

**MINUTES OF THE
KEENE BUSINESS DEVELOPMENT BOARD
(TYPE B EDC) REGULAR MEETING
TUESDAY, MAY 16, 2023**

PRESENT: Ricky Stephens, Aaron Moses, Troy Smith, Donnie Beeson, Charles Easley, Victoriano Parilla

ABSENT: Cheryl Schram

STAFF PRESENT:

- *Don Martin – Director of Public Works / Interim Assistant City Manager*
- *Tabatha Mansell – City Secretary*
- *Charles Williams – Finance Director*
- *Dinah Acosta – Finance Manager*

CALLED TO ORDER: Meeting called to order at 3:30pm

1. City Administration Remarks – *None.*
2. Citizen Comments – *None.*
3. Consider approval of the Keene Business Development Board minutes dated April 18, 2023.

Board Member Beeson moved to approve the Keene Business Development Board minutes dated April 18, 2023. Board Member Moses seconded the motion.

Motion passed unanimously (6-0-0)

4. Consider approval of the financial statement ending April 30, 2023.

Finance Director Charles Williams presented the report.

Board Member Beeson moved to approve the financial statement ending April 30, 2023. Board Member Moses seconded the motion.

Motion passed unanimously (6-0-0)

5. Discussion and take possible action pursuing Jake McAdams or Public Management to research park grants.

Interim Assistant City Manager Don Martin spoke on the topic.

Board Member Smith moved to table pursuing Jake McAdams or Public Management to research park grants, to get a list of services offered for \$6,000 from Jake McAdams and a breakdown of services/fees offered by Jacob Martin. Board Member Beeson seconded the motion.

Motion passed unanimously (6-0-0)

6. Discussion and give direction to staff to advertise for a local real estate firm to sell the Wallen Ridge property.

Interim Assistant City Manager Don Martin spoke on the topic.

Board gave Don Martin direction to advertise Johnson County based realtors to submit proposals to list Wallen Ridge property.

7. Discussion and take possible action adopting a tree proposal plan for Elisa Carver Park.

Board Member Beeson moved to approve adopting a tree proposal plan for Elisa Carver Park that covers 30 trees, 20 waterings, and systemic pellets. Board Member Smith seconded the motion.

Motion passed unanimously (6-0-0)

8. Discussion and take possible action on the Keene Business Development Board (Type B EDC) paying one-third of the salary and benefits for the Assistant City Manager to perform economic development duties.

Board Member Beeson moved to approve paying one-third of the salary and benefits for the Assistant City Manager to perform economic development duties, not to exceed \$41,500 then to reevaluate at the end of the budget year. Board Member Moses seconded the motion.

Motion passed unanimously (6-0-0)

Board Member Parilla left the meeting at 4:22 p.m.

9. Workshop

- *City Secretary Tabatha Mansell spoke on the topic.*

10. 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.

No Executive Session was held.

11. Reconvene into Open Session for possible action resulting from any item posted discussed in Executive Session.

No Executive Session was held.

12. Request for future agenda items.

- How to take advantage of high yields for the money market.
- Advertise for Johnson County based realtors to submit proposal to list Wallen Ridge
- New tree plan to include 30 more trees, 20 waterings, and systemic pellets.
- Present to City Council for a budget amendment of \$20,000.
- An employee to work Saturday and Sunday to pick up after big events.

13. Adjourned at 4:28pm.

Board Member Beeson moved to adjourn, seconded by Board Member Moses.

Motion passed unanimously (5-0-0)

By: 

Ricky Stephens, Board President

Attest: 

Tabatha Mansell, City Secretary