

**CITY OF SANDY OAKS, TX**  
**SPECIAL COUNCIL MEETING MINUTES**  
**December 15, 2015**

**INTRODUCTION**

The meeting was called to order by Mayor Micki Ball at 6:31 p.m. at the Lakeside Lodge Braunig RV Park. Present for the meeting were Aldermen David Tremblay, Doug Tomasini, and Alderwomen B.J. Gillespie and Karen Tanguma. Also in attendance, City Attorney Casandra Ortiz and City Clerk Charlotte Rabe.

The Pledge of Allegiance was led by Mayor Ball.

**Agenda Item 3** Citizens to Be Heard. Jim Clement asked to wait to speak. Dawn Allison spoke about the need for Mr. W. to clean up their lot. Ken Carden spoke his opinion about term limits. Earnest Gay spoke about the audio of the meetings being put on the website. Also about the ordinances being place on the website as proposed so people know what is going on. Diana Gay spoke about the need to clean up the neighborhood. Cathleen Lamoureux-Recio spoke about the need to inform the citizens who don't have internet. She also spoke on animal control, trash problem. She questioned the city marshal's qualifications.

**Agenda Item 4** Financial Report: The income and expenses will be reported by City Clerk Rabe. Ms. Rabe reported that the beginning balance was \$43,316.22, less expenses of \$3,639.07 and income of \$49,534.50 leaving a balance of \$89,211.65. Financial report is attached.

**Agenda Item 5** Marshal Report: Update on the status of the Marshal Office. Jesse Gutierrez, City Marshal, reported that he was working on all the steps to create the marshal dept. He has completed the policy and procedure manual required. We need to pick up the donated vehicles and acquire an office.

**Agenda Item 6** Consent Agenda:

1. Discuss and consider approval of the minutes from the Sept 2, 2015 Special City Council Meeting
2. Discuss and consider approval of the minutes from the Oct 8, 2015 Regular City Council Meeting.
3. Discuss and consider approval of the minutes from the Nov 12, 2015 Regular City Council Meeting
4. Approve for payment invoice 1091 from Kassahn & Ortiz, P.C.
5. Approve reimbursement to Mayor Ball for printing and supplies totaling \$219.62.

Alderman questioned the Sept 2, minutes as they contain the continued minutes from the Sept 8 meeting. The City Attorney stated we should pull the Sept 8 minutes and approve at the next meeting. Mayor Ball said we would pull #1. Alderman Tremblay made a motion to approve the consent agenda, seconded by Alderwoman Gillespie. Motion passed unanimously.

**Agenda Item 7** Presentation by Gonzalez-De La Garza for Engineering Services; discuss and take possible action. A representative of the company spoke about what they do and how they would like to work with our city.

**Agenda Item 8** Presentation by Mr. Julio Martinez of Mr. W's fireworks related to the proposed ordinance prohibiting the sale of fireworks within the city limits; discuss and take possible action. Mr. Martinez spoke about his company. He would like the city to reconsider the proposed ordinance. No action taken.

**Agenda Item 9** Discuss and consider an ordinance prohibiting the sale, use and/or storage of fireworks within the city limits. Alderman Tremblay made a motion to strike the "use and/or storage" as we had already approved instructing the city attorney to prepare the ordinance with only prohibiting the sale at the Nov 12 meeting. Seconded by Alderwoman Gillespie. Motion passed unanimously.

**Agenda Item 10** Presentation by Damon Gibbs of Edge Construction on plans for commercial development of lot located behind and beside Dollar General; discuss and take possible action. No one was present to speak.

**Agenda Item 11** Discuss and consider the presentation by Javier Ramos on plans for commercial development of Lot 2, Block 128 on Waterwood Pass behind the Valero; discuss and take possible action. Mr. Ramos spoke on his plans for this property. He presented plans for the council to consider. Alderman Tremblay made a motion to approve the plans and for the city clerk and mayor to provide any paperwork required. Seconded by Alderwoman Tanguma. Motion passed unanimously.

Mayor Ball asked that Item #12 be moved to after #17 on the agenda.

**Agenda Item 12** Discuss and consider an Ordinance amending Ordinance No. 2015-12, known as the Health and Sanitation Regulations, to provide for the placing of garbage, trash and recyclables within the city limits, to provide for the placing of trash and recyclable collection containers , and to prohibit the burning of trash and hazardous waste within the city limits. Alderman Tremblay made a motion to approve the ordinance as written. Alderwoman Gillespie seconded. Motion passed unanimously.

**Agenda Item 13** Discuss and consider opting out of the Texas Municipal League(TML) Small Municipality Program and upgrade to the level necessary to allow for insuring city-owned vehicles. Mayor Ball received a quote of approximately \$1700 per year for the vehicle insurance. Alderman Tremblay asked the marshal or city clerk to find out what the process is to register and title the vehicles in the City's name. Alderman Tremblay made a motion to accept the quote to insure the vehicles. Seconded by Alderwoman Gillespie. Motion passed unanimously.

**Agenda Item 14** Discuss and consider the bonding and insurance requirements for city officials handling City monies. TML also offers a policy to cover this. Premium quote of \$325 annually with a \$25,000.00 limit per incident, per occurrence and \$500 deductible. Coverage is required. Alderwoman Tanguma made a motion to accept the public employee dishonesty coverage along with the forgery/alteration, the theft, disappearance and destruction and computer fraud for \$325 a year. Seconded by Alderwoman Gillespie. Motion passed unanimously.

