



City of Keller

City Council

Meeting Minutes

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

Tuesday, July 16, 2024

PRE-COUNCIL MEETING 5:00 P.M.

A. CALL TO ORDER - Mayor Armin R. Mizani

Mayor Armin Mizani called the Pre-Council Meeting to order at 5:06 P.M.

The following City Council Members were present:

Mayor Armin Mizani

Council Member Shannon Dubberly

Council Member Greg Will

Council Member Tag Green arrived at 5:09 P.M.

Mayor Pro Tem Ross McMullin

Council Member Chris Whately was absent.

The following City staff members were present: Interim City Manager Aaron Rector, City Secretary Kelly Ballard, City Attorney Stan Lowry, Director of Community Development Sarah Hensley, Director of Public Works Alonzo Liñán, Director of Economic Development Mary Culver, Director of Information Services Sean Vreeland, Director of Human Resources Marcia Reyna, Fire Chief Bobby Tatum Jr., and Police Chief Bradley G. Fortune

B. DISCUSS AND REVIEW AGENDA ITEMS

The City Council discussed and reviewed the agenda items.

C. EXECUTIVE SESSION

Mayor Armin Mizani recessed the Pre-Council Meeting at 5:11 P.M. so that the City Council could meet in an Executive Session in accordance with State Law.

1. **Section 551.072, Texas Government Code - Deliberation Regarding Real Property; Closed Meeting.** A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

a. [205 S. Elm Street](#)

2. **Adjourn into Open Meeting.**

Mayor Armin Mizani adjourned the Executive Session at 6:17 P.M.

3. Action on Executive Session Item 1 if necessary.

No action was taken.

D. WORK SESSION

1. [Receive an update on Enhanced Communication.](#)

Communication and Public Engagement Manager Rachel Reynolds presented five projects aimed at enhancing business promotion and city communication. Project 1 focuses on business promotion enhancements, involving collaboration with the Economic Development Board to engage board and City Council members in recruitment and retention efforts, and adding video content to business marketing, including a potential series on landmark restaurants and foodie hotspots. Project 2 involves digital billboard promotions, with city staff securing complimentary ad slots on a Lamar Advertising digital billboard near Sam's Club, valued at \$3,675 per 4-week period, on a space-available basis. Project 3 suggests twice-annual printed updates covering budget highlights, capital projects, economic development, upcoming events, and evergreen information in response to City Council's community survey discussion. Project 4 recommends installing 25 signs at major intersections based on traffic counts and strategic locations, with cost estimates ranging from \$3,567 to \$4,503 depending on size, and additional considerations for smaller, pedestrian-focused signs at select locations. Project 5 involves the development of a new city app, with the project subcommittee recommending GoGov after a competitive RFP process and vendor demos. The app features a service request portal, robust backend, push notifications, geotagged images, and integrations with other city vendors, with a project cost of \$135,900 over five years and a planned launch in Q1 2025.

The City Council directed staff to move forward with Projects 1-3, leaving the details of those projects to staff discretion. For Project 4, council decided against intersection signs and asked to see a plan instead for pedestrian-oriented signage at major activity hubs. Staff will bring back an updated plan at a later date. For Project 5, The Council asked to move forward with a demo of GoGov to the full City Council during the August 6, 2024 work session and provided direction that they'd like to pursue a shorter initial contract period.

2. [Discuss the Sister City idea.](#)

Attachments: [D-2 Sister City Discussion](#)

Administrative Services Manager Lupe Orozco presented on establishing a sister city relationship, which involves a long-term partnership between two communities in different countries. Nine cities were contacted, with responses from Denison, Farmers Branch, Fort Worth, Grapevine, Lubbock, Plano, and Southlake. Saginaw and Tyler did not respond. Key findings: Three cities (Fort Worth, Denison, Southlake) have a 501(c)(3) Sister Cities organization, while two cities (Lubbock, Grapevine) have internal staff managing the program. Plano has suspended its program. Details include that Lubbock has a

delegation leader, program coordinator, and assistant coordinator; Grapevine's program is managed by the Convention and Visitors Bureau. Denison's FY 2023 budget is \$24,646, funded by the Munson Foundation and grants; Grapevine's FY 2024 budget is \$6,625; and Southlake's FY 2023 budget is \$8,100, with the total budget being \$13,750, supplemented by private donations and fundraising.

