

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR CITY COUNCIL MEETING MINUTES
January 10, 2019 at 6:30 P.M.

1. Call to Order and Quorum Call. Mayor Ball called the meeting to order at 6:30 p.m. Also present for the meeting were Aldermen Tremblay, Repino, Tomasini and Garcia, City Administrator Ken Roberts, City Attorney Casandra Ortiz, and City Clerk Katherine Yelton. Alderman Fillinger was absent.
2. Pledge of Allegiance. Mayor Ball led the Pledge of Allegiance.
3. Citizens to be Heard. The item will be open for up to thirty (30) minutes, with 3 minutes to each speaker. If there are more than ten (10) speakers, each will be given two (2) minutes. Citizen Steven Gruver expressed concern over speeders, stop sign violators, and out-of-control dogs.
4. The income and expenses will be reported by the City Clerk Katherine Yelton and possible discussion. Katherine Yelton reported the following: Beginning balance as of December 1, 2018 of \$525,555.47, Checks & Payments of \$27,409.31, Deposits of \$84,981.37, and an ending balance as of December 31, 2018 of \$583,127.53.
5. Receive brief from Alderman Repino on Quarterly Investment Report and possible discussion/action. Alderman Repino presented his report and gave a brief overview of his recent attendance at an Investment Policy seminar. Alderman Repino made a motion to accept the quarterly investment report, which was seconded by Alderman Garcia and passed unanimously.
6. Consent Agenda. All matters listed under the 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) Approval of Invoice No. 1182 from Kassahn & Ortiz, P.C., not to exceed \$3,420.00
 - B) Approve meeting minutes from 11/29/2018 Special Meeting
 - ~~C) Approve meeting minutes from 12/13/2018 Regular Meeting~~Item C was pulled by Mayor Ball since the minutes were not ready to be approved. Alderman Tremblay made a motion to approve items A and B, which was seconded by Alderman Repino and passed unanimously.
7. Discuss and/or possible action on open City Engineer projects (Lost Hills water crossing, Opportunity Drive, and Code/Zoning). Mr. Tom Turk P.E. of M&S Engineering gave a status update of these projects. It was discussed that ordinances need to be established to create a Planning & Zoning Commission and a Board of Adjustment Committee. Alderman Tomasini made a motion to solicit for bids for the repair work needed on Opportunity Drive, which was seconded by Alderman Repino. Prior to taking a vote, Mayor Ball wanted to clarify where the ads would be posted and suggested that Council authorizes Ken Roberts to prepare the RFQ for posting. Mr. Roberts suggested that M&S Engineering be the contact to receive and review the bids, vet the contractors and come back to Council with a presentation and recommendation for approval. Mr. Turk mentioned that since the work is under \$50,000.00, why not just a simple request for quotes or statement of work. Mayor Ball asked Mr. Turk to confirm that the

requirement for bonding and Workers' Compensation will be in the write up for quotes, which he said yes. Alderman Tremblay then made a motion to authorize the City Administrator to prepare a statement of work to include the bonding and insurance requirements, advertise on the City's website and Wilson County News with bids to be received by Monday, February 11. Alderman Tomasini withdrew his original motion. Alderman Tremblay's motion was seconded by Alderman Tomasini and passed unanimously.

Mayor Ball called for a ten-minute break at 7:38 p.m.

Mayor Ball called the meeting back in session at 7:50 p.m.

