



**City of Keller**  
**City Council**  
**Meeting Minutes**

Keller Town Hall  
1100 Bear Creek Parkway  
Keller, TX 76248  
817-743-4000  
www.cityofkeller.com

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**Tuesday, September 16, 2025**

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**PRE-COUNCIL MEETING 5:30 P.M.**

**A. CALL TO ORDER - Mayor Armin R. Mizani**

Mayor Armin Mizani called the Pre-Council Meeting to order at 5:37 P.M.

PRESENT: Mayor Armin Mizani, Mayor Pro Tem Ross McMullin, Council Member Shannon Dubberly, Council Member Gregory Will, Council Member Karen Brennan, and Council Member Tag Green.

ABSENT: Council Member Chris Whatley.

The following City Staff members were present: City Manager Aaron Rector, City Secretary Kelly Ballard, Director of Administrative Services Marcia Reyna, Development Services Director Sarah Hensley, Assistant Director of Economic Development Ana Erwin, Chief Financial Officer Bryan Rebel, Police Chief Bradley G. Fortune, and Interim Fire Chief Charlie Skaggs.

**B. DISCUSS AND REVIEW AGENDA ITEMS**

The City Council discussed and reviewed the agenda items.

**C. EXECUTIVE SESSION**

Executive Session was not held during the Pre-Council Meeting.

**D. WORK SESSION**

1. [Capital Improvement Projects Update](#)

Public Works Director Alonzo Linan and Community Services Director Cody Maberry also presented updates on multiple capital improvement projects, including Mount Gilead Road, Bear Creek erosion control, sidewalk repairs, and progress at the Keller Sports Park.

2. [Discuss board appointments](#)

City Council held an extended discussion regarding the process for appointing members to City boards and commissions. Council Member Shannon Dubberly reported that he had contacted approximately 25 current board and commission members for feedback, with nearly all in favor of a system that provided clearer accountability and direct Council Member involvement. The Council compared two models: the Cedar Park model, which assigns each Council Member a corresponding "place" on the boards and commissions

(e.g., Council Place 1 appoints Board Place 1, Council Place 2 appoints Board Place 2, and so on), and a hybrid ranking model that would allow Council Members to review all applications and submit rankings.

Mayor Mizani expressed concern that the Cedar Park model could politicize the process or make it more difficult for new applicants to be appointed, while others noted that the hybrid model could create inefficiencies and put extra demands on applicants. Council also acknowledged the overall decline in applications compared to previous years and emphasized the need for active recruitment.

After deliberation, the Council reached consensus to implement the Cedar Park model for the 2025 appointment cycle, recognizing that it provides accountability, structure, and a clear point of contact for applicants and board members. Council also agreed to extend the application period through September 30, 2025 to encourage more applicants. Further refinements, including alignment of term expirations, balancing of assignments among Council Members, and adoption of formal written procedures, will be studied and addressed during the 2026 Council Strategic Workshop.

## **E. ADJOURN**

Mayor Armin Mizani adjourned the Pre-Council Meeting at 6:53 P.M.

### **REGULAR MEETING 7:00 P.M.**

## **A. CALL TO ORDER – Mayor Armin R. Mizani**

Mayor Mizani convened the Regular Session at 7:08 P.M.

## **B. INVOCATION**

Travis Ham, Worship Pastor at Bear Creek Bible Church led the invocation.

## **C. PLEDGE OF ALLEGIANCE**

1. Pledge to the United States Flag
2. Pledge to the Texas Flag - "Honor the Texas Flag: I pledge allegiance to Thee, Texas, one State under God, one and indivisible."

## **D. PRESENTATIONS**

1. [Methodist Southlake Medical Center](#)

Presentation by Benson Chacko, President of Methodist Southlake Hospital.

2. [North Texas Field of Honor, The Rotary Club of Keller](#)

Mr. John Baker, Rotary Club of Keller, previewed the November 8-15 event featuring 1,776 flags displayed near Town Hall.

## **E. PERSONS TO BE HEARD**

This is a time for the public to address the City Council on any subject. However, the Texas Open Meetings Act prohibits the City Council from discussing issues which the public has not been given three business days' notice. Issues raised may be referred to City Staff for research and possible future action. Each speaker will be allowed three (3) minutes to speak.

The following individuals addressed Council regarding the proposed EV charging stations at Keller Town Center, raising concerns about parking, property management, and tenant impacts: Ms. Vanessa Herrera, 121 Rufe Snow Drive Ste 127; and Mr. Mike Sivertsen, 1620 Creek Terrace Drive.

## F. CONSENT

The next order of business was for the City Council to consider the consent agenda items, which were deemed to need little or no discussion, and were acted upon as one business item.

