

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS**  
**REGULAR MEETING MINUTES**  
**November 9, 2023 at 6:30 p.m.**

1. **Call to order and quorum call.** Mayor Martinez called the meeting to order at 6:34 p.m. In attendance were Mayor Pro Tem Alvarado, Alderwoman Martinez, Aldermen Fillinger, Coffindaffer, and Repino, and City Attorney Casandra Ortiz. City Secretary Katherine Yelton was absent.
2. **Pledge of Allegiance.** Led by Mayor Martinez
3. **Citizens to be heard.** No citizens signed up to speak.
4. **Mayor & Administrator Announcements/Updates.**
  - a. The mayor read the Proclamation by the Mayor recognizing November as Native American Heritage Month in the City.
  - b. The mayor read the Proclamation by the Mayor recognizing Saturday, November 11<sup>th</sup>, as Veterans Day in the City.
5. **Consent Agenda** Mayor Martinez pulled items 5(b) and 5(c) as the minutes were not ready for review. Ald. Fillinger made a motion to approve items 5(a) and 5 (d), which was seconded by MPT Alvarado and passed unanimously.
  - a. Approve minutes from the September 14, 2023 Regular City Council meeting.
  - b. Approve minutes from the September 28, 2023 Regular City Council meeting.
  - c. Approve minutes from the October 12, 2023 Regular City Council meeting.
  - d. Approve 2024 Plat Application deadlines.
6. **Financial Report.** This item was pulled, and the report will be presented during the December meeting.
7. **Police Department**
  - a. Updates and Announcements from Chief Lopez with possible discussion and/or action. Chief Lopez had no updates.
  - b. Presentation of monthly report by Chief Lopez with possible discussion and/or action. Chief Lopez will present his monthly report during the December meeting.

Mayor Martinez skipped items 7(c) and 7(d) to consider later in the meeting.
8. **Animal Control**
  - a. Presentation of monthly report by ACO Ashley Cunningham with possible discussion and/or action. ACO Cunningham presented her monthly report for October 2023.
9. **Parks & Recreation**
  - a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. Ald. Repino stated the committee met on November 7 at the community center. They will be looking for quotes on skirting the shed. They also discussed any future car show. The next meeting will be on December 5. He also said there will be an angel tree located at the community center, but more information will be provided via social media. There are no specifics currently regarding bicycle giveaways for Christmas.
  - b. Discuss and/or possible action on the feasibility of having another Car Show in 2024 and subsequent years. Ald. Repino stated this subject was discussed during the park committee meeting, and the volunteer members asked if there is to be another car show, that it not be held during the hottest part of summer, but they also said they don't feel that the city is large enough or has enough interest to justify a car show. Ald. Coffindaffer said he felt that the first ever car show was successful and that he, personally, spent only \$500.00, which was on advertising. He would like to see this grow into a bigger event with more advertising and do more than just a



“show and shine”. If it were to include a competition, there should be a registration fee and prizes, and any proceeds made would go into the General Fund. Ald. Coffindaffer would like to see a budget of \$5,000.00 for next year. Ald. Repino said there needs to be a dedicated group who plans and executes the show. Ald. Fillinger’s recommendation is that the show be segregated from the park committee and a new committee be created. Mayor Martinez suggested engaging with a car club to run the show with the city hosting and providing the venue and splitting a “gate fee”. All agreed that a car show cannot take place without a dedicated group of people committed to seeing it through. In the end, it was decided to bring this subject back during the next regular meeting.

#### **10. Public Works**

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. PWD Schmitt reported that the construction on the parking lot would begin on December 4<sup>th</sup>. No action was taken on this item.

#### **11. Administration – Old 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. This item was pulled until further discussion with the city engineer.
- b. Discuss and/or possible action on the amendment or abolishment of Ordinance No. 2019-143 regulating garage sales within the city, and related matters. Ald. Fillinger made a motion to waive the two-reading requirement, which was seconded by Ald. Repino and passed unanimously. Ald. Fillinger made a motion to adopt Ordinance 2023-231, as written, which was seconded by Ald. Repino and passed unanimously.

#### **7. Police Department**

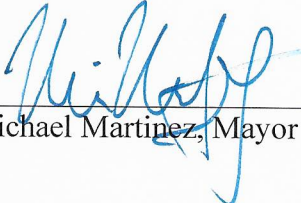
- c. Executive Session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a police officer or to hear a complaint or charge against a police officer pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) Mayor Martinez called for an executive session at 7:07 p.m. to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a police officer or to hear a complaint or charge against a police officer pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, section 551.074, Personnel Matters and item 12(a) to deliberate a change in compensation for Public Works employee Michael Avendano, Chief of Police Felipe Lopez, and City Secretary/Court Clerk Katherine Yelton, and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074, Personnel Matters.
- d. Discuss and/or possible action on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a police officer or to hear a complaint or charge against a police officer. Mayor Martinez called the meeting back to order at 7:35 p.m. Ald. Coffindaffer made a motion to place Officer Casas on Administrative leave. Ald. Martinez seconded the motion. Ald. Coffindaffer withdrew his motion; Ald. Martinez withdrew her second to the motion. Ald. Fillinger motioned to affirm the Chief’s recommendation to place Officer Casas on administrative leave, which was seconded by Ald. Coffindaffer and passed unanimously.


#### **12. Administration – New Business**

- b. Discuss and/or possible action on a change in compensation for Public Works employee Michael Avendaño, Chief of Police Felipe Lopez, and City Secretary/Court Clerk Katherine Yelton, and related matters.
  - i. Ald. Coffindaffer made a motion for an increase of \$1.50/hour for Public Works Michael Avendano to take effect at the next pay period, which was seconded by Ald. Martinez and passed unanimously.

- ii. Ald. Coffindaffer made a motion for an increase of \$1.50/hour for City Secretary/Court Clerk Katherine Yelton to take effect at the next pay period, which was seconded by Ald. Repino and passed unanimously.
  - iii. Ald. Coffindaffer made a motion to increase Chief Lopez's pay by \$3.49/hour to take effect at the next pay period, which was seconded by Ald. Martinez and passed unanimously.
- c. Discuss and/or possible action on Ordinance No. 2023-228 amending the annual budget for Fiscal Year 2022-2023 for municipal purposes. This item was pulled until the next meeting.
  - d. Discuss and/or possible action on Ordinance No. 2023-229 amending the annual budget for Fiscal Year 2023-2024 for municipal purposes. This item was pulled until the next meeting.
  - e. Discuss and/or possible action on Ordinance No. 2023-230 amending Ordinance No. 2020-164 Adopting Regulations for Manufactured Homes. This item was pulled until the next meeting.
  - f. Discuss and/or possible action on revising the City's Paid Time Off Policy to include regulations on the usage of Paid Time Off. MPT Alvarado made a motion to approve the amendments to the paid time off policy, as written, which was seconded by Ald. Repino and passed unanimously.
13. **Adjourn.** Mayor Martinez adjourned the meeting at 7:45 p.m.

**Passed and approved this 14th day of December 2023.**

  
\_\_\_\_\_  
Michael Martinez, Mayor

ATTEST:  
  
\_\_\_\_\_  
Katherine Yelton, City Secretary