

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
May 9, 2024, at 6:30 p.m.

1. **Call to order and quorum call.** Mayor Martinez called the meeting to order at 6:33 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 stated no announcements to add at this time.

Moved to Item 11a.

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 11th, 2024 City Council meeting – submitted and approved back on April 25th.
 - b. Approve minutes from April 25th, 2024, City Council meeting – City Secretary stated not available at this time.
 - c. Approve minutes from May 2nd, 2024, City Council meeting – submitted and motion made by Alderman Tremblay, approved and second by Alderman Repino, and passed unanimously.
6. **Financial Report** - The income and expenses for April 2024 will be reported by City Secretary Delma Doyal with possible discussion and/or action.
 - a. The City Secretary reported General Fund balance as of April 30, 2024, at \$288,736.14, ARPA Fund balance at \$448,105.28, and TDA Grant Fund balance at \$51,970.00. Also, the Mayor would like the City Secretary, if possible, to input more details of the entry items, for example instead of just listing cash deposits, etc. Mayor stated they can't identify deposits very easily. Alderman Tremblay made a motion to approve the financial report, as presented, which was seconded by Alderman Repino and passed unanimously.
7. **Animal Control**
 - a. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. ACO presented her monthly report for the month of April 2024. ACO Cunningham stated final calls for service (FCS) and reports were 40. ACO also reported that she spoke with Dragonfly who is having an event on 24 of June at Wilson County no kill shelter, ACO is trying to work with them adding some of our pets to their roster to get spade and neutered but is still in the works. Alderman Coffindaffer asking why we are not posting it here in town. ACO stated we are, but Wilson County is having one sooner. Mayor also mentioned that we will be responsible to pay Dragonfly at the end of the day for their services. Alderman Tremblay asked if we will be returning any animals to them and stated that we should not be returning any animals that are not spayed or neutered. ACO stated she gives out packets when they come pick up their animal. ACO also stated there are pamphlet in the lobby as well. Alderman Fillinger stated at one point we had a contract that when

people came to get an animal from the shelter for adoption that they would within 30 days spay neuter and vaccinate with a follow up to be enforced. Alderman Fillinger stated that many citizens feel that ACO is a joke. We should get the dog spade or neutered before it is released. Allowing to take that animal back and just giving it back without a citation we are a joke. ACO stated she does issue a citation. Mayor stated that Alderman Fillinger and ACO take this offline, now is a not a great time. Alderman Coffindaffer makes a motion to accept the report as presented. Council stated no motion needed for discussion of ACO report.

8. Parks & Recreation

- a. Updates and Announcements from Park Advisory Committee Chair Repino with possible discussion and/or action. We had our monthly meeting on Tuesday, May 7. The next meeting will be on June 4, at the community center at 5:30 p.m. Some of the things discussed are that there are leaks in the restroom ceiling, a weak spot on the floor. Another thing mentioned is that the ladies would like a duplicate card for Sams. The ladies would like to purchase a shaded picnic table for the locals who sit out and smoke, and for the ones that have their shindigs, like bingo, bunco and things. Sometimes they have watersides outside, and parents need a place to sit requiring shade. Now on May 28th they are going to skirt and tie down and reblock the storage building. Also, the citizens mentioned they haven't seen the mayor lately and they would like him to make an appearance sometime. Mayor stated he will try and make an appearance at their next meeting.

9. Public Works

- a. Updates and Announcements from Public Works Director Schmitt with possible discussion and/or action. Parks Director Ms. Schmitt stated there have been issues going on at Starbucks and in the park. Some citizens have vandalized the park. They have put up a few bollards and redone the fencing, but vandals still seem to vandalize the park. The council has asked why they haven't be reported but by law they have to catch them in the act. Director will be placing signs with Ordinance information stating that no offroad vehicles are permitted in the park area with Ordinance number. Also, cleanup of the park is in the works and they have received a pat on the back for the park starting to look nice again.

