

CITY OF SANDY OAKS, TX
REGULAR CITY COUNCIL MEETING MINUTES

July 13, 2017

Agenda Item 1 Call to Order and Quorum Call. The meeting was called to order by Mayor Tanguma at 6:30 p.m. at the Braunig Lake RV Park Lakeside Lodge. Present for the meeting were Aldermen Anthony Garcia, Thomas Repino, Brandon Smith and Doug Tomasini. Also, in attendance were City Attorney Cassandra Ortiz, City Clerk Charlotte Rabe and City Marshal Jesse Gutierrez. Alderman Fillinger was not present.

Agenda Item 2 Mayor Tanguma led the Pledge of Allegiance.

Agenda Item 3 Citizens to Be Heard. 10 people signed up to speak and one letter from a citizen was read. Several topics were brought up.

Agenda Item 4 Financial Report: for June given by City Clerk Charlotte Rabe: June beginning balance \$392,273.89, checks \$17,158.82, deposits \$21,188.07 leaving a balance at the end of May \$396,303.14.

Agenda Item 5 Marshal Report: Office Update. City Marshal Gutierrez reported that as of June 3, 2017 the state of Texas sent a letter authorizing the establishment of the Marshal's office (agency). There is still quite a few things that need to be done before the office is up and running. Marshal Gutierrez spoke on these items: such as equipment, staffing, ILA's (Interlocal Agreements) with surrounding agencies for support, and the municipal court. Building Report: Update on the status of the Municipal Building Inspection. Clerk Rabe met with the fire marshal to inspect the municipal building and establish an occupancy limit. After moving some cubicles and installing two fire extinguishers. The building was given an occupancy limit of 49, that limit could go up to 68 if an additional fire escape door was put in the back wall. TCEQ Report: Update on the status of TCEQ clearance. We are at a standstill since we are not able to provide the evidence requested. So, the case will never be closed (The maintenance yard in question will be closed and not utilized). Update from Marcus Jahns & Associates regarding status and initial findings pursuant to contract for administrative consulting services. Mr. Jahns reported that he had completed the first round of interviews with the council, clerk and attorney, gathering information. He would like to have a Town Hall meeting on July 27. With the purpose of hearing from the citizens. He is preparing a draft business plan to present to the council and the citizens.

Agenda Item 6 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.

- a) Discuss, consider and/or possible action on approval of the minutes from the May 16, 2017 Special City Council Meeting, June 1, 2017 Special City Council

Meeting, June 8, 2017.

- b) Discuss, consider and/or possible action on approval for payment of invoice nos. 1138, 1139 and 1141 from Kassahn & Ortiz, P.C. for city attorney services.
- c) Discuss, consider and/or possible action on approval for payment for Alex Ramirez for \$140 for security for July Regular City Council meeting.

C was pulled as it has the wrong name. Alderman Smith made a motion to approve the consent agenda, excluding C. Seconded by Alderman Repino. Motion passed.

Agenda Item 7 Discuss, consider and/or possible action on a Resolution of the City Council of the City of Sandy Oaks, Texas ordering a General Election to be held on November 7, 2017 for the purpose of electing Alderman Place 1, Alderman Place 3 and Alderman Place 5; designating location of polling place; ordering notice of election to be given as prescribed by law in connection with such election; authorizing execution of joint agreement; and providing for an effective date It was decided to have the drawing for order of names on the ballot on August 21st at 6:00 p.m. in the Municipal Building parking lot. Alderman Smith made a motion to accept the resolution. Seconded by Alderman Repino. Motion passed.

Agenda Item 8 Discuss, consider, and/or possible action on a resolution approving a Hazard Mitigation Plan. Alderman Repino made a motion requesting further investigation and to discuss it at the next meeting. Seconded by Alderman Smith. Alderman Repino said he would talk to the contact at Bexar County, Scott Lampright. Motion passed.

Agenda Item 9 Discuss, consider and/or possible action on a timeline and procedures for adopting the 2017-2018 Fiscal Year Budget and approval of the tax rate. Mr Jahns has put together a potential calendar of the timeline for the council to consider. It was recommended that a proposed budget be filed with the City Clerk by August 8 with it being presented at the August regular meeting. Alderman Repino made a motion to have the mayor set the Budget timeline. Seconded by Alderman Smith. Motion passed.

