

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
February 8, 2024 at 6:30 p.m.

1. **Call to order and quorum call.** Mayor Martinez joined the meeting remotely and called the meeting to order at 6:35 p.m. In attendance were Mayor Pro Tem Alvarado, Aldermen Repino, Coffindaffer, and Fillinger, City Attorney Casandra Ortiz and City Secretary Katherine Yelton. Alderwoman Martinez was absent at the time of roll call, but later joined the meeting at 6:39 p.m.
2. **Pledge of Allegiance.** Led by Mayor Pro Tem Alvarado.
3. **Citizens to be heard.** No citizens signed up to speak.
4. **Mayor & Administrator Announcements/Updates**
 - a. Rise Broadband – Mayor Martinez stated that the construction work by Rise Broadband has been suspended until a plan is devised to ensure less damage to citizens’ utilities.

Mayor Martinez then moved to item 11m. *Discuss and/or possible action on ADP becoming The City of Sandy Oaks broker for Health Insurance* with Chase Crum in attendance via Zoom. Mr. Crum provided a sales speech regarding ADP becoming the City’s broker for health insurance. No action was taken.
5. **Consent Agenda**
 - a. Approve minutes from the January 25, 2024 Regular City Council meeting. Ald. Fillinger made a motion to approve the Consent Agenda, as presented, which was seconded by MPT Alvarado and passed unanimously.
6. **Financial Report.** The financial report for January 2024 was presented by Katherine Yelton. Ald. Fillinger made a motion to move the “uncategorized” money from a lien that was paid to “Abatement Fund”. This was seconded by MPT Alvarado and passed unanimously.
7. **Police Department**
 - a. Updates and Announcements from Chief Lopez with possible discussion and/or action. Chief Lopez stated the open positions for Police Officer and Deputy Animal Control Officer have been posted on TML.
 - b. Presentation of monthly report by Chief Lopez with possible discussion and/or action. Chief Lopez provided his monthly report for January 2024.
8. **Animal Control**
 - a. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. ACO Cunningham provided her monthly report for January 2024.
9. **Parks & Recreation**
 - a. Updates and Announcements from Park Advisory Committee Chair Repino with possible discussion and/or action. Ald. Repino stated the next meeting will be held on March 5 at 5:30 p.m. at the Community Center.
10. **Public Works**
 - a. Updates and Announcements from Public Works Director Schmitt with possible discussion and/or action. PWD Schmitt stated she would be conducting six to seven interviews next week for the open position in Public Works.

