

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
December 14, 2023 at 6:30 p.m.

1. **Call to order and quorum call.** Mayor Martinez called the meeting to order at 6:30 p.m. In attendance were Mayor Pro Tem Alvarado, Aldermen Repino, Fillinger, and Coffindaffer, City Attorney Casandra Ortiz, and City Secretary Katherine Yelton. Alderwoman Martinez was absent.
2. **Pledge of Allegiance.** Led by Mayor Martinez.
3. **Citizens to be heard.** Mr. David Tremblay signed up to speak on agenda item 8c and Mr. Stephen Gruver signed up to speak on agenda item 10d during the times that Council discuss these items.
4. **Mayor & Administrator Announcements/Updates.** Mayor Martinez wished those in attendance and viewing online a happy holiday season and new year.
5. **Consent Agenda**
 - a. Approve minutes from the September 28, 2023 Regular City Council meeting.
 - b. Approve minutes from the October 12, 2023 Regular City Council meeting.
 - c. Approve minutes from the November 9, 2023 Regular City Council meeting.
 - d. Approve minutes from the November 14, 2023 Special City Council meeting.
 - e. Approve Invoice No. 1331 from Kassahn & Ortiz not to exceed \$645.00 for Prosecutor services in September 2023.
 - f. Approve Invoice No. 1330 from Kassahn & Ortiz not to exceed \$3,285.00 for City Attorney services in September 2023.
 - g. Approve Invoice No. 1332 from Kassahn & Ortiz not to exceed \$750.00 for Prosecutor services in October 2023.
 - h. Approve Invoice No. 1333 from Kassahn & Ortiz not to exceed \$1,845.00 for City Attorney services in October 2023.

Ald. Repino made a motion to approve the consent agenda, as presented, which was seconded by MPT Alvarado and passed unanimously.
6. **Financial Report.** Ms. Yelton reported the General Fund balance as of November 30, 2023 at \$105,585.51, the ARPA Fund balance at \$490,170.28, and the TDA Grant Fund balance at \$51,970.00. Ald. Repino made a motion to approve the financial report, as presented, which was seconded by Ald. Fillinger and passed unanimously.
7. **Police Department**
 - a. Updates and Announcements from Chief Lopez with possible discussion and/or action. Chief Lopez stated the department's open position has been posted and he is receiving applications, but no interviews have been scheduled due to the department's expectations and standards not being met.
 - b. Presentation of monthly report(s) by Chief Lopez with possible discussion and/or action. Chief Lopez presented his reports for October and November 2023.
8. **Animal Control**
 - a. Presentation of monthly report by ACO Ashley Cunningham with possible discussion and/or action. This item was pulled by Mayor Martinez as ACO Cunningham was not in attendance.
 - b. Discuss and/or possible action on ratifying the spending not to exceed \$4,000.00 for an Animal Control vehicle from Texas Facilities Federal Surplus, and related matters. Ald. Coffindaffer made a motion to approve the expense, which was seconded by Ald. Repino and passed unanimously.
 - c. Discuss and/or possible action on re-establishing an Animal Control Advisory Committee ("ACAC"). Mr. Tremblay stated he has seen multiple posts on social media offering to give away

or rehome puppies. He said that San Antonio requires a litter permit, which includes an annual limitation and a sellers' permit requirement. He feels that this may be something for Council to consider adding to the City's current ordinance. He also mentioned that he would be interested in serving on the ACAC, if it is reestablished. Mr. Tremblay also suggested reinstating a monthly newsletter. Mayor Martinez thanked Mr. Tremblay and informed Council the reason he placed this item on the agenda was for the same reason Mr. Tremblay mentioned regarding free or rehomed dogs.

Ald. Fillinger stated the Animal Control ("A/C") ordinance is not being enforced, nor is the A/C policy and procedure handbook. He said we are spending time and money transporting dogs because they must be vaccinated and receive a wellness check. His opinion is that if a dog is picked up and the owner does not claim the dog in seventy-two hours, we open the dog up for adoption. When adopted, the new owner must sign a contract that they will have the dog vaccinated and spayed/neutered. If that is not done, the City will repossess the dog. If the dog is not picked up or adopted, then euthanasia is the next step. He feels that paying \$300.00-\$500.00 to have a dog transported is ridiculous. Ald. Fillinger said the only reason the City should take a dog to the vet is to be put down.

