



**Notice of Regular Meeting of
The Keene Economic Development Board
(Type A)
August 17, 2022**

Don Beeson Sr.
President

Carl Wright David Bass Samantha Gillin Cody Thornton

Notice is hereby given that a Regular Meeting of the Type A Keene Economic Development Corporation will be held at 8:00 a.m. on Wednesday, August 17, 2022, in the Keene City Hall at 1000 N Old Betsy Rd., Cleburne, Texas, in the City Council Chambers.

Call to order and certification of quorum

Invocation and Pledge of Allegiance

1. President's Remarks
2. Citizen Comments
(Citizens allotted 3 minutes for comments)
3. Approve meeting minutes for July 20, 2022.
4. Approval of financial statement ending July 31, 2022.
5. Discussion and possible action on the Economic Development Board FY 2022-2023 Proposed Budget.
6. Director's Update
7. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (real property), 551.073 (prospective gifts), 551.074 (personnel matters), 551.076 (security matters), 551.087 (economic development). Executive Session may be

held, under these exceptions, at the end of the Regular Session, Workshop and/or Special Session, or at any time during the meeting that a need arises for the Board to seek advice from the City Attorney as to the posted subject matter of this Meeting.

Deliberations regarding Real Property (Section 551.072);

a. Value of real property

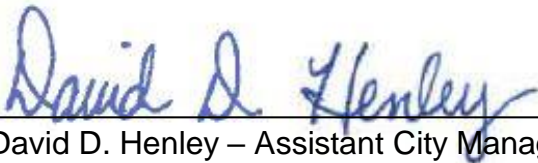
Deliberations Economic Development Negotiations (Section 551.087);

a. Possible sale of land to a manufacturing facility

8. Reconvene into open session for possible action resulting from any item posted discussed in Executive Session.
9. Request for future agenda items.
10. Adjourn

City Hall is wheelchair accessible. The entry ramp is at the front with entry at the front entrance to City Hall. Reasonable accommodations to furnish auxiliary aids or assistance to assist persons with special needs will be provided when forty-eight (48) hours advanced notice is given. Please contact the City Secretary at 817-641-3336.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of Keene, Texas is a true and correct copy of said Notice and that I posted a true and correct copy of said notice on the official bulletin board of City Hall, a place convenient and readily accessible to the general public at all times, and that said notice was posted on or before 5:00 P.M., Friday, August 12, 2022.



David D. Henley – Assistant City Manager



**Type A
Agenda Item Report
August 17, 2022**

Contact- dhenley@keenetx.com

SUBJECT: APPROVE MEETING MINUTES FOR JULY 20, 2022

1. ENCLOSURES/ATTACHMENTS

- July 20, 2022 Minutes

**MINUTES OF THE
KEENE ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
BOARD TYPE A
WEDNESDAY, July 20, 2022**

PRESENT: Samantha Gillin, David Bass, and Cody Thornton

ABSENT: Don Beeson Sr., and Carl Wright

STAFF PRESENT:

- **Bernie Parker – City Manager**
- **Natanael Drambareanu – Director of Human Resources / Interim City Secretary**
- **Charles Williams- Director of Finance**
- **Laci Spradlin – Development Services**
- **Betty Freeman – Finance Manager**
- **Haden Farr – Assistant to the City Manager**

CALLED TO ORDER: Meeting called to order at 8:00 a.m.

Invocation – Member David Bass

Pledge of Allegiance – All members and the public.

1. **President's Remarks – None**
2. **Citizens Comments – None**
3. **Approve of minutes for June 15, 2022.**

Member C. Thorton moved to approve the minutes for June 15, 2022, seconded by Member S. Gillin.

Motion passed unanimously 3-0-0.

4. **Approval of financial statement ending June 30, 2022.**

Member S. Gillin moved to approve the financial statement ending June 30, 2022, seconded by Member C. Thorton.

Motion passed unanimously 3-0-0.

