

ASK THE CHAIR

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Sample: a fictional council meeting, written for this example. Ask the Chair drafted these minutes from a 4-minute recording of it; nothing below was edited.

Draft — not yet approved.

Minutes of the Regular Meeting of the Pine Hollow City Council

September 14, 2026

The regular meeting of the Pine Hollow City Council was held on September 14, 2026. [Place not stated — check.] Mayor Daniel Whitfield presided, and City Clerk Janet Ruiz was present.

Call to Order

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

Attendance and Quorum

The Clerk called the roll.

Present: Mayor Daniel Whitfield; Council Members Lena Brooks, Marcus Hale, and Teresa Vance.

Absent: Council Member Owen Pruitt, who had notified the Clerk that he was out of town.

Also present: City Clerk Janet Ruiz; City Manager Paul Denton.

The Clerk announced that four members were present and a quorum was present.

Consent Agenda (Approval of Minutes and Payment of Bills)

The consent agenda consisted of the minutes of the August 24, 2026 regular meeting and the payment of bills in the amount of \$182,400. No item was removed.

Council Member Hale moved "that we approve the consent agenda as presented." Council Member Brooks seconded. The motion carried by voice vote. The minutes of the August 24, 2026 regular meeting were approved as presented.

Public Comment

Carla Mendez of Willow Street spoke on the condition of the Willow Street sidewalk between Third and Fifth Streets.

Old Business

Resolution 2026-14 — Willow Street Sidewalk Repair Contract

City Manager Denton reported on the bids received for the Willow Street sidewalk repair contract. Staff recommended approval.

Council Member Vance moved that the Council adopt Resolution 2026-14, awarding the contract to Gulf Coast Concrete for \$48,750. Council Member Hale seconded.

Council Member Brooks moved to amend the resolution to require completion by November 15 instead of December 1. Council Member Vance seconded. The amendment was adopted by voice vote.

The resolution as amended read: "That the Council adopt Resolution 2026-14, awarding the Willow Street sidewalk repair contract to Gulf Coast Concrete for \$48,750, with completion by November 15."

On a roll-call vote, the motion carried, 3 to 1:

- **Yes:** Council Member Brooks, Council Member Vance, Mayor Whitfield
- **No:** Council Member Hale
- **Absent:** Council Member Pruitt

New Business

Ordinance 2026-9 — Riverside Park Hours (First Reading)

The first reading of Ordinance 2026-9, extending the hours of Riverside Park to 10:00 p.m., was taken up.

Council Member Hale moved "that we postpone the first reading to the October twelfth meeting." Council Member Vance seconded. The motion carried by voice vote, and the first reading of Ordinance 2026-9 was postponed to the October 12, 2026 meeting.

Announcements

City Manager Denton announced that fall leaf pickup begins October 20, with the schedule to be posted on the city website.

Action Items

- Ordinance 2026-9 (first reading) to be placed on the agenda of the October 12, 2026 meeting.

Adjournment

Council Member Brooks moved to adjourn. Council Member Vance seconded. The motion carried, and the meeting adjourned at 6:31 p.m.

Respectfully submitted,

Janet Ruiz, City Clerk