Mayor Martinez asked for any input from Chief Lopez who stated he has not seen a transportation cost for \$300.00-\$500.00 and cleared up the misinformation that we pay a transport fee.

In Officer Cunningham's absence, PWD Schmitt stated that any puppy picked up by A/C must go to the vet first to be parvo tested before entering the facility. Also, the transporters that A/C uses will take our dogs as is. They do not require the dogs to be vaccinated or fixed.

Mayor Martinez brought the conversation back to topic and agreed with Ald. Fillinger that an ACAC is not going to help with enforcement and maybe have more of a discussion about resources for A/C.

Ald. Coffindaffer said an ACAC would not be beneficial to the City. He said enforcement and holding people accountable are what is needed. He said citizens should be more proactive in reporting violations and not just complaining on Nextdoor.

MPT Alvarado mentioned the possibility of an A/C newsletter.

Mayor Martinez again brought the topic back to an ACAC and asked Council if they wanted an ACAC, to which Ald. Coffindaffer answered, "No." Ald. Repino said, "We are not going to get anything done here." Ald. Coffindaffer said, "It is just more bureaucracy." Ald. Fillinger said, "We had an ACAC for several years and it was a big zero." He also mentioned that the Animal Shelter Advisory Committee ("ASAC") since 2019 has also been "a big zero" and asked what we would do with an ACAC. Ald. Coffindaffer stated it's due to lack of involvement. MPT Alvarado suggested getting five or six volunteers together to address the issue and see how it goes. Mayor Martinez suggested getting the word out and seeing if anyone signs up. MPT Alvarado suggested not just having evening meetings. Attorney Ortiz reminded Council that the ACAC duties were transferred to the ASAC in January. Ald. Fillinger confirmed we've always had an ASAC, but they've never had a meeting. MPT Alvarado stated her complaint is that the ASAC has never done anything and now have the responsibilities of the ACAC and still nothing has been done. When questioned who the chair of the ASAC is, Ald. Fillinger said Ald. Coffindaffer. MPT Alvarado asked Ald. Coffindaffer how many members he has, and he said, "Me".

Mayor Martinez suggested advertising the idea, see how many people they can get together and discuss it during the next scheduled meeting.

9. Parks & Recreation

- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. Ald. Repino said the Community Center is having pictures with Santa on the 19th and 20th and that people are picking up angels from the angel tree and bringing back gifts. He said that events happening at the Community Center, like Bingo, Bunco, Crochet Classes, etc. have been very successful and will resume in January after the holiday breaks. Market days are not going well, at this time, but may get better as the weather does. Ald. Repino said the shed had been a huge help in storing Community Center supplies and donations. He said they are in the

process of gathering bids to tie down and skirt the shed. MPT Alvarado asked Ald. Repino about the status of a cover for the playground. Mayor Martinez said he has a contact and will get more information. Some discussion was had regarding new playground equipment. Ald. Fillinger stated replacing existing playground equipment would need to be modernized to new standards and be ADA accessible, which could cost up to \$500,000.00. No action was taken.