5. **Director's update:**

City Manager Bernie Parker provided an update on the Assistant City Manager position and the upcoming budget.

6. **Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (real property), 551.073 (prospective gifts), 551.074 (personnel matters), 551.076 (security matters), 551.087 (economic development). Executive Session may be held, under these exceptions, at the end of the Regular Session, Workshop and/or Special Session, or at any time during the meeting that a need arises for the Board to seek advice from the City Attorney as to the posted subject matter of this Meeting.**

- a) 551.072 (Real Property)
- b) 551.087 (Economic Development)
Possible sale of land to a manufacturing facility

Board members convened into the executive session at 8:06 a.m.

- 7. Reconvene into open session for possible action resulting from any item posted discussed into Executive Session. The Board may approve the sale of industrial park property to Silent Properties, LLC.

Board members reconvened into open session at 8:22 a.m.

No action was taken.

- 8. Request for future agenda items.

None.

- 9. Adjourned at 8:23 a.m.

Member C. Thorton moved to adjourn, seconded by Member S. Gillin.

Motion passed unanimously 3-0-0.

Bernie Parker, City Manager



Type A
Agenda Item Report
August 17, 2022

Contact – dhenley@keenetx.com

SUBJECT: APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2022

1. ENCLOSURES/ATTACHMENTS

- July Financial Statement

FY 22 /July 31, 2022

KEDC REVENUES TYPE A

	2020-2021 YTD ACTUAL - JULY	2021-2022 APPROVED	Y-T-D ACTUAL -JULY	CURRENT BALANCE	83.33% Target % OF BUDGET YTD ACTUALS
GRAND TOTAL REVENUE	\$ 224,842.43	\$ 275,000.00	\$ 242,374.15	\$ 32,625.85	88.1%

KEDC EXPENDITURES

ADMINISTRATIVE COSTS	\$ 8,884.88	\$ 23,830.25	\$ 11,106.79	\$ 12,723.46	46.6%
CONTRACTUAL SVC COSTS	\$ 39,801.50	\$ 59,127.00	\$ 15,036.30	\$ 44,090.70	25.4%
DEPARTMENTAL SVC COSTS	\$ 7,961.44	\$ 37,355.00	\$ 8,598.40	\$ 28,756.60	23.0%
FINANCIAL SVC COSTS	\$ 172,228.10	\$ 78,976.00	\$ 118,108.61	\$ (39,132.61)	149.6%
GRAND TOTAL EXPENDITURES	\$ 228,875.92	\$ 199,288.25	\$ 152,850.10	\$ 46,438.15	76.7%

ECONOMIC DEVELOPMENT CORPORTATION

OPERATING REVENUES

300-4-000-4005	SALES TAX REVENUE	\$ 222,892.93	\$ 275,000.00	\$ 240,610.94	\$ 34,389.06	87.5%
300-4-000-4007	INTEREST INCOME	\$ 769.50	\$ -	\$ 583.21	\$ (583.21)	0.0%
300-4-000-4008	MISCELLANEOUS INCOME	\$ 1,180.00	\$ -	\$ 1,180.00	\$ (1,180.00)	0.0%
TOTAL OPERATING REVENUE		\$ 224,842.43	\$ 275,000.00	\$ 242,374.15	\$ 32,625.85	88.1%

OTHER REVENUES

300-4-000-4602	RESERVE ALLOCATIONS	\$ -	\$ -	\$ -	\$ -	0.0%
300-4-110-4746	INSURANCE PROCEEDS	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL OTHER REVENUES		\$ -	\$ -	\$ -	\$ -	0.0%

