

**CITY OF SANDY OAKS, TX**  
**COUNCIL MEETING MINUTES**

**January 14, 2016**

**INTRODUCTION**

**Agenda Item 1** Call to Order and Quorum Call. The meeting was called to order by Mayor Ball at 6:32 p.m. at the Lakeside Lodge Braunig RV Park. Present for the meeting were Alderwoman B.J Gillespie, Alderwoman Karen Tanguma, Alderman David Tremblay, and Alderman Doug Tomasini. Also in attendance were City Attorney Leslie Kassahn and City Clerk Charlotte Rabe.

**OPENING CEREMONIES**

**Agenda Item 2** Mayor Ball thanked Dawn Allison and Dave Totten for donating the new flag, she then led the Pledge of Allegiance.

**Agenda Item 3** Citizens to be Heard: Dawn Allison spoke about her need to be a good citizen and wanting this city to be a success. Mike Miller spoke about his concern with an RV park being allowed. Charles Fillinger spoke on Agenda Item 6 & 7 concerning the process for filling the vacant position for Place 4.

**Agenda Item 4** Financial Report: The income and expenses will be reported by City Clerk Rabe. Ms. Rabe reported that the beginning balance was \$89,211.65, less expenses of \$2,421.91 and deposits of \$61,397.31 from sales tax and ad valorem taxes, leaving a balance of \$148,187.05. Financial report is attached.

**Agenda Item 5** Consent Agenda:

1. Discuss and consider approval of the minutes from the September 2, 2015 Special City Council Meeting.
2. Discuss and consider approval of the minutes from the September 8, 2015 Special City Council Meeting
3. Discuss and consider approval of the minutes from the December 15, 2015 Regular City Council Meeting.
4. Approve for payment invoice 1094 from Kassahn & Ortiz, P.C. in the amount of \$1,890.00
5. Approve reimbursement of \$40 to Alderwoman Gillespie for attending the Texas Municipal League "Small Cities Problem Solving" clinic in Cuero, TX on December 11, 2015. Alderman Tremblay made a motion to change the wording of Item 3 to read Special instead of Regular and to approve the consent agenda as presented. Alderwoman Gillespie seconded. Motion passed unanimously.

**Agenda Item 6** Discuss and take action to fill the vacant position of Alderman Place 4 by appointment as authorized by Local Government Code Section 22.010. City resolution, 2015-22 outlines this process. Mayor Ball read the resolution. It allows the council to make nominations and also accept applications. Two applications were received. Peter Bricken, who withdrew his application and Charles Fillinger, whose application was not notarized. At this time, the Mayor said she would accept nominations from the council. Alderman Tremblay made a motion to nominate Mrs. Melissa Matahuala. Alderwoman Tanguma seconded. Motion passed unanimously.

**Agenda Item 7** Swearing in and administering Oath of Office to newly appointed official to the position of Alderman Place 4. Mayor Ball called Mrs. Matahuala up and administered the oath and swore her in.

**Agenda Item 8** Presentation by Damon Gibbs of Edge Construction on plans for commercial development of the lot located behind and beside Dollar General, discuss and take possible action. Mr. Gibbs brought in colored drawings of his plans for the property. He has spoken with TexDot about the entrances to the property. They will allow him three. And plans to follow the International Fire Code. There will be several units for multiple businesses. The council asked that he bring them updates of the progress. He assured them he would. Alderman Tremblay also asked that, when the time comes that a ground-breaking ceremony be held with media coverage. Mr. Gibbs agreed. It was also agreed that the council would support this endeavor as long as he follows county guidelines. Mayor Ball also requested final copies of the plans. No action taken.

**Agenda Item 9** Discuss and consider amending the ordinance prohibiting the sale of fireworks within the City of Sandy Oaks city limits to include banning the storage of same and establishing fines, penalties and an effective date. This item was brought back because the Council inadvertently removed the "storage" portion of the ordinance and no fines or penalties were established. Alderwoman Gillespie made a motion to have section 5 read with a maximum of \$2,000.00 penalty. Alderman Tremblay seconded. Motion passed unanimously. Alderman Tremblay made a motion to amend ordinance 2015-32 to include banning the storage of fireworks in the city limits. Alderwoman Gillespie seconded. Motion passed unanimously.

**Agenda Item 10** Update on signage for the City of Sandy Oaks from the previous City Council meeting held on December 25, 2015. Alderman Tremblay made a motion to postpone this item until the February Regular meeting, when we have more info as this is a new program. Seconded by Alderwoman Gillespie. Motion passed unanimously.

**Agenda Item 11** Discuss and consider purchasing insurance for General Liability, Law Enforcement Liability and Errors and Omissions Liability through the Texas Municipal League Intergovernmental Risk Pool. We have to adopt these items to complete the package deal to get insurance for the donated vehicles. Alderman Tremblay asked who was going to move the vehicles and Marshal Gutierrez said he would be responsible for moving the vehicles as soon as insurance was provided. Mayor Ball is in contact with TML, working on getting the insurance issued. Alderman Tremblay made a motion to accept the quote from the TML Intergovernmental Risk Pool for the purchase of General Liability, Law Enforcement Liability and Errors and Omissions Liability insurance. Seconded by Alderwoman Matahuala. Motion passed unanimously.