10. Administration – Old Business

- a. Discuss and/or possible action on Resolution No. 2023-187 Appointing a Mayor Pro Tem. Mayor Martinez recommended current MPT Alvarado who accepted the nomination. Ald. Fillinger made a motion to appoint MPT Alvarado as current MPT, which was seconded by Ald. Repino and passed unanimously. After the complete reading of the resolution, Ald. Fillinger made a motion to strike all references of December 11 and replace with December 14, which was seconded by Ald. Repino and passed unanimously. Ald. Repino made a motion to adopt the resolution, as amended, which was seconded by Ald. Coffindaffer and passed unanimously.
- b. Discuss and/or possible action on Ordinance No. 2023-228 Amending the Annual Budget for Fiscal Year 2022-2023 for Municipal Purposes. Without any discussion, Ald. Coffindaffer made a motion to approve the ordinance. It was questioned whether the amendments to the budget need to be approved first. Ald. Repino asked if the motion could just include “as amended”. Attorney Ortiz said yes unless there are any changes to the amendments. Ald. Coffindaffer then included “as amended” in his motion, which was seconded by Ald. Repino. After a lengthy pause, Mayor Martinez asked Ald. Coffindaffer to withdraw his motion to allow time for him to review the amendments with Ms. Yelton and bring it back to Council during the next scheduled meeting. Ald. Coffindaffer asked what’s wrong with his motion. Mayor Martinez said because he feels like they are rushing through it now and that he sees there is a backup document to review but told Ald. Coffindaffer if he feels comfortable with the amendments without reviewing them, he could continue with his motion. Ald. Coffindaffer and Repino withdrew their motions. Ald. Fillinger then made a motion to postpone consideration of this item until the next meeting, which was seconded by Ald. Repino and passed unanimously.
- c. Discuss and/or possible action on Ordinance No. 2023-229 Amending the Annual Budget for Fiscal Year 2023-2024 for Municipal Purposes. Ms. Yelton explained that the desired amendments were to add an expense line item titled “Uniforms” under Public Works and move \$4,000.00 from Tools and Equipment to fund the new line item and to add a new Income and Expense line item for School Crossing Guard Fund for \$6,000.00. Ald. Fillinger made a motion to adopt the ordinance, as presented, which was seconded by Ald. Repino and passed unanimously.
- d. Discuss and/or possible action on Ordinance No. 2023-230 Amending Ordinance No. 2020-164 Adopting Regulations for Manufactured Homes. Ms. Yelton explained the amendment would be to require an old manufactured home to be removed before the new home is delivered. Mayor Martinez asked Mr. Gruver if he would like to speak now, but he said he would rather wait until more is discussed and decided. Ald. Fillinger proposed that “proof of the” replace “a plan for” in Section 7 Paragraph B. Attorney Ortiz asked for clarification that this would mean the old home is removed before the new is delivered. The answer was yes. Ald. Fillinger then made his proposal into a motion. Before going further, PWD Schmitt suggested adding the requirement of a licensed home remover. Although PWD Schmitt was informed that a licensed installer is already mentioned in ordinance, Attorney Ortiz confirmed that that only applies to the installation of a home. At this time, Mayor Martinez asked Mr. Gruver if he would like to make his statement. Mr. Gruver questioned if he could buy another single-wide and add it to his existing single-wide. Ald. Fillinger then reminded Council that Mr. Gruver can give his input, but Council is not allowed to respond. Mayor Martinez then returned to Ald. Fillinger’s motion and received a second from Ald. Repino, which then passed unanimously. Mayor Martinez opened the discussion back up regarding a licensed home remover and referred to Section 5 Subsection E, Paragraph 2, Part G and suggested adding “...and remove”. Ald. Fillinger disagreed stating it mitigates them removing the home by

