



City of Keller

City Council

Meeting Minutes

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

Tuesday, December 17, 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 5:02 P.M.

The following City Council Members were present:

Mayor Armin Mizani
Council Member Shannon Dubberly
Council Member Greg Will
Council Member Tag Green
Council Member Chris Whatley
Mayor Pro Tem Ross McMullin

Council Member Karen Brennan was absent

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

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 551.087, Texas Government Code - Deliberation Regarding Economic Development Negotiations.

(1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or

(2) To deliberate the offer of a financial or other incentive to a business prospect described by Subdivision.

a. [150 Bear Creek Parkway West and 777 Chisholm Trail](#)

2. 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. [551 Keller Parkway](#)

3. Section 551.074, Texas Government Code - Personnel Matters. (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;

a. [City Manager](#)

4. Adjourn into Open Meeting.

Mayor Armin Mizani adjourned the Executive Session at 7:10 P.M.

5. Action on Executive Session Items 1, 2, and 3 if necessary.

Action was taken in the Regular Meeting.

D. WORK SESSION

1. [Smart Meter software demonstration](#)

Interim City Manager Aaron Rector gave a presentation relating to Smart Meter software.

2. [Discuss updates to School Zones](#)

Attachments: [WS - ISD School Flasher Changes for 2024-25](#)

No discussion was held.

3. [Economic Development Updates](#)

Economic Development Director Mary Culver shared updates on new businesses, including six openings in October and November, along with several relocations, expansions, and ownership changes. Highlights include the reopening of DeVivo's after a

remodel and ongoing review of site plans for the City Sports Campus. Key events included the Broker's Luncheon on October 29 and Small Business Saturday (November 30-December 6), which engaged 28 teams and 34 businesses. The Foodie Favorites campaign, launched November 18, reached 1,174 responses. To date, 87 Certificates of Occupancy have been issued, contributing to 65 new businesses this year.

4. [Capital Improvement Projects Update](#)

Director of Public Works Alonzo Liñán reported significant progress on infrastructure projects. Highlights include FY26-ready bids for Pearl Street Sanitary Sewer Redirect and Windy Oaks Paving Improvements, as well as ongoing designs for Keller Smithfield Water Tank Rehab and Mt. Gilead Trail Extension. Key construction projects starting in January include Sports Park Parking Lots and Whitley Elevated Storage Tank Rehab. Notable projects nearing completion are Keller Hicks Road (95%) and Woods Drive Drainage (99%).

E. ADJOURN

Mayor Armin Mizani adjourned the Executive Session and recessed the Pre-Council Meeting at 7:10 P.M., with the intent to reconvene the Work Session at the conclusion of the Regular Meeting. The Meeting adjourned at 8:20 P.M.

REGULAR MEETING 7:00 P.M.

0.ACALL TO ORDER – Mayor Armin R. Mizani

Mayor Armin Mizani called the Regular Meeting to Order at 7:13 P.M.

B. INVOCATION

Dr. Scott Venable, Lead Pastor at Northwood 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 Public Works Employees](#)

Mayor Armin Mizani recognized and presented Certificates of Recognition to the following Public Works employees for their service in the Mt. Gilead water line emergency: Robert Carrizales, Robert Bryant, Timothy Bailey, Ethan Trejo, Juan Bratcher, Daniel Owens, Deryan Gonzalez, Rey Guerra, Francisco Guerra, Jason Runkles, Austin Fowler, Brad Herbert, Caleb Cumbie, Kenneth Spinks, Zac Davis, Brandon Carte, and Larry Jones.

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.

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 Friday, October 25, 2024, Special City Council Meeting.](#)

Attachments: [102524 Minutes](#)

Approved.

2. [Consider approval of the Minutes of the Saturday, November 16, 2024, City Council Work Session.](#)

Attachments: [111624 Minutes](#)

Approved.

3. [Consider approval of the Minutes of the Tuesday, November 19, 2024, Regular City Council Meeting.](#)

Attachments: [111924 Minutes](#)

Approved.

4. [Consider approval of the Minutes of the Tuesday, December 3, 2024, Regular City Council Meeting.](#)

Attachments: [120324 Minutes.pdf](#)

Approved.

