who may execute contracts related to the program/grant, to designate who may sign to authorize payments from the grant funds for this program, and to reaffirm the City will comply with Civil Rights law. Resolution No. 2026-490 designates those who may sign, and Resolution No. 2026-491 addresses the Civil Rights law requirements.

ATTACHMENTS:

- DRAFT – Resolution No. 2026-490 designating RCP signatories
- DRAFT – Resolution No. 2026-491 affirming Civil Rights policies in relation to the RCP (Eng/Spa)

CITY OF KEENE, TEXAS
RESOLUTION No. 2026-490

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF KEENE, TEXAS DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION (CDBG-MIT) RESILIENT COMMUNITIES PROGRAM.

WHEREAS, the City of Keene, Texas has applied for funding under the Community Development Block Grant – Mitigation (CDBG-MIT) Resilient Communities Program, and;

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents for requesting funds from the Texas General Land Office, and;

WHEREAS, an original signed copy of the *Depository/Authorized Signatories Designation Form* is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of Keene, Texas acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.), the City must provide the Texas General Land Office with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised *Depository/ Authorized Signatories Designation Form*.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEENE, TEXAS, AS FOLLOWS:

The **Mayor, Mayor Pro Tem, and the City Manager**, be authorized to execute contractual and environmental review documents between the Texas General Land Office and the City for the Community Development Block Grant – Mitigation (CDBG-MIT) Resilient Communities Program.

The **Mayor, Mayor Pro Tem, and City Manager** be authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the Community Development Block Grant – Mitigation (CDBG-MIT) Resilient Communities Program.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF KEENE, TEXAS ON January 15, 2026.

Lisa Parrish, Mayor

Attest:

Holly B. Russell, City Secretary

**A RESOLUTION OF THE CITY OF KEENE, TEXAS
RESOLUTION NO. 2026-491**

RESOLUTION ADOPTING THE ATTACHED POLICIES IN CONNECTION WITH THE CITY OF KEENE, TEXAS, PARTICIPATION IN FEDERALLY FUNDED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS AND ADHERENCE TO THE REGULATIONS DESCRIBED THEREIN.

Whereas, The City of Keene Texas, (hereinafter referred to as “the City”) has been awarded CDBG funding through a CDBG grant from the Texas General Land Office (hereinafter referred to as “GLO”);

Whereas, the City, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 75, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the CDBG project area;

Whereas, the City, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each CDBG project;

Whereas, the City, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the CDBG contract, to affirmatively further fair housing;

Whereas, the City, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KEENE, TEXAS, THAT THE CITY ADOPTS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures;
2. Excessive Force Policy;
3. Fair Housing Policy;
4. Section 504 Policy and Grievance Procedures;
5. Code of Conduct Policy

The City affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

- 6. Section 3 economic opportunity;
- 7. Limited English Proficiency; and
- 8. Activity to affirmatively Further Fair Housing choice.

Passed and approved this ____ day of December, 2025.

Attest:

LISA PARRISH
MAYOR

HOLLY B. RUSSELL
CITY SECRETARY

CITIZEN PARTICIPATION PLAN

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas General Land Office's Community Development Block Grant (CDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Keene, at 1000 N Old Betsy Rd, Cleburne, TX 76031, (817) 641-3336, during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the CDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the CDBG project, whether it is a proposed, ongoing, or completed CDBG should contact The City of Keene, at 1000 N Old Betsy Rd, Cleburne, TX 76031, or may call (817) 641-3336,
2. A copy of the complaint or grievance shall be transmitted by the City Secretary to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to the person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the CDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of CDBG funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently Keeneed in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the CDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a CDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.

5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the CDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by CDBG, proposed to be made in the use of CDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the CDBG project, the City shall hold a public hearing and review its program performance including the actual use of the CDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the CDBG project or for the closeout of the CDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the CDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

LISA PARRISH, MAYOR

Date

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), The City of Keene hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of The City of Keene to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of The City of Keene to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. The City of Keene will introduce and pass a resolution adopting this policy.

As officers and representatives of City, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

LISA PARRISH, MAYOR

Date

Fair Housing Policy

In accordance with Fair Housing Act The City of Keene hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

- 1. The City of Keene agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
- 2. The City of Keene agrees to plan at least one activity during the contract term to affirmatively further fair housing.
- 3. The City of Keene will introduce and pass a resolution adopting this policy.

As officers and representatives of the City, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

LISA PARRISH, MAYOR

Date

Section 504 Policy Against Discrimination
based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), The City of Keene hereby adopts the following policy and grievance procedures:

1. **Discrimination prohibited.** No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. The City does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the CDBG program, the City shall ensure that they are provided with the information necessary to understand and participate in the CDBG program.
6. **Grievances and Complaints**
 - A. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for The City of Keene to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - B. Complaints should be mailed to: City Secretary, 1000 N Old Betsy Rd, Cleburne, TX 76031, (817) 641-3336, who has been designated to coordinate Section 504 compliance efforts
 - C. A complaint should be filed in writing or verbally, contain the name and 105 E Main St of the person filing it, and briefly describe the alleged violation of the regulations.
 - D. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
 - E. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the City Secretary. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
 - F. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by the City Secretary, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
 - G. The Section 504 coordinator shall maintain the files and records of the City relating to the complaints files.
 - H. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City within ten working days after the receipt of the written determination/resolution.

- I. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- J. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City complies with Section 504 and HUD regulations.

LISA PARRISH, MAYOR

Date

DRAFT

CODE OF CONDUCT
CONFLICT OF INTEREST POLICY PERTAINING TO PROCUREMENT PROCEDURES

As a Grant Recipient of a CDBG contract, The City of Keene shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the CDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City shall participate in the selection, award, or administration of a contract supported by CDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving CDBG funds, that has any grant-related function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the federal or state grant activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that me or all work under a CDBG contract in order to meet any National Program Objectives.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a CDBG contract or award, or that is required to complete some or all work under the CDBG contract in order to meet a National Program Objective, that might potentially receive benefits from CDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the Casey Nigreville. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

LISA PARRISH, MAYOR

Date

LIMITED ENGLISH PROFICIENCY

Grantee:	Keene
Community Population (5 and Over):	6,266
LEP Population:	486 (7.8%)
Languages Spoken:	
1. By more than 5% of the eligible population or beneficiaries and has more than 50 in number; or	English & Spanish
2. By more than 5% of the eligible population or beneficiaries but has less than 50 or less in number; or	
3. By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries.	

Program activities to be accessible to LEP persons:

- X Public notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded projects.
- X Publications regarding CDBG Projects applications, grievance procedure, complaint procedures, answers to complaints, notices of rights and disciplinary action, and other vital hearings, documents, and program requirements.
- X Other program documents:

Resources available to Grant Recipient:

- X Translation services: City will retain translation services upon request.
- X Interpreter services: City will retain translation services upon request.
- X Other resources:

Language assistance to be provided:

- X Translation (oral and/or written) of advertised notices and vital documents for: City will provide translated documents upon request and retain services to accommodate populations with limited English proficiency.
- X Referrals to community liaisons proficient in the language of LEP person: City will identify community liaisons that will assist to provide accommodations to LEP person and provide these services upon request.
- X Public meetings conducted in multiple languages: City will conduct public meetings in multiple languages upon request.
- X Notices to recipients of the availability of LEP services: City will reference the availability of accommodations in public notices and Keene documents to accommodate LEP persons in public buildings.
- X Other Services:

LISA PARRISH, MAYOR

Date

See also: http://www.lep.gov/resources/2011_Language_Access_Assessment_and_Planning_Tool.pdf

RESOLUCIÓN 2026-491**RESOLUCIÓN QUE ADOPTA LAS POLÍTICAS ADJUNTAS EN RELACIÓN CON LA CIUDAD DE KEENE, TEXAS, LA PARTICIPACIÓN EN PROYECTOS DE SUBVENCIÓN DE DESARROLLO COMUNITARIO FINANCIADOS FEDERALMENTE (CDBG) Y EL CUMPLIMIENTO DE LAS NORMATIVAS DESCRITAS EN ELLAS.**

Considerando que la Ciudad de Keene, Texas (en adelante denominada "la Ciudad") ha recibido financiación CDBG a través de una subvención CDBG de la Oficina General de Tierras de Texas (en adelante denominada "GLO");

Considerando que, de acuerdo con la Sección 109 del Título I de la Ley de Vivienda y Desarrollo Comunitario. (24 CFR 6); la Ley de Discriminación por Edad de 1975 (42 U.S.C. 6101-6107); y la Sección 504 de la Ley de Rehabilitación de 1973 (29 U.S.C. 794) y para contratos de construcción superiores a 10.000 dólares, deben tomar medidas para garantizar que ninguna persona o grupo sea privado de beneficios como empleo, formación, vivienda y contratos generados por la actividad CDBG, por motivos de raza, color, religión, sexo, origen nacional, edad o discapacidad;

Considerando que la Ciudad, en contraprestación por la recepción y aceptación de fondos federales, acepta cumplir con todas las normas y regulaciones federales, incluidas aquellas que rigen la participación ciudadana y las protecciones de los derechos civiles;

Considerando que la Ciudad, de acuerdo con la Sección 3 de la Ley de Vivienda y Desarrollo Urbano de 1968, enmendada, y 24 CFR Parte 75, está obligada, en la mayor medida posible, a proporcionar formación y oportunidades de empleo a residentes de bajos ingresos y oportunidades de contrato a empresas en el área del proyecto CDBG;

Considerando que la Ciudad, de acuerdo con la Sección 104(1) de la Ley de Vivienda y Desarrollo Comunitario, enmendada, y los requisitos de certificación del Estado en 24 CFR 91.325(b)(6), debe adoptar una política de uso excesivo de la fuerza que prohíba el uso excesivo de la fuerza contra manifestaciones no violentas por los derechos civiles;

considerando que la Ciudad, de acuerdo con la Orden Ejecutiva 13166, debe tomar medidas razonables para garantizar un acceso significativo a los servicios en programas y actividades asistidas federalmente por personas con dominio limitado del inglés (LEP) y debe contar con un plan LEP específico para la localidad y los beneficiarios de cada proyecto CDBG;

Considerando que la Ciudad, de acuerdo con la Sección 504 de la Ley de Rehabilitación de 1973, no discrimina por discapacidad y se compromete a garantizar que las personas con discapacidad cualificadas tengan acceso a programas y actividades que reciban fondos federales; y

Considerando que la Ciudad, de acuerdo con la Sección 808(e)(5) de la Ley de Vivienda Justa (42 USC 3608(e)(5)) que exige que los programas y actividades del HUD se administren de manera afirmativa para promover las políticas de la Ley de Vivienda Justa, acepta realizar al menos una actividad durante el periodo del contrato CDBG, promover de forma afirmativa la vivienda justa;

Mientras que la Ciudad se compromete a mantener estándares escritos de conducta que cubran los conflictos de interés y regulen las acciones de sus empleados implicados en la selección, adjudicación y administración de contratos.

POR TANTO, EL AYUNTAMIENTO DE KEENE, TEXAS, RESUELVE QUE LA CIUDAD ADOPTA LO SIGUIENTE:

1. Plan de Participación Ciudadana y Procedimientos de Reclamaciones;
2. Política de Uso Excesivo de la Fuerza;
3. Política de Vivienda Justa;
4. Sección 504 Procedimientos de Política y Reclamaciones;
5. Política de Código de Conducta

La Ciudad reafirma su compromiso de realizar un análisis específico para cada proyecto y tomar todas las medidas necesarias para cumplir con los requisitos del programa para lo siguiente:

Section 5, Item F.

6. Sección 3 de oportunidades económicas;
7. Dominio limitado del inglés; y
8. Actividad para promover afirmativamente la elección de vivienda justa.

Aprobado y aprobado . día de diciembre de 2025.