**Agenda Item 15** Discuss and consider Waterwood Park Property Owners Association assets and properties offer to the City of Sandy Oaks and the status of the investigation by the Texas Commission on Environmental Quality. (TCEQ). The city attorney has been in contact with Mr. Clement of the WPPOA. Mr. Clement said he had given the city attorney a map of the streets maintained by Bexar County at the time of incorporation. Mayor Ball has been in contact with Bexar County and has received information but it still doesn't clear up who owns the streets. After a discussion, Alderman Tremblay made a motion to pass an ordinance to accept the streets within Waterwood, from the WPPOA, for the purpose of maintaining the streets and right-of-ways, and all other

properties offered, with the exclusion of the park. And to have the city attorney proceed with the transfer of deeds, at which time assume the responsibility of utilities associated with the properties. Seconded by Alderwoman Gillespie. Motion passed unanimously. Mr. Clement spoke on the investigation of the TCEQ. A citizen's complaint has caused the investigation. An initial inspection by the TCEQ was made. The suspected material was not available to be checked. The TCEQ is requiring the WPPOA to provide core samples of the contaminated property. The WPPOA does not have the money to pay for this. The WPPOA is going to send out an assessment fee of \$50 to cover the payment. Mr. Clement is also trying to sell the two buildings in the park. If he gets enough money for the buildings he will not send out the assessments. A long discussion was held on the subject. No action taken.

**Agenda Item 16** Discuss and consider submitting application to Federal Surplus Property Program (FSP). This is needed to participate in the program. Alderman Tremblay made a motion to submit the application, to include authorized representatives being the mayor and city clerk. Seconded by Alderman Tomasini. Motion passed unanimously.

**Agenda Item 17** Discuss and consider signage for the City of Sandy Oaks to include city limit, speed limit and other traffic and street signs. Alderwoman Gillespie has taken on this item and is in the process of identifying missing and needed signs for the city. City limit signs were discussed. Alderman Tremblay suggested using the Bexar County purchasing agreement we have entered into. No action taken.

**Agenda Item 18** Discuss and consider an animal control ordinance. A discussion was held. And changes discussed. Alderman Tremblay made a motion to accept the ordinance with the changes requested. Adding a section on feral cat colonies, change Section 10 3d to 3 days, and add a section regarding deed restrictions. Seconded by Alderwoman Tanguma. Motion passed unanimously.

It was decided to move Agenda Item 19 to after Item 20.

**Agenda Item 20** Discuss and consider an ordinance approving an Interlocal Agreement with City of Elmendorf for animal control services. The agreement has already been approved by Elmendorf. Sandy Oaks will pay Elmendorf \$32.00 for each transportation event if Elmendorf will also be transporting a dog(s) captured by Elmendorf to the City of Selma. If Elmendorf transports a dog(s) captured by Sandy Oaks and does not also transport a dog(s) captured by Elmendorf, Sandy Oaks will pay Elmendorf \$80.00 for each transportation event. Elmendorf has six holding pens on the truck that it will use to transport the dogs. If the number of dogs to be transported, whether from Sandy Oaks or a combination of dogs from Sandy Oaks and Elmendorf, is greater than six and Elmendorf personnel determine that the transportation of all of the dogs is not possible because of the number of dogs or the aggressiveness of the dogs, Sandy Oaks and Elmendorf will pay for the number of trips necessary to transport all of the dogs based on a percentage of dogs from each respective City on each additional trip necessary. They will pick up contained animals only. Purchase of cages was discussed. Alderman Tomasini made a motion to accept the ordinance. Seconded by Aldermen Tremblay. Motion passed unanimously.

**Agenda Item 19** Discuss and consider an ordinance approving an Interlocal Agreement with City of Selma for animal control services. The City of Selma will accept the animals from Elmendorf, for \$98.00 and hold for 72 hours. Alderman Tremblay made a motion to enter into the Interlocal Agreement with Selma. Seconded by Alderman Tomasini. Motion passed unanimously.

**Agenda Item 21** Discuss and consider contracting an auditor to prepare the annual Comprehensive Annual Financial Report (CAFR). This is required for the CDBG Grant. Mayor Ball has looked, with no luck and is suggesting we put an ad on the TML career website for the specialized report. It was decided to have the city clerk post the job for 30 days on the TML website.

**Agenda Item 22** Discuss and consider posting on Texas Municipal League for applications to fill the City Clerk position and qualifications for City Clerk position. The city clerk stated she would stay until a building was acquired. The item was pulled, until a later date.

**Agenda Item 23** Discuss and consider approving the policy manual for the Marshal Office. The City Marshal has provided the manual to the city attorney for approval. She will work with him on what she found (clerical). Alderwoman Gillespie made a motion to approve the manual for the Marshal Office. Seconded by Alderwoman Tanguma. Motion passed unanimously.

**Agenda Item 24** Discuss and consider an Ordinance approving the Tax Roll for 2015 as required by Property Tax Section Code. 26.09(e). Alderman Tremblay made a motion to approve the ordinance. Alderman Tomasini seconded. Motion passed unanimously.

Motion to adjourn at 9:50 made by Alderwoman Tanguma.

PASSED AND APPROVED ON THIS 14th Day of January, 2016

Attest



City Clerk

Charlotte Rabe



Mayor

Micki L. Ball

1 Attach- December Financial Report