5. [Consider a resolution approving the bid from BrightView Landscape Services, Inc., of Southlake, Texas for contractual services relating to Grounds Management Services for the Keller Sports Park, for the Parks and Recreation Department, for a three-year term; and authorizing the City Manager to execute all contract documents relating thereto on behalf of the City of Keller, Texas.](#)

Attachments: [Draft Resolution_Grounds Management Services - Keller Sports Park](#)
[Bid Tabulation by Vendor](#)
[Bid Tabulation by Line Item Spreadsheet](#)

Resolution No. 4877 hereby approves the bid from BrightView Landscape Services Inc., of Southlake, Texas, for contractual services relating to Grounds Management Services for the Keller Sports Park, for the Parks and Recreation Department, in an amount of \$48,766.80 per year and \$146,300.40 for the three-year term; and further authorizes the City Manager to execute all contract documents relating thereto on behalf of the City of Keller, Texas.

6. [Consider a resolution approving the Consent to the Sale of Blue Sky's Building and Operations, authorizing the transfer of the lease and assets to Sting Soccer Club, and further authorizes the City Manager to execute all related documents on behalf of the City of Keller.](#)

Attachments: [Keller Consent to Sting Sale 12-4-24](#)
[Consent to the Sale Resolution](#)

Resolution No. 4878 hereby approves the Consent to the Sale of Blue Sky's Building and Operations, authorizing the transfer of the lease and assets to Sting Soccer Club, and further authorizes the City Manager to execute all related documents on behalf of the City of Keller.

7. [Consider a resolution of the City Council of the City of Keller, Texas, approving an interlocal agreement with the City of Watauga for fleet vehicle maintenance services; authorizing the City Manager to execute the agreement on the City's behalf; providing a repealing clause; providing for severability; and providing an effective date.](#)

Attachments: [Resolution Interlocal Agreement Vehicle Service](#)
[ILA - Vehicle Maintenance Exhibit A](#)

Resolution No. 4879 accepts and approves the Interlocal Agreement between the City of Keller and the City of Watauga, providing for the maintenance and repair of Keller Fire Department fleet vehicles, and further authorizes the City Manager to execute said Agreement on behalf of the City of Keller, Texas.

8. [Consider approval of an ordinance amending the Code of Ordinances by amending Chapter 18 - Traffic, Article V. - Reserved, by adding a new Article V. - Golf Carts; establishing regulations concerning the registration and operation of golf carts on public streets; providing for penalty; a severability clause; authorizing publication; and establishing an effective date.](#)

Attachments: [Keller Golf Cart Proposed Ordinance](#)

Ordinance No. 2204 approved amending the Code of Ordinances by amending Chapter 18 - Traffic, Article V. - Reserved, by adding a new Article V. - Golf Carts; establishing regulations concerning the registration and operation of golf carts on public streets; providing for penalty; a severability clause; authorizing publication; and establishing an effective date.

9. [Consider a resolution approving a three-year extension of the City's current Laserfiche priority support services agreement with DocuNav Solutions of Frisco, TX, through the State of Texas Department of Information Resources \(DIR\) Cooperative Purchasing Program, for software licenses, maintenance, and associated upgrades, for the Information Technology Department; and authorizing the City Manager to execute all](#)

[contract documents relating thereto on behalf of the City of Keller, Texas.](#)

Attachments: [121724 Docunav Contract Resolution](#)

[121724 Docunav Contract Exhibit A](#)

[121724 Docunav Contract Quote](#)

Resolution No. 4881 hereby approves a three-year Laserfiche Priority Support Services Agreement with DocuNav Solutions, for software licenses, maintenance, and associated upgrades, in an amount not to exceed \$174,278.89; and further authorizes the City Manager to execute all purchasing and contract documents relating thereto on behalf of the City of Keller, Texas.