Atestiguo:

LISA PARRISH
ALCALDE

HOLLY B. RUSSELL
SECRETARIO DE LA CIUDAD

PROGRAMA DE SUBVENCIONES BLOQUEADAS PARA EL DESARROLLO COMUNITARIO DE TEXAS

PROCEDIMIENTOS DE QUEJAS

Estos procedimientos de quejas cumplen con los requisitos del Programa de Subvenciones Bloqueadas para el Desarrollo Comunitario (CDBG) de la Oficina General de Tierras de Texas y los Requisitos de Gobierno Local establecidos en el 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la ciudad de Keene, en 1000 N Old Betsy Rd, Cleburne, TX 76031, (817) 641-3336, durante el horario laboral habitual.

A continuación se presentan los procedimientos formales de quejas y reclamaciones relativos a los servicios prestados en el marco del proyecto CDBG.

1. Una persona que tenga una queja o queja sobre cualquier servicio o actividad relacionada con el proyecto CDBG, ya sea propuesto, en curso o finalizado, debe contactar con la ciudad de Keene, en 1000 N Old Betsy Rd, Cleburne, TX 76031, o llamar al (817) 641-3336,
2. Una copia de la queja o queja será transmitida por el Secretario Municipal a la entidad objeto de la queja o queja y al Abogado de la Ciudad dentro de cinco (5) días laborables posteriores a la recepción de la queja o queja.
3. La Ciudad deberá realizar una investigación de la queja o queja, si es posible, y proporcionar una respuesta escrita oportuna a la persona que presentó la queja o queja en un plazo de diez (10) días.
4. Si la investigación no puede completarse en un plazo de diez (10) días laborables según los 3 anteriores, la persona que presentó la queja o queja deberá ser notificada, por escrito, en un plazo de quince (15) días, cuando sea posible, tras recibir la queja o queja original, y deberá detallar cuándo debe completarse la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior serán remitidas al CDBG para su revisión y comentario adicionales.
6. Si es apropiado, proporciona copias de los procedimientos de reclamación y respuestas a quejas tanto en inglés como en español, u otro idioma apropiado.

ASISTENCIA TÉCNICA

Cuando se solicite, la Ciudad proporcionará asistencia técnica a grupos que representen a personas de ingresos bajos y moderados en el desarrollo de propuestas para el uso de fondos CDBG. La Ciudad, en función de las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, determinará el nivel y el tipo de asistencia.

DISPOSICIONES SOBRE AUDIENCIAS PÚBLICAS

Para cada audiencia pública programada y celebrada por la Ciudad, se respetarán las siguientes disposiciones sobre la audiencia pública:

1. El aviso público de todas las audiencias debe publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público debe publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas que se deben considerar en la audiencia pública. Un artículo de periódico publicado también puede utilizarse para cumplir con este requisito siempre que cumpla con todos los requisitos de contenido y tiempo. Los avisos también deben estar destacados en Keene en los edificios públicos y distribuirse a las autoridades locales de vivienda pública y otros grupos comunitarios interesados.
2. Cuando un número significativo de residentes que no hablan inglés forman parte del área de servicio potencial del proyecto CDBG, documentos vitales como avisos deberían publicarse en el idioma predominante de estos ciudadanos no angloparlantes.
3. Cada audiencia pública se celebrará en un momento y lugar convenientes para posibles o beneficiarios reales e incluirá adaptaciones para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y la Ciudad debe organizar la atención para las personas que requieran ayudas o servicios auxiliares si se les contacta al menos dos días antes de la audiencia.
4. Una audiencia pública previa a la presentación de una solicitud de CDBG debe celebrarse después de las 17:00 horas en un día laborable o en una hora conveniente un sábado o domingo.

5. Cuando se puede esperar razonablemente que un número significativo de residentes no angloparlantes en una audiencia pública, debe haber un intérprete presente para atender las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en caso de que reciba fondos del programa CDBG:

1. La Ciudad también celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por la CDBG, que se proponga realizar en el uso de fondos de la CDBG de una actividad elegible a otra, nuevamente utilizando los requisitos de aviso previos.
2. Una vez finalizado el proyecto CDBG, la Ciudad celebrará una audiencia pública y revisará el desempeño de su programa, incluyendo el uso real de los fondos CDBG.
3. Cuando se puede esperar razonablemente que un número significativo de residentes no angloparlantes participen en una audiencia pública, ya sea para una audiencia pública sobre cambios sustanciales en el proyecto CDBG o para el cierre del proyecto CDBG, publicar un aviso en inglés y español, u otro idioma apropiado, y proporcionar un intérprete en la audiencia para atender las necesidades de los residentes que no hablan inglés.
4. La Ciudad conservará la documentación del proyecto CDBG, incluyendo avisos de audiencia, un listado de las personas que asistieron a la(s) audiencia(s), actas de dichas audiencias y cualquier otro registro relativo al uso real de fondos durante un periodo de tres (3) años desde el cierre de la concesión al estado. Dichos registros se harán públicos de acuerdo con el Capítulo 552 del Código del Gobierno de Texas.

LISA PARRISH, ALCALDESA

Fecha

De acuerdo con el 24 CFR 91.325(b)(6), la Ciudad de Keene adopta y hará cumplir la siguiente política respecto al uso excesivo de la fuerza:

1. La política de la Ciudad de Keene es prohibir el uso excesivo de la fuerza por parte de las agencias de seguridad dentro de su jurisdicción contra cualquier individuo que participe en manifestaciones no violentas por los derechos civiles;
2. También es política de la ciudad de Keene hacer cumplir las leyes estatales y locales aplicables contra prohibir físicamente la entrada o salida de una instalación o lugar que sea objeto de tales manifestaciones no violentas por los derechos civiles dentro de su jurisdicción.
3. La ciudad de Keene presentará y aprobará una resolución que adopte esta política.

Como funcionarios y representantes de la ciudad, nosotros, los abajo firmantes, hemos leído y aceptamos plenamente este plan, y nos hemos convertido en parte de la implementación completa de este programa.

LISA PARRISH, ALCALDESA

Fecha

Política de Vivienda Justa

Section 5, Item F.

De acuerdo con la Ley de Vivienda Justa, la Ciudad de Keene adopta la siguiente política respecto a la promoción afirmativa de la vivienda justa:

1. La ciudad de Keene acepta promover de forma afirmativa la elección de vivienda justa para las siete clases protegidas (raza, color, religión, sexo, discapacidad, estado familiar y origen nacional).
2. La ciudad de Keene acepta planificar al menos una actividad durante el plazo del contrato para promover de forma afirmativa la vivienda justa.
3. La ciudad de Keene presentará y aprobará una resolución que adopte esta política.

Como funcionarios y representantes de la ciudad, nosotros, los abajo firmantes, hemos leído y aceptamos plenamente este plan, y nos convertimos en parte de la implementación completa de este programa.

LISA PARRISH, ALCALDESA

Fecha

Sección 504 Política contra la Discriminación
basados en procedimientos de discapacidad y reclamación

De acuerdo con la Sección 8 del 24 CFR, No discriminación basada en la discapacidad en programas y actividades asistidas federalmente del Departamento de Vivienda y Desarrollo Urbano, la Sección 504 de la Ley de Rehabilitación de 1973, según enmendadas (29 U.S.C. 794), y la Sección 109 de la Ley de Desarrollo de Vivienda y Comunidad de 1974, enmendada (42 U.S.C. 5309), la Ciudad de Keene adopta por la presente las siguientes políticas y procedimientos de reclamación:

1. Prohibida la discriminación. Ninguna persona con discapacidad cualificada en Estados Unidos será, únicamente por su discapacidad, excluida de la participación, se le niegue los beneficios o será objeto de discriminación bajo ningún programa o actividad que reciba asistencia financiera federal del Departamento de Vivienda y Desarrollo Urbano (HUD).
2. La Ciudad no discrimina por motivos de discapacidad en la admisión, acceso, tratamiento o empleo en sus programas y actividades asistidas a nivel federal.
3. Los materiales o publicaciones de reclutamiento de la Ciudad deberán incluir una declaración de esta política en 1. encima.
4. La Ciudad deberá tomar medidas continuas para notificar a los participantes, beneficiarios, solicitantes y empleados, incluidos aquellos con discapacidad visual o auditiva, así como a sindicatos u organizaciones profesionales que mantengan acuerdos colectivos o profesionales con los beneficiarios, de que no discrimina por motivos de discapacidad en violación de la Parte 8 del 24 CFR.
5. Para las personas con discapacidad auditiva y visual elegibles para ser atendidas o que probablemente se verán afectadas por el programa CDBG, la Ciudad se asegurará de que se les proporcione la información necesaria para comprender y participar en el programa CDBG.
6. Quejas y quejas
 - A. Cualquier persona que crea que ha sido objeto de discriminación por discapacidad podrá presentar una queja bajo este procedimiento. Es ilegal que la ciudad de Keene tome represalias contra cualquiera que presente una queja o colabore en la investigación de una queja.
 - B. Las quejas deben enviarse por correo a: Secretario de la Ciudad, 1000 N Old Betsy Rd, Cleburne, TX 76031, (817) 641-3336, quien ha sido designado para coordinar los esfuerzos de cumplimiento de la Sección 504
 - C. La denuncia debe presentarse por escrito o verbalmente, incluir el nombre y el 105 E Main St de la persona que la presentó, y describir brevemente la supuesta infracción de las normativas.
 - D. La denuncia debe presentarse en un plazo de treinta (30) días laborables después de que el denunciante tome conocimiento de la supuesta infracción.
 - E. Una investigación, según sea apropiado, seguirá a la presentación de una queja. La investigación será llevada a cabo por el Secretario de la Ciudad. Investigaciones informales pero exhaustivas ofrecerán a todas las personas interesadas y a sus representantes, si los hay, la oportunidad de presentar pruebas relevantes para una denuncia.
 - F. El Secretario de la Ciudad emitirá una determinación por escrito sobre la validez de la queja y la descripción de la resolución, si la hubiera, y se enviará una copia al demandante quince (15) días laborables después de la presentación de la queja, cuando sea posible.
 - G. El coordinador de la Sección 504 deberá mantener los archivos y registros de la Ciudad relacionados con los expedientes de quejas.

- H. El demandante puede solicitar una reconsideración del caso en casos en los que no esté su determinación/resolución descrita en el párrafo anterior. La solicitud de reconsideración debe presentarse a la Ciudad dentro de los diez días laborables posteriores a la recepción de la determinación/resolución escrita.
- I. El derecho de una persona a una resolución rápida y equitativa de la queja presentada en virtud del presente no se verá afectado por la búsqueda de otros recursos, como la presentación de una queja bajo la Sección 504 ante el Departamento de Vivienda y Desarrollo Urbano de EE. UU. El uso de este procedimiento de reclamación no es un requisito previo para la búsqueda de otros recursos.
- J. Estos procedimientos deberán interpretarse para proteger los derechos sustantivos de las personas interesadas, cumplir con los estándares adecuados de debido proceso y asegurar que la Ciudad cumpla con las normativas de la Sección 504 y HUD.

LISA PARRISH, ALCALDESA

Fecha

POLÍTICA DE CONFLICTO DE INTERESES RELATIVA A LOS PROCEDIMIENTOS DE CONTRATACIÓN

Como beneficiario de una subvención de un contrato CDBG, la Ciudad de Keene deberá evitar, neutralizar o mitigar conflictos de interés reales o potenciales para evitar una ventaja competitiva injusta o la existencia de roles conflictivos que puedan perjudicar el cumplimiento del contrato CDBG o afectar la integridad del proceso de contratación pública.

Para la adquisición de bienes y servicios, ningún empleado, funcionario o agente de la Ciudad participará en la selección, adjudicación o administración de un contrato apoyado por fondos de la CDBG si tiene un conflicto de intereses real o aparente. Tal conflicto podría surgir si el empleado, funcionario o agente; cualquier miembro de su familia inmediata; su pareja; o una organización que emplee o esté a punto de emplear a cualquiera de las partes aquí indicadas, tenga un interés financiero u otro o un beneficio personal tangible de una empresa considerada para un contrato.

Ningún funcionario, empleado o agente de la Ciudad deberá solicitar o aceptar propinas, favores o cualquier cosa de valor monetario de contratistas o empresas, posibles contratistas o empresas, o partes de subacuerdos, salvo cuando el interés financiero no sea sustancial o el regalo sea un objeto no solicitado de valor intrínseco nominal.

