

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
PUBLIC HEARING AND REGULAR MEETING MINUTES
January 12, 2023 at 6:30 p.m.

1. **Call to order and quorum call.** Mayor Martinez called the meeting to order at 6:32 p.m. In attendance were Aldermen Fillinger, Repino, and Coffindaffer, Alderwoman Martinez, City Attorney Casandra Ortiz, and City Secretary Katherine Yelton. Absent was Mayor Pro Tem Alvarado.
2. **Pledge of Allegiance.** Led by Mayor Martinez.
3. **Citizens to be heard.** No one signed up to speak. Mayor Martinez then moved forward to item 12c.

12. Parks & Recreation

- c. Discuss and/or possible action on the park lighting project. Representatives from CPS Local Government Agency Team, Melissa Cox and Debbie Martinez attended to provide an update on the lighting project in the city park. Ms. Martinez stated that after meeting with the construction manager foreman, he recommended coming off Hickory Haven with four spans of streetlight cable and install three poles for one light on each pole. Then, coming off Doe Run with three spans of streetlight cable and two all-night security lights for a total of five lights. The project will take between four to six weeks. A three-year contract with CPS Energy is required. If it is decided after three years to keep the lights and poles in use, we would just continue to pay the monthly bill. Construction will be released to construction tomorrow. Ald. Fillinger made a motion to approve the engineering changes, which was seconded by Ald. Repino and passed unanimously. Mayor Martinez continued to item 4.
4. **Mayor & Administrator Announcements/Updates.** Mayor Martinez wished everyone in attendance and those watching a Happy New Year. He addressed the issue he witnessed and hear of gun shots asked the public to please stop. He asked for more public involvement stating the people in attendance is the largest amount he's seen since being on Council and thanked those in attendance. Lastly, he addressed the situation where people see something and say something, but it is only posted on social media. He asked that if citizens have something to say, to get in touch with a Council member or himself and hold them accountable.
5. **Guest Speakers**
 - a. Kayla Burgess – CD Project Manager from GrantWorks – Ms. Burgess provided Section 3 presentation, which is a requirement of the Texas Department of Agricultural (“TDA”) to move forward with the construction process for the grant. Recently, in terms of state government, Sandy Oaks was awarded a contract cdv21-0020 with a grant award of \$350,000.00. The purpose of the funds is to reconstruct drainage channels by regrading the ditch surface and installing thirteen culverts at the Hilltop Peaks and Lowman area. The grant is funded through the Community Development Block Grant (“CDBG”) and the funds come for the Department of Housing of Urban Development (“HUD”). As a condition of the funding, Sandy Oaks must comply with Section 3 of the HUD Act of 1968 and that means to the greatest extent feasible, the grant recipients must direct economic opportunities (jobs) generated by CBDG funds to low or very low income persons. What that means is that Section 3 businesses be provided information to submit a bid or proposal for the project and Section 3 workers will have information about available job opportunities related to this project. If a person is a Section 3 worker or a Section 3 business, and this would be someone who is a low-income person or if housing is owned by Section 8, etc., seventy-five percent of all labor hours for the project in a three-month period are performed by Section Three workers. If a person feels that they are a small business owner, they can register at HUD’s Section 3 website <https://portalapps.jud.gov/Sec3BusReg/Regsitry/TergisterBusinsss> to see if they qualify for Section 3 opportunities. For the project, there are four main components. The city must have a grant administrator, which is GrantWorks, Inc., an engineer, which is Southwest Engineers, Inc., a primer contractor, which will go for bid sometime in February 2023, and subcontractors, who will be hired in 2023. A person may qualify as a Section 3 worker if their annual income is below the county threshold