Agenda Item 10 Discuss, consider and/or possible action regarding the scheduling of a Town Hall Meeting(s) to hear and discuss citizen comments regarding a Business Plan for the City. Thursday July 27 was proposed. Alderman Tomasini made a motion to approve scheduling the Town Hall Meeting on July 27 at 6:30 p.m. Seconded by Alderman Smith. Motion passed.

Agenda Item 11 Presentation from Utility Engineering Group, PLLC for municipal engineering services and discuss, consider, and/or possible action on an ordinance approving the appointment of a municipal engineer and approving a contract with Utility Engineering Group, PLLC. David Knepper spoke on the brief history of their firm. After much discussion, Alderman Garcia made a motion to table the item until more candidates can be found. Seconded by Alderman Repino. Motion passed.

Mayor Tanguma then moved to **Agenda Item 21** Discuss, consider and/or possible action approving an inspection and repairs of the Municipal Building ramp to ensure the ramp's compliance with ADA requirements and approving payment not to exceed \$2,700 for such inspection and repairs. Alderman Repino made a motion approving payment not to exceed \$2,700 for such inspection and repairs of the

ramp. Seconded by Alderman Smith. Motion passed. Alderman Tomasini said he would take care of getting the inspection.

Agenda Item 12 Discuss, consider and/or possible action ratifying the spending of \$12,039.09 for the Municipal Building (municipal building rehabilitation, building and ground security equipment, demolition of water line capped, shut off valve to municipal replaced, leak and fencing) Mayor Tanguma presented a list of the expenditures. After some discussion, the Mayor called the council into Executive Session to discuss Items 12-18 at 8:01 p.m.

The mayor brought Council back in session at 8:40 p.m. and again brought up Agenda item 12. Alderman Smith made a motion to table agenda Items 12-18 until a further investigation has been made into the expenditures. Seconded by Alderman Garcia. Motion passed with Alderman Tomasini voting against.

Mayor Tanguma then moved up **Agenda Item 29** Discuss, consider and/or possible action an ordinance establishing a volunteer program to allow volunteers to assist with clean-up, beautification, maintenance and improvement of the property known as Waterwood Park, establishing rules, policies, and procedures for volunteers to assist with Waterwook Park, approving costs associated with program, and approving forms and agreements for such services. Alderman Tomasini has done some research on establishing this program. He spoke on what he had learned. Attorney Ortiz will amend the ordinance and add Alderman Tomasini as administrator. Alderman Repino made a motion to approve the ordinance. Seconded by Alderman Smith. Motion passed.

Agenda Item 19 Discuss, consider and/or possible action on an ordinance making changes to the 2016-2017 Fiscal Year Budget for Marcus Jahns Consulting services, municipal building expenses, SAWS, Park Project Park Volunteer Program and animal control services. Payment for Marcus Jahns, move \$12,000 from City Administrator to Outside Contract services to cover contract with Marcus Jahns Consulting services. Alderman Tomasini made a motion to approve moving \$12,000 from City Administrator Budget line item to Outside Contract services to cover contract with Marcus Jahns Consulting services. Seconded by Alderman Repino. Motion passed. Alderman Repino made a motion to table Municipal Building expenses until last. Seconded by Alderman Garcia. Motion passed. Alderman Tomasini made a motion to leave the SAWS bill alone for now. Seconded by Alderman Smith seconded. Motion passed. Next was the park project which is over budget by \$58.00. Alderman Repino made a motion to table this item until later. Seconded by Alderman Smith. Motion passed. Park Volunteer Program. Alderman Repino made a motion to create a new Budget line for Park Volunteer Project. Seconded by Alderman Tomasini. Motion passed. Alderman Tomasini made a motion to move \$1,000 from the City Clerk salary to the Park Volunteer Project. Seconded by Alderman Smith. Motion passed. Animal Control. Alderman Tomasini made a motion to move \$1,000 from City Administrator salary to Animal Control. Seconded by Alderman Repino. Motion passed.