The Mayor requested that Ms. Orozco reach out to Keller ISD to gather more information about their existing exchange program. He expressed interest in exploring opportunities for the city to collaborate with the ISD's program. Additionally, he asked staff to investigate the steps and costs involved in joining the Sister Cities International program. Ms. Orozco informed him that she would contact Keller ISD for further details and reach out to the Sister Cities International organization to obtain information on membership costs and requirements.

3. [Budget Strategic Planning - Compensation, Benefits and Staffing](#)

Attachments: [D-3 FY2024-25 Personnel Services Proposal](#)

Director of Human Resources Marcia Reyna presented on Compensation, Benefits, and Staffing for the proposed 2024-25 Fiscal Year Budget. Key points included a 2% market adjustment and 2% merit increase for General Government positions, with a minimum merit increase of \$1,175 and lump sums for employees at max pay grade. NETCOM and Detention employees will receive a 3% and 4% market adjustment respectively, with additional merit and step adjustments. Police and Fire personnel will receive a 3% market adjustment, 2% merit/step increase, and adjustments for step removal and max pay grade lump sums. Highlights to employee benefits include maintaining premium costs for medical, dental, and vision plans with no design changes. The City Council agreed to change the Good Friday holiday to Presidents Day to better accommodate non-public safety employees.

4. [Budget Strategic Planning - Five Year Forecast](#)

Attachments: [D-4 Work Session - Five Year Forecast](#)

This item will be discussed at a later date.

5. [Capital Improvement Projects Update](#)

Director of Public Works Alonzo Liñán gave a updates to current and projected Capital Improvements Projects as of July 16, 2024.

E. ADJOURN

Mayor Armin Mizani recessed the Pre-Council Meeting at 7:00 P.M. with the intent to reconvene and continue the Work Session at the conclusion of the Regular City Council Meeting. The Pre-Council Meeting was adjourned by Mayor Armin Mizani at 9:40 P.M.

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER – Mayor Armin R. Mizani

Mayor Armin Mizani called the Regular Meeting to order at 7:06 P.M.

B. INVOCATION

Father Andrew Petta, Saint Barnabas Anglican Church, led the invocation.

C. PLEDGE OF ALLEGIANCE

Mayor Armin Mizani led the Pledge to the United States Flag and the Pledge to the Texas Flag.

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. PROCLAMATIONS & PRESENTATIONS

1. [Recognition of Council Member Jessica Juarez](#)

This presentation is scheduled for August 6, 2024.

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 seventy-two (72) hours' 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.

Mr. Louis Seldon, 1305 Clear Springs Drive, invited the public to the Keller Area Vets group to their monthly meeting which is held the last Wednesday of every month at the Keller Senior Activities Center. He also asked for assistance with allowing people under the age of 55 entrance to the Keller Senior Activities Center in order to attend the meetings. Mr. Seldon also asked for updates on the Johnson Road construction.

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 Council Member Shannon Dubberly, seconded by Council Member Gregory Will, to approve the Consent Agenda. The motion carried unanimously.

1. [Consider approval of the Minutes of the Tuesday, July 2, 2024, Regular City Council Meeting.](#)

Attachments: [070224 Minutes](#)

Approved.

2. [Consider a resolution approving the purchase of four \(4\) LIFEPAK 35 Heart Monitors.](#)

[from Stryker, through Sourcewell Cooperative, for the Keller Fire Department.](#)

Attachments: [071624_LIFEPAK 35 Heart Monitors](#)
[071624_Stryker LifePak35 Quote](#)

Resolution No. 4812 approves the purchase of four (4) LIFEPAK 35 Heart Monitors, from Stryker, of Portage, Michigan, for the Keller Fire Department, in the total amount of \$254,972.16; and further authorizes the City Manager to execute all purchase documents relating thereto on behalf of the City of Keller, Texas.

3. [Consider a resolution approving the purchase of one \(1\) HPE Alletra \(SAN\) data storage array, from Datavox Inc. of Houston, Texas, through the State of Texas Department of Information Resources \(DIR\) Cooperative Purchasing Program, for the Information Technology Department](#)

Attachments: [071624_HPE_Res.doc](#)
[071624_HPE_Quote.pdf](#)

Resolution No. 4813 approves the purchase of HPE storage array, through the State of Texas Department of Information Resources (DIR) Cooperative Purchasing Program, for the Information Technology Department, in the total amount of \$95,029.21; and further authorizes the City Manager to execute all purchase documents relating thereto on behalf of the City of Keller, Texas.