for your family size, or \$38,150.00 or less OR are a current or recent Youthbuild participant. Registration of information and/or search for opportunities can be done at WorkInTexas.com or HUD's Section 3 Opportunity Portal at <https://hudapps.hud.gov/OpportunityPortal/>. At the beginning of the grant, a strict measurement of a Section 3 map must be submitted to TDA for approval which will be the target area around Sandy Oaks where the bid ads will be run and making sure there is a direct connection with Section 3 businesses. GrantWorks will be responsible for tracking all hours worked on this project to ensure all labor hours are correct, all laborers are paid fairly, and to ensure the city remains compliant with the TDA. This is important because any future grants the city may apply for will be based on the score received for how successful this project was and how compliant the city was in regards to state government laws. All the policies Ms. Burgess addressed can be found in a search engine by entering TxCDBG Policy Issuance 20-01 and 24CFR Part 75, which is the Electronic Code of Federal Regulations (eCFR).

b. Ryan Schuyler – District Manager from Waste Connections – Mr. Schuyler provided an update on trash services for Sandy Oaks. Right now, in the city, there are 1204 trash customers and 919 recycle customers. Recycle customers are producing about 6.5 pounds of recycle volume per home. As of the presentation, there were no customers' accounts in collections status. There are 16 commercial dumpster customers. There were 149 calls for missed pickups for the entire year of 2022. Of the 149 calls, 104 were between January to June of 2022 and between July and the end of the year, there were only 45 missed pickups. Waste Connections donated 12 bikes for the holiday bike giveaway. Calendar information for 2023 will be mailed out starting next week and 300 printed copies will be supplied for City Hall. The next BULK day will be March 6 and again on September 18. The first BRUSH day will be June 12 and November 13. These are the days they will begin but will go one throughout each week until finished. Mayor Martinez then skipped to item 7 Consent Agenda.

7. **Consent Agenda** – All matters listed under Consent Agenda are considered routine by the City Council of the City of Sandy Oaks and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

~~a. Approve minutes from the December 8, 2022 Regular City Council meeting.~~

b. Approve November 2022 Invoice No. 1308 from Kassahn & Ortiz not to exceed \$870.00.

c. Approve November 2022 Prosecutor Invoice No. 1309 from Kassahn & Ortiz not to exceed \$1,200.00.

d. Approve Invoice No. 8 dated 12/01/2022 from 6S Engineering not to exceed \$2,588.00.

e. Approve Invoice No. 9 dated 01/01/2022 from 6S Engineering not to exceed \$1,652.00.

Mayor Martinez removed item 'a' from the Consent Agenda as the minutes were not ready for consideration. Ald. Repino made a motion to approve the remaining items, which was seconded by Ald. Martinez and passed unanimously.

8. **Financial Report** – City Secretary Katherine Yelton presented the financial report for December 2022. Ald. Fillinger made a motion to accept the financial report, as presented, which was seconded by Ald. Coffindaffer and passed unanimously.

9. **Investment Report**

a. Receive brief from Alderman Repino on Quarterly Investment Report with possible discussion and/or action. Ald. Repino reported a period of earnings of \$410.73 in the TexPool account for the last quarter of 2022. Ald. Repino made a motion to accept the Investment Report, as presented, which was seconded by Ald. Martinez and passed unanimously.

b. Discuss and/or possible action on Resolution 2023-174 approving an investment policy, delegating responsibility and Authority, and designating an investment officer. Ald. Coffindaffer made a motion to adopt the resolution, which was seconded by Ald. Martinez and passed unanimously.

10. Police Department

- a. Updates and Announcements from Chief Lopez with possible discussion and/or action. Chief Lopez had no updated or announcements.
- b. Presentation of monthly report by Chief Lopez with possible discussion and/or action. Chief Lopez provided a comparison report for 2021 and 2022 numbers and presented his monthly report for December 2022.