10. [Consider a resolution approving a professional services agreement with Wade Trim of Fort Worth, Texas; to provide professional engineering services related to the Misty Oaks Storm Drain Replacement Project; and authorizing the City Manager to execute all contract documents related thereto.](#)

Attachments: [121724 MistyOaks Resolution](#)

[121724 MistyOaks StaffAttachment](#)

Resolution No. 4882 hereby approves an Agreement for Professional Services with Wade Trim of Fort Worth, Texas; for the purpose of providing engineering design services, relating to the maintenance and rehabilitation of the Misty Oaks Storm Drain Replacement Project for the Public Works Department, in the amount of \$75,944.00; and further authorizes the City Manager to execute all contract documents relating thereto on behalf of the City of Keller, Texas.

G. OLD BUSINESS

1. [Consider a resolution approving the purchase of Enterprise Asset Management \(EAM\) Public Works Work Order software and implementation services from Tyler Technologies, and further authorizing the Interim City Manager to execute all purchase documents related thereto on behalf of the City of Keller, Texas.](#)

Attachments: [121724 TylerEAM Resolution](#)

[121724 TylerEAM ExhibitA](#)

[121724 TylerEAM StaffAttachment](#)

[121724 TylerEAM SaaS Agreement](#)

A motion was made by Council Member Shannon Dubberly, seconded by Mayor Armin Mizani, to approve Resolution No. 4883 approving the purchase of Enterprise Asset Management (EAM) Public Works Work Order software and implementation services from Tyler Technologies, and further authorizing the Interim City Manager to execute all purchase documents related thereto on behalf of the City of Keller, Texas. The motion carried unanimously.

2. [Consider a resolution approving a professional services agreement with Sciens LLC, of McKinney, Texas, for professional project management and implementation services related the Public Works Work Order Software Project for the Public Works Department, through The Interlocal Purchasing System \(TIPS\) purchasing cooperative; and further](#)

authorizing the City Manager to execute all contract documents relating thereto on behalf of the City of Keller, Texas.

Attachments: [121724_Sciens_Resolution](#)
[121424_Sciens_StaffAttachmentA](#)
[121424_Sciens_StaffAttachmentB](#)

A motion was made by Council Member Shannon Dubberly, seconded by Council Member Tag Green, to approve Resolution No. 4884 approving a professional services agreement with Sciens LLC, of McKinney, Texas, for professional project management and implementation services related the Public Works Work Order Software Project for the Public Works Department, through The Interlocal Purchasing System (TIPS) purchasing cooperative; and further authorizing the City Manager to execute all contract documents relating thereto on behalf of the City of Keller, Texas. The motion carried unanimously.

H. NEW BUSINESS

1. PUBLIC HEARING: Consider an ordinance approving a Specific Use Permit (SUP) for Glo Tanning, a spa proposed in an 3,203 square-foot lease space on an approximately 1.04 acre lot, approximately 400 feet east of the intersection of Keller Parkway and Chandler Road, legally described as Lot 3, Block A of the Cook Addition, zoned Retail (R) and addressed 1637 Keller Parkway. Onyebuchi Odunukwe, Applicant. Odunukewe Ventures LLC, Owner. (SUP-2411-0015)

Attachments: [121724_Glo_Tanning_SUP_Ordinance](#)
[121724_Glo_Tanning_SUP_Maps](#)
[112624_Glo_Tanning_SUP_Application_Packet](#)
[H-1 - Glo_Tanning_SUP.pdf](#)
[121724_Glo_Tanning_SUP_Opposition_Letter](#)

Planner Calvin gave a presentation relating to the request for a Specific Use Permit (SUP) for Glo Tanning, at 1637 Keller Parkway.

Mayor Armin Mizani opened the public hearing. Ms. Lou Marchant addressed the City Council with opposition to the proposal.

A motion was made by Mayor Pro Tem Ross McMullin, 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 Mayor Pro Tem Ross McMullin, to approve Ordinance No. 2201 approving a Specific Use Permit (SUP) for Glo Tanning, a spa proposed in an 3,203 square-foot lease space on an approximately 1.04 acre lot, approximately 400 feet east of the intersection of Keller Parkway and Chandler Road, legally described as Lot 3, Block A of the Cook Addition, zoned Retail (R) and addressed 1637 Keller Parkway. The motion carried unanimously.