**A motion was made by Mayor Pro Tem Ross McMullin, seconded by Council Member Shannon Dubberly, to approve the Consent Agenda. The motion carried unanimously.**

1. [Consider approval of the Minutes of the Tuesday, September 2, 2025 Regular City Council Meeting.](#)

**Attachments:** [090225 Minutes.pdf](#)

Approved

2. [Consider a resolution adopting the 2025 City of Keller Financial Management, Investment, Purchasing, and Fund Balance Policies as approved and recommended by the City of Keller Finance Committee.](#)

**Attachments:** [091625 Financial Policies Resolution](#)  
[Financial Management Policy-2025 Proposal](#)  
[Investment Policy 2025 Proposed](#)  
[Purchasing Policy 2025 Proposal](#)  
[Fund Balance Policy 2025 proposed](#)

Resolution No. 4964 approves adopting the City of Keller Financial Management, Investment, Purchasing, and Fund Balance Policies as approved and recommended by the City of Keller Finance Committee, which shall be incorporated herein for all purposes.

3. [Consider a resolution receiving the Keller Quarterly Financial Report for period ending June 30, 2025 and providing an effective date.](#)

**Attachments:** [091625 FY 25 Q3 Financial Report Resolution](#)  
[FY 25 Spending thru Jun](#)

Resolution No. 4965 hereby receives the Keller Quarterly Financial Report for period ending June 30, 2025.

4. [Consider a resolution receiving the Keller Quarterly Investment Report for period ending June 30, 2025, and providing an effective date.](#)

**Attachments:** [091625 FY 25 Q3 Investment Report Resolution](#)  
[3rd Qtr Investment Report](#)

Resolution No. 4966 hereby receives the Keller Quarterly Investment Report for period ending June 30, 2025.

5. [Consider a resolution approving an agreement for Artist Services and Original Artwork with Amy Brines and Jimmy Joe Jenkins of Fort Worth, Texas, for the purpose of providing the design of eight \(8\) sports nostalgia themed murals at the City of Keller Sports Park; and authorizing the City Manager to execute all contract documents relating thereto on behalf of the City of Keller, Texas.](#)

**Attachments:** [Keller Sports Park Murals 2025 Resolution](#)  
[Keller Sports Park Mural Artist Agreement](#)

Resolution No. 4967 hereby approves a contract agreement for Artist Services and Original Artwork with Amy Brines and Jimmy Joe Jenkins of Fort Worth, Texas, for the purpose of providing the design of eight sports-nostalgia-themed murals at the Keller Sports Park; in an amount not to exceed \$27,400.00; and further authorizes the City Manager to execute said Agreement relating thereto on behalf of the City of Keller, Texas.

Council deliberated between vinyl wraps and painted murals. Consensus leaned toward painting despite higher upfront costs, due to longevity and reduced maintenance.

6. [Consider a resolution approving the purchase of School Zone Communications Equipment from Paradigm Traffic Systems, of Arlington, Texas, for the Public Works Department, through the BuyBoard Purchasing Cooperative; and authorizing the City Manager to execute all documents relating thereto on behalf of the City of Keller, Texas.](#)

**Attachments:** [091625 School Zone Communications Equipment Resolution](#)  
[091625 School Zone Communications Equipment Staff Attachment](#)

Resolution No. 4968 hereby approves the purchase of School Zone Communication Equipment from Paradigm Traffic Systems of Arlington, Texas, through the BuyBoard Purchasing Cooperative, in the amount of \$83,700.00, and authorizes the City Manager to execute all purchase documents relating thereto on behalf of the City of Keller, Texas.

## **G. OLD BUSINESS**

1. [Consider an ordinance approving a Specific Use Permit \(SUP\) for an automobile electric charging station, on approximately 11.96 acres, located on the southeastern corner of the intersection of Keller Parkway and Rufe Snow Drive, legally described as Lot 1R, Block A of the Keller Town Center Addition, zoned Town Center \(TC\) and addressed 1000 Keller Parkway. Meghan Youngbar, Applicant. Regency Centers LP, Owner. \(SUP-2505-0019\)](#)

**Attachments:** [091625\\_1000 Keller Parkway SUP Ordinance](#)  
[091625\\_1000 Keller Parkway SUP Applicant Packet](#)  
[091625\\_1000 Keller Parkway SUP Maps](#)  
[091625\\_1000 Keller Parkway SUP Public Opinion](#)  
[Item G-1 - 1000 Keller Parkway SUP\\_CC.pdf](#)

