

CITY OF SANDY OAKS, TEXAS
REGULAR CITY COUNCIL MEETING MINUTES
November 8, 2018 at 6:30 p.m.

1. Call to order and quorum call. Mayor Pro Tem Tomasini called the meeting to order at 6:32 p.m. Present for the meeting were Aldermen Tremblay, Garcia, Fillinger, and Repino, as well as City Clerk Katherine Yelton and City Attorney Casandra Ortiz. Mayor Tanguma was not present.
2. Pledge of Allegiance. The Pledge of Allegiance was led by Mayor Pro Tem Tomasini.
3. Citizens to be heard. No citizens signed up to speak.
4. Financial/Budget Report: The income and expenses will be reported by City Clerk Katherine Yelton and possible discussion. City Clerk Yelton reported the October 2018 beginning balance of \$497,163.40, checks and payments of \$32,473.32, deposits of \$19,979.98, leaving a balance for October 2018 of \$484,670.06. No further discussion.
5. Consent Agenda. All matters listed under Consent Agenda are considered to be 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. Alderman Tremblay made a motion to approve the consent agenda items as listed, which was seconded by Alderman Fillinger and passed unanimously.
 - a) Approval of the minutes from the Regular City Council Meeting, October 11, 2018.
 - b) Approval of the minutes from the Special City Council Meeting, October 25, 2018.
 - c) Discuss and/or possible action on approval for payment of August invoice no. 1176 from Kassahn & Ortiz, P.C. for city attorney services not to exceed \$7,061.23.
 - d) Discuss and/or possible action on approval for payment of September invoice no. 1179 from Kassahn & Ortiz, P.C. for city attorney services not to exceed \$4,050.00.

Unfinished Business

At 6:35 p.m., Mayor Pro Tem Tomasini called for an executive session to discuss agenda items 6 and 7.

6. Executive Session to deliberate the employment, compensation, hours, duties, benefits, and start date for the City Marshal pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074 (Personnel Matters).
7. Executive Session to deliberate the employment, compensation, hours, duties, benefits, and start date for the Public Works employee pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074 (Personnel Matters).

Council returned from executive session at 7:11 p.m.

8. Discuss and/or possible action on the employment, compensation, hours, duties, benefits, and start date for the City Marshal. Alderman Tremblay made a motion to approve the Marshal's

salary at \$65,000 annually based on a 40-hour work week with flexible hours as approved by the City Administrator, benefits package to include health insurance with the employee paying \$113.00 a month and the City paying \$210.22, life insurance at one time the base salary with additional life insurance at the employee's expense, 6 paid holidays, PTO at 104 hours annually and start date based on TCOLE approval. This motion was seconded by Alderman Fillinger and passed unanimously.

9. Discuss and/or possible action on the employment, compensation, hours, duties, benefits, and start date for the Public Works employee. Alderman Tremblay made a motion to approve the Public Works employee's salary at \$12.50 an hour based on a 40-hour work week, Monday through Friday, 8:00 a.m. to 5:00 p.m. and an hour lunch with overtime paid at 1.5 times the hourly rate, benefits package to include health insurance with the employee paying \$113.00 a month and the City paying \$210.22, life insurance at one time the base salary with additional life insurance at the employee's expense, 6 paid holidays, PTO at 104 hours annually and start date based on background check results. This motion was seconded by Alderman Repino and passed unanimously.
10. Discuss and/or possible action on an Ordinance adopting a Records Control Plan and corresponding state records control schedules. Alderman Tremblay made a motion to approve the ordinance and adopt the plan and schedules, which was seconded by Alderman Fillinger and passed unanimously.

New Business

11. Discuss and/or possible action of an Ordinance to follow the Bexar County Fire Marshal's order for a Burn Ban whenever it is instituted and/or regulating outdoor burning within the City limits. Alderman Tremblay made a motion to amend Section 2D and strike out the word "written" to just say "with prior notification to...". Alderman Fillinger seconded the motion to amend, which passed unanimously. Alderman Fillinger then made a motion to amend Section 2B to add the Bexar-Bulverde Volunteer Fire Department Tip Sheet as an exhibit and additional verbiage in the paragraph to include, "Recreational fires confined to a fire pit and conforming with Bexar-Bulverde Volunteer Fire Department Tip Sheet: Guidelines To Safe Burning in Residential Fire Pits" do not require prior written notification, inspection or authorization by listed officials". This motion was seconded by Alderman Tremblay and passed unanimously. Alderman Fillinger then made a motion to approve the ordinance as amended, which was seconded by Alderman Repino and passed unanimously.
12. Discuss and/or possible action of an Ordinance prohibiting the placement of refrigerators, ice boxes, and other airtight/semi-airtight contains pursuant to Texas Health and Safety Code Title 9, Chapter 756, Sections 756.011, 756.012, and 756.013. Alderman Tremblay made a motion to approve the ordinance as presented, which was seconded by Alderman Fillinger and passed unanimously.
13. Discuss and/or possible action on a Resolution authorizing the City Clerk to prepare and submit an annual Eminent Domain Authority Report. Alderman Fillinger made a motion to adopt the resolution authorizing the City Clerk to prepare and submit the Eminent Domain Authority Report, which was seconded by Alderman Repino and passed unanimously.