8. Discuss and/or possible action on a resolution (2019-96) for disposition of the excess/surplus materials located on the City Property. Mayor Ball stated there are seven 100-gallon capacity stainless steel tanks on the former SAWS property that the City is not in need of and, therefore, need to be declared surplus property in order to dispose of. Alderman Tremblay made a motion to approve the resolution and authorize the City Administrator to advertise for disposal of excess property located on City property, which was seconded by Alderman Garcia and passed unanimously. During the conversation, it was also mentioned that the City still needs to conduct a thorough inventory in order to identify other property that can be brought to Council to be declared surplus.
9. Discuss and/or possible action on an ordinance amending the Master Fee Schedule (2019-121) and an ordinance amending the Master Fine Schedule (2019-122) and repealing all prior ordinances. In the Master Fee Schedule, it was confirmed that the prices listed were not specific to or exclusively for Public Information requests, but rather for citizens who are requesting to use City equipment for making copies, faxing, etc. Alderman Tremblay made a motion to approve the Master Fee Schedule ordinance, which was seconded by Alderman Repino and passed unanimously. Alderman Tomasini made a motion to approve the Master Fine Schedule ordinance, which was also seconded by Alderman Repino and passed unanimously.
10. Discuss and/or possible action approving Chris Maldonado (Public Works Employee) to attend Basic Animal Control training to include tuition, travel and lodge expense and adjustment to rate of pay once certified. Alderman Tremblay made a motion to approve expenses not to exceed \$750.00, which includes tuition, lodging, travel, as well as a per diem for meals, parking, etc. and additional travel time to take the State test in February and to table the rate of pay adjustment until after Chris is certified. This motion was seconded by Alderman Tomasini and passed unanimously.
11. Discuss and/or possible action on the purchase of a mower for Public Works. Alderman Tremblay made a motion to approve the purchase of the mower (Bad Boy 72") from Hill Country Tractor not to exceed \$8,395.00, which was seconded by Alderman Repino and passed unanimously.
12. Discuss and/or possible action on the purchase of a Polaris Ranger 4-wheel ATV from Federal Surplus for Public Works. Alderman Tremblay made a motion to approve the purchase of the ATV not to exceed \$2,250.00 to be taken from the Parks & City Grounds Projects budget line item. This was seconded by Alderman Repino and passed unanimously.
13. Discuss and/or possible action creating a part-time Public Works Laborer position and associated duties. Alderman Tomasini made a motion to create the part-time Public Works position and

associated duties, which was seconded by Alderman Garcia and passed unanimously. Mayor Ball then moved to agenda item 15.

15. Discuss and/or possible action on a hiring process for filling part-time Public Works Laborer position. Alderman Tremblay made a motion to offer the job to the other applicant who applied for the initial job opening if that person is still interested. If not, to publish the job opening in the Wilson County News. This was seconded by Alderman Repino and passed unanimously. Mayor Ball confirmed the new employee would need to be added to the City's current Workers' Compensation Policy, but not eligible for health insurance benefits as a part-time employee and the offer is conditional upon successful completion of a background and fit-for-duty check. Mayor Ball then went back to agenda item 14.
14. Discuss and/or possible action on hourly pay and work hours for a part-time Public Works Laborer. Alderman Tremblay made a motion to set the hourly pay at \$10.00 an hour with the work week not to exceed 24 hours a week and to wait to figure out which days of the week after an employee is hired. This was seconded by Alderman Repino and passed unanimously.
16. Discuss and/or possible action on a pay adjustment for the City Clerk due to added responsibilities and the end of her probationary period. Alderman Repino made a motion to increase the City Clerk's rate of pay to \$15.00 an hour, which was seconded by Alderman Garcia and passed unanimously.
17. Discuss and/or possible action on amending the Employee Leave Policy to include end-of-year carryover of Paid Time Off (PTO). Alderman Tremblay made a motion to amend the Employee Leave Policy to allow employees to carry over no more than 40 hours of Personal Time Off (PTO) from the previous year into the new year with no stipulations on when to use that carry over time. A part of the motion was also to instruct the City Attorney to update the City's leave policy. This was seconded by Alderman Garcia and passed unanimously.
18. Discuss and/or possible action on the authorization for purchase of equipment for the City Marshal's Office. Alderman Repino made a motion to approve an amount not to exceed \$4,000.00 for radio equipment and programming, which was seconded by Alderman Garcia and passed unanimously. Ken Roberts stated a prioritized list of additional purchase requests will be presented at the next regular council meeting. Mayor Ball asked Marshal Ibarra about a ballistics vest, which Marshal Ibarra stated has already been ordered. Mr. Roberts stated the Justice Department has a bullet proof vest program and he will provide more information the next time he receives an email from the agency. Mayor Ball then moved on to agenda item 20.
20. Discuss and/or possible action on an ordinance (2019-123) establishing a Municipal Court, including a Prosecutor and a Municipal Court Clerk. Mayor Ball questioned Section 10 Item B dealing with court facilities and seals and stated the City Clerk and Judge work together to purchase an embossing seal. Regarding Section 12 for jury selection, it was confirmed that the Court Clerk is the one who would have access to the source documents to determine who can be summoned for duty and is also the one to send the summons letters. For Section 15 Item E, regarding the collection of security fees to be segregated in security funds, it was confirmed a new line item will need to be created in the budget along with a new line item for a technology fund. Section 16, regarding the establishment of a technology fund that may be maintained in an interest-bearing account, it was confirmed this would fall under the City's investment policy. Alderman Tomasini stated he understands and agrees that a municipal court is needed and that

the funds are available in the current budget but voiced his concerns about funds not being available in future budgets to support the salaries of a judge, clerk, and prosecutor. Mr. Roberts offered having a “quarterly budget execution review” provided to the Council in order to keep track of up-to-date spending and to adjust the amounts, if needed. Mayor Ball also explained that there are a lot of one-time expenses already built into the current budget that would not apply to future budgets. Alderman Tremblay made a motion to approve the ordinance as presented, which was seconded by Alderman Repino and passed unanimously.


