



**MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, JUNE 7, 2022  
6:00 P.M.**

**COUNCIL MEMBERS PRESENT**

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

**STAFF PRESENT**

Sylvia Carrillo, City Administrator  
Matt Lingafelter, Asst. City Administrator  
Dakota Burns, Public Works Superintendent  
Kyle Sorahan, Accounting  
Suzanna Fleegal, Accounting Manager  
Veronica Rivera, Attorney  
Duncan Moore, A/V Technician

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

- Mayor Bruner called the meeting to order at 6:04 pm
- Mayor Bruner delivered an opening statement on the passing of Dr. Browning
- Mayor Bruner made a statement on the utility box mural located on Westgate and Jones.

**2. Citizen/Public Communication**

- *Melissa Gonzales*

**3. Staff Reports**

A. *Matt Lingafelter, Asst. City Administrator* delivered the Administration Report:

- Questions from Mayor Bruner regarding Laserfische terms and accessibility to documents
- Mayor Pro tem Carmona expressed interest to make website more user friendly

<https://app.tango.us/app/workflow/Can-t-Find-Page-on-Old-Website---2017-City-Council-Agendas-example-3d902fb018224b1c8a07c00bc6500995>

B. *Dakota Burns, PW Superintendent* delivered the Public Works Report

- Council Member Litchfield suggested creating a trail/ pathway in front of City Hall to cross through easier
- Statement from Mayor Bruner regarding project to repair damages to council ring due to hit and run and doing more research to determine what would be the best option for it since it stores some history value in Sunset Valley. 10K possible cost for relocating.

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- Additional statement from Council Member Reetz also wanting to get more historical background on council ring
- Council Member Rob Johnson suggested repairing electrical panel at Farmer's Market

C. Public Safety

- *Written report only. Chief Carter was on vacation.*

**4. Presentation by the Sunset Valley Arts Commission on ARTFEST 2022. (Council Member Johnson/Administration)**

- Michele Golden delivered recap on ARTFEST. Overall, successful turnout and received positive feedback based on survey. Looking for areas of improvement.
- Made a proposal to have the remaining funds be kept in ARTFEST budget to be used for the following year.
- Statement by Mayor Bruner congratulating successful turnout
- Statement by Council Member Reetz suggested relocating ARTFEST to the shopping center instead of having it at the Burger Center
- Statement by Council Member Rosengarten about possibly setting a later date and time for the following year.
- Statement from Mayor Pro tem Carmona curious how parking and traffic turned out due to high attraction and how it can be better handled and controlled.
- Statement from Council Member Johnson on high event turn out, also addressed noise complaints from art vendors caused by generators from the food vendors and looking for recommendations on how that can be improved to provide a better overall experience.

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

Council Member Rosengarten made a motion to approve Agenda Items #6 with corrections and item #8 on consent, seconded by Council Member Litchfield. All voted in favor and the motion carried.

*Items Which May Be Considered and Acted on Consent*

**6. Consider and act on approval of the minutes from the May 17, 2022, regular meeting and work session. Agenda item approved on consent.**

**7. Consider and act on approval of a Temporary Special Use Permit for JDRF to hold their One Walk event at 3200 Jones Road on October 30, 2022. (Mayor Bruner/Administration)**

- Council Member Johnson addressed concern on having both JDRF and Daisy Dash event a week apart from each other regarding promotion/traffic and wanted to ensure a plan would be set in place for both upcoming events.

Council Member Johnson made a motion to approve, seconded by Council Member Reetz. All voted in favor and the motion carried.

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8. **Consider and act on approval of the Request for Proposals for Informational Technology Support Services. (Mayor Bruner/Administration)** *Agenda item approved on consent.*

9. **Consider and act on denying all bids for the Stearns Lane Lift Station Rehabilitation Project. (Mayor Pro tem Carmona/Public Works)**

- Statement from Mayor Pro tem Carmona regarding why estimate given by engineers for cost of work were much less than actual bids and it was determined that it was due to economy, would prefer better given analysis of predicting cost of projects.
- Litchfield agreed with Mayor Pro tem Carmona statement and suggested completing projects one at a time rather than all at once to provide a better workflow.