Presenter: Calvin Eddleman

Applicant: Meghan Youngbar, Regency Centers LP

**A motion was made by Council Member Shannon Dubberly, seconded by Council Member Karen Brennan, to approve Ordinance No. 2240 approving a Specific Use Permit (SUP) for an automobile electric charging station, on approximately 11.96 acres, located on the southeastern corner of the intersection of Keller Parkway and Rufe Snow Drive, legally described as Lot 1R, Block A of the Keller Town Center Addition, zoned Town Center (TC) and addressed 1000 Keller Parkway, with the condition to include a Knox Remote Power Box as recommended by the Fire Chief.**

The motion carried by the following vote:

**AYE: 5 - Council Member Shannon Dubberly, Mayor Armin Mizani, Mayor Pro Tem Ross McMullin, Council Member Gregory Will, and Council Member Karen Brennan**

**NAY: 1 - Council Member Tag Green**

## H. NEW BUSINESS

1. [PUBLIC HEARING: Consider an ordinance approving a Specific Use Permit \(SUP\) for a 270 square-foot carport, on approximately .48 acres, located on the east side of Ravenwood Drive, approximately 300 feet north from the intersection of Ravenwood Drive and Knox Road, legally described as Block 1, Lot 2, of the Culp Estates subdivision, zoned Single-Family 20,000 square-foot lot size or greater \(SF-20\) and addressed 1951 Ravenwood Drive. Ross Graham, Applicant/Owner. \(SUP-2507-0028\)](#)

**Attachments:** [091625\\_1951 Ravenwood SUP Ordinance](#)  
[091625\\_1951 Ravenwood SUP Applicant Packet](#)  
[091625\\_1951 Ravenwood SUP Maps](#)  
[091625\\_1951 Ravenwood SUP Public Opinion](#)  
[Item H-1 - 1951 Ravenwood Carport SUP\\_CC.pdf](#)

Presenter: Calvin Eddleman, Planner

Applicant: Mr. Ross Graham

Mayor Armin Mizani opened the public hearing. No public comments were received.

**A motion was made by Council Member Tag Green, seconded by Mayor Armin**

Mizani, to close the public hearing. The motion carried unanimously.

A motion was made by Council Member Shannon Dubberly, seconded by Council Member Karen Brennan, to approve Ordinance No. 2241 approving a Specific Use Permit (SUP) for a 270 square-foot carport, on approximately .48 acres, located on the east side of Ravenwood Drive, approximately 300 feet north from the intersection of Ravenwood Drive and Knox Road, legally described as Block 1, Lot 2, of the Culp Estates subdivision, zoned Single-Family 20,000 square-foot lot size or greater (SF-20) and addressed 1951 Ravenwood Drive. The motion carried unanimously.

2. [Consider a resolution approving a special exception to the City of Keller Unified Development Code, Article 9, Development Standards, Section 9.05 - Sign Regulations for two attached wall signs for HTeaO, located approximately 1,500 feet south of the intersection of North Tarrant Parkway and Rufe Snow Drive, legally described as Block A, Lot 2 of the Keller Commons subdivision, zoned Retail \(R\), and addressed as 2126 Rufe Snow Drive. Cathy Song, Applicant. Retail Opportunity Keller LLC, Owner. \(UDC-2508-0011\)](#)

**Attachments:** [091625\\_HTeaO\\_SE\\_Resolution](#)  
[082625\\_HteaO Sign Exception Maps](#)  
[082625\\_HteaO Sign Exception Applicant Packet](#)  
[Item H-2 - HTeaO Sign Exception CC.pdf](#)

Presenter: Calvin Eddleman, Planner

A motion was made by Mayor Pro Tem Ross McMullin, seconded by Council Member Gregory Will, to approve Resolution No. 4969 approving a special exception to the City of Keller Unified Development Code, Article 9, Development Standards, Section 9.05 - Sign Regulations for two attached wall signs for HTeaO, located approximately 1,500 feet south of the intersection of North Tarrant Parkway and Rufe Snow Drive, legally described as Block A, Lot 2 of the Keller Commons subdivision, zoned Retail (R), and addressed as 2126 Rufe Snow Drive. The motion carried unanimously.

3. [Consider a resolution approving a contract with the Keller Farmers Market to conduct a recurring farmers market at Bear Creek Park; and authorizing the City Manager to execute all documents related thereto on behalf of the City of Keller.](#)

**Attachments:** [Keller Farmer's Market Resolution 2026](#)  
[KFM2026SPERT Packet Update](#)  
[Exhibit A - Keller Farmer's Market License Agreement 2026](#)  
[KELLER FARMERS MARKET 2026 CALENDAR](#)

Executive Director of Keller Farmers Market Sheri Almond gave a presentation relating to the Farmers Market.