KEDC EXPENDITURES

ADMINISTRATIVE COSTS

FACILITIES						
300-5-110-6125	OFFICE RENTAL	\$ 5,000.00	\$ 6,000.00	\$ 5,000.00	\$ 1,000.00	83.3%
TRAVEL & TRAINING / DUES						
300-5-110-6201	TRAINING & TRAVEL	\$ 1,136.96	\$ 3,120.00	\$ -	\$ 3,120.00	0.0%
300-5-110-6205	DUES & SUBSCRIPTIONS	\$ 2,630.00	\$ 13,127.50	\$ 5,928.55	\$ 7,198.95	45.2%
MAINTENANCE & REPAIRS						
300-5-110-6320	VEHICLE MAINTENANCE	\$ 117.92	\$ 1,082.75	\$ 178.24	\$ 904.51	16.5%
300-5-110-6405	OFFICE EQUIPMENT	\$ -	\$ 500.00	\$ -	\$ 500.00	0.0%
TOTAL ADMINISTRATIVE COSTS		\$ 8,884.88	\$ 23,830.25	\$ 11,106.79	\$ 12,723.46	46.6%

CONTRACTUAL SERVICE COSTS

CONTRACTED SERVICES						
300-5-110-6820	LEGAL SERVICES*	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	0.0%
300-5-110-6853	EDC DIRECTOR-SUPPORT COSTS	\$ 33,421.50	\$ 48,971.00	\$ 10,684.30	\$ 38,286.70	21.8%
300-5-110-6883	CITY OF KEENE SERVICES	\$ 6,380.00	\$ 7,656.00	\$ 4,352.00	\$ 3,304.00	56.8%
TOTAL CONTRACTUAL SERVICES COSTS		\$ 39,801.50	\$ 59,127.00	\$ 15,036.30	\$ 44,090.70	25.4%

DEPARTMENTAL SERVICE COSTS

DEPARTMENTAL SERVICES						
300-5-110-6905	INFRASTRUCTURE & DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	
300-5-110-6915	ADVERTISING & PROMOTIONS	\$ 1,001.22	\$ 8,550.00	\$ 4,970.00	\$ 3,580.00	58.1%
300-5-110-6916	BUSINESS DVLPMNT & INCENTIVES	\$ 3,145.62	\$ 15,000.00	\$ 1,800.00	\$ 13,200.00	12.0%
300-5-110-6923	LAND & TAX ASSESSMENTS	\$ -	\$ 3,705.00	\$ 1,828.40	\$ 1,876.60	49.3%
300-5-110-6963	INDUSTRIAL PARK MAINTENANCE	\$ 250.00	\$ 5,000.00	\$ -	\$ 5,000.00	0.0%
300-5-110-6964	INDUSTRIAL PARK IMPROVEMENTS	\$ 1,000.00	\$ -	\$ -	\$ -	
300-5-110-6980	ADMINISTRATIVE SERVICES	\$ 2,564.60	\$ 5,100.00	\$ -	\$ 5,100.00	0.0%
TOTAL DEPARTMENTAL SERVICES COSTS		\$ 7,961.44	\$ 37,355.00	\$ 8,598.40	\$ 28,756.60	23.0%

FINANCIAL SERVICE COSTS						
FINANCIAL OBLIGATIONS						
300-5-110-7591	FINANCIAL-LOAN SVCS	\$ 48,782.96	\$ 53,677.00	\$ 89,695.97	\$ (36,018.97)	167.1%
300-5-110-7592	FINANCIAL-LOAN SVCS (INTEREST)	\$ 16,108.44	\$ 25,299.00	\$ 13,507.64	\$ 11,791.36	53.4%
300-5-110-7599	FINANCIAL-CITY LOAN REPAYMENT	\$ 104,166.70	\$ -	\$ -	\$ -	
300-5-110-8300	CAPITAL EXPENDITURES - EDC	\$ 3,170.00	\$ -	\$ 14,905.00	\$ -	
TOTAL FINANCIAL SERVICE COSTS		\$ 172,228.10	\$ 78,976.00	\$ 118,108.61	\$ (39,132.61)	149.6%

