

Michael Martinez

Mayor

Charles Fillinger

Alderman Place 1

David Tremblay

Alderman Place 2

Thomas Repino

Alderman Place 3



CJ Walker

Alderman Place 4

Monica Madero

Alderman Place 5

Delma Doyal

City Secretary

Casandra Ortiz

City Attorney

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS

SPECIAL MEETING MINUTES

October 16th, 2025 at 6:30 p.m.

1. Call to order and quorum call.

Call to order at 6:31 p.m.

MPT Madero – P , ALD Fillinger - NP, ALD Repino - NP , ALD Walker - P , ALD Tremblay - P , CS – P, CA – NP

2. Pledge of Allegiance.

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. This time is provided for citizens to address the City Council on issues and concerns related to the City of Sandy Oaks. Please note that the Texas Open Meetings Act prohibits the City Council from responding, commenting, or discussing items or topics during this portion of the meeting that are not included on the agenda. The City Council appreciates hearing from the citizens and your thoughts and questions are valued; however, civility and a sense of decorum will be strictly followed. All speakers must address their comments to the City Council. Speakers shall refrain from public criticism of members of the City Council that are prohibited by law. This item will be open for up to 30 minutes, with 3 minutes to each speaker. One (1) person may speak on behalf of a group. Up to three (3) people may register on behalf of the group for the spokesperson to be allotted up to nine (9) minutes to speak. If there are more than ten (10) speakers, each will be given two (2) minutes or six (6) minutes for a group spokesperson.

There are no citizens to be heard

4. Mayor & Administrator Announcements/Updates

No announcements or updates currently

5. Administration – New Business

- a. Discuss and/or possible action on amending the Personnel Policy Manual. (Mayor Martinez)

Motion: MPT Madero, 2nd ALD Walker; to update the table of contents so that the first three items remain the same and the rest of the items are alphabetized, as well as adjusting the format of the document so that the left margin is 1.5 inches and the right margin is .5 inches, passed unanimously

6:54 p.m. ALD Tremblay stepped out to get his glasses, 6:55 p.m. ALD Tremblay is back

Motion: MPT Madero, 2nd ALD Tremblay; update paragraph 3 c 3, to indicate the city council does not have a role and that instead the department head or the city administrator for any vacant position that doesn't have a department head over it will do these functions in 3 c, passed unanimously

Motion: ALD Tremblay, 2nd ALD MPT Madero; to strike section 3 g, passed unanimously

Motion: ALD Tremblay, 2nd ALD Walker, change the title section 4 sexual harassment and discrimination policy to sexual harassment and other forms of harassment and discrimination policy, passed unanimously

Motion: MPT Madero, 2nd ALD Walker; to make paragraph 6 f, g, and h sub paragraphs under paragraph 6 e, passed unanimously

Motion: MPT Madero, 2nd ALD Tremblay; strike must remain within city while on call in section 6 i, passed unanimously

Motion: MPT Madero, 2nd ALD Walker; strike the entire 2nd sentence of 7 h 4 and insert the employee shall sign in on the time and attendance system app or clock, in the 3rd sentence, strike on the time sheet and insert the time and attendance system, passed unanimously

Motion: ALD Tremblay, 2nd none, 7 h number 4 to add after each hourly, the motion was not seconded and therefore was not considered

Motion: MPT Madero, 2nd ALD Walker; to delete the second paragraph in section 8, passed unanimously

Motion: MPT Madero, 2nd ALD Walker; to delete the last sentence of section 8g, passed unanimously

Motion: ALD Tremblay, 2nd MPT Madero; to remove December 26th as a holiday from our holiday schedule, passed unanimously

Motion: MPT Madero, 2nd ALD Tremblay; to remove Good Friday and the day after Thanksgiving, effective January 1, 2026. Passed unanimously

Motion: MPT Madero, 2nd ALD Walker; to strike section 11 b third paragraph strike or as and insert unless and then strike employee supervisor and insert city administration, passed unanimously

Motion: MPT Madero, ALD Tremblay; to insert at the end of 11 b paragraph 3 insert police vehicles are exempt, passed unanimously

Motion: ALD Tremblay, 2nd MPT Madero; to insert only city employees are authorized to operate city-owned equipment, city-owned vehicles, passed unanimously

Motion: MPT Madero, 2nd ALD Walker; to strike 11 f 1 b and make 11 f 1 a part of 11 f 1 and in 11 f 1 a to remove valued in excess of \$500, passed unanimously

Motion: ALD Walker, 2nd ALD Tremblay; to authorize MPT Madero to adjust 11 f 2 and to return it to council for review, passed unanimously

Recess: started: 8:32 p.m., ended 8:38 p.m.

Motion: ALD Tremblay, 2nd MPT Madero; to strike city administrator and insert city council in paragraph 11 g 3, passed unanimously

Motion: MPT Madero, 2nd ALD Walker; to strike 11 g 6, passed unanimously

Motion: MPT Madero, 2nd ALD Walker; to remove section 13 a and all but the last two sentences of 13 b, passed unanimously

Motion: ALD Tremblay, 2nd ALD Walker; to strike as referenced through these personnel policy, passed unanimously

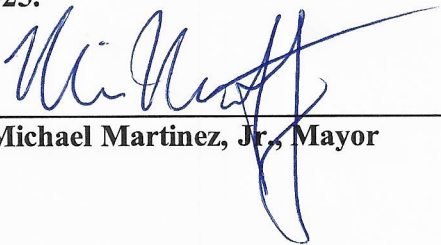
Motion: ALD Tremblay, ALD Walker; to strike holding safety and security positions from 15 k 3, passed unanimously

Motion: ALD Tremblay, 2nd MPT Madero; to take section 20 certifications policy and insert it into the Hiring and Selection Policy selection, passed unanimously

Motion: MPT Madero, ALD Walker add to the last sentence of 22 d community center employee, right before city secretary, passed unanimously

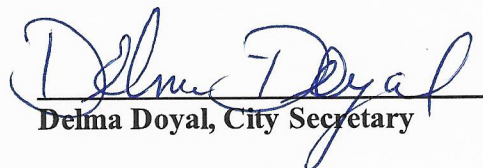
**6. Adjourn
9:32 p.m.**

Passed and approved this 13th, day of November 2025.



Michael Martinez, Jr., Mayor

ATTEST:



Delma Doyal, City Secretary

