**Millsap City Council Meeting Minutes**

**February 25, 2025**

**Attendees:**

**Mayor Jamie French, Council Member Owen O’Neill, Mayor Pro Tem Erika Lockhart.**

**Absent: Council Member Steve Chuhaloff**

**Others Present: Ashley Davis, City Administrator, Keri Walden, City Attorney and Dianna French, Millsap Garden Club President**

1. Call to Order & Attendance - **Mayor French called the meeting to order at 6:00 PM and declared a quorum.**

2. Public Comments - **Public comments were invited for items not listed on the agenda, with a time limit of five minutes per speaker.**

3. Parker County Emergency Services District 7 Contract Discussion - **Representative(s) from Parker County Emergency Services District 7 were not present. No discussion or vote took place.**

4. Oliver Family Request to Close Alleyway **- Mayor French explained that the Oliver Family has no room for expansion on the south end of their property and there are no visible utilities requiring relocation. City Attorney Keri Walden provided the family with a checklist outlining the legal steps to close the alleyway. The matter was tabled until the property owners complete the necessary steps.**

5. Approval of January City Council Meeting Minutes - **Motion by Owen O’Neill to approve the minutes from the January City Council meeting. Seconded by Erika Lockhart. Motion passed unanimously.**

6. Approval of January Bank Statement - **Motion by Owen O’Neill to approve the January 2025 bank statement. Seconded by Erika Lockhart. Motion passed unanimously.**

7. Repairs to NW Front St & Drainage Concerns at Plum & Colorado - **Motion by Owen O’Neill to engage Bill Riddle Construction for repairs on NW Front Street and to address drainage concerns at the corner of Plum and Colorado Streets, with costs not to exceed $10,000. Seconded by Erika Lockhart. Motion passed unanimously.**

8. 2023-2024 Financial Audit Update - **City Administrator Ashley Davis reported that the financial audit conducted by Snow Garrett Williams was routine and went well. Representatives from Snow Garrett Williams will present the full results in March.**

9. 2025 Millsap Easter Egg Hunt - **Motion by Erika Lockhart to hold the Millsap Easter Egg Hunt on Saturday, April 12, 2025. Seconded by Owen O’Neill. Motion passed unanimously.**

10. CDBG Grant Update - **The CDBG grant has advanced through the funding process and is awaiting final approval. Cruz Trujillo from Jacob Martin assessed potential projects, focusing on road and drainage improvements. The city will review options and costs before making a final decision.**

11. Approval of Payment to Snow Garrett Williams for Audit Services - **Motion by Owen O’Neill to approve payment of $4,350.00 to Snow Garrett Williams for audit services. Seconded by Erika Lockhart. Motion passed unanimously. (Note: Council Member Steve Chuhaloff was absent and unable to provide the second signature on the check.)**

**12. Old Business**

Water System Upgrades: New water meters are being installed for all Millsap Water Supply customers as part of the ARPA grant project.

**13. New Business**

City Hall will serve as a polling location for the April 2025 election.

**14. Executive Session**

No executive session was held.

**15. Adjournment**

Meeting adjourned at 6:50 PM.