10. Administration - Old Business

- a. Discuss and/or possible action on Resolution 2024-198 Declaring the 2014 Chevy Tahoe as Surplus and Authorizing the Mayor or Designee to Execute the Sale or Disposal of said Property. Mayor moved to postpone 10a due to various vehicles being down for repairs and the Tahoe is being used by various departments. No need to sell it or donate it or send it to auction. Alderman Fillinger, also mentioned that it was postponed due to Council wanted a policy for disposing of surplus before this was considered.
- b. Discuss and/or possible action on accepting a quote/bid for tree trimming at City Hall. Alderman Fillinger did not provide any tree trimmers proposals but does recommend that we proceed with any tree trimming company that is respectable charge but for the cost not to exceed \$10,000. Director of Public Works, Priscilla Schmitt stated she would like to get not just this person and to do a little more research. Motion was made from Alderman Fillinger and seconded by Alderman Tremblay to move forward with the entity not to exceed \$10,000 with Mayor's approval prior to proceeding and passed unanimously.
- c. Discuss and/or possible action on amending the Employee Personnel Policy Manual to add in a sexual harassment policy. Mayor provided a copy of a policy on Discrimination, Sexual Harassment and other forms of Harassment which he stated that it does a decent job of going through the various levels of sexual harassment, discrimination, false allegations, protecting against retaliation, like a whistle blower protection policy, the investigation part of it. It is

- obviously taken from another city but rewritten to reflect Sandy Oaks. We do need to add to it to our employee policy, but if we do need more time we can always put it back on the agenda. The only issues that Alderman Tremblay noticed after discussing with City Secretary and various employees is that many of the employees have not seen or read the handbook. Alderman Tremblay suggestion is to make a copy and bind it and provide it to all employees. Alderman Fillingner would like to adopt this policy for inclusion, formatted in word with title, page numbers, table of content, bind it up, and provide it as an electrical document also. Mayor suggested also that that an acknowledgement form be added to the policy noting that the employees received the policy. Alderman Tremblay moved that the sexual harassment policy be inserted into the employee policy handbook and the employe handbook to be digitized and made available for all employees with a digital signature acknowledgement and seconded by Alderman Repino and passed unanimously.
- d. Discuss and/or possible action on appointing an Interim City Administrator in accordance with 2018-110 or designating members of the City Council to perform certain administrative duties. Alderman Tremblay stated from the councils' last meeting discussing hiring an interim city administrator has submitted a resume of Mr. Ken Roberts who has reached out to Alderman Tremblay about working for the city. His resume is lengthy but speaks for itself. His experience and knowledge will get us through these next few months but we should still post. Alderman Fillingner worked with Mr. Roberts and with that said, we do need an administrator. The Mayor addressing Mr. Roberts about several positions held on his resume. Mr. Roberts, explaining his employment as a contractor for several cities. Alderman Repino also stated that he has worked with Mr. Roberts and is happy to bring Mr. Robert's as interim city administrator. The Mayor is concerned about the budget and if we can afford a city administrator. Alderman Coffindaffer stated he didn't know Mr. Roberts but is willing to get to know more about his experience. Mayor Pro Tem stated about needing a resolution. Mayor and council members discussing with City attorney regarding a resolution. City Attorney did find the resolution when he was last appointed and all his duties were stated on that resolution. Mr. Robert's has a contract for the City to review and consideration. After lengthy discussion regarding his contract, retirement, part time hours, if he would consider working with the city after the contract or the initial posting of the interim city administrator is posted and posting is closed finally. A motion was made by Alderman Tremblay to make a resolution to appoint interim city administrator Ken Roberts with start date of May 29th, 2024, with a 24 hours work week at the rate of \$40.00 an hour, \$100 monthly car allowance, the motion was seconded by Alderman Repino passed unanimously.