Los contratistas que desarrollen o redacten especificaciones, requisitos, declaraciones de trabajo o invitaciones a licitaciones o solicitudes de propuestas deben quedar excluidos de la competencia por dichas contrataciones.

En todos los demás casos, ningún empleado, agente, consultor, funcionario o funcionario electo o designado del estado, o de una unidad de gobierno local general, ni de cualquier agencia pública designada, o subbeneficiarios que reciban fondos CDBG, que tenga alguna función o responsabilidad relacionada con subvenciones, o esté en posición de participar en un proceso de toma de decisiones o obtener información privilegiada, puede obtener un interés o beneficio financiero de la actividad de subvención federal o estatal.

Las restricciones de conflicto de interés y los requisitos de contratación identificados en este documento se aplicarán a una empresa beneficiada, proveedor de servicios públicos u otra entidad externa que yo o todos trabajemos bajo un contrato CDBG para cumplir cualquier Objetivo Nacional del Programa.

Cualquier persona o entidad, incluyendo cualquier empresa, proveedor de servicios públicos u otra entidad externa beneficiaria que reciba asistencia, directa o indirectamente, bajo un contrato o concesión, o que esté obligada a completar parte o la totalidad del trabajo bajo el contrato CDBG para cumplir un Objetivo Nacional del Programa, que potencialmente pueda recibir beneficios de las concesiones CDBG, no podrá participar en la selección, la concesión o administración de un contrato apoyado por financiación de la CDBG.

Cualquier presunta violación de estos estándares de conducta será remitida a la Casey Nigreville. Cuando parezca que se han producido infracciones, el empleado, funcionario o agente infractor estará sujeto a acciones disciplinarias, incluyendo, pero no limitándose a, despido o traslado; Cuando las infracciones o infracciones parezcan de naturaleza grave, el asunto puede ser remitido a los funcionarios correspondientes para su investigación penal y posible enjuiciamiento.

LISA PARRISH, ALCALDESA

Fecha

Beneficiario:	Keene
Población de la comunidad (5 años o más):	6,266
Población LEP:	486 (7.8%)
Lenguas habladas:	
1. Por más del 5% de la población elegible o beneficiarios y cuenta con más de 50 en número; o	Inglés y español
2. Por más del 5% de la población elegible o beneficiarios pero con menos de 50 o menos; o	
3. Por más de 1.000 personas en los requisitos población en la zona de mercado o entre beneficiarios actuales.	

Actividades del programa accesibles para las personas con LEP:

- X Avisos públicos y audiencias sobre solicitudes de financiación por subvención, enmiendas a las actividades del proyecto y finalización de proyectos financiados por subvenciones.
- X Publicaciones sobre solicitudes de proyectos CDBG, procedimientos de reclamaciones, procedimientos de quejas, respuestas a quejas, avisos, notificaciones de derechos y acciones disciplinarias, así como otras audiencias, documentos y requisitos de programas importantes.
- X Otros documentos del programa:

Recursos disponibles para el beneficiario de la subvención:

- X Servicios de traducción: La ciudad mantendrá los servicios de traducción bajo solicitud.
- X Servicios de intérprete: La ciudad contratará servicios de traducción si se solicita.
- X Otros recursos:

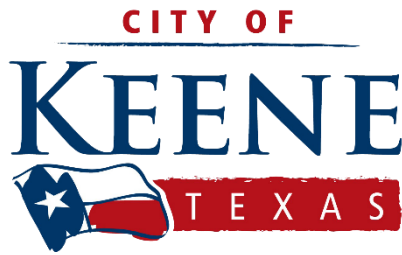
Se proporcionará asistencia lingüística:

- X Traducción (oral y/o escrita) de avisos anunciados y documentos vitales para: La ciudad proporcionará documentos traducidos bajo solicitud y mantendrá servicios para atender poblaciones con dominio limitado del inglés.
- X Derivaciones a enlaces comunitarios competentes en el idioma de la persona LEP: La ciudad identificará enlaces comunitarios que ayudarán a proporcionar adaptaciones a la persona LEP y ofrecerá estos servicios bajo solicitud.
- X Reuniones públicas realizadas en varios idiomas: La Ciudad celebrará reuniones públicas en varios idiomas bajo solicitud.
- X Avisos a los destinatarios sobre la disponibilidad de servicios LEP: La ciudad hará referencia a la disponibilidad de adaptaciones en avisos públicos y documentos Keene para acomodar a personas LEP en edificios públicos.
- X Otros servicios:

LISA PARRISH, ALCALDESA

Fecha

Véase también: http://www.lep.gov/resources/2011_Language_Access_Assessment_and_Planning_Tool.pdf



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Don Martin, Dir. of Neighborhood & Development Services
dmartin@keenetx.com

Public Hearing

SUBJECT:

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.

BACKGROUND:

In the PD Ordinance 2023-665 it states under section 1.10 Exterior Masonry Requirements: All residential structures shall be constructed with a minimum of 80% masonry with the remaining non-masonry building material consisting of fire-resistant material to be approved by the City. We need to clarify what type of masonry is allowable, the builder wants to use a fiber reinforced cementations boards (Hardi Plank) which is an allowable building material under the 2018, and 2021 IBC.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Staff recommend approval of this item. It will give home buyers a different look in a different neighborhood.

ATTACHMENTS:

- PD Ordinance 2023-665
- Photos of homes with the Hardi Plank siding.
- 2021 IBC (BS) 1404.16, 1404.16.1, 1404.16.2
- Public Hearing notice

ORDINANCE 2023-665

AN ORDINANCE OF THE CITY OF KEENE, TEXAS AMENDING CHAPTER 157, "ZONING," OF THE CITY OF KEENE CODE OF ORDINANCES BY REZONING APPROXIMATELY 94.81 ACRES OUT OF THE O.WINTERS SURVEY, ABSTRACT NO. 875 IN THE CITY OF KEENE, JOHNSON COUNTY, TEXAS, FROM C-3 (GENERAL COMMERCIAL AND LIGHT MANUFACTURING) AND AG (AGRICULTURAL) TO A PD (PLANNED DEVELOPMENT) DISTRICT DESIGNATION, SUBJECT TO THE SPECIFIC REQUIREMENTS CONTAINED IN THIS ORDINANCE; APPROVING THE CONCEPTUAL PLAN; CHANGING THE OFFICIAL ZONING MAP; AMENDING THE CITY'S COMPREHENSIVE PLAN; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE VIOLATION OF THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Keene, Texas, is a Home Rule City acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, pursuant to Chapter 211 of the Local Government Code, the City has the authority to adopt a zoning ordinance and map regulating the location and use of buildings, other structures, and land for business, industrial, residential and other purposes, and to amend said ordinance and map for promoting the public health, safety, morals and general welfare, all in accordance with a plan; and

WHEREAS, the hereinafter described property is currently zoned C-3 (General Commercial and Light Manufacturing) and AG (Agricultural); and

WHEREAS, a change in the zoning classification of the property was requested by a person or corporation having a proprietary interest in said property; and

WHEREAS, the Keene City Council and the Planning and Zoning Commission of the City of Keene, in compliance with the laws of the State of Texas and the ordinances of the City of Keene, have given the required notices and held the required public hearings and afforded a full and fair hearing to all property owners generally and to all persons interested in and situated in the affected area and in the vicinity thereof regarding the requested rezoning; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission and any other information and materials received at the public hearing, the City Council of the City of Keene has determined that the change in the zoning of the property is in the best interest of the public health, safety and welfare of the City of Keene.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEENE, TEXAS:

SECTION 1

INCORPORATION OF PREMISES. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2

ZONING AMENDMENT. That Chapter 157 of the Keene Code of Ordinances, the same being the Comprehensive Zoning Ordinance of the City of Keene, as amended, is hereby amended by rezoning the hereinafter described property subject to the permitted uses, regulations, variances, restrictions, and conditions hereinafter set forth in this ordinance:

Being a 94.81 acre tract or parcel of land situated in the O. Winters Survey, Abstract Number 875 in the City of Keene, Johnson County, Texas and being a portion of a called 95.226 acre tract of land (Tract 1) and a portion of a called 0.96 acre tract of land (Tract 2) described in the deed to MKP Development, LLC, a Texas Limited Liability Company, recorded in Document Number 2022-21410 of the Official Records of Johnson County, Texas and being more particularly described by, as shown on the map attached as Exhibit A, and described by metes and bounds description attached as Exhibit B, by changing the zoning of said property from SF-2 (Single Family-2), C-3 (Commercial-3) and AG (Agricultural) to a PD (Planned Development) District designation with permitted uses most similar to SF-3 (Single Family Residential-3).

This property is adjacent to business US-67, directly West of FM 2280. The purpose of this development is to provide a single family detached residential community to the Business US-67 corridor.

The Planned Development commonly known as Sunset Ridge Estates is most similar to the City of Keene's uses as provided by SF-3 (Single Family Residential District-3) and shall be subject to the permitted uses, regulations, restrictions and conditions of SF-3 except for the permitted uses, regulations, variances, restrictions, and conditions hereinafter set forth below in this ordinance:

SUNSET RIDGE ESTATES

PLANNED DEVELOPMENT DISTRICT STANDARDS

1.0 Planned Development District - Single Family Detached Residential/Commercial District

- 1.01 **General Purpose and Description:** The single-family detached residential district with commercial area adjacent to Business Highway 67 is established to provide for a high density single-family residential neighborhood with some commercial, the addition will be developed into a minimum of three hundred and fifty (350) single family homes with commercial frontage. The provisions of this section apply to the area as shown on Exhibit A and Exhibit B, and described by metes and bounds description in Exhibit A and Exhibit B. Requirements for this single-family residential/commercial development shall be governed by standards as described

below.

- 1.02 **Permitted Uses Allowed:** Land uses permitted within the single-family detached residential/commercial district shall be as set forth in Section 157.330 of the Code of Ordinances for SF-3 and C-3 except as follows: zero lot line house; cemetery or mausoleum; college or university; community center, public; community center, private; family home; greenhouse; library; nursery school, kindergarten; stadium or play field, public; concrete, asphalt batching plant (temporary concrete batching plants are allowed only during the construction phase of the PD).

- 1.03 **Development regulations:**
The following regulations apply to single-family lots:

- (a) Lot size: 5,500 square feet minimum
- (b) Front yard setback: 20 feet minimum
- (c) Rear yard setback: 10 feet minimum
- (d) Side yard setback: 5 feet minimum
- (e) Width of side yard adjacent to side street: 15 feet minimum
- (f) Width of lot: 50 feet minimum
- (g) Depth of lot: 110 feet minimum
- (h) Building height: 35 feet maximum
- (i) Living Area: 1,400 square feet minimum

- 1.04 **General yard requirements:** The following general requirements provide additional criteria which apply to yard requirements in the single family detached residential district.

1. General.

- (a) The front yard shall be measured from the property line to the front face of the building, covered porch, covered terrace or attached accessory building. Eave and roof extensions may project into the required front yard.
- (b) Double frontage: Where lots have double frontage, running through from one street to another, a required front yard shall be provided on one street only. The second street frontage shall meet the minimums stated in item 1.05(f) of this ordinance.

- 1.05 **Pavement Standards:**
All streets within the single-family detached residential zoning shall be developed using thirty-one-foot (31') concrete streets with a minimum six-inches (6") in depth of concrete over an approved base constructed in fifty-foot (50') wide right of ways. Streets shall require curb and gutters per the City's standard engineering requirements.