2. PUBLIC HEARING: Consider an ordinance approving a Specific Use Permit (SUP) to

expand an existing 400 square-foot detached garage by approximately 1,250 square-feet, on an approximately 0.47 acre lot, located approximately 1,580 feet northwest of the intersection of Rapp Road and Oak Bend Lane, legally described as Lot 39, Block 1 of the Sunrise Estates Addition, zoned Single-Family Residential - 20,000 square-foot lots (SF-20), and addressed 1077 Sunset Ct. Gabriel Munoz, Applicant. Donald Oneill, Owner. (SUP-2410-0011)

Attachments: [121724 1077 Sunset SUP Ordinance](#)

[121724 1077 Sunset SUP Maps](#)

[121724 1077 Sunset SUP Applicant Packet](#)

[H-2 - 1077 Sunset Ct.pdf](#)

Planner Alexis Russell gave a presentation relating to the request for a Specific Use Permit (SUP) to expand an existing detached garage at 1077 Sunset Ct.

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

A motion was made by Mayor Armin Mizani, 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 Chris Whatley, to approve Ordinance No. 2202 approving a Specific Use Permit (SUP) to expand an existing 400 square-foot detached garage by approximately 1,250 square-feet, on an approximately 0.47 acre lot, located approximately 1,580 feet northwest of the intersection of Rapp Road and Oak Bend Lane, legally described as Lot 39, Block 1 of the Sunrise Estates Addition, zoned Single-Family Residential - 20,000 square-foot lots (SF-20), and addressed 1077 Sunset Ct., with the following conditions:

1. A Specific Use Permit for an accessory structure in excess of 1,000 square-feet in the SF-20 zoning district shall be allowed.

2. A Specific Use Permit for the total square-footage of all accessory structures on the property to exceed 50% of the square-footage of the existing home shall be allowed.

The motion carried unanimously.

3. [Consider an amendment to the City of Keller Code of Ordinances by amending Chapter 18, Traffic, Article II, Speed Limits, by deleting Section 18-210, School zone speed provisions in its entirety, and adding a new Section 18-210 in order to reflect a change in 2024-25 Keller ISD school release times, providing a penalty; providing a severability clause; establishing an effective date; and authorizing publication.](#)

Attachments: [091724 SchoolZones ProposedOrdinance](#)

[H-3 - School Zones.pdf](#)

A motion was made by Council Member Shannon Dubberly, seconded by Council

Member Gregory Will, to approve Ordinance No. 2203 amending Chapter 18, Traffic, Article II, Speed Limits, of the City of Keller Code of Ordinances by deleting Section 18-210, School zone speed provisions in its entirety, and adding a new Section 18-210 in order to reflect a change in 2024-25 Keller ISD school release times, providing a penalty; providing a severability clause; establishing an effective date; and authorizing publication. The motion carried unanimously.

I. EXECUTIVE SESSION

1. Section 551.087, Texas Government Code - Deliberation Regarding Economic Development Negotiations.

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(2) To deliberate the offer of a financial or other incentive to a business prospect described by Subdivision.

a. [150 Bear Creek Parkway West and 777 Chisholm Trail](#)

2. 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. [551 Keller Parkway](#)

3.. Section 551.074, Texas Government Code - Personnel Matters. (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;

a. [City Manager](#)

4. Adjourn into Open Meeting.

5. Action on Executive Session Items 1, 2, and 3 if necessary.

A motion was made by Mayor Armin Mizani and seconded by Council Member Chris Whatley to approve the appointment of Interim City Manager Aaron Rector to the position of City Manager, effective January 1, 2025. Mayor Pro Tem Ross McMullin voted against the appointment, expressing concerns that the process for selecting the new City Manager was “fundamentally flawed” and should have been more competitive. However, Mayor Pro Tem McMullin noted that he believes Mr. Rector will be successful in the role despite his

concerns about the process. The motion carried with the following vote:

AYE: 5 - Mayor Armin Mizani, Council Member Shannon Dubberly, Council Member Tag Green, Council Member Chris Whatley, and Council Member Gregory Will.

NAY: 1 - Mayor Pro Tem Ross McMullin.

J. ADJOURN

Mayor Armin Mizani recessed the Regular Meeting at 7:52 P.M. to continue the Work Session. The Meeting was adjourned at 8:20 P.M.

Mayor

City Secretary