



**NOTICE OF A REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, MARCH 7, 2023  
6:00 P.M.**

**COUNCIL MEMBERS PRESENT**

Mayor Marc Bruner  
Council Member Rob Johnson  
Council Member Karen Medicus  
Council Member Wanda Reetz  
Council Member Rudi Rosengarten  
Member Charles Young

**STAFF PRESENT**

Matt Lingafelter, City Administrator  
Carolyn Meredith, Public Works Director  
Melissa Marquez, City Secretary  
Lenn Carter, Police of Chief  
Jerry Rusthoven, Dev. Services Coordinator  
Barbara Boulware-Wells, City Attorney  
Kyle Sorahan, Accounting Manager

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

Mayor Bruner called the meeting to order at 6:00 p.m.

**2. Public Comments:**

- Horacio Zambrana
- Helen Besse
- Melissa Gonzales
- Burton Pierson

**3. Staff Reports**

- Administration- Matt Lingafelter, City Administrator delivered admin. report.
- Public Works- Carolyn Meredith, Public Works Director delivered report for Public Works.
  - Comments from Council regarding sign placements in residential areas
- Public Safety- Chief Carter delivered Public Safety report.

*Presentation Items for Discussion Only*

**4. Presentation by Craig Holms with Media Choice on a digital signage proposal. (Council Member Rosengarten)**

Craig Holms with Media Choice presented agenda item.

Discussion and feedback from Council regarding digital signage.

Matt Lingafelter reviewed sign code for Sunset Valley.

Public Comments:

- Melissa Gonzales
- Helen Besse
- Horacio Zambrana
- Burton Pierson

Additional Comments from Craig Holms addressing public concerns.

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

*Items Which May Be Considered and Acted on for Consent.*

Council Member Rosengarten made a motion to approve on consent agenda items # 6 with corrections, 7, 10, and 12, seconded by Mayor Pro Tem Johnson. All voted in favor and the motion carried.

**6. Consider and act on approval of the minutes from the February 21, 2023 regular meeting and work session. (Mayor Bruner/Administration) Agenda item was approved on consent.**

**7. Consider and act on approval of the October, November, and December 2022 Financial Statements as recommended by the Budget and Finance Committee. (Council Member Rosengarten/Administration) Agenda item was approved on consent.**

**8. Consider and act on approval of amendments to Financial Policies 201: Competitive Bidding and Non-bid Purchases, 207: Purchase Authorizations, and 313: Signatory Authority as recommended by the Budget and Finance Committee. (Council Member Rosengarten/Administration)**

Council Member Young pointed out correction on financial policies.

Council Member Young made a motion to approve with corrections amendments to Financial Policies 201: Competitive Bidding and Non-bid Purchases, 207: Purchase Authorizations, and 313: Signatory Authority as recommended by the Budget and Finance Committee, seconded by Council Medicus. All voted in favor and the motion carried.

**9. Consider and act on selecting Brooks, Watson & Co, PLLC for the City's financial auditing services, beginning with the FY 2022-2023 Audit, pursuant to RFQ #01172023. (Council Member Rosengarten/Administration)**

Matt Lingafelter, City Administrator delivered agenda item.

Recommendation from Council Member Young to publish score sheet for auditor selection.

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Council Member Young made a motion to approve on selecting Brooks, Watson & Co, PLLC for the City's financial auditing services, beginning with the FY 2022-2023 Audit, pursuant to RFQ #01172023, in addition to, providing the record of score sheet as backup for the agenda item, seconded by Council Member Rosengarten. All voted in favor and motion carried.

10. **Consider and act on approval of a contract with T.F.R. Enterprises, Inc. for brush chipping and removal services in response to the Winter Storm Mara. (Mayor Bruner/Public Works)** *Agenda item was approved on consent.*
11. **Consider and act on awarding the bid to Smith Contracting Company and approval of an Ordinance amending the FY 2022-2023 Budget (Budget Amendment #3) for the Sunset and Lone Oak Trail Waterline and Roadway Improvements, Jones Road Drainage Project, Highway 290 Wastewater line and AISD Customer Conversion Project. (Mayor Bruner/Public Works)**

Carolyn Meredith, Public Works Director delivered agenda item.

Additional comments from Gary Freeland, City Engineer regarding reviewing oversights and project management for project.

Comments and concerns from Council in regards to managing workload and cost for the project.

- Possibly seek Project Manager for staff.
- Recommendation to staff to reevaluate projects once they have been completed and determine what did/ didn't work to apply onto future projects.

Public Comments:

- Melissa Gonzales

Council Member Medicus made a motion to approve bid to Smith Contracting Company and approval of an Ordinance amending the FY 2022-2023 Budget (Budget Amendment #3) for the Sunset and Lone Oak Trail Waterline and Roadway Improvements, Jones Road Drainage Project, Highway 290 Wastewater line and AISD Customer Conversion Project, seconded by Council Member Reetz. All voted in favor and the motion carried.

12. **Consider and act on approval of a Resolution authorizing the Sunset Valley Police Department to apply for a Bullet-Resistant Shield Grant. (Council Member Johnson/Public Safety)** *Agenda item was approved on consent.*

*Presentation Items for Discussion and Possible Action.*

13. **Presentation and possible action on a Resolution initiating a change in zoning for two city-owned properties, 6107 Brodie Lane from Single-family Residential to Park (P), and 37 Lone Oak from Single-family Residential (SF) to Conservation (C), under Section 150.064 of the Land Development Code, as recommended by the Parks and Open Space Plan; any action would**

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**initiate public notices and hearings in accordance with Section 150.060.  
(Mayor Bruner/Administration)**

Mayor Bruner presented agenda item.

Discussion from Council and staff regarding the zoning and public hearing process.

Council Member Medicus made a motion to approve a resolution initiating a change in zoning for two city-owned properties, 6107 Brodie Lane from Single-family Residential to Park, and 37 Lone Oak from Single-family Residential to Conservation, under Section 150.064 of the Land Development Code, as recommended by the Parks and Open Space Plan; any action would initiate public notices and hearings in accordance with Section 150.060, seconded by Mayor Pro tem Johnson. All voted in favor and the motion carried.

**14. Adjourn**

Council Member Young made a motion to adjourn the meeting, seconded by Council Member Medicus. All voted in favor and the motion carried. The meeting was adjourned at 8:36 p.m.

*Marc Bruner*

Marc Bruner (Apr 6, 2023 06:31 CDT)

Marc Bruner  
Mayor

Attest:

*Melissa Marquez*

Melissa Marquez  
City Secretary

Minutes approved on March 21, 2023