- 1.06 **Water Tapping Fees:**
Water will be provided by JCSUD, and fees will be negotiated through JCSUD.
- 1.07 **Sanitary Sewer Tapping Fees:**
All sanitary sewer tap fees shall not exceed \$375.00 per tap within the planned development.
- 1.08 **Landscaping:** Lots shall have a minimum landscaping requirement of one 2-inch caliper tree planted in the front yard prior to the final inspection of the residential structure.
- 1.09 **Screening:** Gas well site will have masonry permitted wall.
- 1.10 **Exterior Masonry Requirements:**
All residential structures shall be constructed with a minimum of 80% masonry with the remaining non-masonry building material consisting of fire-resistant material to be approved by the City.
- 1.14 **Home Owners Association:** Upon completion of the residential development, the Developer shall establish a home owners association to maintain all common areas within the development of the property.
- 1.15 **Maintenance Bond:** The City of Keene shall require a 2-year maintenance bond for all civil infrastructure improvements but shall accept separate bonds for each maintenance bond item instead of requiring a single maintenance bond for the entire project.
- 1.16 **Electrical:** The developer shall use copper wiring in all single-family residences.
- 1.17 **Entrance Signs:** The developer shall provide a landscaped entrance feature with masonry signs constructed at both entrances along Business Highway 67, the signs will be located open space lots and will be maintained by the HOA.

SECTION 3

AMENDMENT OF ZONING MAP. The official zoning map of the City of Keene shall be amended to reflect the change in zoning made by this Ordinance.

SECTION 4

COMPREHENSIVE PLAN AMENDMENT. That the City’s comprehensive plan and accompanying map, as adopted in Section 150.03 of the Keene Code of Ordinances, is hereby amended to reflect the zoning change authorized by this Ordinance, and City staff is hereby directed and authorized to update the City’s comprehensive plan and accompanying map to implement the approved changes.

SECTION 5

CUMULATIVE CLAUSE. This ordinance shall be cumulative of all provisions of ordinances of the City of Keene, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Keene’s various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

SECTION 6

SEVERABILITY CLAUSE. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrase, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the city council without the incorporation of this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 7

PENALTY CLAUSE. Any person, firm, association of persons, company, corporation, or their agents, servants or employees violating or failing to comply with any of the provisions of this article shall be fined, upon conviction, not less than one dollar (\$1.00) nor more than two thousand dollars (\$2,000.00), and each day any violation of noncompliance continues shall constitute a separate and distinct offense. The penalty provided herein shall be cumulative of other remedies provided by State Law, and the power of injunction as provided in V.T.C.A. Local Government Code 54.012 and as may be amended, may be exercised in enforcing this article whether or not there has been a complaint filed.

SECTION 8

EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED this the 21st day of Dec 2023
2022

Lisa Parrish
Lisa Parrish, Mayor

ATTEST:

Brent Batla
Brent Batla, City Manager

APPROVED AS TO FORM AND LEGALITY:

William F. Chesser
Pat Chesser, City Attorney



















2021 International Building Code

[BS] 1404.16 Fiber-cement siding. *Fiber-cement siding* complying with Section 1403.10 shall be permitted on *exterior walls* of Types I, II, III, IV and V construction for wind pressure resistance or wind speed exposures as indicated by the manufacturer's listing and *label* and *approved* installation instructions. Where specified, the siding shall be installed over sheathing or materials listed in Section 2304.6 and shall be installed to conform to the *water-resistive barrier* requirements in Section 1402. Siding and accessories shall be installed in accordance with *approved* manufacturer's instructions. Unless otherwise specified in the *approved* manufacturer's instructions, nails used to fasten the siding to wood studs shall be corrosion-resistant round head smooth shank and shall be long enough to penetrate the studs not less than 1 inch (25 mm). For cold-formed steel *light-frame construction*, corrosion-resistant fasteners shall be used. Screw fasteners shall penetrate the cold-formed steel framing not fewer than three exposed full threads. Other fasteners shall be installed in accordance with the approved construction documents and manufacturer's instructions.

[BS] 1404.16.1 Panel siding. *Fiber-cement* panels shall comply with the requirements of ASTM C1186, Type A, minimum Grade II (or ISO 8336, Category A, minimum Class 2). Panels shall be installed with the long dimension either parallel or perpendicular to framing. Vertical and horizontal joints shall occur over framing members and shall be protected with caulking, with battens or flashing, or be vertical or horizontal shiplap or otherwise designed to comply with Section 1402.2. Panel siding shall be installed with fasteners in accordance with the *approved* manufacturer's instructions.

[BS] 1404.16.2 Lap siding. *Fiber-cement* lap siding having a maximum width of 12 inches (305 mm) shall comply with the requirements of ASTM C1186, Type A, minimum Grade II (or ISO 8336, Category A, minimum Class 2). Lap siding shall be lapped not less than 1¼ inches (32 mm) and lap siding not having tongue-and-groove end joints shall have the ends protected with caulking, covered with an H-section joint cover, located over a strip of flashing or shall be otherwise designed to comply with Section 1402.2. Lap siding courses shall be installed with the fastener heads exposed or concealed in accordance with the *approved* manufacturer's instructions.

CLASSIFIEDS

cleburnetimesreview.com

Email: bhughes@weatherforddemocrat.com

Phone: 817-594-7447 ext 217

Public Notices

Public Notices

NOTICE OF PUBLIC SALE
Notice is hereby given that the undersigned intends to sell the personal property described below to enforce a lien imposed on said property under the Self-Storage Facility Lien Statute (Chapter 59). The undersigned will sell online by competitive bidding on December 26, 2025, at 10:00am. The following units: (1)

Unit 1 - Devona Wagner
Boxes, Shoes, personal items, Household items

These items will be auctioned online by Storage Treasures via website at www.storagetreasures.com
All purchased items sold as is. Items for this 1 Unit is located at Rio Vista Mini Storage 938 Tx 174 Rio Vista Tx 76093

Public Notices

Public Notices

NOTICE TO CREDITORS

Notice is hereby given that original Letters Testamentary for the Estate of Jerome C. Thompson, Deceased, were issued on November 17, 2025, in Cause No. CC-P202526411, pending in the County Court at Law No. Two of Johnson County, Texas, to: Donald Lee Thompson.

All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law.

c/o: Jenna M. Lusk
1601 8th Avenue
Fort Worth, Texas 76104

DATED the 5th day of December, 2025.

/s/ Jenna M. Lusk
Jenna M. Lusk
State Bar No.: 24051110
1601 8th Avenue
Fort Worth, Texas 76104
Telephone: (817) 953-9656
Facsimile: (817) 385-6656
E-mail: jlusk@lovelacelawpc.com

Public Notices

Public Notices

NOTICE OF PUBLIC SALE
Notice is hereby given that the undersigned intends to sell the personal property described below to enforce a lien imposed on said property under the Self-Storage Facility Lien Statute (Chapter 59). The undersigned will sell online by competitive bidding on December 26, 2025, at 10:00am. The following units: (6)

Unit 1- Stephen Breland
Furniture, Dryer, weed eater, trolling motor, boxes, household items
Unit 2- Justin Bruce
Deep freezer, Household items, boxes, tools
Unit 3- Justin Bruce
Household items, boxes, table, curio cabinet
Unit 4-Tammy Wimer
Mattress, box spring, Tv, boxes
Unit 5-Tracy Alvarado
Mattresses, boxes
Unit 6 Angie Cervantes
Clothes, Toys, Large Mirror

These items will be auctioned online by Storage Treasures via website at www.storagetreasures.com
All purchased items sold as is. Items for these 6 Units is located at Trio Self Storage 1000 Highland Rd Cleburne Tx 76033.

Public Notices

Public Notices

NOTICE TO CREDITORS
Notice is hereby given that original Letters Testamentary for the Estate of Della Jo Burks, Deceased, were issued on December 8, 2025, in Cause No. CC-P202526443, pending in the County Court at Law No. 2, Johnson County, Texas, to: Thomas Kent Burks.
All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law.
C/o: **Lane E. Rugeley**
Attorney At Law
16 N. Caddo St.
Cleburne, TX 76031
DATED the 8th day of December, 2025.
/s/ **Lane E. Rugeley**
Attorney for Thomas Kent Burks
State Bar No. 17383000
16 N. Caddo St.
Cleburne, TX 76031
Telephone: (817) 641-4055
E-mail: laner@rugeleylaw.com

Public Notices

Public Notices

Notice of Self Storage Sale
Please take notice Ready Now Storage - Cleburne located at 3233 N Main St Cleburne TX 76033 intends to hold a public sale to the highest bidder of the property stored by the following tenants at the storage facility. The sale will occur as an online auction via www.bid13.com on 12/18/2025 at 10:00 AM. Unless stated otherwise the description of the contents are household goods, furnishings and garage essentials. John Gideon; Aimee Gaskill; Sheila Maxwell. All property is being stored at the above self-storage facility. This sale may be withdrawn at any time without notice. Certain terms and conditions apply. See manager for details.

Public Notices

Public Notices

NOTICE OF PUBLIC SALE

Notice is hereby given that the following will be sold to the highest bidder with bidding to take place at lockerfox.com on **Monday the 29th day of December, 2025 at 9:00 AM** to satisfy a landlords lien, pursuant to Chapter 59, Texas Property Code. Payment to seller via credit/debit card and pickup at the facility. Self-Storage unit contents of the following customers containing household and other goods will be sold. **10 Federal Storage, 2121 S Burleson Blvd, Burleson, TX, 76028** Nick Dudger. Toyi Gidioni. Tarissa Walton. Julie Mathison. Mary McGee. Cynthia Black. Mary McGee. Rejeania Barrett

Public Notices

Public Notices

PUBLIC NOTICE

Extra Space Storage, on behalf of itself or its affiliates, Life Storage or Storage Express, will hold a public auction to satisfy Extra Space's lien, by selling personal property described below belonging to those individuals listed below at the location indicated. All spaces contain household furniture unless otherwise noted.
12868 E. FM 917 Alvarado, TX 76009, December 26, 2025, 3:15 pm
Elizabeth Holt; Deanna Crespo

The auction will be listed and advertised on www.storagetreasures.com. Purchases must be made with cash only and paid at the above referenced facility in order to complete the transaction. Extra Space Storage may refuse any bid and may rescind any purchase up until the winning bidder takes possession of the personal property.

Public Notices

Public Notices

NOTICE OF PUBLIC HEARING
CITY OF KEENE, TEXAS

The City of Keene City Council will conduct a public hearing on **Thursday, January 15, 2026, at 6:00 p.m.** at Keene City Hall, Robert G. Cooper Council Chambers, 1000 N. Old Betsy Road, Cleburne, Texas 76031 to consider an amendment to the Planned Development District "PD" Ordinance 2023-665 for Sunset Ridge Development regarding masonry requirements. All persons interested in the above-referenced matter are invited to attend the public hearing and to provide their comments and/or evidence at that time. You may also send written comments before the date of the meetings to the City Secretary no later than January 14, 2026, by email to citysecretary@keenetx.com, or by mail to Keene City Hall, ATTN: City Secretary, PO Box 637, Keene, TX 76059.

Public Notices

Public Notices

NOTICE TO CREDITORS

Notice is hereby given that original Letters Testamentary for the Estate of Regina A. Thompson, Deceased, were issued on November 17, 2025, in Cause No. CC-P202526412, pending in the County Court at Law No. Two of Johnson County, Texas, to: Donald Lee Thompson.

All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law.

c/o: Jenna M. Lusk
1601 8th Avenue
Fort Worth, Texas 76104

DATED the 5th day of December, 2025.

/s/ Jenna M. Lusk
Jenna M. Lusk
State Bar No.: 24051110
1601 8th Avenue
Fort Worth, Texas 76104
Telephone: (817) 953-9656
Facsimile: (817) 385-6656
E-mail: jlusk@lovelacelawpc.com

Public Notices

Public Notices

NOTICE

APPLICATION HAS BEEN MADE WITH THE TEXAS ALCOHOLIC BEVERAGE COMMISSION IN ACCORDANCE WITH THE PROVISIONS OF THE TEXAS ALCOHOLIC BEVERAGE CODE FOR A PRIVATE CLUB REGISTRATION PERMIT, BY THE RETREAT 19TH HOLE, INC. TO BE LOCATED AT 7725 FM 1434, CLEBURNE, JOHNSON COUNTY, TEXAS. DIRECTORS OF THE CORPORATION BEING ROBERT MICHAEL WARD, JOHN STACK BOWERS AND PHYLLIS JORDAN. THE OFFICERS OF THE CORPORATION ARE ROBERT MICHAEL WARD (PRESIDENT), JOHN STACK BOWERS (VICE PRESIDENT & TREASURER) AND PHYLLIS JORDAN (SECRETARY).