11. Administration – New Business

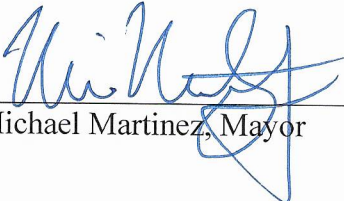
- a. Discuss and/or possible action on the resignation of Yaslin Lent as Deputy Clerk. Ald. Fillinger made a motion to accept the resignation from the Deputy Clerk, which was seconded by MPT Alvarado and passed unanimously.
- b. Discuss and/or possible action on the resignation of Katherine Yelton as City Secretary. Ald. Fillinger made a motion to accept the resignation from the City Secretary, which was seconded by Ald. Repino and passed unanimously.
- c. Executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Secretary, Deputy Clerk, and/or Court Clerk pursuant to Texas Government Code section 551.074, Personnel Matters.
- d. Executive session to seek the advice of the city attorney on contemplated litigation or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts the Texas Open Meetings Act pursuant to Government Code 551.071, Consultation with Attorney regarding third party use of City name and likeness and portrayal of City officers/employees.
Council entered into Executive Session at 7:11 p.m. and returned at 7:51 p.m., at which time MPT Alvarado presided while Mayor Martinez was absent. MPT Alvarado then called for a ten-minute recess. Council reconvened at 8:01 p.m.
- e. Discuss and/or possible action on procedures for filling the positions of City Secretary, Deputy Clerk and/or Court Clerk. Ald. Coffindaffer asked Ms. Yelton if she would be willing to continue the duties of City Secretary until a replacement is found and if she would give two weeks to train the new secretary. Ms. Yelton replied that she would, but also asked Council to consider hiring a secretary with some knowledge of the position. Ald. Coffindaffer made a motion to post the open City Secretary position on the TML website, the City’s website, Wilson County News, and Indeed.com using the amended job duties, responsibilities, and qualifications. This was seconded by Ald. Repino and passed unanimously. Ald. Fillinger recommended no action be taken on filling the Deputy Clerk position, which was seconded by Ald. Coffindaffer and passed unanimously. Ald. Fillinger recommended hiring a Court Clerk and made a motion that a document be generated to explain why it was decided not to follow the employee handbook regarding advertising the open position. This was seconded by Ald. Repino and passed unanimously.
- f. Discuss and/or possible action on Resolution No. 2024–191 appointing a Court Clerk. Ald. Fillinger made a motion to appoint Katherine Yelton as Court Clerk at her current rate of pay and adopt the resolution. This was seconded by Ald. Repino and passed unanimously.
- g. Discuss and/or possible action regarding third party’s use of City’s name and likeness and portrayal of City officers/employees. Ald. Fillinger made a motion to authorize the city attorney to issue a Cease-and-Desist letter to the owner of the social media site that is using the City’s name and likeness and portraying City officers/employees. This was seconded by Ald. Coffindaffer and passed unanimously.
- h. Discuss and/or possible action regarding the Animal Shelter Advisory Committee (“ASAC”). Ald. Fillinger made a motion to amend the current ASAC ordinance by removing any additional responsibilities to solely comply with Chapter 823 of the Texas Health and Safety Code and advertise for a veterinarian to attend ASAC meetings and conduct shelter inspections. This was seconded by Ald. Martinez and passed unanimously. Ald. Fillinger suggested advertising for a veterinarian during a future meeting.
- i. Discuss and/or possible action regarding reprising the Animal Control Advisory Committee (“ACAC”). Ald. Fillinger made a motion to authorize the city attorney to draft an ordinance

reinstating the ACAC to reflect the same as the former ordinance. This was seconded by Ald. Repino and passed unanimously.

During the discussion of agenda item 11h, Mayor Martinez rejoined the meeting at 8:21 p.m. and resumed presiding.

- j. Discuss and/or possible action on Ordinance No. 2024-236 amending Ordinance No. 2022-196 regarding animal control regulations. Ald. Fillinger made a motion to postpone this item until the next Council meeting, which was seconded by Ald. Repino and passed unanimously.
 - k. Discuss and/or possible action on Resolution No. 2024-190 creating a committee of the City Council to assist the Planning and Zoning Commission with planning and development regulations. Mayor Martinez asked MPT Alvarado to continue to chair the meeting, as he was having technical difficulties. Ald. Fillinger stated that he and MPT Alvarado have offered to serve on the committee to assist the Commission temporarily and made a motion to adopt the resolution. This was seconded by Ald. Repino and passed unanimously.
 - l. Discuss and/or possible action on estimate received from Denton Navarro Rodriguez Bernal Santee & Zech, P.C. for preparation of subdivision ordinance pursuant to House Bill 3699 Subdivision Requirements. Mayor Martinez returned to presiding over the meeting. Ald. Fillinger said he does not believe that the City should pay \$26,000.00 to draft a Planning and Zoning ordinance when we can draft one ourselves. Ald. Coffindaffer asked Ald. Fillinger and MPT Alvarado to prepare a draft ordinance and bring it to Council during the May 9, 2024 meeting. Ald. Fillinger made a motion to postpone this item until the May 9 Council meeting, which was seconded by Ald. Repino and passed unanimously.
 - m. Discuss and/or possible action on ADP becoming The City of Sandy Oaks broker for Health Insurance. This item was discussed during the Mayor's Announcements/Updates.
12. **Adjourn.** Ald. Fillinger made a motion to adjourn the meeting at 8:38 p.m., which was seconded by Ald. Repino.

Passed and approved this 14th day of March 2024.



Michael Martinez, Mayor

ATTEST:



Katherine Yelton, City Secretary