19. Discuss and/or possible action of the purchase of equipment for the Municipal Court. Mayor Ball mentioned she has a gavel and base used by the former WPPOA and first mayor that she can give to the Municipal Court. Alderman Tremblay made a motion to approve funds not to exceed \$1,500.00 for the purchase of a laptop and a robe for the Municipal Judge. This was seconded by Alderman Repino and passed unanimously.
21. Discuss and/or possible action on an ordinance (2019-124) related to the regulation of parking, storage and idling of Commercial Vehicles. Mayor Ball explained that the Alamo Area Council of Governments (AACOG) passed an anti-idling ordinance for Bexar County as it relates to big rig trucks and needs to be passed by individual cities because federal funding could be impacted if the City is out of compliance. Also, the City has a large number of commercial trucks that are being driven on and parked in the streets causing damage to the roads. The ordinance allows for a permit for an annual fee per unit of \$1,500.00 based on the City’s fiscal year and prorated back to the first day of the month that the permit is issued. Alderman Tremblay made a motion to approve the ordinance as captioned, which was seconded by Alderman Garcia and passed unanimously.
22. Discuss and/or possible action on a resolution (2019-97) approving an Investment Policy pursuant to the Public Funds Investment Act. Alderman Repino made a motion to approve the resolution as presented, which was seconded by Alderman Garcia and passed unanimously.
23. Discuss and/or possible action on the purchase and placement of City of Sandy Oaks city limit signs. Alderman Repino made a motion approve the purchase of ten city limit signs not to exceed \$1,500.00, which was seconded by Alderman Garcia and passed unanimously.
24. Discuss and/or possible action on the purchase and placement of signs supporting Ordinance 2018-118 (Health and Sanitation Regulations). Alderman Tomasini made a motion to approve the purchase of six signs not to exceed \$500.00, which was seconded by Alderman Garcia and passed unanimously.
25. Discuss and/or possible action on the purchase of additional game cameras for use by City for public safety, health and sanitation and crime deterrent. Alderman Tremblay made a motion to table this item indefinitely, which was seconded by Alderman Garcia and passed unanimously.
26. Discuss and/or possible action for soliciting bids for Professional Services to conduct a City Master Plan. Mayor Ball stated that in a previous action, Council determined the City’s current engineering firm would not be eligible to draft the City’s master plan due to a possible conflict of interest. Mrs. Ortiz said she had spoken with other engineering firms who said there is not a conflict of interest since the end goal of the engineering firm and the City is the betterment of the city. Mr. Roberts recommended that the City still publish an RFQ so that not to appear that the current engineer firm has “a leg up”. Mrs. Ortiz said the City can use the same RFQ that was

used to solicit for the engineering firm and make changes to be specific to a master plan. Alderman Tremblay made a motion to have the City Administrator and City Attorney develop the RFQ to be published in the Wilson County News, the City website and "Commerce Daily Bulletin" per Mr. Roberts, and directly email engineering firms who have expressed an interest in the past. This was seconded by Alderman Repino and passed unanimously.

27. Discuss and/or possible action for soliciting bids for Professional Janitorial Services for bi-weekly cleaning of the City Hall building. This item was pulled by Mayor Ball.
28. Discuss and/or possible action on estimates for purchase of replacement of the frame and door for City Hall. Alderman Tremblay made a motion to approve the bid from AC Door Specialties not to exceed \$1,815.00, which was seconded by Alderman Repino and passed unanimously.
29. Discuss and/or possible action on a Professional Services Agreement with Oak Hills Animal Hospital for veterinary services. Alderman Tomasini made a motion to allow Mr. Roberts to negotiate and finalize the agreement with Oak Hills Animal Hospital, which was seconded by Alderman Garcia and passed unanimously.
30. Discuss and/or possible action of an Interlocal Agreement for Printing Services with Bexar County Print Shop. Alderman Tomasini made a motion to allow Mr. Roberts to negotiate and finalize the Interlocal Agreement with Bexar County Print Shop, which was seconded by Alderman Garcia and passed unanimously.
31. Adjourn. Alderman Repino made a motion to adjourn at 11:17 p.m.

PASSED AND APPROVED ON THE 14TH DAY OF FEBRUARY 2019.

ATTEST:


Katherine Yelton, City Clerk


Micki L. Ball, Mayor