Public Notices

Public Notices

NOTICE TO CREDITORS

Notice is hereby given that original Letters of Independent Administration for the Estate of Robin Lynn Lanmon, Deceased, were issued on December 5, 2025, in Cause No. CC-P202526377, pending in the County Court at Law No. One of Johnson County, Texas, to: Jason Eric Tidwell.

All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law.

c/o: **DeeAnn Strother**
13 North Main Street
Cleburne, Texas 76033

DeeAnn Strother
State Bar No.: 24064328
Tel: (817) 558-3177
Fax: (817) 665-3030
E-mail: efile@dstrotherlaw.com

Public Notices

Public Notices

Notice of Self Storage Sale
Please take notice Ready Now Storage - Joshua located at 113 Conveyor Dr Joshua TX 76058 intends to hold a public sale to the highest bidder of the property stored by the following tenants at the storage facility. The sale will occur as an online auction via www.bid13.com on 12/18/2025 at 10:00 AM. Unless stated otherwise the description of the contents are household goods, furnishings and garage essentials. Emily Brown; Alida Stone. All property is being stored at the above self-storage facility. This sale may be withdrawn at any time without notice. Certain terms and conditions apply. See manager for details.

Public Notices

Public Notices

In print and online
- search our classifieds.

Find what you are looking for in the classifieds.

Public Notices

Public Notices

PUBLIC NOTICE

The Joshua Independent School District (Joshua ISD) is accepting proposals for **RFQ #25-001 - Various Professional Services**.

All bid documents will be posted on Building Connected by Thursday, December 4th, 2025. You can also download them from Authers Building Group's website bid board - www.authersbuildinggroup.com/project-bidding.

Authers Building Group will receive bids for construction subcontracts for the Joshua ISD New Elementary School project until **Tuesday, January 13th, 2025, at 2:00 PM**.

Preconstruction RFIs are to be submitted one week prior by Tuesday, *January 6th, 2025, at 2:00 PM*.

Bids will be received by email or submission through Building Connected, until the date and time shown above. If emailed, please send to *Kaleb Brown* (kaleb@authersbuildinggroup.com).

Contracts will be issued upon Joshua ISD Board approval, starting *Thursday, January 23, 2025*.

Please contact Kaleb Brown (469-823-8472) or Derek Steinmeyer (469-534-1898) if you have any questions or need additional information.

We appreciate your time and look forward to working with you.

Public Notices

Public Notices

NOTICE TO CREDITORS

Notice is hereby given that original Letters Testamentary for the Estate of Margaret Carol Margaret Carol Cox, were issued on October 30, 2025, in Cause No. CC-P202526311 pending in the County Court at Law No. 1, Johnson County, Texas, to: Joshua Carlock.
All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law.
c/o: **Tommy Altaras**
Attorney at Law
109 West Henderson
Cleburne, TX 76033

DATED the 8th day of December, 2025.

Tommy Altaras
Attorney for Applicant
State Bar No.: 01117500
109 West Henderson
Cleburne, TX 76033
Telephone: (817) 641-6611
E-mail: tommyaltaras@yahoo.com

Public Notices

Public Notices

PUBLIC NOTICE

Cleburne ISD is seeking E-Rate services for Funding Year 2026 (July 1, 2026-June 30, 2027). All interested vendors please see RFP260007845 at: <https://erate.esc12.net/R12/>. To view the Form 470, please visit: <https://portal.usac.org/suite/Form470#260007845>

Public Notices

Public Notices

NOTICE OF PUBLIC MEETING TO DISCUSS RIO VISTA'S STATE FINANCIAL ACCOUNTABILITY RATING

Rio Vista ISD will hold a public meeting at 6:30 pm, December 15th, 2025 in the RVISD Board Room, 100 E Capps Rio Vista, TX 76093

The purpose of this meeting is to discuss Rio Vista's rating on the state's financial accountability system.

community

Lost & Found

Case #JCSO25-002047: 1 cow found in area of 7416 County Road, Alvarado, TX 76009. If you have any information, please contact the Johnson County Sheriff's Office at 817-556-6058.

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Misc Merchandise

Buying Various Items that are used, wrecked or in need of repairs; campers, motorhomes, pontoon and other boats, farm and industrial equipment, cars, pickups and trucks, utility or general hauling trailers. We clear out barns, buildings, fields, yards of misc. surplus, etc.
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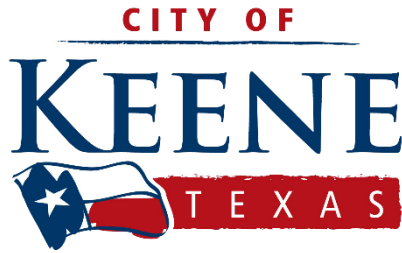
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85



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Don Martin, Dir. of Neighborhood & Development Services

dmartin@keenetx.com

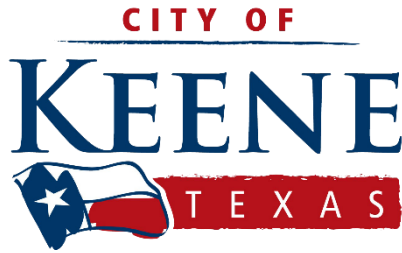
Discussion Report Item 7A

SUBJECT:

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

ATTACHMENTS:

- Please see attachments in Agenda Item 6-Public Hearing



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Requested by:

Samantha Gillin, Council Member – Place II

sgillin@keenetx.com

Discussion Report Item 7B

SUBJECT:

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

BACKGROUND:

At their December meetings, both the EDC Type A and Type B Boards consulted the City Attorney for clarification on this policy. This item is being brought back to Council in light of those questions and concerns.

ATTACHMENTS:

- Updated roster for Boards and Commissions
- Boards & Commissions Appointment Policy, adopted July 2025

Council, Boards, & Commissions - Info and Term Length		
City Council (1st & 3rd Thur at 6pm)	Term Expiration	Position
Lisa Parrish	11/26	Mayor
Troy Smith	11/26	Place I
Samantha Gillin	11/27	Place II, Mayor Pro-Tem
Bob Chapman	11/26	Place III
Rob Foster	11/27	Ward I
Johnny Shaw	11/26	Ward II
Charles Easley	11/27	Ward III
Type A Board (3rd Wed at 9am)	3yr Term Exp	Position
Cody Thornton	03/28	Vice President
Rolando Colinres-Bran	03/28	
vacant	03/28	
Samantha Gillin	03/27	President
Gwen Beeson	03/27	
Type B Board (3rd Tues at 3:30pm)	2yr Term Exp	Position
vacant	03/27	
vacant	03/27	
Ricky Stephens, Ed. D.	03/27	President
Daniel Gathings	03/26	Vice President
Donnie Beeson	03/26	
Gary Heinrich	03/26	
Nellie Youngberg	03/26	
P&Z Commission (2nd Mon at 6pm)	2yr Term Exp	Position (Sec. 157.475)
Phillip Jackson	3/15/2027	Chair, Place I
Stephanie Flannery	3/15/2026	Place 2
Chris Rhodes	3/15/2027	Vice Chair, Place 3
Gilbert Perez	3/15/2026	Place 4
vacant	3/15/2027	Place 5
Carter Schwarz	3/15/2026	Alternate
Board of Adjustment (PRN)	2yr Term Exp	Position
Cody Thornton	06/27	Place 1
Carl Wright	06/27	Place 2
Eric Jahnke	06/27	Place 3
vacant	06/27	Place 4
Brad Hagelgantz	06/27	Place 5
vacant	06/27	Alternate
Animal Shelter Advisory Committee	Term Expiration	Position
Dr. Natalie Castania	yearly - Jan	Licensed Vet
Angela Jones	yearly - Jan	Animal Welfare Org. Rep
Taylor Bledsue	yearly - Jan	Shelter Daily Operations Rep
Allison Arnold	yearly - Jan	City Official

BOARDS & COMMISSIONS
Membership Appointment Policy

The City Council is excited about citizens serving as members of a board or commission in the City of Keene. As an interested citizen and/ or community leader, you can provide an invaluable service to the City through your membership and participation. Board and commission members volunteer for many hours annually to help the city grow, by sharing their time and expertise, and learning more about the City through their membership. Boards and commissions are established to offer citizens an extraordinary opportunity to participate in the City's governmental affairs and influence public policy in various areas. Keene has several boards, commissions, and committees that endeavor to reflect the varied interests of our citizenry.

Structural Overview

Some of the City's boards and commissions are "quasi-official", such as the Board of Adjustment and Planning & Zoning Commission, being required and established by state statute. Others result from provisions of the City Charter or from local ordinances, and are only advisory in nature, as no authority exists to establish policy independent of City Council. However, all boards and commissions add value by helping influence some aspects of City government and by making recommendations on a wide range of topics that eventually come before the City Council.

Boards and commissions are established to work with and through the City staff to develop policies, procedures, and long-range planning of projects that will affect that area of interest. The City has a variety of advisory boards and committees, some of which are standing boards and committees(that remain in existence year round) and some of which are ad-hoc boards and committees(which are created on an as needed basis and which expire once the assigned work has been completed).

Generally, the board and commission members serve two-year terms, however, the Athletic Association has a three-year term. There are no term limits, as the City Council retains the authority to remove members as it deems appropriate. All of the boards, commissions and committees in Keene are subject to this policy and they include the following:

Board of Adjustment, Charter Review, Building Standards Commission, Keene Business Development Corporation Board, Keene Economic Development Corporation Board, Athletic Association.

All of the listed boards and commissions must comply with varying requirements as set out in the Code of Ordinances, City Charter, and Texas statutes, and the economic development corporations are subject to their bylaws and articles of incorporation which may differ from provisions of this policy.

Member Expectations

Members of the City's boards and commissions are governed by local and state guidelines and regulations that affect all boards and commissions, including but not limited to Texas laws

governing Open Meetings, Open Records, Nepotism, and Conflicts of Interest. Members of City boards and commissions are expected to conduct themselves, both on and off of the dais, so as to give no occasions for distrust or raise questions of integrity or professionalism.

Members of the City' s boards and commissions are also called to be advocates of the City' s adopted Comprehensive Master Plan or Strategic Plan, and all other applicable long- range planning polices and documents. Since members serve at the “will and pleasure” of the City Council, a demonstrable commitment to the long-range goals of the City is expected.

Eligibility

The following minimum qualifications apply to all prospective applicants seeking appointment to a board or commission:

Residency. Applicants shall be a resident of the City prior to appointment to a board or commission, except where provided by State law, or where a vested interest in the well-being of the community otherwise qualifies the applicant, such as property or business owners, operators, managers, and partners. The economic development boards may have separate requirements.

Attendance. Board and commission members should attend a minimum of 75% of the regularly scheduled meetings each calendar year. Absence from three (3) straight regular meetings results in the automatic resignation of the member. Members of boards and commissions that meet irregularly or infrequently shall have their attendance reviewed at time of reappointment. Good faith attendance is expected in all circumstances.

Relevancy. Applicants should show some degree of qualification or special interest for participation on the board or commission for which they have applied, although this is not a requirement.

Ex-Officio. The City Manager, or designee, shall be considered a permanent ex- officio member of all boards and commissions, but does not possess voting privileges unless otherwise authorized by State or local law, and may attend all executive session meetings.

Nepotism. Applicants to sovereign boards or commissions may not be related, within the first two degrees, to an existing board member of the same board or commission.

Opposition. Applicants should not be in arrears with the City for bills or taxes either at time of application or during term of service. Applicants should not be adverse parties to (nor employees of nor business associates of an adverse party with) pending litigation or a claim against the City or a City employee.

Current City Council. Any current city council member whether elected or appointed is not eligible to serve on a board or commission.

Removal. The City Council may discretionarily remove any board or commission member at any time, with or without cause, including for, but not limited to, failure to adhere to attendance regulations, residency, or improper conduct unbefitting an appointed official of the City.