Agenda Item 20 Discuss, consider and/or possible action on issuing a Request for Proposal for Guardrail Repair ("Guardrail Repair RFP"), authorizing the City Attorney to prepare a Guardrail Repair RFP and instructing the City Clerk to publish the Guardrail RFP in the newspaper and/or other online sources. Alderman Tomasini made a motion to approve publishing the RFP. Seconded by Alderman Repino. Motion passed.

Agenda Item 22 Discuss, consider and/or possible action regarding the water leak at the Waterwood Park and authorizing repairs. City Clerk Rabe reported that one estimate was received but she believes that the leak has been fixed and was caused by SAWS. No action taken.

Mayor Tanguma wants to table **Agenda Item 23**. Discuss, consider and/or possible action on continued security at city council meetings, in Waterwood Park, and municipal building areas. Alderman Repino made a motion to table until items 12-18 have been addressed. Alderman Tomasini wanted to discuss it. Alderman Tomasini made a motion to continue having security at our meetings. Seconded by Alderman Garcia. Motion passed. Security in the park. Alderman Garcia made a motion to discontinue security in the park. Seconded by Alderman Smith. Motion passed.

Agenda item 24 Discuss, consider and /or possible action on applicants for the City Clerk Position and/or filling City Clerk position and/or discuss, consider and/or possible action regarding re-posting or publishing of job opening to fill the position. Alderman Tomasini made a motion to approve the City Clerk re-post the job opening again at TML and the newspaper for two weeks. Seconded by Alderman Smith. Motion passed.

Agenda Item 25 Discuss, consider and/or possible action on re-posting and/or publishing for applicants to fill the Public Works Director/ Animal Control Officer position. Alderman Tomasini made a motion to post the job, with the modifications discussed. Seconded by Alderman Repino. Motion passed.

Agenda Item 26 Discuss, consider and /or possible action on Mayor's return of and statement of objections to resolution requiring two signatures on all checks, drafts, withdrawals and uses of municipal funds and designating and authorizing certain city officers as signatories passed and approved on Jun 1, 2017, reconsider the vote by which the resolution was adopted, and/or discuss, consider and/or possible action on revisions to resolution, if necessary. A discussion was held. Alderman Smith made a motion to table until Items 12—18 were discussed. Seconded by Alderman Garcia. Vote was tied with Aldermen Smith and Garcia for and Aldermen Tomasini and Repino against. Mayor Tanguma broke the tie, voting against tabling. Motion failed. Alderman Tomasini made a motion to amend the resolution to require two signatures on checks \$100 or more. Seconded by Alderman Repino. Vote was Aldermen Smith and Garcia against and Aldermen Tomasini and Repino for. Mayor Tanguma broke the tie with a vote for. Motion passed

Agenda Item 27 Discuss, consider and/or possible action on approving Aldermen's attendance at and costs associated with the Texas Municipal League's "Newly Elected City Officials' Orientation" on August 3-4, 2017 in San Antonio. There is money in the Budget for this. Alderman Tomasini made a motion to approve payment for attendance to the orientation. Seconded by Alderman Repino. Motion passed.

Agenda Item 28 Discuss, consider and/or possible action on issuing Request for Proposal for Street Repair ("Street Repair RFP") authorizing the City Attorney to prepare a Street Repair RFP and instructing the City Clerk to publish the Street Repair RFP in the newspaper and/or other online sources. Alderman Tomasini made a motion to approve preparing and publishing the RFP. Seconded by Alderman Repino. Motion passed.

Agenda Item 29 continued Discuss, consider and/or possible action an ordinance establishing a volunteer program to allow volunteers to assist with clean-up, beautification, maintenance and improvement of the property known as Waterwood Park, establishing rules, policies, and procedures for volunteers to assist with Waterwook Park, approving costs associated with program, and approving forms and agreements for such services. Alderman Tomasini made a motion to accept the \$1000 approved for the Park Volunteer Project. Seconded by Alderman Repino. Motion passed.

Agenda Item 30 Adjourn. Alderman Repino made a motion to adjourn at 9:55 p.m. Seconded by Alderman Tomasini

PASSED AN APPROVED ON THIS 14th DAY OF September, 2017.

Attest

Charlotte Rabe

City Clerk

Charlotte Rabe

Karen Tanguma

Mayor

Karen Tanguma