

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
July 13, 2023 at 6:30 p.m.

1. **Call to order and quorum call.** Mayor Martinez called the meeting to order at 6:33 p.m. In attendance were Alderwoman Martinez, Aldermen Repino, Coffindaffer, and Fillinger, 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 citizen signed up to speak.
4. **Mayor & Administrator Announcements/Updates.** Mayor Martinez announced that the first day for candidates to file for a place on the ballot for the November 7, 2023 General Election for Alderman Places 1, 3, and 5 begins July 22, 2023 and ends at 5:00 p.m. on August 21, 2023. He also stated the park gate has been installed. The gate opens at 7:00 a.m. and closes at 8:30 p.m.; however, the closing time will change to 9:30 p.m. soon.
5. **Consent Agenda**
 - a. Approve minutes from the June 22, 2023 Regular City Council meeting.
 - b. Approve City Attorney May 2023 Invoice No.1323 from Kassahn & Ortiz not to exceed \$1,740.00.
 - c. Approve Court Prosecutor May 2023 Invoice No.1322 from Kassahn & Ortiz not to exceed \$990.00.
 - d. Approve June 2023 Invoice No. 6 for Project No. 2022-072-03 from 6S Engineering not to exceed \$350.00.

Mayor Martinez pulled item 5a as the minutes were not ready for review. Ald. Coffindaffer made a motion to approve the remaining items, which was seconded by Ald. Repino and passed unanimously.
6. **Financial Report.** The city secretary delivered the financial report for June 2023. Ald. Fillinger made a motion to approve the report, as presented, which was seconded by Ald. Repino and passed unanimously.
7. **Investment Report.** Ald. Repino presented the investment report for the months of April – June 2023. Ald. Coffindaffer made a motion to approve the report, as presented, which was seconded by Ald. Martinez and passed unanimously.
8. **Police Department**
 - a. Updates and Announcements from Chief Lopez with possible discussion and/or action. Chief Lopez did not have any updates or announcements.
 - b. Presentation of monthly report by Chief Lopez with possible discussion and/or action. Chief Lopez presented his monthly report for June 2023.
9. **Animal Control**
 - a. Executive Session to deliberate the appointment, compensation, hours, duties, benefits, start date, and other related matters to employment of an Animal Control Officer pursuant to Texas Open Meetings Act, Chapter 5510 of the Texas Government Code, Section 551-074 (Personnel Matters)
Mayor Martinez called for an Executive Session at 6:53 p.m.

Mayor Martinez called the meeting back in order at 7:17 p.m.
 - b. Discuss and/or possible action on the appointment, compensation, hours, duties, benefits, start date, and other related matters to employment of an Animal Control Officer. Ald. Fillinger made a motion to hire Ashley Cunningham for the Animal Control Officer position at \$15.00 an hour, part-time as scheduled by Chief Lopez, benefits pending until position is filled as full-time, start date of July 17, 2023, and duties as described in the ACO policy manual. Ms. Cunningham

accepted the position with the understanding it could become full-time after a probationary period. Ald. Repino seconded this motion, which passed unanimously.

10. Parks & Recreation

- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. Ald. Repino stated the July 11th meeting was cancelled due to illness and the next meeting will be held on August 1st.

11. Public Works

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. PWD Schmitt had no updates or announcements.

12. Administration – Old Business

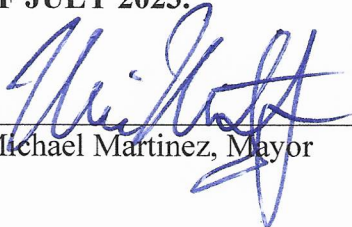
- a. Discuss and/or possible action on the appointment/reappointment of Commissioners to the Planning and Zoning Commission. Ald. Coffindaffer nominated Jesse Guerra for Place 2 and Mayor Martinez nominated Elena Huerta for Place 4. Ald. Martinez made a motion to appoint the nominations to the aforementioned places, which was seconded by Ald. Repino and passed unanimously.

13. Administration – New Business

- a. Discuss and/or possible action on a work order from the City Engineer related to recommendations on the City's plat application and approval process in compliance with House Bill 3699. A work order had not been received in time for the meeting, so Mayor Martinez pulled this item until a future meeting.

14. Adjourn. Ald. Fillinger made a motion to adjourn at 7:22 p.m.

PASSED AND APPROVED ON THIS 27TH DAY OF JULY 2023.



Michael Martinez, Mayor

ATTEST:

Katherine Yelton, City Secretary