4. [Consider adoption of an ordinance authorizing the issuance and sale of City of Keller, Texas Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2024, to provide funds for street improvements and for related issuance costs; levying an annual ad valorem tax and providing for the security for and payment of such certificates; approving the Official Statement; providing an effective date; and enacting other matters and provisions relating to the subject.](#)

Attachments: [CO Ordinance v1](#)

Ordinance No. 2181 authorizes the issuance and sale of City of Keller, Texas Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2024, to provide funds for street improvements and for related issuance costs; levying an annual ad valorem tax and providing for the security for and payment of such certificates; approving the Official Statement; providing an effective date; and enacting other matters and provisions relating to the subject.

G. OLD BUSINESS - None

H. NEW BUSINESS

1. [PUBLIC HEARING: Consider an ordinance approving a Specific Use Permit \(SUP\) for a 1,250 square-foot detached garage with an average height of approximately 17 feet, with a variance to allow the structure to be located in front of the home, on 1.77 acres of land, 500 feet southeast of the Bourland Road and Lavena Street intersection, legally described as Lot 1, Block 1 of the Diemand-Mueller Addition, zoned Single-Family 36,000 minimum square-foot lots \(SF-36\), and addressed 569 LaVena Street. Lisa Diemand and Robert Mueller, Owners. Pentavia Custom Homes, Applicant. \(SUP-24-0018\)](#)

Attachments: [071624 569 Lavena Ordinance](#)
[071624 569 LavenaSUP MAPS](#)
[071624 569 Lavena SUP Application-Letter-Elevations](#)
[H-1 569 Lavena SUP Presentation](#)

Community Development Director Sarah Hensley gave a presentation relating to the request for an SUP for a detached garage with variances at 569 LaVena Street.

Mayor Armin Mizani opened the Public Hearing. No public comments were received.

A motion was made by Mayor Pro Tem Ross McMullin, 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. 2177 approving a Specific Use Permit (SUP) for a 1,250 square-foot detached garage with an average height of approximately 17 feet, with a variance to allow the structure to be located in front of the home, on 1.77 acres of land, 500 feet southeast of the Bourland Road and Lavena Street intersection, legally described as Lot 1, Block 1 of the Diemand-Mueller Addition, zoned Single-Family 36,000 minimum square-foot lots (SF-36), and addressed 569 LaVena Street. The motion carried unanimously.

2. [PUBLIC HEARING: Consider an ordinance approving a Specific Use Permit \(SUP\) for Mindwell Therapy, in a 1,192 square-foot lease space, on approximately 5.55 acres, at the intersection of Bear Creek Parkway and Town Center Lane, legally described as Lot 7, Block B of the Keller Town Center Addition, zoned Town Center \(TC\) and addressed 201 Town Center Lane, Ste. 1103. Katherine McCoy, Applicant. T Arthouse TX, LLC, Owner. \(SUP-24-0016\)](#)

Attachments: [071624 Mindwell Therapy Ordinance](#)
[071624 Mindwell SUP Aerial Zoning](#)
[071624 Mindwell SUP Staff Attachment](#)
[H-2 Mindwell Therapy Presentation](#)

Planner Amber Washington gave a presentation relating to the SUP request for Mindwell Therapy, to operate in Town Center at 201 Town Center Lane, Ste. 1103

Mayor Armin Mizani opened the Public Hearing. No public comments were received.

A motion was made by Council Member Shannon Dubberly, seconded by Mayor Armin Mizani, to close the public hearing. The motion carried unanimously.

Ms. Katherine McCoy, Applicant, addressed the City Council regarding her proposal.

A motion was made by Council Member Shannon Dubberly, seconded by Council Member Gregory Will, to approve Ordinance No. 2178 approving a Specific Use Permit (SUP) for Mindwell Therapy, in a 1,192 square-foot lease space, on approximately 5.55 acres, at the intersection of Bear Creek Parkway and Town

Center Lane, legally described as Lot 7, Block B of the Keller Town Center Addition, zoned Town Center (TC) and addressed 201 Town Center Lane, Ste. 1103. The motion carried by the following vote:

AYE: 4 - Council Member Shannon Dubberly, Mayor Armin Mizani, Mayor Pro Tem Ross McMullin, and Council Member Gregory Will

NAY: 1 - Council Member Tag Green

3. [PUBLIC HEARING: Consider an ordinance approving a Specific Use Permit \(SUP\) to allow the property owner to reside in the existing 1,120 square-foot home for the purpose of living in and overseeing construction of a 4,889 square-foot permanent residence, on approximately 3.1 acres of land, 400 feet east of the Bourland Road and Lavena Street intersection, legally described as Lot 1, Block A of the Bird Abode addition, zoned Single-Family 36,000 minimum square-foot lots \(SF-36\) and addressed 529 Lavena Street. Will Ann Brewer, Applicant/Owner. \(SUP-24-0001\)](#)