11. Administration – New Business

- a. Discuss and/or possible action on presentation of the Annual Independent audit from AVACPA. Mayor Martinez announced Armstrong, Vaughan and Associates CPA has the floor. Mr. Phil Vaughn introduced himself and stated that their job is to be the independent observer on the annual financial report. They have done their due diligence, and they agree that those numbers are accurate and ready to share with the public. To keep it brief, there is a one-page highlight in the annual financial report giving the City an overview of the report and agreeing that the numbers are good. AVACPA saw a lot of journal entries that get paid through QuickBooks to get into the financial report format which is common for a city our size, but AVACPA does not think we need to do anything different at this time. AVACPA stated that they know that the city has a limited staff and they know that everyone plays an important role in trying to monitor the City's books to make sure that the city is comfortable, how the money is leaving and how it's coming in. AVACPA stated the City's revenue was up quite a bit from 2022 and that was due to the Texas Department of Agricultural grant. They also stated the expenditure was up because of that same Agricultural grant. At the end of 2023 the city ended up taking \$6800 from reserve which was pretty close to break even and which is better than the budget anticipated. The city budgeted \$127,000 from the reserve so better than what the budget projected. Phil Vaughn

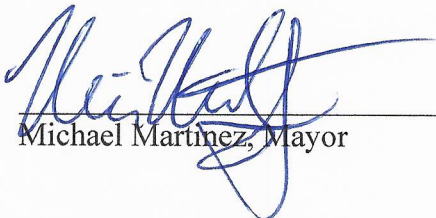
covered the balance sheet which is showing the ending fund balance of \$258,000 which is what is available to carry the City forward to next year from the general fund and that is about 3.7 months of operating costs is running a little thin but it is enough to keep the lights on, but Phil did want to reiterate that the 2024 budget does anticipate dipping into that a little bit more so if that all goes forward as originally planned budget then you will have a little bit less in there. The ace in the whole from the American Rescue plan is still \$541,000 at the last fiscal year coming into this year. The city knows this is the last year to spend that money or the city will have to give it back. The city actually has more time to spend the money but know that you are obligated to spend it as the City signed a contract to spend it by the end of the year. All the bond money was spent from the American Rescue Act so the books will get simpler as we go forward. Mayor stated, we did employ a third-party accounting firm to help reconcile our transactions on a monthly basis so hopefully it will would satisfy the audit not only looking at our bank statements and Quickbooks. Any recommendation moving forward. That will be great if they saw something inappropriate. So we will have we have heard from our auditor. Alderman Coffindaffer made Motion to accept the audit report and seconded by Alderman Repino, passed unanimously.

- b. Discuss and/or possible action on establishing an ethics policy for elected and appointed officials. Alderman Tremblay now has the floor and has submitted a ethics policy. Alderman Coffindaffer stated he read the policy and is disagreeing. Mayor stated they might postpone due to Alderman Repino has not read the policy and Alderman Coffindaffer knowing that the ethics policy is not ethical and is asking for a postponement on this addenda time. Alderman Tremblay stated that people are asking for an ethics policy and the council has the duty to do so. Mayor Pro Tem is asking why after the city has been a city after 10 year, why hasn't this been brought up before. This agenda item has been postponed for next council meeting set for May 23, 2024.
- c. Discuss and/or possible action relating to TXDOT's responsibility for road repairs on Priest Rd/Mathis Rd. Alderman Tremblay is elaborating on this agenda item stating that it is a terrible road. It is a danger to travel that road. Maybe the Mayor and the City could write a letter to the State about paving that road, but it's been about five years ago, but nothing happened. The Major did call TxDot to help fix the road and they did come and fix it a bit. and it's fair to handles. The Mayor will reach out to TxDot and see what they can do to assist in getting the road made safer for citizens. Don't know what happened as the recording stopped.

12. Adjourn

Alderman Fillinger made motion to adjourn at 9:00 p.m.

Passed and approved this 13th day of June 2024.


Michael Martinez, Mayor

ATTEST:


Delma Doyal, City Secretary