Council Member Rosengarten made a motion to approve item# 9, seconded by Council Member Reetz. All voted in favor and the motion was carried.

10. **Consider and act on approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #12) for various departmental and repair and replacement expenses. (Council Member Rosengarten/Administration)**

- Sylvia Carrillo, City Administrator provided overview of item
- Questions and comments from Council Members regarding the radios purchased by the Police Department, and appropriate funding
- Comments from Council Member Reetz regarding the Crime Control reserves
- Additional comments by Council Members

Council Member Rosengarten made a motion to approve an Ordinance amending the FY 2022 Budget (Budget Amendment #12) for various departmental and repair and replacement expenses as amended, seconded by Council Member Johnson.

Council Members discussing amendment and fund balances.

Mayor Bruner asked the Council Members to vote for the motion on the floor. All voted in favor and the motion was carried.

11. **Consider and act on approval of an amendment to the Statement of Work for the Canales and Co. contract. (Council Member Reetz/Administration)**

- Sylvia Carrillo, City Administrator introduced agenda item.
- Jose Canales provided overview of the amendment to change the scope of work
- Statement from Council Member Reetz in agreement to change the scope of work on the project from commercial/ radio advertisement to beautification
- Comments from Mayor Pro tem Carmona regarding budget for this item.

Council Member Reetz made a motion to approve the amendments to the Statement of Work, seconded by Council Member Litchfield. All voted in favor and the motion carried.

12. **Consider and act on approval of an Ordinance amending the Land Development Code, creating Sections 150.118-150.129 for Short-term Rental Registration regulations under Zoning – Land Use. (Mayor Bruner/Administration)**

- Mayor Bruner introduced agenda item.
- Additional overview by Sylvia Carrillo, City Administrator
- Council Member Litchfield explains his reasoning to his edits/ recommendations for STR regulations. Overall, is in preference to simplify registration process to not overwhelm applicants.
- Mayor Pro tem Carmona asked Legal for input regarding conflict of interest for this matter.
- Additional comments from Mayor Bruner and Council Member Johnson
- Council Member Rosengarten asked questions to resident Sharon Drinkwine, regarding her input on STR requirements for safety portion

Council Member Johnson made a motion to extend meeting to one hour, seconded by Mayor Pro tem Carmona

All voted in favor and the Motion passes

- Statement from Council Member Reetz to review Council Member Litchfield's suggestions to STR regulation more closely to ensure property rights for both sides are taken into consideration
- Matt Lingafelter confirms with Legal if it would be possible to use item into work session and then to be voted on for approval for Council Meeting

Council Member Reetz made a motion to table the item to the next work session and to be added to the regular agenda for council approval, seconded by Mayor Pro tem Carmona. All voted in favor and the motion carried.

13. **Adjourn**

Mayor Bruner adjourned the meeting at 9:22 p.m.

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Marc Bruner  
Mayor

Attest:

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Matt Lingafelter  
City Secretary

Minutes approved on June 21, 2022



**MINUTES OF A WORK SESSION  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, JUNE 7, 2022  
5:00 P.M. - 6:00 P.M.**

**COUNCIL MEMBERS PRESENT**

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

Mayor Bruner called the Works Session at 5:02 P.M.

**2. Citizen/Public Communication (Limited to 3 minutes)**

None

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

**A. Updates to Emergency Operations Plan and follow-up**

Mayor Bruner introduced the work session topic, followed up by an overview of the Emergency Operations Plan by the City Administrator.

Council Members made comments on the Plan and asked questions of staff members. Some Council Members made requests for updates to the plan, updates to the website, and other educational and informational requests.

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

Mayor Bruner directed staff to research certain items and make necessary updates to the website. The Mayor directed staff to bring back the Emergency Operations Plan and provide an update in August, with any considerations for the preparation of the FY23 Budget.

**5. Adjourn**

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Mayor Bruner adjourned the Work Session at 5:57 P.M.

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Marc Bruner  
Mayor

Attest:

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Matt Lingafelter  
City Secretary

Minutes approved on June 21, 2022