Appointment Process

Application forms for all boards, commissions, committees, and task forces can be accessed through the City's website or by contacting the City Secretary's office. Applications are considered current for twelve (12) months after their original submittal, after which the application will not be considered eligible for appointment. After twelve (12) months the applicant will need to submit a new application to be considered for future appointment to a board or commission.

For those citizens who are considering appointment to a board or commission, it is recommended that they contact the City Secretary to receive information on the approximate time commitment required, as well as the meeting times and places. The City may establish an interview process or other vetting procedures for applicants.

Meeting Management

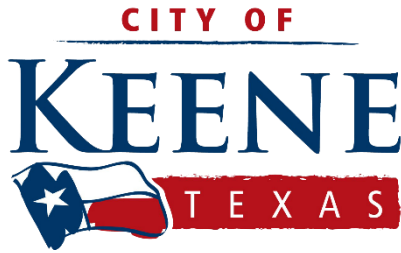
Boards and Commissions may establish by-laws, whether formal or informal, and are expected to abide by all applicable state and local regulations. By-laws, whether existing or new, shall not supersede this policy.

Boards and commissions shall only meet on an as-needed basis when legitimate business must be discussed or acted upon, or when State or local law requires. When a lack of business occurs, the meeting of a board or commission shall not be scheduled. Meetings are not required to be "cancelled".

City support staff serve as advisors and liaisons to boards and commissions and can provide research and administrative services; however, support staff shall not be tasked nor assigned work by board and commission members, as no authority exists to assign work to city staff. City support staff are responsible for the coordination, set-up, and compliant posting of all meetings, agendas, and minutes.

The City of Keene thanks you for your interest in serving Keene and encourages you to continue to be involved with the community whether appointed at this time or not. Boards and commissions examine many of the vital issues that face our City, so you are encouraged to engage and become a part of the solution.

Adopted July 8, 2025



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Discussion Report Item 7C

SUBJECT:

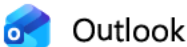
Review, discuss, and consider two appointments to the EDC (Type B) Board, to fill two vacancies of two-year terms ending March 2027.

BACKGROUND:

At their December meeting, the EDC Type B Board considered the applications of Alma Davila, Chuck Easley, Warren "Bud" Findley, and Phillip Jackson. The Board currently has two vacancies, as Mr. Alcala resigned from the Board on December 15, 2025, for personal reasons. The Board would like to recommend Ms. Davila and Mr. Jackson for the two vacancies on the Board. The EDC Type B Board needs to appointments to completely fill their Board.

ATTACHMENTS:

- Application from Alma Davila
- Application from Charles Easley
- Application from Warren Findley
- Application from Phillip Jackson



Online Form Submittal: Application for Boards & Commissions

From noreply@civicplus.com <noreply@civicplus.com>
Date Mon 11/10/2025 6:13 AM
To City Secretary <citysecretary@keenetx.com>; Jonathan Seitz <citymanager@keenetx.com>

External (noreply@civicplus.com)

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Application for Boards & Commissions

One way for Keene residents to actively participate in local government is to become an member of a board or commission. If you would like to get involved in your local government, please complete this application.

Applications will only be kept for 2 years. After that time, a new application must be completed and submitted for consideration. Please note that all information on this application is public information pursuant to the provisions of the Texas Open Records Act.

Name	Alma Davila
Date	5/27/1989
Address	407 Wells CT Unit A Keene TX 76059
Home Phone	Field not completed.
Cell Phone	6827855258
Work Phone	Field not completed.
Email Address	
Occupation	Field not completed.
Are you a registered voter?	Yes
Are you a Keene Resident?	Yes

Are you currently serving on a City Board or Commission?

No

Are you or any member of your family related to a City of Keene employee(s)?

No

Have you previously served on a City Board or Commission?

No

Board Preferences

Please indicate the Board or Commission you are interested in serving on. If you have more than one Board or Commission you are interested in, please list them in order of preference.

Preference 1

Keene Business Development Corporation

Preference 3

Charter Review Commission

Preference 2

Parks and Recreation Board

X

Please list any additional information you feel would be beneficial to serving on a Board or Commission.

Field not completed.

X

Please note that all Board or Commission members are appointed by City Keene Council and must be willing to attend and participate in all scheduled meetings. The city charter and ordinances authorize the existence of each board or commission and establish them as legal arms of city government. If you have any questions, please feel free to [contact the City Secretary](#).

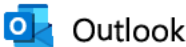
Applicant Signature

Alma Davila

Date

11/10/2025

Email not displaying correctly? [View it in your browser.](#)



Online Form Submittal: Application for Boards & Commissions

From noreply@civicplus.com <noreply@civicplus.com>
Date Thu 9/4/2025 5:23 PM
To City Secretary <citysecretary@keenetx.com>; Jonathan Seitz <citymanager@keenetx.com>

External (noreply@civicplus.com)

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Application for Boards & Commissions

One way for Keene residents to actively participate in local government is to become an member of a board or commission. If you would like to get involved in your local government, please complete this application.

Applications will only be kept for 2 years. After that time, a new application must be completed and submitted for consideration. Please note that all information on this application is public information pursuant to the provisions of the Texas Open Records Act.

Name	Charles Easley
Date	9/4/2025
Address	606 pine bluff Cleburne, tx 76031
Home Phone	Field not completed.
Cell Phone	817-996-6356
Work Phone	Field not completed.
Email Address	
Occupation	Contractor
Are you a registered voter?	Yes
Are you a Keene Resident?	Yes

Are you currently serving on a City Board or Commission?	No
Are you or any member of your family related to a City of Keene employee(s)?	No
Have you previously served on a City Board or Commission?	Yes
If yes, please list the board or commission and the dates of service.	Type B
Board Preferences	
<i>Please indicate the Board or Commission you are interested in serving on. If you have more than one Board or Commission you are interested in, please list them in order of preference.</i>	
Preference 1	Keene Business Development Corporation
Preference 3	Field not completed.
Preference 2	Field not completed.
	Field not completed.
Please list any additional information you feel would be beneficial to serving on a Board or Commission.	Per State regulations, it is advised that a sitting council member be appointed to typeB boards.
	Field not completed.
<i>Please note that all Board or Commission members are appointed by City Keene Council and must be willing to attend and participate in all scheduled meetings. The city charter and ordinances authorize the existence of each board or commission and establish them as legal arms of city government. If you have any questions, please feel free to contact the City Secretary.</i>	
Applicant Signature	Charles Easley
Date	9/4/2025

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Application for Boards & Commissions

noreply@civicplus.com <noreply@civicplus.com>

Wed 4/17/2024 8:21 AM

To:City Secretary <citysecretary@keenetx.com>;Brent Batla <citymanager@keenetx.com>

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Application for Boards & Commissions

One way for Keene residents to actively participate in local government is to become an member of a board or commission. If you would like to get involved in your local government, please complete this application.

Applications will only be kept for 2 years. After that time, a new application must be completed and submitted for consideration. Please note that all information on this application is public information pursuant to the provisions of the Texas Open Records Act.

Name	Bud Findley
Date	4/17/2024
Address	224 W 4th St, Keene TX 76059
Home Phone	Field not completed.
Cell Phone	8177600250
Work Phone	Field not completed.
Email Address	
Occupation	Self Employed
Are you a registered voter?	Yes
Are you a Keene Resident?	Yes
Are you currently serving on a City Board or Commission?	No
Are you or any member of your family related to a City of Keene employee(s)?	No
Have you previously served on a City Board or Commission?	Yes

If yes, please list the board or commission and the dates of service.

Section 7, Item C.

Board Preferences

Please indicate the Board or Commission you are interested in serving on. If you have more than one Board or Commission you are interested in, please list them in order of preference.

Preference 1 Parks and Recreation Board

Preference 3 *Field not completed.*

Preference 2 *Field not completed.*

X

Please list any additional information you feel would be beneficial to serving on a Board or Commission.

X

Please note that all Board or Commission members are appointed by City Keene Council and must be willing to attend and participate in all scheduled meetings. The city charter and ordinances authorize the existence of each board or commission and establish them as legal arms of city government. If you have any questions, please feel free to [contact the City Secretary](#).

Applicant Signature Warren Findley

Date 4/17/2024

Email not displaying correctly? [View it in your browser.](#)

Applications for Boards and Commissions

One way for Keene residents to actively participate in local government is to become a member of board or commission. If you would like to get involved in your local government, please complete this application and return it to City Secretary at 1000 N Old Betsy Rd, Cleburne, TX 76031. Applications will only be kept for two (2) years. After that time, a new application must be completed and submitted for consideration. Please note that all information on this application is public information pursuant to the provisions of the Texas Open Records Act.

Please Type or Print Clearly

Name: Phillip Dean Jackson Date: 11-08-2024

Address: 110 Roseale Av. Keene, TX 76059

Home Phone: _____ Cell: 817-374-6310 Work: _____

Email Address: [REDACTED]

Employer: N/A Occupation: N/A

Keene Resident for 12+ Years. Registered Voter: ☒ Yes ☐ No

Are you currently serving on a City Board or Commission? ☒ Yes ☐ No

Have you previously served on a City Board or Commission? ☒ Yes ☐ No

If yes, please list the Board or Commission and the dates of service: P&Z commission 4/17 - 6/20 3/23-present

Are you or any member of your family related to a City of Keene employee(s)? Yes ☐ ☒ No

If yes, please list the names of the person(s) and indicated the relation. _____

Please list the Board or Commission you are interested in serving on. If you have more than one Board or Commission, you are interested please lists them in order of preference.

____ Board of Adjustment ____ Planning & Zoning Commission ____ Building Standards Commission

____ Parks & Recreation Board ____ Keene Economic Development Corp. (Type A)

1 Keene Business Development Corp. (Type B)

Applications for Boards and Commissions

Please list any additional information you feel would be beneficial to serving on a Board or Commission.

I have 34 years experience working in municipal government and have
been elected to the Keene City Council once

Please note that all Board or Commission members are appointed by City Keene Council and must be willing to attend and participate in all scheduled meetings. The city charter and ordinances authorize the existence of each board or commission and establish them as legal arms of city government. If you have, any questions please feel free to contact the City Secretary.

Phil Jackson
 (Applicant Signature)

11-08-2024
 (Date)

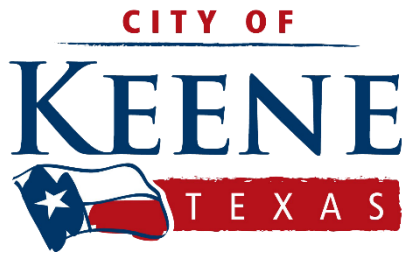
For Office Use Only:

Received By: H Russell

Date: 11-11-24

Board or Commission appointed to: _____ Date: _____

Term of Service: _____ Renewal Date: _____



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Discussion Report Item 7D

SUBJECT:

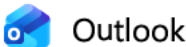
Review, discuss, and consider an appointment to the EDC (Type A) Board to fill a vacancy of a three-year term ending March 2028.

BACKGROUND:

At their December meeting, the EDC Type A Board considered the applications of Efrain Castellanos, Phillip Jackson, and Troy Smith. The Board currently has one vacancy; and possibly two should President Gillin be unable to continue to serve since being elected to the Council. The Board would like to recommend Mr. Castellanos for the vacancy on the Board. Please note that Mr. Jackson has been recommended by the EDC Type B Board for appointment to their Board.

ATTACHMENTS:

- Application from Efrain Castellanos
- Application from Phillip Jackson
- Application from Troy Smith



Online Form Submittal: Application for Boards & Commissions

From noreply@civicplus.com <noreply@civicplus.com>
Date Sat 11/8/2025 12:13 AM
To City Secretary <citysecretary@keenetx.com>; Jonathan Seitz <citymanager@keenetx.com>

External (noreply@civicplus.com)

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Application for Boards & Commissions

One way for Keene residents to actively participate in local government is to become an member of a board or commission. If you would like to get involved in your local government, please complete this application.

Applications will only be kept for 2 years. After that time, a new application must be completed and submitted for consideration. Please note that all information on this application is public information pursuant to the provisions of the Texas Open Records Act.

