

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

**March 21, 2015**

**INTRODUCTION**

The meeting was called to order by Mayor Jim Clement at 9:05 a.m.

Also present for the meeting were Aldermen Joel Ortega, David Tremblay, Earnest Gay, Doug Tomasini, and Alderwoman Micki Ball. City Attorney Art Martinez de Vara was also present.

**OPENING CEREMONIES**

The invocation was given by the Mayor, followed by the Pledge of Allegiance

**Agenda Item 3** Consent Agenda

3a. Approve minutes for Feb 12, 2015

3b. Approve minutes for Feb 26, 2015

Minutes approved unanimously.

**Agenda Item 4** Distribute to each Alderman the received proposals submitted for consideration to the position of City Attorney. Because of the way the item was written, no action can be taken at this time. Alderman Tremblay said he would like more time to research the candidates. He also suggested that the council consider location of the attorney. Alderman Tremblay made a motion to put this item on the April 9<sup>th</sup> agenda. Seconded by Alderman Gay. Vote for was unanimous.

**Agenda Item 5** Discuss and approve the property tax exemption to include: Disabled Veterans, disabilities, 65 and older, Homestead exemption, etc. If any exemptions are approved, it must be done by ordinance and presented to the Bexar County Tax Assessor-Collector. The City Attorney recommended we wait until we get more information from Bexar County. Mayor Clement said he would invite Mr. Gutierrez from the Tax Assessor-Collectors office to come speak at a future meeting. Alderwoman Ball asked if we could do it in a workshop and the City Attorney stated that would be fine. Alderwoman Ball made a motion to have the Mayor invite Mr. Gutierrez to a workshop when he is available. Alderman Gay seconded. Vote for was unanimous.

**Agenda Item 6** Discuss and approve Agreement for Tax Assessment and Collection Services to be assessed and collected by Bexar County Tax Assessor-Collector for the City of Sandy Oaks for the 9 month period from October 1, 2015 and expiring June 30, 2016. A discussion was held on the agreement. Alderwoman Ball made a motion to accept the standard agreement as written for the time period quoted. Seconded by Alderman Ortega. Vote for was unanimous.

**Agenda Item 7** Discuss and ordinance for the creation of the position for Public Information Officer. An ordinance establishing the City Office of Public Information officer; procedure for appointment; tenure; compensation; duties; providing for severability; and providing other details relating to the passage of this ordinance. Alderman Tremblay spoke on the need for this, and he would like to add it to the duties of the City Clerk. The City Attorney said there was a course offered by TML. Alderman Tremblay suggested adding it to the ordinance for the City Clerk. Alderman Tremblay made a motion that the Public information Officer duties be incorporated into the City Clerk duties. The City Attorney said because of the way the agenda item was written, we would have to vote on amending the ordinance at a later meeting. No action taken.

**Agenda Item 8** Discuss an ordinance for the creation of the position for Code Enforcement. An ordinance establishing the City Office of Code Enforcement Officer; procedure for appointment; tenure; compensation; duties; providing for severability; and providing other details relating to the passage of this ordinance. Alderwoman Tremblay spoke on the need for this ordinance and requirements to qualify for the job. We would need our police agency approved in order to enforce any violations, the City Attorney said the City could send letters to the resident's mainly to let them know that we will be eventually issuing citations. Alderman Tremblay made a motion to accept the ordinance and create the office. Seconded by Alderwoman Ball. Vote for was unanimous

**Agenda Item 9** Adopt a resolution to establish a Post Office Box (P.O. Box) for city business. Resolution of the City of Sandy Oaks, Texas approving the use of a P.O. Box as the official mailing address for the City for the delivery of mail. Alderwoman Ball said the State Comptroller was reluctant to send the check to the Mayor's address. A discussion was held on using Sandy Oaks as an address. We need to send a letter along with addresses to the Postmaster to begin using the city name. Alderman Tremblay made a motion to accept the resolution. Seconded by Alderman Gay. Vote for was unanimous.

**Agenda Item 10** Discuss meeting with VIA officials to plan for services to the City of Sandy Oaks. Alderwoman Ball and Alderman Tremblay spoke with Stephanie Suarez at VIA about getting services in the city. We cannot opt out of VIA for 5 years. They will look into putting in a bus stop with shelter and do a mail out to get input from the citizens. Ms. Suarez has been invited to attend the April 9<sup>th</sup> meeting.

**Agenda Item 11** Update on road signage identifying the City of Sandy Oaks. Alderman Tremblay spoke with Dee Smith at TexDot and sent her a map of the city, she said they would send an engineer out to do a survey. He said it looked like they will install some signs indicating where the city was located. He will keep us updated.

**Agenda Item 12** Discuss a proposal from WPPOA on the Transfer of assets of the WPPOA to the City of Sandy Oaks, Texas. The Mayor recused himself from the discussion. He turned the meeting over to Mayor Pro-tem Gay. The City Attorney recommended we go into executive session. Alderwoman Ball asked that the City Clerk be removed as she is on the board of the WPPOA. The City Clerk left and the council went into executive session at 10:32.

The council came out of executive session at 11:30. Alderman Tremblay made a motion to instruct the city attorney to act on items discussed in executive session. Seconded by Alderman Ortega. Vote was unanimous.

**Agenda Item 13** It would be advisable for the City of Sandy Oaks, Texas to enter into an agreement with the WPPOA for the rental/use of the clubhouse to hold meeting of the City Council of the City of Sandy Oaks, Texas and other functions that may arise in the future, and authorize the Mayor to exercise such an agreement to the Council at the next regular Council meeting. Alderman Tremblay made a motion for the Mayor Pro-tem to

negotiate a contract with the WPPOA and present the contract to the council for approval. Seconded by Alderwoman Ball. Vote for was unanimous.

Alderman Ortega made a motion to adjourn at 11:45 a.m. /Seconded by Alderman Tomasini

A handwritten signature in blue ink that reads "Charlotte Rabe". The signature is written in a cursive style and is positioned above a horizontal line.

City Clerk  
Charlotte Rabe

PASSED AND APPROVED ON THIS 9<sup>th</sup> DAY OF APRIL, 2015

A handwritten signature in blue ink that reads "James H. Clement". The signature is written in a cursive style and is positioned above a horizontal line.

James H. Clement, Mayor