putting axles and wheels. Rather, they demolish the home onsite and place it in dumpsters. MPT Alvarado then questioned how this relates to any road damage. Ald. Fillinger said it's the transporting of a new home that has the potential to damage our streets. Mayor Martinez stated maybe both ideas should be added to the ordinance that it must be a licensed home remover, but if they choose to demolish the home on site, then a licensed remover is not needed. Ald. Coffindaffer asked Chief Lopez under what guise he was able to get the old homes on Priest Rd. removed. Attorney Ortiz said it was the Substandard Buildings ordinance. Ald. Coffindaffer doesn't feel we should pass another ordinance and said, "As for the removal, however they choose to do it, it is their property, and it's what they're going to do with it." and said it is "more government". Mayor Martinez then asked if they wanted to add anything regarding a licensed remover or not. While Ms. Yelton was attempting to give some input and history, Ald. Coffindaffer interrupted, raised his voice at Ms. Yelton and said, "I'm sorry. The answer is no by City Council. Voting members". Mayor Martinez reminded Ald. Coffindaffer that they hadn't voted yet. Ald. Coffindaffer then made a motion to not add anything more to the ordinance, but did not receive a second. Mayor Martinez then asked Ms. Yelton to continue, but she indicated she had nothing more to say. MPT Alvarado pointed out a misspelling in section 6j that should say "manor" instead of "manager". Mayor Martinez announced that the City Secretary was leaving at 7:54 p.m. Ald. Fillinger made a motion to correct the error mentioned by MPT Alvarado with a second from Ald. Coffindaffer, which passed unanimously. Mayor Martinez then referred to page three where an addition was made in section 3 stating "No permit shall be issued for the installation and placement of a mobile home inside the city limits of the City." Ald. Coffindaffer questioned the reason for this sentence, so Ald. Fillinger educated him on the difference between a mobile home and a manufactured home. Ald. Fillinger then made a motion to waive the Second Reading requirement and adopt the ordinance, as amended, which was seconded by Ald. Repino and passed unanimously.

- e. Discuss and/or possible action on the feasibility of having another Car Show in 2024 and subsequent years. While introducing this agenda item by Mayor Martinez, Ald. Coffindaffer asked if they could first skip to item 11b.

11. Administration – New Business

- b. Discuss and/or possible action on spending/program recommendations for the School Crossing Guard fund. Mayor Martinez said in October that he received a call from Tax Assessor Albert Uresti stating that the City will be receiving a monthly check of around \$500.00 from a School Crossing Guard fund. Mayor Martinez said he reached out to SISD Transportation and asked where our "hotspots" are and he received six bus stops throughout the City that are notoriously populated, ten to fifteen children every year. He informed Council that we need to figure out a way to spend these funds. Mayor Martinez said his first thought was to stripe the roads where the children need to cross to get to their stop and add some flashing lights. He felt this would be the easiest thing to do and would bring the most attention to those crossroads. The second option was to build three-sided, covered bus stops with a cement pad and bench and add more lighting around those areas. Ald. Fillinger said he feels the first option is the most viable and asked that they look at striping the crossroads, and installing signs and solar powered, yellow, flashing lights. No action was taken.
- a. Discuss and/or possible action on approving the 2024 Holiday Schedule. Ald. Fillinger made a motion to adopt the 2024 Holiday Schedule with appropriate changes to the dates, which was seconded by Ald. Coffindaffer and passed unanimously.
- c. Discuss and/or possible action on in-house payroll processing and ending said services with SA Pays. Mayor Martinez explained that over the past few weeks, there have been issues with SA Pays. He reached out to ADP and asked what they could offer. He said they can offer the same exact services for the same amount of money that we are paying SA Pays. Processing can be moved in house where it can be controlled when payroll is submitted, and any customer service issues can be addressed directly with ADP. Ald. Fillinger made a motion to end services with SA Pays and

authorize the City Secretary or Deputy Clerk to approve timecards through ADP. This was seconded by MPT Alvarado and passed unanimously.

Ald. Fillinger requested a ten-minute recess. Mayor Martinez called for a recess at 8:15 p.m. Mayor Martinez called the meeting back in order at 8:26 p.m. and continued with item 11d.

