



**MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, OCTOBER 18, 2022
6:00 P.M.**

COUNCIL MEMBERS PRESENT

Mayor Marc Bruner
Mayor Pro tem Alfonso Carmona
Council Member Rob Johnson
Council Member Wanda Reetz
Council Member Rudi Rosengarten

STAFF PRESENT

Matt Lingafelter, Interim City Administrator
Carolyn Meredith, Public Works Director
Melissa Marquez, Asst. City Secretary
Barbara Boulware- Wells, City Attorney
Tom Turk, City Engineer
Duncan Moore, A/V Technician

1. Call to order of the City Council

Mayor Bruner called the meeting to order at 6:17 p.m.

Mayor Bruner announced issues with the livestream due to some technical difficulties and that the meeting would be posted on the City's YouTube channel later.

2. Public Comments

Council Member Rosengarten spoke during citizens comments to let Residents know what the outcome was of two restaurants that did not accept cash as a form of payment. Discovered it was a corporate decision due to burglaries and COVID.

3. Staff Reports

A. City Hall and Counsel Ring updates

- Council Members Discussed possible options/ solutions for Counsel Ring:
 - Recommendation to keep at current location and add a protective barrier to avoid possible damages- cost effective
 - Consideration to relocate near the community garden or retail area to make better use of it for events, etc.
 - Inquire on the amount that would be collected from insurance to determine further actions.

B. Meeting and Event reminders for October 2022

- Overview given by Matt Lingafelter, Int. City Administrator
- November and December updates:
 - possibly schedule a called meeting on Nov. 18th to canvas election for Council
 - Dec. 9-10 for Council Retreat and joint committee meeting

C. Public Works Committee Quarterly Report

- Announcement to council to bring back Committee Quarterly reports for Council meetings as stated in the ordinance.
- Carolyn Meredith, Public Work Director delivered quarterly report for the Public Works Committee.
- Additional comments from Mayor Pro tem Carmona to reduce the number of septic tanks around the City and ETJ to be more environmentally conscious.

4. Council consideration of agenda items for approval on consent

Council Member Rosengarten made a motion to approve agenda items 5, 6, 7, 8, 9, 10, 11, 12, and 14 on consent, seconded by Council Member Johnson. 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 September 27, 2022, regular meeting.** *Agenda Item was Approved on Consent w/ corrections*
6. **Consider and act on approval of a proclamation declaring October 26, 2022, as Arbor Day in the City of Sunset Valley. (Mayor Bruner/Public Works)** *Agenda Item was Approved on Consent.*
7. **Consider and act on approval of a Social Media Policy for the City. (Council Member Johnson/Administration)** *Agenda Item was Approved on Consent.*
8. **Consider and act on approval of an Ordinance amending Chapter 42: Comprehensive Conservation Strategies and Rebates as recommended by the Planning and Environmental Committee. (Mayor Bruner/Public Works)** *Agenda Item was Approved on Consent.*
9. **Consider and act on approval of a Request for Qualifications for Landscape Architecture and Urban Design consultants. (Mayor Bruner/Public Works)** *Agenda Item was Approved on Consent.*
10. **Consider and act on releasing the Sunset and Lone Oak Trail Waterline and Roadway Improvements, Jones Road Drainage Project, Highway 290 Wastewater Line and AISD Customer Conversion projects for bids; and dedicate the right of way from the City-owned property at 37 Lone Oak Trail to create a compliant turnaround at the end of Lone Oak Trail. (Mayor Bruner/Public**

Works)

Agenda Item was Approved on Consent.

11. **Consider and act on the purchase of a 2022 Ford Escape for administration from Mac Haik Ford of Georgetown for an amount not to exceed \$30,000. (Mayor Bruner/Administration)** Agenda Item was Approved on Consent.
12. **Consider acceptance of the resignation of Ruth Pifer-Hutson from the Arts Commission. (Council Member Johnson/Administration)** Agenda Item was Approved on Consent.

Presentation Items for Discussion and Possible Action

13. **Consider and act on a request for a variance to Section 150.729(A) Specific Requirements Related to Permanent Signs Requiring a Permit for an attached sign at Slab BBQ, 6218 Brodie Lane. (Mayor Bruner/Administration)**
 - Introduction of agenda item provided by Matt Lingafelter
 - Rafael Robinson owner of Slab BBQ was present to answer questions
 - Question and concern from Council regarding the ability to reduce the size and brightness of the sign for better lighting and to be mindful of residential areas nearby
 - Question from staff regarding hours of operation and when sign would be lit
 - Applicant addressed areas of concern regarding variance request and will be willing to adjust the brightness of the already existing sign
 - Additional sign features include transitional lighting from day to night and set timer to go off at certain time to save energy
 - Location of restaurant is further away from the shopping center and roof hangs over sign that blocks light from going upward
 - Public Comments:
 - Melissa Gonzales

Council Member Johnson made a motion to approve the request for a variance to Section 150.729(A) Specific Requirements Related to Permanent Signs Requiring a Permit for an attached sign at Slab BBQ, 6218 Brodie Lane, with conditions to install a dimmer and working with staff to find the appropriate and acceptable lumen output, seconded by Council Member Reetz. All voted in favor and the motion carried.