Name	Efrain Castellanos
Date	11/7/2025
Address	203 Pioneer Dr
Home Phone	Field not completed.
Cell Phone	9095014057
Work Phone	Field not completed.
Email Address	
Occupation	Associate Director, Global Independent Medical Education
Are you a registered voter?	Yes
Are you a Keene Resident?	Yes

Are you currently serving on a City Board or Commission? No

Are you or any member of your family related to a City of Keene employee(s)? No

Have you previously served on a City Board or Commission? No

Board Preferences

Please indicate the Board or Commission you are interested in serving on. If you have more than one Board or Commission you are interested in, please list them in order of preference.

Preference 1 Keene Economic Development Corporation

Preference 3 Keene Business Development Corporation

Preference 2 *Field not completed.*

Field not completed.

Please list any additional information you feel would be beneficial to serving on a Board or Commission. I have extensive experience serving on various boards at both the state, national, and international levels within my profession. Have an MBA. I follow a data-driven approach and evidence-based decision-making.

Field not completed.

Please note that all Board or Commission members are appointed by City Keene Council and must be willing to attend and participate in all scheduled meetings. The city charter and ordinances authorize the existence of each board or commission and establish them as legal arms of city government. If you have any questions, please feel free to [contact the City Secretary](#).

Applicant Signature Efrain Castellanos

Date 11/7/2025

Email not displaying correctly? [View it in your browser.](#)

Applications for Boards and Commissions

One way for Keene residents to actively participate in local government is to become a member of board or commission. If you would like to get involved in your local government, please complete this application and return it to City Secretary at 1000 N Old Betsy Rd, Cleburne, TX 76031. Applications will only be kept for two (2) years. After that time, a new application must be completed and submitted for consideration. Please note that all information on this application is public information pursuant to the provisions of the Texas Open Records Act.

Please Type or Print Clearly

Name: Phillip Dean Jackson Date: 11-08-2024

Address: 110 Rosedale Av. Keene, TX 76059

Home Phone: _____ Cell: 817-374-6310 Work: _____

Email Address: [REDACTED]

Employer: N/A Occupation: N/A

Keene Resident for 12+ Years. Registered Voter: ☒ Yes ☐ No

Are you currently serving on a City Board or Commission? ☒ Yes ☐ No

Have you previously served on a City Board or Commission? ☒ Yes ☐ No

If yes, please list the Board or Commission and the dates of service: PeZ commission 3/23-present
4/17-6/20

Are you or any member of your family related to a City of Keene employee(s)? Yes ☐ ☒ No

If yes, please list the names of the person(s) and indicated the relation. _____

Please list the Board or Commission you are interested in serving on. If you have more than one Board or Commission, you are interested please lists them in order of preference.

____ Board of Adjustment ____ Planning & Zoning Commission ____ Building Standards Commission

____ Parks & Recreation Board 1 Keene Economic Development Corp. (Type A)

____ Keene Business Development Corp. (Type B)

Applications for Boards and Commissions

Please list any additional information you feel would be beneficial to serving on a Board or Commission.

I have 34 years experience working in municipal government and have been
elected to the City Council of Keene once

Please note that all Board or Commission members are appointed by City Keene Council and must be willing to attend and participate in all scheduled meetings. The city charter and ordinances authorize the existence of each board or commission and establish them as legal arms of city government. If you have, any questions please feel free to contact the City Secretary.

Philip Jackson
 (Applicant Signature)

11-08-2024
 (Date)

For Office Use Only:

Received By: H Russell

Date: 11-11-24

Board or Commission appointed to: _____ Date: _____

Term of Service: _____ Renewal Date: _____

Online Form Submittal: Application for Boards & Commissions

From noreply@civicplus.com <noreply@civicplus.com>
 Date Sun 8/31/2025 8:58 AM
 To City Secretary <citysecretary@keenetx.com>; Jonathan Seitz <citymanager@keenetx.com>

External (noreply@civicplus.com)

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Application for Boards & Commissions

One way for Keene residents to actively participate in local government is to become an member of a board or commission. If you would like to get involved in your local government, please complete this application.

Applications will only be kept for 2 years. After that time, a new application must be completed and submitted for consideration. Please note that all information on this application is public information pursuant to the provisions of the Texas Open Records Act.

Name	Troy Smith
Date	8/31/2025
Address	310 Woodlawn Drive
Home Phone	Field not completed.
Cell Phone	6822474513
Work Phone	Field not completed.
Email Address	Field not completed.
Occupation	Painting contractor
Are you a registered voter?	Yes
Are you a Keene Resident?	Yes

Are you currently serving on a City Board or Commission? Yes

Are you or any member of your family related to a City of Keene employee(s)? No

Have you previously served on a City Board or Commission? Yes

If yes, please list the board or commission and the dates of service. Type b 1.5 years P and z 8 months

Board Preferences

Please indicate the Board or Commission you are interested in serving on. If you have more than one Board or Commission you are interested in, please list them in order of preference.

Preference 1 Keene Business Development Corporation

Preference 3 Keene Economic Development Corporation

Preference 2 *Field not completed.*

Field not completed.

Please list any additional information you feel would be beneficial to serving on a Board or Commission. *Field not completed.*

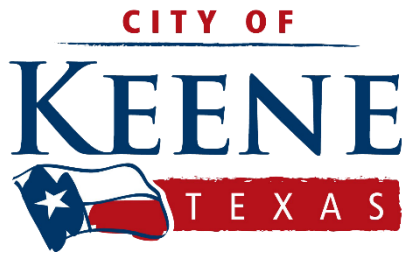
Field not completed.

Please note that all Board or Commission members are appointed by City Keene Council and must be willing to attend and participate in all scheduled meetings. The city charter and ordinances authorize the existence of each board or commission and establish them as legal arms of city government. If you have any questions, please feel free to [contact the City Secretary](#).

Applicant Signature Troy Smith

Date 8/31/2025

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City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Discussion Report Item 7E

SUBJECT:

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.

BACKGROUND:

An application for appointment for the Planning & Zoning Commission was received from Chad Aden in December. It is being presented to Council for consideration to fill a vacancy on the Commission, for a term that expires March 15, 2027. Mr. Aden meets all the requirements for appointment to a Board or Commission.

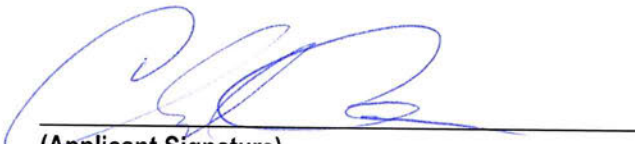
ATTACHMENTS:

- Application from Chad Aden

Applications for Boards and Commissions

Please list any additional information you feel would be beneficial to serving on a Board or Commission.

Please note that all Board or Commission members are appointed by City Keene Council and must be willing to attend and participate in all scheduled meetings. The city charter and ordinances authorize the existence of each board or commission and establish them as legal arms of city government. If you have, any questions please feel free to contact the City Secretary.


(Applicant Signature)

12-3-25
(Date)

For Office Use Only:

Received By: 

Date: 12/3/2025

Board or Commission appointed to: _____ Date: _____

Term of Service: _____ Renewal Date: _____



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Discussion Report Item 7F

SUBJECT:

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.

BACKGROUND:

The City Secretary's office received a Petition for Removal of approximately 22.89 acres of land from the City of Keene ETJ, filed by Johnny Carroll represented by an engineering/developing consultant Andrew Hickman at HRV Consultants. The Petition was filed pursuant to Texas Local Government Code Section 42.102 (effective September 1, 2023) also known as Senate Bill 2038. The Petition was not complete until October 30, 2025, when the city received the revised and corrected petition for removal.

RECOMMENDATION:

It is the recommendation of the city attorney for Council to take NO ACTION in the petition for removal. Doing so would allow for the city to benefit from the future ruling should SB 2038 be declared unconstitutional. Taking no action is *not consent to the petition* for removal. Should SB 2038 ultimately be held to be unconstitutional, the petitions filed would likely be determined to be void ab initio. If a city council votes to deny a petition, there is the risk that the petitioner may file a suit in their local County District Court against that city.

ATTACHMENTS:

- Petition submitted to the City Secretary office

Received

HBR

HRV Consultants

October 24, 2025

By Regular Mail and FedEx

Mr. Jonathan Seitz, City Manager
City of Keene
1000 N Old Betsy Road
Cleburne, Texas 76031

By Regular Mail and FedEx

Ms. Holly Russell, City Secretary
City of Keene
1000 N Old Betsy Road
Cleburne, Texas 76031

RE: Petition for Release from Extraterritorial Jurisdiction.

Mr. Seitz and Ms. Russell,

On behalf of Johnny Carroll, please find the enclosed "Petition for Release of an Area from a Municipality's Extraterritorial Jurisdiction" which is being submitted to the City of Keene under Subchapter D, Chapter 42 of the Texas Local Government Code.

Should you have any questions concerning the matters set forth herein, please do not hesitate to contact me.

Sincerely,

HRV Consultants



Andrew Hickman – Principal Project Manager
469-855-0079



**PETITION FOR RELEASE OF AN AREA FROM A MUNICIPALITY’S
EXTRATERRITORIAL JURISDICTION**

THE STATE OF TEXAS §
 §
COUNTY OF JOHNSON §

To the Honorable Mayor and City Council of the City of Keene, Texas:

Johnny Carroll (the “Petitioner”), acting pursuant to the provisions of Subchapter D, Chapter 42, Texas Local Government Code, together with all amendments and additions thereto, respectfully petitions this Honorable City Council to release the 22.889 acres of land, representing one separate tract, described by metes and bounds and shown on the maps attached in **Exhibit A** (the “Land”). Attached hereto and incorporated herein for all purposes, from the extraterritorial jurisdiction of the City of Keene, Texas (the “City”) and in support of this petition the Petitioner represents, covenants, and agrees as follows:

I.

The Petitioner holds fee simple title to the Land, and hereby represents that they own a majority in value of the Land to be released from the extraterritorial jurisdiction of the City as indicated by the certificates of ownership provided by the County Central Appraisal district, attached hereto as **Exhibit B**.

II.

The Petitioner represents that the Land is not located within five (5) miles of the boundary of the military base, as defined by Section 43.0117 of the Texas Local Government Code, at which an active training program is conducted.

III.

The Petitioner represents that the Land has not been voluntarily annexed into the extraterritorial jurisdiction that is located in a county (a) in which the population grew by more than 50 percent (50%) from the previous federal decennial census in the federal decennial census conducted in 2020; and (b) that has a population of greater than 240,000.

IV.

The Petitioner represents that the Land is not within the portion of the extraterritorial jurisdiction if a municipality with a population of more than 1.4 million that is (a) within 1 miles of the boundary of a military base, as defined by Section 43.0117 of the Texas Local Government Code, at which an active training program is conducted; and (b) in a county with a population of more than 2 million.

V.

The Petitioner represents that the Land is not in an area designated as an industrial district under Section 42.944 of the Texas Local Government Code.

VI.

The Petitioner represents that the Land is not in an area subject to a strategic partnership agreement entered into under Section 42.0751 of the Texas Local Government Code.

WHEREAS, the undersigned respectfully prays that this petition be heard and granted in all respects and that the City immediately release the Land from its extraterritorial jurisdiction, as required by Section 42.105© of the Texas Local Government Code, as it exists today and from any future expansions of the City's extraterritorial jurisdiction whether by annexation or pursuant to Section 42.021 if the Texas Local Government Code. If the City fails release the land from its extraterritorial jurisdiction by the later of 45 days from the date it receives the petition or the next meeting of the municipality's governing body that occurs after the 30th day after the date the City receives this petition, the Land shall be released from the City's extraterritorial jurisdiction by operation of laws.

[EXECUTION PAGES FOLLOW]

EXHIBIT A

82 1923

[illegible][illegible]

■■■■■ = PROJECT BOUNDARY

VICINITY MAP (NTS)
4626 E. HIGHWAY 67
TOPOGRAPHIC SURVEY
23.049 ACRES

SITUATED IN THE
SAMUEL S. WILSON SURVEY, ABSTRACT
CITY OF ALVARADO, JOHNSON COUNTY

 FEDERAL BUREAU OF INVESTIGATION U.S. DEPARTMENT OF JUSTICE WASHINGTON, D.C. 20535 TELEPHONE (202) 452-2000 FAX (202) 452-2000 WWW.FBI.GOV	IN 23-007-AT CP #
---	---

2.