A motion was made by Council Member Gregory Will, seconded by Council Member Karen Brennan, to approve Resolution No. 4970 approving a contract, in

an amount not to exceed \$5,000.00; for a 2-year term; with the Keller Farmers Market to conduct a recurring farmers market at Bear Creek Park; and authorizing the City Manager to execute all documents related thereto on behalf of the City of Keller. The motion carried unanimously.

4. [PUBLIC HEARING: Consider an ordinance approving certain amendments to the Fiscal Year 2024-25 Annual Operating Budget for the City of Keller, Texas, in accordance with Article VIII, Section 8.13, of the Keller City Charter.](#)

**Attachments:** [091625 FY 25 Budget Amend  
Item H-4 Budget Amendment.pdf](#)

Presenter: City Manager Aaron Rector

Mayor Armin Mizani opened the public hearing. No public comments were received.

**A motion was made by Council Member Shannon Dubberly, seconded by Council Member Karen Brennan, to close the public hearing. The motion carried unanimously.**

**A motion was made by Council Member Shannon Dubberly, seconded by Council Member Karen Brennan, to approve Ordinance No. 2242 approving certain amendments to the Fiscal Year 2024-25 Annual Operating Budget for the City of Keller, Texas, in accordance with Article VIII, Section 8.13, of the Keller City Charter. The motion carried unanimously.**

5. [PUBLIC HEARING: Consider an ordinance adopting the annual budget for the City of Keller, Texas, for the Fiscal Year beginning October 1, 2025 and ending September 30, 2026, including the 2025-26 Capital Improvements Program, and adopting the Fiscal Year 2025-26 Fee Schedule for the City of Keller, Texas.](#)

**Attachments:** [091625 Budget Adopt Ord  
FY 26 Fee Schedule  
Items H-5 - H-7 Budget and Tax Rate.pdf](#)

Presenter: City Manager Aaron Rector

Mayor Armin Mizani opened the public hearing. No public comments were received.

**A motion was made by Council Member Shannon Dubberly, seconded by Council Member Gregory Will, to close the public hearing. The motion carried unanimously.**

**A motion was made by Mayor Armin Mizani, seconded by Mayor Pro Tem Ross McMullin, to approve Ordinance No. 2243 adopting the annual budget for the City of Keller, Texas, for the Fiscal Year beginning October 1, 2025 and ending September 30, 2026, including the 2025-26 Capital Improvements Program, and adopting the Fiscal Year 2025-26 Fee Schedule for the City of Keller, Texas. The motion carried unanimously.**

6. [Consider a resolution ratifying the tax revenue for the Tax Year 2025 \(Fiscal Year 2025-26\) for the City of Keller, Texas.](#)

**Attachments:** [091625 FY26 Tax Ratification Resolution Items H-5 - H-7 Budget and Tax Rate.pdf](#)

Presenter: City Manager Aaron Rector

A motion was made by Council Member Tag Green, seconded by Council Member Karen Brennan, to approve Resolution No. 4971 ratifying the property tax revenue increase of \$158,015 to be raised from new property added and the property tax revenue increase of \$16,494 to be raised from existing properties on the tax roll for 2025 (Fiscal Year 2025-26) for the City of Keller, Texas. The motion carried unanimously.

7. [Consider an ordinance levying taxes to be assessed on all taxable properties within the city limits of the City of Keller, Texas for the Tax Year 2025 \(Fiscal Year 2025-26\).](#)

**Attachments:** [091625 FY26 Tax Rate Adopt Ord Items H-5 - H-7 Budget and Tax Rate.pdf](#)

Presenter: City Manager Aaron Rector

A motion was made by Council Member Gregory Will, seconded by Council Member Shannon Dubberly, to approve Ordinance No. 2244 levying the following taxes on each One Hundred Dollars (\$100.00), of taxable valuation on all taxable property within the city limits of the City of Keller, Texas, to be assessed and collected by the Tax Assessor/Collector for the tax year 2025 (Fiscal Year 2025-26) for the purposes hereinafter stipulated:

- a. For the General Fund Maintenance and Operations levied on the \$100.00 of taxable valuation: \$0.245020
- b. For the Interest and Sinking Fund levied on the \$100.00 of taxable valuation: \$0.041980

The motion carried unanimously.

## I. EXECUTIVE SESSION

Executive Session was not held during the Regular Meeting.

## J. ADJOURN

A motion was made by Council Member Shannon Dubberly, seconded by Council Member Gregory Will, to adjourn the Meeting at 8:52 P.M. The motion carried unanimously.

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Mayor

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City Secretary