14. **Consider and act on approval of the following items for the Stearns Lane Lift Station Rehabilitation Project:**
 - A. Acceptance of the bid by Prota pending a modification to the fencing portion of the project.
 - B. Approval of the purchase of equipment by Austin Armature Works in an amount of \$27,201 through a cooperative purchase agreement

- C. Approval of an Ordinance amending the FY 2022-2023 Budget (Budget Amendment #1) for the project
Agenda Item Approved on Consent

**15. Presentation and possible action on a single, full-time Receptionist/ Administrative Assistant position for both the Administration and Public Works Departments. (Mayor Bruner/Administration/Public Works)
Reetz**

- Matt Lingafelter delivered agenda item (item discussed after item #16)
- Question and concern from Council regarding position and organizational chart
- Question from Mayor Bruner on whether the position would be hybrid
- Suggestion from Council Rosengarten to possibly seek out temp agency for the position.
- Mayor Pro tem wanted clarification on organizational chart
- Concern for back up-in case of vacation/ sick, etc.
- Staff support for Public Works Director

Council Member Reetz made a motion to approve the staffing increase for a full-time Receptionist/ Administrative Assistant position for both the Administration and Public Works Departments, seconded by Council Member Rosengarten. All voted in favor and the motion carried.

Executive Session Items – Possible Action in Open Session

16. 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 legal counsel concerning the following matters:

- A. City Facilities project closeout
- B. Pending litigation – S. Wilson vs. City of Sunset Valley

Council Member Reetz made a motion to 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 legal counsel concerning City Facilities project closeout and pending litigation, seconded by Council Member Johnson. All voted in favor and the motion carried.

At 7:43 p.m. Council moved to Executive Session.

17. Reconvene into Open Session

At 8:32 p.m. Council reconvened into Open Session with no actions taken.

18. Adjourn

With no remaining agenda items to discuss Mayor Bruner adjourned the meeting at 8:56 p.m.

THIS IS NOT A TRANSCRIPT OF THE MEETING. A RECORDING OF THIS MEETING IS ON THE CITY'S WEBSITE.

Marc Bruner

Marc Bruner (Nov 2, 2022 09:25 CDT)

Marc Bruner
Mayor

Attest:

Melissa Marquez

Melissa Marquez
Assistant City Secretary

Minutes approved on November 1, 2022



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TUESDAY, OCTOBER 18, 2022
5:00 - 6:00 P.M.**

COUNCIL MEMBERS PRESENT

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STAFF PRESENT

Matt Lingafelter, Int. City Administrator
Carolyn Meredith, Public Works Director
Melissa Marquez, Asst. City Secretary
Barbara Boulware- Wells, City Attorney
Tom Turk, City Engineer
Duncan Moore, A/V Technician

1. Call to order of the City Council

Mayor Bruner called the meeting to order at 5:00 p.m.

2. Public Comments

- Melissa Gonzales

3. Convene into Executive Session pursuant to Texas Government Code Section 551.071, Texas Disciplinary Rules of Professional Conduct Section 1.05, and Texas Government Code Section 551.074 for consultation and deliberation concerning the appointment of Matt Lingafelter as City Administrator.

Council Member Johnson made a motion to move into Executive Session pursuant to Texas Government Code Section 551.071, Texas Disciplinary Rules of Professional Conduct Section 1.05, and Texas Government Code Section 551.074 for consultation and deliberation concerning the appointment of Matt Lingafelter as City Administrator, seconded by Council Member Reetz. All voted in favor.

At 5:07 p.m. Council convened into Executive Session.

4. Reconvene into Open Session

At 5:57 p.m. Council reconvened into Open Session.

5. Consider and act on the appointment of Matt Lingafelter as City Administrator and approval of his Agreement of Employment with the City.

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The Mayor directed staff to bring back an agenda item at the Nov. 1st meeting and to send the draft job agreement to legal for review. No action was taken.

6. Adjourn

Mayor Bruner adjourned the called meeting at 6:01 p.m.

Marc Bruner

Marc Bruner (Nov 2, 2022 09:25 CDT)

Marc Bruner
Mayor

Attest:

Melissa Marquez

Melissa Marquez
Assistant City Secretary

Minutes approved on November 1, 2022