11. Animal Control

- a. Presentation of monthly report by ACO Tucker with possible discussion and/or action. Chief Lopez presented the monthly report for December 2022 for Officer Tucker since he was not in attendance.
- b. Discuss and/or possible action on Alderwoman Martinez's resignation as Chair of the Animal Control Advisory Committee. Ald. Coffindaffer made a motion to accept Ald. Martinez's resignation, which was seconded by Ald. Repino and passed unanimously with Ald. Martinez abstaining from voting.
- c. Discuss and/or possible action on a nomination and appoint of Chair of the Animal Control Advisory Committee. Ald. Martinez recommended Ald. Fillinger, who accepted the nomination; however, no second was received. Mayor Martinez then suggested Ald. Coffindaffer. Ald. Fillinger felt there was a conflict of interested since Ald. Coffindaffer is the chair of the Animal Control Shelter Committee, which is an ordinance required by law. Ald. Fillinger moved to postpone this item to give council time to review the differences and similarities of the ordinances that established the two committees. This was seconded by Ald. Repino and passed unanimously.

12. Parks & Recreation

- a. Updates and Announcements from Park Advisory Committee Chair Repino with possible discussion and/or action. Ald. Repino reported that the next meeting will be on Feb 7. He commended the park committee members for their hard work in December with the Angel Tree and holiday activities. He also mentioned that they discussed the car show that Ald. Coffindaffer has been working on.
- b. Discuss and/or possible action on Ordinance No. 2023-218 defining the terms of use of city parks and repealing Ordinance No. 2022-199. Ald. Fillinger made a motion to amend the new Section 13 by replacing the word "sunset" to "10:00 p.m." and include at the end of the sentence "except for City sponsored special events". This was seconded by Ald. Coffindaffer and passed unanimously. Ald. Coffindaffer made a motion to amend Section 2 by adding "except during City approved events", which was seconded by Ald. Fillinger and passed unanimously. Ald. Repino then made a motion to adopt the ordinance, as amended, which was seconded by Ald. Fillinger and passed unanimously.

At the request of Ald. Fillinger, Mayor Martinez called for a ten-minute recess at 8:21 p.m. Mayor Martinez called the meeting back in order at 8:31 p.m. and went back to item 6a.

6. **Public Hearing.** Mayor Martinez opened the public hearing at 8:32 p.m. No citizens signed up to speak.
 - a. Discuss and/or possible action on rules governing plats and subdivisions within the City. Mayor Martinez explained that replats submitted to the P&Z Commission require the city engineer's involvement at the city's expense. This ordinance helps the city recoup the funds spent on engineering services. Ald. Coffindaffer made a motion to adopt the ordinance, which was seconded by Ald. Repino and passed unanimously. Ald. Fillinger then made a motion to adopt the 2023 Plat Application Deadlines and Meeting Dates, as presented, which was seconded by Ald. Repino and passed unanimously. Mayor Martinez closed the Public Hearing at 8:43 p.m. and moved back to 7d.

12. Parks & Recreation

d. Discuss and/or possible action on quote(s) received for an automatic gate at the City Park. After some discussion, Ald. Coffindaffer made a motion to postpone this item until the next regular meeting, which was seconded by Ald. Martinez and passed unanimously.

13. Public Works

a. Updates and Announcements from Public Works Director Schmitt with possible discussion and/or action. This item was pulled by Mayor Martinez as Ms. Schmitt was no longer in attendance.

14. Administration-New Business

a. Discuss and/or possible action on invoice received from Everbridge for Nixle Engagement. Ald. Fillinger made a motion to not renew the contract, which was seconded by Ald. Coffindaffer and passed unanimously.

b. Discuss and/or possible action Resolution 2023-175 amending policies on work week, work schedule and pay, employee leave, and City holidays of the Personnel Policy Manual. Ald. Fillinger made a motion to postpone this item until the next regular meeting, which was seconded by Ald. Martinez and passed unanimously.

15. Adjourn. Ald. Coffindaffer made a motion to adjourn at 9:04 p.m., which was seconded by Ald. Repino.

PASSED AND APPROVED ON THIS 9TH DAY OF FEBRUARY 2023.

Michael Martinez, Mayor

ATTEST:

Katherine Yelton

Katherine Yelton, City Secretary