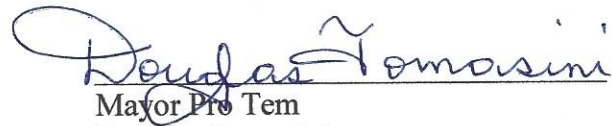
14. Discuss and/or possible action on a Resolution naming a public newspaper to serve as the official newspaper of the City for fiscal year 2018-2019. Alderman Tremblay made a motion to adopt the resolution naming Wilson County News as the City's official newspaper for FY2018-2019, which was seconded by Alderman Repino and passed unanimously.
15. Discuss and/or possible action approving a contract with Wayne Beyer of Beyer & Company and a Resolution retaining Beyer & Company to perform the annual audit for fiscal year ending September 30, 2017 for the city. Alderman Fillinger made a motion to approve the contract with Beyer & Company and adopt the resolution retaining Beyer & Company to complete the audit for FY2106-2017, which was seconded by Alderman Repino and passed unanimously.
16. Discuss and/or possible action on adopting an Employee Leave Policy. Alderman Tremblay made a motion to adopt the Employee Leave Policy as presented, which was seconded by Alderman Fillinger and passed unanimously.
17. Discuss and/or possible action on adopting a Hiring and Selection Policy. Alderman Tremblay made a motion to table this agenda item, which was seconded by Alderman Fillinger and passed unanimously.
18. Discuss and/or possible action on approval of funds for repair of swings in City Park. Mayor-elect Ball suggested checking with Bexar County Purchasing for additional pricing option since the City piggybacks on Bexar County's purchasing agreement. Alderman Tremblay made a motion to approve funds not to exceed \$450.00, which was seconded by Alderman Repino and passed unanimously.
19. Discuss and/or possible action authorizing the City Clerk to apply for a Pilot Fleet Fuel credit card for use in refueling city vehicles. Alderman Tremblay made a motion to authorize the City Clerk to apply for a Pilot Fleet Fuel card, which was seconded by Alderman Garcia and passed unanimously.
20. Discuss and/or possible action on an additional street lights identified in CPS's internal audit and/or approval of the installation of new 100-watt equivalent LED streetlights. City Clerk Katherine Yelton explained that during CPS's internal audit, seven additional street lights were identified as needing to be accepted by the City and added to the monthly bill, as well as for the need to decrease the amount of new street lights from the previous approved amount of seventy-five to seventy-one. Alderman Fillinger made a motion to approve the additional and new street lights, which was seconded by Alderman Garcia and passed unanimously.
21. Discuss and/or possible action on approving the purchase of Dragon Professional Individual v15 Voice Recognition Transcription Software (not to exceed \$150.00). Alderman Fillinger made a motion to approve the purchase of the software not to exceed \$300 since the \$150 as stated in the agenda is to upgrade an outdated version of the software. The motion was seconded by Alderman Tremblay and passed unanimously.
22. Discuss and/or possible action on SAWS' release of the Sanitary Control Easements on the former 2.18 acres SAWS tract. This agenda item was pulled by Mayor Pro Tem Tomasini as it was information only and the release of the easements had already been completed.

23. Discuss and/or possible action on an ordinance amending the 2018-2019 Fiscal Year budget for Public Works Fuel. Alderman Tremblay made a motion to approve the creation of a line item for Public Works Fuel and move \$3000 from Mowing to the new line item, which was seconded by Alderman Repino and passed unanimously. Alderman Repino then made a motion to approve the ordinance to make amend the 2018-2019 Fiscal Year budget, which was seconded by Alderman Tremblay.
24. Discuss and/or possible action on purchasing or leasing a storage building for Public Works Department equipment. Alderman Tremblay made a motion to approve the funds not to exceed \$3500 for the purchase of a storage building for the Public Works Department to be taken from the line item Public Works Employee. This motion was seconded by Alderman Fillinger and passed unanimously.
25. Adjourn. At 7:56 p.m., Alderman Fillinger made a motion to adjourn, which was seconded by Alderman and passed unanimously.

PASSED AND APPROVED ON THIS 13th DAY OF DECEMBER 2018.

ATTEST:


City Clerk
Katherine Yelton


Mayor Pro Tem
Douglas Tomasini