**Agenda Item 12** Update on auditor solicitation from the previous City Council meeting held on December 15, 2015. The city clerk reported that the job was posted on the TML website for one month and had no replies. Ms. Kassahn said she would submit some names to the city clerk. Alderwoman Tanguma made a motion to place an ad in the San Antonio Express-News for an auditor. Seconded by Alderman Tremblay. Motion passed unanimously.

**Agenda Item 13** Discuss and consider selection of available contractors through the Bexar County purchasing department for the repair of streets located within the City of Sandy Oaks city limits. This is to allow the council to work with the purchasing department in contracting for needed services. Mayor Ball, Alderman Tremblay and Alderwoman Gillespie spent some time filling potholes themselves. It was not something they want to have to do again. It was meant to be a temporary fix. Alderman Tremblay stated he thought we had already voted on this issue. But Mayor Ball questioned the need to bring individual items to be approved by the board. Ms. Kassahn stated it would be best to bring them before the board for approval, if possible. No action taken as no contractors were submitted. Mayor Ball said she would bring list of contractors to the next meeting.



**Agenda Item 14** Discuss and consider the creation of a newsletter by resolution for delivery and general distribution to City of Sandy Oaks residents. Alderwoman Tanguma has looked into the best way to produce and distribute a quarterly newsletter. As getting information out to the citizens is still a problem. Various postage saving solutions were suggested and looked into but none apply to the city. Alderman Tremblay suggested trying one by handout. Alderwoman Gillespie would like to see the first one mailed to each resident. A discussion was held on what information could be included. Alderwoman Tanguma volunteered to produce the newsletter. Alderman Tremblay made a motion to approve the resolution to create a newsletter, which Alderwoman Tanguma was asked to present a draft of, at the next city council meeting at which time cost and distribution will be discussed. Seconded by Alderwoman Gillespie. Motion passed unanimously.

Mayor Ball asked to move **Agenda Item 16** before **Agenda Item 15**

**Agenda Item 16** Discuss and consider a Resolution accepting the CPS electricity accounts related to street lighting from the Waterwood Park Property Owners Association and authorizing payment of said account balances. Mayor Ball has been working with CPS since the beginning of the year and she has asked Alderwoman Gillespie to help her. No signature is required to pay these bills. The lights are on the city streets and the bills are in the arrears and are due to be shut off. As a safety issue to the city, the Mayor is asking for these bills to be paid. Alderman Tremblay made a motion to approve the Resolution to accept the CPS accounts and transfer the accounts to the city. Alderwoman Gillespie seconded. Motion passed unanimously.

**Agenda Item 15** Discuss and consider an Ordinance authorizing the Mayor and/or City Attorney to negotiate and execute all documents necessary for the transfer of assets from the Waterwood Park Property Owners Association. Alderman Tremblay made a motion to postpone the item until the March meeting. There are some legal issues to be worked out. Seconded by Alderwoman Gillespie. Motion passed unanimously.

**Agenda Item 17** Discuss and consider changes to the animal control ordinance as approved at the meeting of the City Council on December 15, 2015. This ordinance was discussed but certain items needed adding. Riding of livestock was discussed. Other changes/additions were discussed. Alderman Tremblay made a motion to amend Ordinance 2015-36 to include conditions for riding livestock on public streets and allowing citizens to make variance requests. Seconded by Alderwoman Gillespie. Motion passed unanimously.

**Agenda Item 18** Discuss and consider a resolution to comply with Eminent Domain Reporting, authorizing the filing of the report, and giving the City Clerk authority to file this report on behalf of the City of Sandy Oaks. This is a mandatory report that the city has to file. It is a new law with an annual filing date. Alderwoman Matahuala made a motion to approve the resolution on Eminent Domain reporting. Seconded by Alderwoman Tanguma. Motion passed unanimously.

**Agenda Item 19** Discuss and consider authorizing the Mayor and/or City Clerk to execute a letter to property owner, property owner's representative, or local governmental entity stating that the City of Sandy Oaks does not currently have platting requirements, when such documentation is requested, for purpose of property development within the City. All request before have come before the council and the mayor would like Council's approval to send the letters as needed. Alderman Tremblay made a motion to authorize the Mayor and/or City Clerk to issue these letters stating that the city has no platting requirements at this time. Seconded by Alderwoman Gillespie. Motion passed unanimously.

Motion to adjourn at 8:30 p.m. made by Alderwoman Gillespie. Seconded by Alderman Tomasini.

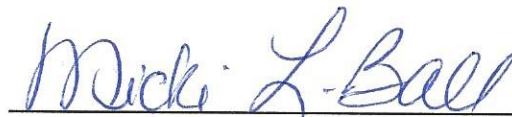
PASSED AND APPROVED ON THIS 11th Day of February, 2016

Attest

A handwritten signature in blue ink, reading "Charlotte Rabe", written over a horizontal line.

City Clerk

Charlotte Rabe

A handwritten signature in blue ink, reading "Micki L. Ball", written over a horizontal line.

Mayor

Micki L. Ball

1 Attach- January Financial Report