TOTAL KEDC - A - EXPENDITURES		\$ 228,875.92	\$ 199,288.25	152,850.10	\$ 46,438.15	76.7%
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KED CHECKING	BALANCE	\$ 373.62			\$ 373.62
KED MONEY MARKET	BALANCE	\$ 202,362.06			\$ 324,771.70
CR 317 LOAN	BALANCE				\$ 181,334.97
8 TRACTS LOAN	BALANCE				\$ 156,472.13
	Mthly Loan Pmts - CR 317 Loan	4,695.00			
	Mthly Loan Pmts - 8 Tracts Loan	1,886.36			



Type A
Agenda Item Report
August 17, 2022

Contact – dhenley@keenetx.com

**SUBJECT: DISCUSSION AND POSSIBLE ACTION ON THE ECONOMIC
DEVELOPMENT BOARD FY 2022-2023 PROPOSED BUDGET.**

- 1. ENCLOSURES/ATTACHMENTS**
 - **Proposed FY 2022-2023 Budget**

City of Keene
Type A Economic Development Corporation
Fiscal Year 2022 - 2023 Budget

Projected Revenues

Sales Tax	\$ 300,000.00
Interest Income	\$ 1,000.00
Miscellaneous Income (Grazing)	\$ 1,180.00
Total Revenues	\$ 302,180.00

Projected Operating Expenditures

Office Rent	\$ 6,000.00
Travel and Training	\$ 2,775.40
Dues and Subscriptions	\$ 3,166.22
Vehicle Maintenance	\$ 1,082.75
Small Office Equipment	\$ 500.00
Legal Services	\$ 2,500.00
ED Director Personnel Costs	\$ 48,971.00
City Services	\$ 7,656.00
Advertising & Promotions	\$ 9,300.00
Business Development & Incentives	\$ 15,000.00
Property Taxes	\$ 3,929.00
Industrial Park Maintenance	\$ 5,000.00
Administration	\$ 5,100.00
Loan Payments - Principal	\$ 53,677.00
Loan Payments - Interest	\$ 25,299.00
Total Operating Expenditures	\$ 189,956.37

REMAINING FUNDS FOR ELIGIBLE TYPE A PROJECTS \$ 112,223.63

CURRENT FUND BALANCES AS OF JULY 31, 2022

Checking Account	\$ 383.62
Money Market Account	\$ 324,771.70
Total Fund Balance	\$ 325,155.32

CURRENT OUTSTANDING LOANS

CR 317 Loan	\$ 181,334.97
8 Tracts Loan	\$ 156,472.13
Total Outstanding Loans	\$ 337,807.10

**TYPE A - ECONOMIC DEVELOPMENT - FUND 300
LINE ITEM REQUEST**

300-5-110-6125 Office Rent				
Item	Vendor	Quantity	Unit Price	Extended Amount
EDC office rent at City Hall	City of Keene	12	500.00	6,000.00
TOTAL				\$ 6,000.00

300-5-110-6201 Training & Travel				
Item	Vendor	Quantity	Unit Price	Extended Amount
Basic Economic Development Course	TEDC	0.5	700.00	350.00
TML Economic Development Conference (includes hotel&parking) October 2022	TML	0.5	940.58	470.29
TML Annual Conference (Inc Hotel/Parking)	TML	0.5	910.22	455.11
Misc Courses/Training Conferences	EDC, TML, ICSC, IEDC	1	1,500.00	1,500.00
TOTAL				\$ 2,775.40

300-5-110-6205 Dues & Subscriptions				
Item	Vendor	Quantity	Unit Price	Extended Amount
Annual membership dues	TEDC	0.5	525.00	262.50
Annual membership	ICSC	0.5	125.00	62.50
Annual Membership	Burleson Chamber	0.5	225.00	112.50
Annual Membership	Cleburne Chamber	0.5	250.00	125.00
Annual membership dues	IEDC	0.5	455.00	227.50
Annual Membership	Keene Chamber	0.5	95.00	47.50
Annual Membership	CREW Ft Worth	0.5	300.00	150.00
Annual subscription ZacTax software	Eight 20 Consulting	1	375.00	375.00
GIS monthly Subscription(1/3 - shared)	Jacob & Martin Engi	12	150.31	1,803.72
TOTAL				\$ 3,166.22

