

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS**  
**REGULAR MEETING MINUTES**  
**May 23, 2024, at 6:30 p.m.**

1. **Call to order and quorum call.** Mayor Martinez called the meeting to order at 6:32 p.m. In attendance was Mayor Pro Tem Alvarado, Aldermen Repino, Fillinger, Tremblay, Coffindaffer, City Attorney Casandra Ortiz and City Secretary Delma Doyal.
2. **Pledge of Allegiance.** Led by Mayor Martinez
3. **Citizens to be heard.** No Citizens listed.
4. **Mayor & Administrator Announcements/Updates.** Mayor announced our day in court that Bexar County Commissioners Court recognizes and celebrates the City of Sandy Oaks on our ten-year anniversary and claims May 21, 2024, as Sandy Oaks Day. Thank you to everybody that attended. Be on the lookout, we are trying to find something to celebrate our ten-year anniversary. We are working with the community center to spearhead that. Give them free range to put something together, so if you would like to volunteer or know of volunteers to make that a fun event, please reach out to the Mayor or Gloria, who is our community center director or council member, Tom Repino. Also, Mayor spoke with the Bexar County Emergency Management Team today. They are interested in our community center as a warming center or a cooling center. They are talking about how to retrofit it to backup a trailer to it to plug in a generator should we ever have a power outage in this area. There should be more discussions regarding this in the near future. As a reminder, we do have an Ordinance in place, **Ordinance 2024-110.1(don't know if this is the correct number of this Ordinance)**, Robert's Rules of Order. We provided the Council Members with a copy today and allow us to always use. We can just keep the order of meetings which allows our city secretary to take good notes which allows her to transcribe them and then post them to the website. Please keep that in mind. Lastly, which was the subject at the last meeting, we talked about the Ethics Policy which is not in the agenda, but you have been provided the most recent version of an ordinance for an ethics policy and my homework for today is to take it home get familiar with it and we will be ready to talk about it in the next meeting. Mayor will send out one more copy that Alderman Tremblay and other members had redlined. Mayor will get that out soon.
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 April 25<sup>th</sup>, 2024, City Council meeting –At this time we do not have the minutes for April 25<sup>th</sup> or May 9<sup>th</sup>. The only items on the Consent Agenda to be approved would be the Invoices.
  - b. Approve minutes from May 9<sup>th</sup>, 2024, City Council meeting – As stated above, 5a.and 5b moved to June 6, 2024, meeting.
  - c. Approve Invoice No. 1342 from Kassahn & Ortiz not to exceed \$6,042.40 for Prosecutor services in March 2024. Alderman Fillinger made the Motion to approve the Consent Agenda Items 5c and 5d and second motion from Alderman Repino, passed unanimously.
  - d. Approve Invoice No. 1343 from Kassahn & Ortiz not to exceed \$3,922.40 for City Attorney in March 2024. Alderman Fillinger made the Motion to approve the Consent Agenda Items 5c and 5d and second motion from Alderman Repino, passed unanimously.



**6. Administration - Old Business**

a. Discuss and/or possible action on a Resolution appointing Ken Roberts as Interim City Administrator in accordance with 2018-110. Mayor did want to bring it up though, he did some research, called on a couple of last jobs on the resume of Mr. Ken Roberts as he allude to, there wasn't a favorable review from the City of Kirby. Their explanation was they wouldn't have you back. The City of Karnes which I think you were there for four years. Did say he is eligible for rehire. Take that as you may, that's just what Mayor found out in the time that I was able to call down and talk to the mayors of both counties. Alderman Coffindaffer, if you choose, you don't have to, as we already know. What happened to Kirby, Sir? Mr. Ken Roberts explained the reason for the mayor not wanting to hire him back and stated he would not go back if asked. (Mr. Robert's statement is lengthy and if you would like to know the reason he left or was released from City of Kirby, the video is posted on the City of Sandy Oaks' website). After Mr. Robert's reason for leaving, the mayor stated they do have quite the positions open. Alderman Coffindaffer asked if he was ready to go to work? Ken Roberts stated he was. Alderman Coffindaffer asked what the Resolution 2024-110 is. Mayor corrected that it wasn't the resolution number. Alderman Fillinger stated we can pass the Resolution and assign the number later instead of reading Resolution Number 2024...., and whatever. Just say I move the resolution of the city council. You can do it by title instead of the number. Alderman Coffindaffer moves to make a motion that the city council of the City of Sandy Oaks will appoint an interim of city administrator, Alderman Repino seconded it. Mayor stated he has a motion from Coffindaffer and a second by Alderman Repino to accept the Resolution of City Council of The City of Sandy Oaks Texas Appointing Ken Roberts as Interim City Administrator, passed unanimously. The first few months would be quicker, and Alderman Coffindaffer made the motion to Amend Section 4 of the Proposed Evaluation of the third line where it is blank, add the month of May. Mayor states we have a motion from Alderman Coffindaffer and second from Alderman Fillinger to fill in the blanks for the 4.1 Evaluation process of the annual reviews to occur in the month of May, of each year thereafter. Passed unanimously. Interim City Administrator to change his start date to Monday, June 3, 2024. We have a motion to from Alderman Refino to strike the start date from May 29<sup>th</sup>, 2024 to start date of June 3<sup>rd</sup>, 2024, and second from Coffindaffer, passed unanimously. Alderman Coffindaffer the last change on page 1 Interim City Administrator Section 2, second paragraph 2.2, by resolution number made the motion to be filled afterwards, that way this can be altered later on. Alderman Fillinger moves to accept the agreement for the city administrator services and also Alderman Fillinger demands to make a judgment make a resolution to start and stop and it being duplicable. Alderman Coffindaffer pulls his motion and seconds Alderman Fillinger's motion to allow the mayor to make adjustments the resolution as determined at a later time. Passed unanimously.

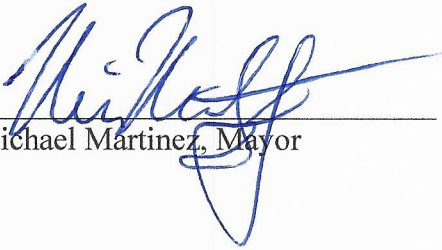
**7. Administration – New Business**

a. Discuss and/or possible action on creating a temporary summer hire position to assist with clerical duties and advertising to fill position. Alderman Tremblay would like to have this ordinance passed today. Alderman Coffindaffer would like it postponed until next meeting as there is a lot to discuss in this item. Alderman Fillinger would like to make a motion that the council authorize the city attorney to create an ordinance creating the position of summer intern and to be discussed at the next council meeting. Alderman Coffindaffer second it, passed unanimously.

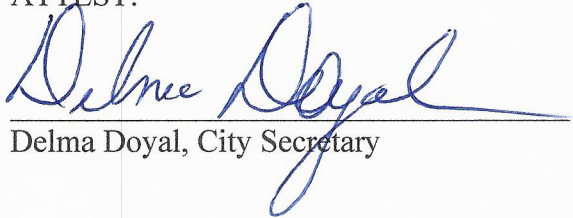
**8. Adjourn**

**Alderman Coffindaffer motion that we adjourn.  
Mayor adjourned at 7:01 p.m.**

Passed and approved this 13th day of June 2024.

  
Michael Martinez, Mayor

ATTEST:

  
Delma Doyal, City Secretary