- d. Discuss and/or possible action on employing a third party to conduct a monthly bank account reconciliation. Mayor Martinez stated the reason this was brought up is because every year our independent audit firm has recommended a segregation of duties for our bank reconciliation, which is currently conducted in house. This would mean an additional expense of about \$500.00 to \$600.00 a month. Ald. Coffindaffer questioned if this is something our city secretary does for us. Mayor Martinez confirmed it is, but it violates the segregation of duties. MPT Alvarado said we should incur the expense because it is money well spent. Ald. Fillinger suggested investigating the service since it is \$500.00 a month. Mayor Martinez said he already did some research and, based on the number of transactions, he was informed the \$500.00 to \$600.00 a month is what they would charge. Ald. Fillinger said an alternative is a bookkeeping service rather than a CPA to reconcile the bank account as it would be less expensive. Mayor Martinez said he would shop around and bring his findings back to Council.
- e. Discuss and/or possible action on amending the City's fee schedule. This item was pulled by Mayor Martinez.
- f. Discuss and/or possible action on a resolution to obligate additional ARPA funds. Mayor Martinez explained that last year we had a service where the City was using ARPA funds to build ramps, additions to homes, and other improvements to citizens' homes. We have since run out of allotted funds. There was one final project that was approved but was submitted after the funds were depleted. Ald. Fillinger disagreed with the notion that the funds were expended. He asked if there is a resolution available. The answer was yes from Attorney Ortiz, but she was not aware of the amount, so she left a blank space to fill in the amount. Ald. Fillinger made a motion to adopt the resolution by inserting \$7,125.00 into section 2, which was seconded by MPT Alvarado and passed unanimously.

12. Public Works

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. PWD Schmitt had no updates.
- b. Discuss and/or possible action on renovating a portion of the park for a baseball field. Mayor Martinez said he reached out to a vendor to get an idea of the cost to build a legitimate little-league baseball field and he was told it would cost around \$70,000.00. He said the reason he brought it up was because we still have ARPA funds and its for the children around here and it was just an idea up for discussion. MPT Alvarado said why not spend money on the playground, but agreed a baseball field would be nice, but questioned what would be used more. Ald. Fillinger pointed out that the \$70,000.00 is only for daytime games as there is not sufficient lighting to play night games and recommended that we not follow up with any further action unless we can interest the county into co-funding any work done in the park. Mayor Martinez said if he's going to do any more searching for funds, it would strictly be for a baseball field. Ald. Fillinger said he is opposed to using city funds for a field that won't be utilized. No action was taken. Mayor Martinez then returned to item 10e.

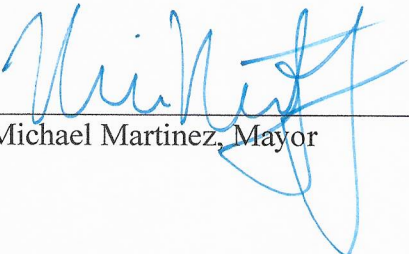
10. Administration – Old Business

- e. Discuss and/or possible action on the feasibility of having another Car Show in 2024 and subsequent years. Ald. Coffindaffer asked if it is feasible to do a car show and answered his own question by saying "yes", and then asked if it could be done at a minimal expense and answered himself by saying "absolutely". He said tried to have an outside promotor during the first car show,

but unfortunately, they **unintelligible**, so he said that he and the mayor organized it. He asked if they should do it again and answered his own question again by saying “yes”. He said they should put more money into it not to exceed \$5,000.00 advertising **unintelligible**. He continued by saying he and the mayor have a plan for the next car show to make the city money by implementing an entry fee for the contestants. He said the problem with promoters is that they want to make a lot of money, so they want to charge “us” for going to the car show and for showing a car. Ald. Coffindaffer said by us doing it ourselves, and said, “Right now, as an alderman, I’m happy to do it himself, “we” can set it up to where citizens can come in and not pay a gate fee and the only ones who would pay a fee are the people participating in the car show. There was no discussion on who would run the car show beyond Ald. Coffindaffer’s tenure. Ald. Fillinger said he would like to see a written plan and program including a budget proposal. Ald. Coffindaffer said he would “do one up” and asked again if it is feasible and answered himself again by saying, “Yes”. MPT Alvarado said anything is feasible as long as one is willing to do the work. Ald. Coffindaffer told Ald. Fillinger that he would put something together and then took control of the meeting by moving on to item 13.

13. **Adjourn.** No motion was made to adjourn other than Ald. Coffindaffer saying, “All in favor”. A few ayes were heard. Mayor Martinez announced the time of 8:31 p.m.

Passed and approved this 11th day of January 2024.



Michael Martinez, Mayor

ATTEST:



Katherine Yelton, City Secretary