300-5-110-6320 Vehicle Maintenance (Including Fuel)				
Item	Vendor	Quantity	Unit Price	Extended Amount
Vehicle registration	TX DMV	0.5	80.00	40.00
Vehicle inspection	Hopps	0.5	25.50	12.75
Oil changes	City of Keene PW	4	12.50	50.00
Misc Maintenance or repairs	Chevy Dealership	1	500.00	500.00
Fuel	City of Keene PW	12	40.00	480.00
TOTAL				\$ 1,082.75

300-5-110-6405 Small Office Equipment				
Item	Vendor	Quantity	Unit Price	Extended Amount
Computer Supplies	Various	1	500.00	500.00
TOTAL				\$ 500.00

300-5-110-6820 Legal Services				
Item	Vendor	Quantity	Unit Price	Extended Amount
Legal services		10	250.00	2,500.00
TOTAL				\$ 2,500.00

300-5-110-6853 ED Director Personnel Costs				
Item	Vendor	Quantity	Unit Price	Extended Amount
ED Director personnel costs (includes benefits)	City of Keene	1	48,971.00	48,971.00

TOTAL				\$ 48,971.00
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300-5-110-6883 City Services				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
City Secretary	City of Keene	24	39.00	936.00
Finance Director	City of Keene	96	70.00	6,720.00
TOTAL				\$ 7,656.00

300-5-110-6915 Advertising & Promotions				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
2023 Business Expo	Keene Chamber of C	1	2,500.00	2,500.00
Gold level sponsor	Keene Chamber of C	1	750.00	750.00
One table of eight at COC banquet	Keene Chamber of C	1	1,050.00	1,050.00
Misc Advertising	Various	1	5,000.00	5,000.00
TOTAL				\$ 9,300.00

300-5-110-6916 Business Development & Incentives				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
Business Retention & Assistance Grant		1	15000	\$ 15,000.00
TOTAL				\$ 15,000.00

300-5-110-6923 Property Taxes				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
CR 317	Scott Porter, Tax As	1	1,712.00	1,712.00
CR 317	Scott Porter, Tax As	1	117.00	117.00
CR 318	Scott Porter, Tax As	1	2,100.00	2,100.00
TOTAL				\$ 3,929.00

300-5-110-6963 Industrial Park Maintenance				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
Mowing and other maintenance	Public Works	1	5000	5,000.00
TOTAL				\$ 5,000.00

300-5-110-6964 Industrial Park Improvements				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
Digital Sign	Mello Signs	1	0	-
TOTAL				\$ -

300-5-110-6980 Administration				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
Annual auditing services	Forvis	1	4,000.00	4,000.00
Miscellaneous office supplies	Variousw	1	500.00	500.00
IT Services	Phoenix Tech	1	600.00	600.00
TOTAL				\$ 5,100.00

300-5-110-7591 Loan Payments - Principal				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
4700 CR 317 Loan	Pinnacle Bank			41,427.00
8 Tracts Loan	Pinnacle Bank			12,250.00
TOTAL				\$ 53,677.00

300-5-110-7592 Loan Payments - Interest				
				Extended
Item	Vendor	Quantity	Unit Price	Amount

4700 CR 317 Loan	Pinnacle Bank			14,913.00
8 Tracts Loan	Pinnacle Bank			10,386.00
TOTAL				\$ 25,299.00

300-5-110-7599 City Loan Repayments				
				Extended
Item	Vendor	Quantity	Unit Price	Amount
Repay City for prior year loan	City of Keene	0	-	-
TOTAL				\$ -

TOTAL EXPENDITURES

\$ 189,956