Attachments: [071624 529 Lavena Ordinance](#)
[071624 529 Lavena SUP Aerial Zoning](#)
[071624 529 Lavena SUP Staff Attachment](#)
[071624 529 Lavena SUP Public Opinion](#)
[H-3 529 Lavena SUP Presentation](#)

Planner Amber Washington gave a presentation relating to the request for the property owner to reside in the existing home while overseeing construction their permanent residence, at 529 Lavena Street

Mayor Armin Mizani opened the Public Hearing. No public comments were received.

A motion was made by Mayor Pro Tem Ross McMullin, seconded by Council Member Tag Green, to close the public hearing. The motion carried unanimously.

A motion was made by Mayor Pro Tem Ross McMullin, seconded by Council Member Gregory Will, to approve Ordinance No. 2179 approving a Specific Use Permit (SUP) to allow the property owner to reside in the existing 1,120 square-foot home for the purpose of living in and overseeing construction of a 4,889 square-foot permanent residence, on approximately 3.1 acres of land, 400 feet east of the Bourland Road and Lavena Street intersection, legally described as Lot 1, Block A of the Bird Abode addition, zoned Single-Family 36,000 minimum square-foot lots (SF-36) and addressed 529 Lavena Street, with the following condition:

1. The mobile home shall be removed from the premises or demolished no later than three months after the home's expected completion on April 16, 2026. The mobile home shall be demolished or removed no later than July 16, 2026.

The motion carried unanimously.

4. [PUBLIC HEARING: Consider an ordinance approving a Specific Use Permit \(SUP\) with variances for an existing detached carport on 0.15 acres located on the east side of Highland Drive East, approximately 95 feet southeast from the intersection of Highland Drive East and Knox Road, legally described as Lot 31 of the Highland Terrace Mobile Home Park subdivision, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 1856 Highland Drive East. Jose Ortiz Rivera, Owner/Applicant. \(SUP-24-0017\)](#)

Attachments: [071624 1856 Highland Dr Ordinance](#)
[071624 1856 Highland Dr E Maps](#)
[071624 1856 Highland Dr E Application Packet](#)
[071624 1856 Highland Dr E Code Case Exhibit](#)
[071624 1856 Highland Dr E Public Opinion Letters](#)
[H-4 1856 Highland Dr SUP Presentation](#)

Planner Alexis Russell gave a presentation relating to the request for a SUP to allow an existing detached carport at 1856 Highland Drive East.

Mayor Armin Mizani opened the Public Hearing.

The following individual expressed support of the request: Mr. Ivan Puga Vazquez, 1860 Highland Drive E., expressed his support of the proposed carport at 1856 Highland Drive E.

A motion was made by Council Member Shannon Dubberly, seconded by Mayor Pro Tem Ross McMullin, to close the public hearing. The motion carried unanimously.

Mr. Jose Ortiz Rivera, applicant, addressed the City Council regarding the proposal.

A motion was made by Mayor Armin Mizani, seconded by Mayor Pro Tem Ross McMullin, to approve Ordinance No. 2180 approving a Specific Use Permit (SUP) for an existing detached carport on 0.15 acres located on the east side of Highland Drive East, approximately 95 feet southeast from the intersection of Highland Drive East and Knox Road, legally described as Lot 31 of the Highland Terrace Mobile Home Park subdivision, zoned Single-Family 36,000 square-foot lot size or greater (SF-36) and addressed 1856 Highland Drive East, with the following variances:

- 1. The variance to encroach the front yard setback by approximately thirty-five feet shall be allowed.**
- 2. The variance to encroach the side yard setback by approximately two feet shall be allowed.**
- 3. The variance to allow the carport to be located in front of the primary dwelling shall be allowed.**

The motion carried by the following vote:

AYE: 4 - Council Member Shannon Dubberly, Mayor Armin Mizani, Mayor Pro Tem Ross McMullin, and Council Member Gregory Will.

NAY: 1 - Council Member Tag Green.

5. [PUBLIC HEARING: Consider a resolution approving the Fiscal Year 2024-25 City of Keller Crime Control and Prevention District Budget.](#)

Attachments: [071624 FY25 KCCPD Budget Resolution](#)
[071624 FY25 KCCPD Budget Exhibit A](#)
[H-5 KCCPD Budget FY25](#)

Police Chief Bradley G. Fortune gave a presentation relating to the Keller Crime Control and Prevention District Fiscal Year 2024-25 Budget.

