

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
June 27, 2024, 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, Alderman Fillinger, Alderman, Coffindaffer, Alderman Repino, Alderman Tremblay, City Attorney Casandra Ortiz was not able to join via zoom due to zoom difficulties and City Secretary Delma Doyal were all present
2. **Pledge of Allegiance.** Led by Mayor Martinez
3. **Citizens to be heard.** Mr. Steve Martinez signed to be heard. Mr. Martinez stated there is a piece of property that's owned by the City of Sandy Oaks. It's a really small piece of property. I'm on New Mattis Road, at the very end of the last house on the left-hand side. I've been given a citation. I've been maintaining the property myself for the past three years. I understand it's the city's property, but. I don't see the city maintaining it for the past three years. I would like to bring up some options of maybe awarding me the property and starting to pay taxes on it. It's too small to do anything else with it or maybe just let me maintain it and use it for parking. I just don't see any reason why; I'm getting violations on it when the city is in violation itself by not maintaining it. Can I purchase the property? Mayor Martinez stated, at this time we're not able to address at this time, but if you want to hang out after the meeting and we can discuss it further.
4. **Mayor & Administrator Announcements/Updates.** Mayor doesn't really have too many announcements; the only thing he did was publish our 10-year anniversary flyer on social media and on the Next-Door page. So, if you see it, please share it, talk to people about it. We're hoping to have a good turnout. I know our County Commissioner has agreed to come down and the Fire Chief at this local station, the Constable and a representative from City Public Service is coming to speak to our residents about some advocacy options that we have. I am working on a couple of things to honor the prior and present council members and mayors. If you have any ideas and/or suggestions, please feel free to let us know. It is a family friendly event so bring your kids. July 20th is the date from 10:00 to 2:00.
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 June 13, 2024, City Council meeting. *Agenda 5a is not ready to be considered.*
 - b. Approve invoice 1345 “City Attorney” from Kassahn & Ortiz
 - c. Approve invoice 1344 “Prosecutor” from Kassahn & Ortiz. *Motion moved by Alderman Tremblay and second by Alderman Repino to accept the Consent Agenda items 5b and 5c, excluding 5a, passed unanimously.*
6. **Administration - Old Business**
 - a. Discuss and/or possible action Ordinance number 2024-237 establishing summer internship program to assist with clerical duties and advertising to fill position. *Alderman Tremblay*

recommended that we have a summer internship program. Mayor mentioned it's a little late to entail it this year but maybe next year. Motion moved by Alderman Tremblay that we accept Ordinance 2024-237 establishing summer internship program next year and second by Alderman Repino, passed unanimously.

- b. Discuss and/or possible action on establishing an ethics policy for elected and appointed officials. Postponed for next city council meeting.
- c. Discuss and/or possible action on purchasing commercial grade picnic tables for the community center. Mayor mentioned possible action on purchasing commercial grade picnic tables for the community center. After a lengthy discussion of the type of picnic tables, anchoring the tables, the pad needed to place the tables on, and the purchase amount of these tables. The council decided that the amount should not exceed \$3,000. Question was also raised where the funds would be coming from to purchase these picnic tables, and it was mentioned that the funds would come out of the community center's repair fund. Motion moved by Alderman Coffindaffer and second by Alderman Repino to purchase picnic tables for the community center and not to exceed \$3,000, passed unanimously.

7. Administration – New Business

- a. Executive Session to deliberate compensation and Full-Time status for Deputy Animal Control Officer and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. Mayor announced it is 7:25 p.m. Council is now in Executive Session.

Mayor announced it is 7:39 p.m. meeting is now back in session.

- b. Discuss and/or possible action regarding Compensation & Full-Time status for Deputy Animal Control Officer. After discussion of Items 7a and 7b, it is an administration and HR issue, no action is needed but then council decided to go ahead and move forward and Alderman Coffindaffer moved to allow for fulltime status for Deputy Animal Control Officer and seconded by Alderman Tremblay, passed unanimously.
- c. Discuss and/or possible action on the resignation of City Administrator Kenneth Roberts. Basically Mr. Roberts' decided to resign due to health issues. He mentioned he wouldn't be of any service to the city if he kept on as the City Administrator. The mayor and council send Mr. Roberts well wishes and have stated no motion is needed at this time.
- d. Discuss and/or possible action regarding invoice received from Nomad Services LLC for web master duties. Mayor Martinez mentioned how quickly Nomad Services responds to his questions and requests, he is happy with the services Nomad has provided to our website. With all this said Mayor Maritnez asked if council accepts the invoice of Normad Services. Mayor Pro Tem Alvarado moved to accept Nomad's Network Services LLC, Invoice #24-0617 in the amount of \$570.00 and second by Alderman Repino, passed unanimously.
- e. Discuss and/or possible action on a Resolution adopting a Purchase Card Policy for all City departments, employees, officers, and/or elected/appointed officials using City-issued purchase cards and providing for an effective date. After a lengthy discussion regarding Purchase of Card Policy, the ruling states as follows:
B.1. Purchasing Limits: A purchase limit not to exceed \$2,000 to a single vendor in one calendar day. Tremblay made a motion on the B1 not to exceed \$2,000 and a second from Alderman Coffindaffer, passed unanimously.

B.2. Alderman Tremblay stated he would like to omit **B2** spending limit per filling cycle not to exceed blank dollars. Motion moved by Alderman Coffindaffer to strike B2 and second by Alderman Repino, passed unanimously.

D.6. On the next item brought up by Alderman Tremblay, a single vendor purchase of \$250 or more, unless prior approval from the City Administrator or City Council is received. Motion moved by Alderman Coffindaffer and second by Alderman Repino, passed unanimously.

IV. Procedures

A.18. Multiple, sequential purchase of less than **\$250.00** from a single vendor for similar purchases adding up to more than **\$2,000**. Motion moved by Alderman Tremblay and second by Alderman Repino, passed unanimously.

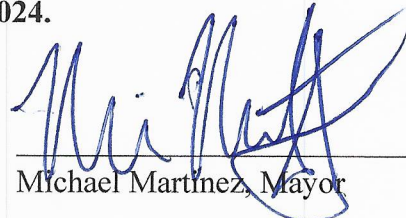
With that said Alderman Tremblay moved to pass Resolution 2024-238 adopting a Purchase Card Policy for all City departments, employees, officers, and/or elected/appointed officials using City-issued purchase cards and providing for an effective date, second by Pro Tem Alvarado, motion was voted 3 to 1, Resolution 2024-238 passes.

- f. Discuss and/or possible action on a Resolution designating an officer or employee to calculate no-new-revenue tax rate and the voter-approval tax rate. Alderman Tremblay moved to accept Resolution 2024-239, second by Repino, passed unanimously.
- g. Discuss and/or possible action on appointing a commissioner to fill the vacancy on the Planning and Zoning Commission and/or procedures to fill vacancy on the Planning and Zoning Commission. Melissa Hadley has stepped down as the Planning and Zoning Commissioner, Mayor postponed until next council meeting.
- h. Discuss and/or possible action on appointing a Chair to the Planning and Zoning Commission. Mayor postponed until the next council meeting.
- i. Discuss and/or possible action on continuing the agreement with the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), HOME Investment Partnerships Program, and Emergency Solutions Grant (ESG) Programs. Mayor stated that CDBG Grant is up for renewal, no motion or action needs to be taken at this time.

8. Adjourn

Moved to adjourn at 7:41 p.m.

PASSED APPROVED THIS 22ND DAY OF AUGUST 2024.


Michael Martinez, Mayor

ATTEST:


Delma Doyal, City Secretary