

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
March 14, 2024 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, Aldermen Repino, Fillinger, and Coffindaffer, City Attorney Casandra Ortiz, and Interim City Secretary Katherine Yelton. Absent was Alderwoman Martinez.
2. **Pledge of Allegiance.** Led by Mayor Martinez
3. **Citizens to be heard. Persons wishing to speak may sign up with the City Secretary in the time and manner as indicated above. No citizens signed up to speak.**
4. **Mayor & Administrator Announcements/Updates.** Mayor Martinez wished everyone a Happy Spring Break, stated the parking lot construction is moving along and asked that we pardon the dust and the inconvenience. He also mentioned that the city is approaching its tenth-year anniversary and he will be looking into celebrating the event.
5. **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 February 8, 2024 Regular City Council meeting.
 - b. Approve minutes from the February 22, 2024 Regular City Council meeting.
 - c. Approve minutes from the February 29, 2024 Special City Council meeting and Public Hearing.
 - d. Approve Invoice No. 1339 from Kassahn & Ortiz not to exceed \$4,260.00 for City Attorney services in January 2024.
 - e. Approve Invoice No. 1341 from Kassahn & Ortiz not to exceed \$5,116.00 for City Attorney services in February 2024.
 - f. Approve Invoice No.1338 from Kassahn & Ortiz not to exceed \$975.00 for Prosecutor services in January 2024.
 - g. Approve Invoice No.1340 from Kassahn & Ortiz not to exceed \$1,590.00 for Prosecutor services in February 2024.

Ald. Fillinger made a motion to approve the consent agenda, as presented, which was seconded by MPT Alvarado and passed unanimously.
6. **Financial Report** – Interim City Secretary Yelton presented the financial report for February 2024. Ald. Fillinger made a motion to approve the report, as presented, which was seconded by Ald. Coffindaffer and passed unanimously.
7. **Police Department**
 - a. Updates and Announcements from Chief Lopez with possible discussion and/or action. Chief Lopez stated that interviews have been scheduled the following week for the deputy animal control officer position.
 - b. Presentation of monthly report by Chief Lopez with possible discussion and/or action. Chief Lopez presented his monthly report for February 2024.
 - c. Discuss and/or possible action on quote received from Southwest Public Safety for equipping the 2020 Ford Explorer. Ald. Fillinger made a motion to approve the cost not to exceed \$17,500.00, which was seconded by MPT Alvarado and passed unanimously.
 - d. Discuss and/or possible action on a deposit for new Tasers for the police department. Ald. Fillinger made a motion to approve the \$1,000.00 deposit and to include the remaining balance of \$26,043.10 in next fiscal year's budget. This was seconded by Ald. Repino and passed unanimously.

8. Animal Control

- a. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. ACO Cunningham presented her monthly report for February 2024.
- b. Discuss and/or possible action on Ordinance No. 2024-236, an ordinance amending Ordinance No. 2022-196 establishing animal control regulations. Ald. Coffindaffer made a motion to adopt the ordinance, as presented, which was seconded by Ald. Repino and passed unanimously.
- c. Discuss and/or possible action on a change in compensation for Animal Control Officer Ashley Cunningham, and related matters. Ald. Coffindaffer made a motion to increase the rate of pay to \$17.00 an hour beginning with the next pay period. This was seconded by Ald. Fillinger and passed unanimously.

9. Parks & Recreation

- a. Updates and Announcements from Park Advisory Committee Chair Repino with possible discussion and/or action. Ald. Repino stated that the Easter Bunny will be at the Community Center on March 16 from 11:00 a.m. to 4:00 p.m. for picture-taking opportunities. He also mentioned that the committee had a meeting on the 5th and discussed Easter festivities. The next meeting will be held on April 2 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 was not in attendance.

11. Administration – New Business

- a. Discuss and/or possible action on Ordinance No. 2024-228 an ordinance amending Ordinance No. 2023-220 to provide for duties of the Animal Shelter Advisory Committee. Ald. Fillinger made a motion to adopt the ordinance, which was seconded by Ald. Repino and passed unanimously.
- b. Discuss and/or possible actions to City bank accounts related to adding and removing signers. Discussion only. No action taken.
- c. Executive session to deliberate the appointment, employment, duties, discipline, or dismissal of Court Clerk/Interim City Secretary Katherine Yelton pursuant to Texas Government Code section 551.074, Personnel Matters.
- d. Executive session to deliberate the appointment, employment, or duties of City Secretary and conduct candidate interviews pursuant to Texas Government Code section 551.074, Personnel Matters.
- e. Executive session to deliberate the appointment, employment, or duties of employee in Public Works Department and conduct candidate interviews pursuant to Texas Government Code section 551.074, Personnel Matters.

Mayor Martinez called for an executive session at 7:25 p.m.

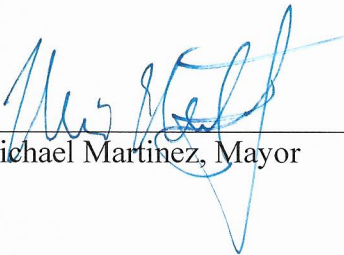
Mayor Martinez called the meeting back in order at 8:28 p.m.

- f. Discuss and/or possible action on the appointment, employment, duties, discipline, or dismissal and related matters of Court Clerk/Interim City Secretary Katherine Yelton. Ald. Coffindaffer made a motion that the memorandum remain in Ms. Yelton's personnel file until her grievances are addressed during the next council meeting. This was seconded by MPT Alvarado. In favor was Ald. Repino. Ald. Fillinger voted no. Motion carried by majority vote.
- g. Discuss and/or possible action on the appointment, employment, duties, and related matters of City Secretary. MPT Alvarado made a motion to hire Delma Doyal at \$24.50 an hour with a start date of March 26, 2024. This was seconded by Ald. Repino and passed unanimously.

h. Discuss and/or possible action on the appointment, employment, duties, and related matters of employee for Public Works Department. Ald. Coffindaffer made a motion for PWD Schmitt to continue the process of filling the open position, which was seconded by MPT Alvarado and passed unanimously.

12. **Adjourn.** Ald Fillinger made a motion to adjourn at 8:35 p.m.

Passed and approved this 28th day of March 2024.



Michael Martinez, Mayor

ATTEST:



Katherine Yelton, Interim City Secretary