



**MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, APRIL 5, 2022  
6:00 P.M.**

**COUNCIL MEMBERS PRESENT**

Mayor Pro tem Carmona  
Council Member Justin Litchfield  
Council Member Wanda Reetz  
Council Member Rudi Rosengarten

**COUNCIL MEMBERS ABSENT**

Mayor Marc Bruner  
Council Member Johnson

**STAFF PRESENT**

Sylvia Carrillo, City Administrator  
Matt Lingafelter, City Secretary  
Carolyn Meredith, Public Works Director  
Lenn Carter, Chief of Police  
Barbara Boulware-Wells, City Attorney  
Duncan Moore, A/V Technician

**1. Call to order of the City Council.**

Mayor Pro tem Carmona called the meeting to order at 6:10 P.M.

**2. Citizen/Public Communication:**

- Danny Horrigan
- Melissa Gonzales
- Staff directed Council to Open Town Hall comments related to the work session
- Council Member Rosengarten recognized Mickie Powers, who was chosen as a finalist for KXAN's Remarkable Woman of the Year

**3. Staff Reports:**

- Sylvia Carrillo, City Administrator, delivered the administrative report
  - Questions from Council Member Litchfield on the Professional Services fees report
  - Question from Mayor Pro tem on parkland, greenspace and conservation zoning designations
- Carolyn Meredith, Public Works Director, delivered the Public Works Report
  - Comment from Council Member Rosengarten thanking staff for the CIP information displayed on the website
  - Question from Mayor Pro tem Carmona on the leak on Lone Oak
- Chief Carter delivered the Public Safety Report

**4. Council consideration of agenda items for approval on consent**

Council Member Rosengarten made a motion to approve Agenda Items #5, 6, 7

THIS IS NOT A TRANSCRIPT OF THE MEETING. A RECORDING OF THIS MEETING IS ON THE CITY'S WEBSITE.  
on consent, seconded by Council Member Reetz. All voted in favor and the motion carried.

*Items Which May Be Considered and Acted on Consent*

5. **Consider and act on approval of the minutes from the March 22, 2022 regular meeting and work session. Agenda Item Approved on Consent**
6. **Consider and act on cancelling the July 5, 2022 City Council regular meeting. (Mayor Bruner/Administration) Agenda Item Approved on Consent**
7. **Consider and act on appointing Barbara Wilson as a regular member of the Arts Commission and an alternate member to the Board of Adjustment. (Mayor Bruner/Administration) Agenda Item Approved on Consent**

*Presentation Items for Discussion Only – no action*

8. **Presentation, discussion, and possible staff direction on the Comprehensive Plan updates, as recommended by the Planning & Environmental Committee. (Council Member Litchfield/Administration)**
  - Carolyn Meredith introduced the agenda item and updated the Council on the Planning & Environmental Committee's review and update of the City's Comprehensive Plan
  - Comments from Council Member Reetz on the definition of low-density and the adoption versus exploration of Atlas 14
  - Citizen Comments:
    - Melissa Gonzales
9. **Presentation, discussion, and possible staff direction on parking signage for the trailheads at the Meadows and on Oakdale Drive. (Council Member Rosengarten/Administration)**
  - Chief Carter gave an update on the parking signs at 37 Lone Oak
  - Comments from Council Members and staff on options to address the parking issues at the trailheads
  - Suggestion of a possibly public-private parking partnership with the Village Shopping Center
  - Individual subdivisions and areas will be surveyed to see what type of parking and street safety regulations the residents want to see
  - Public Safety Committee will review at a future agenda

*Executive Session Items – Possible Action in Open Session*

10. **Convene into Executive Session pursuant to Texas Government Code Section 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05 to consult with the City's Legal Counsel concerning legal issues and/or Section 551.074, Personnel Matters.**
  - **Accounting, finance and human resources staffing needs**

Council Member Litchfield made a move into Executive Session, seconded by Council Member Reetz. All voted in favor and the motion carried.

Council convened into Executive Session at 7:10 P.M.

**11. Reconvene into Open Session.**

City Council reconvened into Open Session at 8:05 P.M.

Council Member Rosengarten made a motion to accept the resignation of Suzanna Fleegal with direction given to the City Administrator by Council, seconded by Council Member Litchfield. All voted in favor and the motion carried.

**12. Adjourn**

Council Member Litchfield made a motion to adjourn, seconded by Council Member Reetz. All voted in favor and the meeting was adjourned at 8:06 P.M.

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Marc Bruner  
Mayor

Attest:

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Matt Lingafelter  
City Secretary

Minutes approved on April 19, 2022



**MINUTES OF A WORK SESSION  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, APRIL 5, 2022  
5:00 P.M. - 6:00 P.M.**

**COUNCIL MEMBERS PRESENT**

Mayor Pro tem Carmona  
Council Member Justin Litchfield  
Council Member Wanda Reetz  
Council Member Rudi Rosengarten

**COUNCIL MEMBERS ABSENT**

Mayor Marc Bruner  
Council Member Johnson

**STAFF PRESENT**

Sylvia Carrillo, City Administrator  
Matt Lingafelter, City Secretary  
Carolyn Meredith, Public Works Director  
Lenn Carter, Chief of Police  
Barbara Boulware-Wells, City Attorney  
Duncan Moore, A/V Technician

**1. Call to order of the City Council**

Mayor Pro tem Carmona called the work session to order at 5:00 P.M.

**2. Citizen/Public Communication:**

- Melissa Gonzales

**3. Council will discuss the following items, but take no action:**

- Staffing needs
- Development Process review

Council discussed the Community Vitality Coordinator position and other staffing needs in the administration department.

Council discussed and made recommendations for the development process. Discussion and recommendations by staff on what changes should be made. Comments from legal on changes in the Local Government Code.

**4. Directive to the City Administrator by the Mayor regarding follow-up work products for a future Council Agenda.**

The Mayor Pro tem and Council directed the City Administrator to bring the items discussed to a future Council meeting for appropriate action.

**5. Adjourn**

Mayor Pro tem Carmona adjourned the work session at 6:00 P.M.

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Marc Bruner  
Mayor

Attest:

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Matt Lingafelter  
City Secretary

Minutes approved on April 19, 2022