EXHIBIT B

Stewart/1917363/504/LL

GENERAL WARRANTY DEED

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER

Date: February 22, 2023

Grantor: Suzan Alene Hohman, a single person, Individually, and as Independent Trustee for the Alvin and Merlene Hohman Living Trust, dated July 21, 1999, and any amendments thereto

Grantor's Mailing Address: P. O. Box 231291, Encinitas, CA 92023

Grantee: Johnny Carroll

Grantee's Mailing Address: 8516 Terra Ct., Benbrook, TX 76126

Consideration:

TEN DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

Property (including any improvements):

See Exhibit "A" attached hereto and made a part hereof for all purposes.

Reservations from and Exceptions to Conveyance and Warranty:

This conveyance is given and accepted subject to any and all restrictions, mineral reservations, covenants, conditions, rights-of-way, easements of record in said County, and municipal and other governmental zoning laws, regulations and ordinances, if any, affecting the herein described property.

There is hereby reserved unto Grantor, their heirs and assigns all of Grantor's interest in the oil, gas and other minerals in and under and that may be produced from the Property, by whatever method produced or extracted, however, Grantor on behalf of Grantor, Grantor's heirs, successors and assigns, waives the right of ingress and egress to and from, and the use of the surface of the Property for the purpose of mining, drilling, exploring, operating and developing said lands for oil, gas and other minerals and removing the same therefrom.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

Taxes for the current year have been prorated and their payment is assumed by Grantee.

When the context requires, singular nouns and pronouns include the plural.

Suzan A. Hohman
 SUZAN ALENE HOHMAN, INDIVIDUALLY ✓

Suzan A. Hohman Trustee
 SUZAN ALENE HOHMAN, INDEPENDENT TRUSTEE
 FOR THE ALVIN AND MERLENE HOHMAN LIVING
 TRUST, DATED JULY 21, 1999, AND ANY
 AMENDMENTS THERETO ✓

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of OrangeOn Feb. 22, 2023before me, K. O'Hagan Notary Public

(insert name and title of the officer)

Personally appeared Suzan Alene Hohman, Individually and as Independent Trustee for the Alvin and Merlene Hohman Living Trust, dated July 21, 1999, and any amendments thereto, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature K. O'Hagan

(Seal) ✓



After Recording, Return to:
 Johnny Carroll
 8516 Terra Ct.
 Benbrook, TX 76126

EXHIBIT "A" LEGAL DESCRIPTION

File No.: 1917363

BEING a 23.049 acre tract of land situated in the Samuel S. Wilson Survey, Abstract No. 882, in the City of Alvarado, Johnson County, Texas, being a portion of that certain tract of land in a deed to Suzan Hohman, recorded in Document Number 2020-40734, Deed Records, Johnson County, Texas, described in Volume 945, Page 91, Deed Records, Johnson County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at a Texas Department of Transportation right-of-way monument found for the common corner of a tract of land described in a deed to the State of Texas, recorded in Volume 2379, Page 352, Deed Records, Johnson County, Texas, a tract of land described in a deed to the State of Texas, recorded in Volume 2289, Page 646, Deed Records, Johnson County, Texas, a tract of land described in a deed to Charles Lawhon, recorded in Document Number 2022-14157, Deed Records, Johnson County, Texas, said point being in the new south right-of-way line of E. Highway 67 (a variable width public right-of-way);

THENCE N 55°09'47" E, crossing said Hohman tract, along the south right-of-way line of said State of Texas, recorded in Volume 2379, Page 352, and along the south right-of-way line of said E. Highway 67, a distance of 50.15 feet to a 1/2 inch iron rod with plastic cap stamped "BLUESTAR SURVEYING" set for corner;

THENCE N 68°39'09" E, crossing said Hohman tract, along the south right-of-way line of State of Texas, recorded in Volume 2379, Page 352, and along the south right-of-way of said E. Highway 67, a distance of 732.97 feet to a 1/2 inch iron rod with plastic cap stamped "BLUESTAR SURVEYING" set for the common corner of said State of Texas, recorded in Volume 2379, Page 352, a tract of land described in a deed to the State of Texas, recorded in Volume 2245, Page 435, Deed Records, Johnson County, Texas, said point being in the common line of said Hohman tract, and a tract of land described in a deed to Jose Garcia Garcia and Teresa Luna Garcia, recorded in Document Number 2019-581, Deed Records, Johnson County, Texas;

THENCE S 00°13'25" W, along the common line of said Hohman tract, and said Garcia tract, passing the common corner of said Garcia tract, and Lot 1, Block 2, Turkey Creek, an addition in the City of Alvarado, Johnson County, Texas, according to the plat thereof recorded in Volume 6, Page 106, Plat Records, Johnson County, Texas, passing the common corner of said Lot 1, Block 2, and Lot 2, Block 2, of said Turkey Creek, passing a 1/2 inch iron rod found for the common corner of said Lot 2, Block 2, and Lot 3, Block 2, of said Turkey Creek at a distance of 499.41 feet, and continuing a total distance of 716.50 feet to a 1/2 inch iron rod found for the common corner of said Lot 3, Block 2, and Lot 1, Block 2, Joanne's Way, an addition in the City of Alvarado, Johnson County, Texas, according to the plat thereof recorded in Volume 9, Page 90, Plat Records, Johnson County, Texas;

THENCE S 00°18'16" W, along the common line of said Hohman tract and said Lot 1, Block 2, a distance of 814.50 feet to a 5/8 inch iron rod found for the common corner of said Hohman tract, said Lot 1, Block 2, and being in the north line of Tract 1, described in a deed to Don R. Ward, recorded in Document Number 2014-09171, Deed Records, Johnson County, Texas;

File No.: 1917363

Page 1 of 2

THENCE N 89°41'39" W, along the common line of said Hohman tract, and said Ward tract, a distance of 724.64 feet to a 1/2 inch iron rod with plastic cap stamped "BLUESTAR SURVEYING" set for the common corner of said Hohman tract, said Ward tract;

THENCE N 00°22'04" E, along the common line of said Hohman tract, and said ward tract, passing a 4 inch wood fence corner post found for the common corner of said Ward tract, and said Lawhon tract at a distance of 420.33 feet, and continuing a total distance of 1231.67 feet to the POINT OF BEGINNING and containing 1,004,002 square feet or 23.049 acres of land more or less.

NOTE: The Company is prohibited from insuring the area or quantity of the land described herein. Any statement in the above legal description(s) of the area or quantity of land is not a representation that such area or quantity is correct, but is made only for informational and/or identification purposes.

Johnson County
April Long
Johnson County
Clerk

Instrument Number: 2023 - 4712

eRecording - Real Property

Warranty Deed

Recorded On: February 27, 2023 09:48 AM

Number of Pages: 5

" Examined and Charged as Follows: "

Total Recording: \$38.00

***** THIS PAGE IS PART OF THE INSTRUMENT *****

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY
because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number: 2023 - 4712
Receipt Number: 20230227000044
Recorded Date/Time: February 27, 2023 09:48 AM
User: Leslie S
Station: ccl83

Record and Return To:

Simplifile
5072 North 300 West

PROVO UT

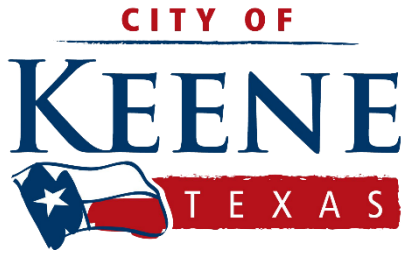


STATE OF TEXAS
COUNTY OF JOHNSON

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Johnson County, Texas.

April Long
Johnson County Clerk
Johnson County, TX

April Long



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Submitted by:

Jonathan Seitz, City Manager
citymanager@keenetx.com

Discussion Report Item 7G

SUBJECT:

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

BACKGROUND:

The B Board wanted to line the main area along Old Betsy on the north side with benches for residents to sit during parades, and their walks. It was also determined these would also serve as a valuable service to residents who would like to memorialize the loss of a loved one. To kick off this program the city is ready to install the first bench in memory of Matthew Davis due to a tragic incident at Sonic. Before, we can install the benches the city needs to put a policy in place to ensure the benches are maintained in a way that allows individuals to enjoy sitting on them, while also being able to see the story of the individual utilizing modern technology.

ATTACHMENTS:

- A recommended policy by staff, taken from other cities that have the same type of programs.

CITY OF KEENE MEMORIAL BENCH DONATION PROGRAM POLICY

1. **Installation:** After payment is received, the city will handle purchasing and installing the bench or other amenities at the chosen site, with installation occurring during suitable weather conditions and as city personnel are available. All donations will be reviewed to ensure they align with the city's financial policy.
2. **Public Use & Maintenance:** Donated items will be open for public use, and the donor has no ownership rights. The city will maintain donated elements to the best of its ability but is not obligated to provide perpetual care. In the case of damage, theft, or loss, the city may choose to repair or replace the item at its discretion.

The addition of any decorations, flowers, balloons, or other gifts or items not deemed accessories to the bench by the city, is strictly prohibited and will be removed immediately.

3. **Content Moderation:** The city reserves the right to review and approve all plaque messages and Digital Stories to ensure they are respectful, appropriate, and align with community values. The city reserves the right to reject any proposed plaque message or moderate a digital story containing language that is obscene, lewd, defamatory, infringes upon the proprietary rights of any third party, is factually inaccurate, or is otherwise inappropriate.
4. **City Discretion:** The city retains full discretion over the final placement, design, and details of donated elements, even if suggestions from donors are provided. This ensures that all contributions meet the city's aesthetic and functional goals.
5. **Recognition:** All donors will be recognized on Keene's Community Profile. Those who have opted for a plaque will also have their Digital Story accessible to bench visitors.

Plaque customization message may only include "In Loving Memory", "In Memory of", or "In Honor of" and include Name, birth year, death year (if applicable) plus the QR code that holds the approved content.

6. **Maintenance:** The city will maintain the bench, plaque and surrounding area for a 10-year period. Upon expiration of the 10-year period, the bench would be eligible for renewal at the amount stated in section 8 of this policy or will be available for a new memorial and digital story in the amount stated in section 8 of this policy. In the case of vandalism, theft, or damage, the city can choose to replace the bench or plaque on behalf of a sponsor.

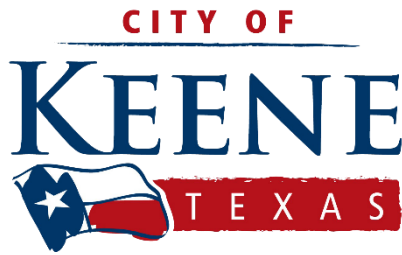
- 7. Generic Public Use:** Donor shall acquire no right, title, or interest in the bench and plaque beyond that expressly identified. Donor acknowledges and understands that the Bench will be open and available for public use in a manner consistent with city policy and practices.
- 8. Donation Amount:** To donate a memorial bench, the donation must be in the amount of \$5,000.00. This amount covers the cost of purchasing the bench, installation of the bench pad and the bench, and to create the 5.5" x 3.5" memorial plaque. Any unused funds will not be refunded but used for the care and maintenance of the memorial bench program.

Approved and adopted on this 15th day of January, 2026.

Lisa Parrish, Mayor

Attest:

Holly Russell, City Secretary



City Council Regular Meeting

January 15, 2026, at 6:00 PM

Requested by:

Rob Foster, Council Member-Ward III
rfoster@keenetx.com

Discussion Report Item 7H

SUBJECT:

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

BACKGROUND:

Some residents expressed concern of vehicles speeding through their neighborhood. Keene Police Department reviewed their report system and do not show any traffic complaints or incidents. We can try to monitor the street more frequently or see if the residents feel a speed bump is a necessity.

ATTACHMENTS:

None