Mayor Armin Mizani opened the Public Hearing. No public comments were received.

A motion was made by Council Member Gregory Will, seconded by Mayor Pro Tem Ross McMullin, to close the public hearing. The motion carried unanimously.

A motion was made by Council Member Gregory Will, seconded by Mayor Pro Tem Ross McMullin, to approve Resolution No. 4815 approving the Fiscal Year 2024-25 City of Keller Crime Control and Prevention District Budget. The motion carried unanimously.

6. [PUBLIC HEARING: Fiscal Year 2024-25 Keller Development Corporation Budget.](#)

Attachments: [Memo KDC Budget FY2024-25](#)
[Parks & Rec 5-yr CIP Schedule](#)
[H-6 KDC Budget Presentation Final FY2024-25](#)

Director of Community Services Cody Maberry, and Interim City Manager Aaron Rector gave a presentation relating to the Keller Development Corporation Fiscal Year 2024-25 Budget.

Mayor Armin Mizani opened the Public Hearing. No public comments were received.

A motion was made by Mayor Pro Tem Ross McMullin, seconded by Council Member Shannon Dubberly, to close the public hearing. The motion carried unanimously.

No action was taken at this time.

7. [Consider an ordinance approving a Planned Development Zoning Change from Commercial \(C\) and Planned Development 1406 - Single Family Residential 36,000 square-foot minimum lots to Planned Development - Single Family 5,000 square-foot lots, Single Family 12,000 square-foot lots and Single Family 20,000 square foot lots for Keller Springs, a proposed Planned Development consisting of 96 residential lots and approximately 5.17 acres of open space on 34.48 acres of land, legally described as a portion of a 15.874 acre tract of land described in Exhibit B in deed in favor of John M.](#)

Perrigo and Ida C. Perrigo Trustees of the John M & Ida C. Perrigo Trust, recorded in Instrument Number D202180426 of the Official Public Records of Tarrant County, Texas, Lot 1, Block A of the Greenway Park and Perrigo Place Addition, and Lot 1, Block 1 of the Harmonson Acres Addition, located on the east side of N. Main St., 300 feet southeast of the Park Avenue and N. Main St. intersection, and addressed as 1000, 1004 and 1008 N. Main St. Mark Weatherford, Applicant. Sue Salstrand and Anne Burfitt, Charis Land Holdings LLC, Owner. (Z-24-0002) *This application has been withdrawn by the applicant.*

Withdrawn by applicant.

8. Consider a request for a Future Land Use Plan (FLUP) amendment from Mixed-Use (MU), Medium-Density Single Family - 15,000 to 35,999 square-foot lots (MD-SF) and Low-Density Single Family - 36,000 square-foot lots and above to Patio/Garden/Townhome (PGT), High Density Single Family 8,000 - 14,999 square-foot lots (HD-SF) and Medium Density Single Family 15,000 - 35,999 square-foot lots (MD-SF) for Keller Springs, a proposed Planned Development consisting of 96 residential lots and approximately 5.17 acres of open space on 34.48 acres of land, legally described as a portion of a 15.874 acre tract of land described in Exhibit B in deed in favor of John M. Perrigo and Ida C. Perrigo Trustees of the John M & Ida C. Perrigo Trust, recorded in Instrument Number D202180426 of the Official Public Records of Tarrant County, Texas, Lot 1, Block A of the Greenway Park and Perrigo Place Addition, and Lot 1, Block 1 of the Harmonson Acres Addition, located on the east side of N. Main St., 300 feet southeast of the Park Avenue and N. Main St. intersection, and addressed as 1000, 1004 and 1008 N. Main St. Mark Weatherford, Applicant. Sue Salstrand and Anne Burfitt, Charis Land Holdings LLC, Owner. (LUP-24-0003) *This application has been withdrawn by the Applicant.*

Withdrawn by applicant.

I. EXECUTIVE SESSION

Executive Session was not held during the Regular Meeting.

1. **Section 551.072, Texas Government Code - Deliberation Regarding Real Property; Closed Meeting. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.**
 - a. 205 S. Elm Street
2. **Adjourn into Open Meeting.**
3. **Action on Executive Session Item 1 if necessary.**

J. ADJOURN

Mayor Armin Mizani adjourned the Regular Meeting at 8:05 P.M. in order to reconvene the Pre-Council Meeting's Work Session.

Mayor

City Secretary