

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS**  
**REGULAR MEETING MINUTES**

**June 13, 2019 at 6:30 p.m.**

1. **Call to order and quorum call.** Mayor Ball called the meeting to order at 6:30 p.m. In attendance were Aldermen Tremblay, Walker, Repino and Tomasini, City Attorney Casandra Ortiz, Interim City Administrator Ken Roberts, and City Clerk Katherine Yelton. Alderman Garcia was absent due to illness.
2. **Pledge of Allegiance.** Mayor Ball led the Pledge of Allegiance.
3. **Guests**
  - a) Presentation from Amanda Kieffer or other representative from the Texas Department of State Health Services concerning animal control and animal shelters. Dr. Kieffer is a zoonosis control veterinarian headquartered in San Antonio. Her office mostly deals with rabies cases, but they also train animal control officers and inspect animal control shelters that quarantine animals for rabies or bite cases. She stated for the purposes of the Health Department; they only inspect shelter that plan on quarantining animals after a bite incident. They also keep track of shelters to ensure they are meeting the minimum standards. Dr. Kieffer shared with council a checklist that contained mandatory and optimal requirements. Because the city is in Bexar County and state laws go by county population and not city population, an extra requirement is having a Rabies Advisory Board or Shelter Advisory Board, which could be a part of council, but must consist of a veterinarian and other animal welfare-interested persons to make decisions about the shelter and advise the shelter of any animal control issues. Traps that are set up outside of the shelter should be checked on several times a day, but an animal in the shelter could be kept as long as the City determines. Dr. Kieffer explained the difference between a trap and a kennel/carrier/cage is that an animal should not be kept longer than a couple of hours in a trap, but can be kept up to 24 hours in a kennel/carrier/cage as long as the animal has the room to stand up and turn around, as well as have access to fresh water and shade. Mayor Ball stated she was under the impression that, by state law, the city is required to hold a stray animal for a minimum of 3 days. Dr. Kieffer stated the state law is that cities can set their own reclamation times and most cities chose a 72-hour hold, but some cities are more lenient, or maybe even stricter, depending on their shelter's capacity and animal control problems.
  - b) Presentation from Tony Saucedo from Mendez Engineering on the City Master Plan. Highlights = 1. They are starting the process to prepare a comprehensive master plan. 2. Master plans are used by cities to get funding. 3. Community involvement is important. 4. They also speak Spanish.
4. **Citizens to be heard.** Six people signed up to speak. Sandy Prado asked how long the contract is for Tiger. Mayor Ball attempted to find the information on the City's website, but it was unavailable at the time. Mayor Ball also explained that questions cannot be answered by Council during the meeting, but that citizens are welcome to email any alderman, herself, or City Hall with any questions or requests for copies of contracts. Grace Alvarado read a prepared letter about the commercial vehicle ordinance. All others who signed up passed on their time.



5. **Financial/Budget Report.** Beginning balance as of May 1, 2019 \$620,406.44, checks and payments of \$34,508.22, deposits and credits of \$46,008.97, uncleared check of \$35.90, ending balance as of May 31, 2019 \$631,871.29.
6. **Consent Agenda.**
  - a) Approval of the minutes from the Regular City Council Meeting on May 9, 2019
  - ~~b) Approval of the minutes from the Special City Council meeting on May 22, 2019~~
  - c) Approve April 2019 invoice no. 1205 from Kassahn & Ortiz, P.C. for City Attorney services not to exceed \$3,706.80
  - d) Approve Judge Molina's request for payment in the amount of \$300.00 for Municipal Court.

Mayor Ball pulled item (b) as the minutes were not ready for approval. Alderman Repino made a motion to approve the remaining items on the consent agenda, which was seconded by Alderman Walker and passed unanimously.

## 7. City Marshal

- a) Discuss and/or possible action on the purchase of a police cruiser and delivery cost. Ken Roberts provided Council with a choice of four used vehicles from Asia Motors. Alderman Tremblay made a motion to authorize the city administrator to negotiate the purchase of the 2012 Chevy Impala for a price not to exceed \$11,795 with \$750 the shipping fee. If that vehicle is not available, to place an offer on the 2013 Chevy Impala \$10,995 with \$750 shipping fee. This motion was seconded by Alderman Repino and passed unanimously.
- b) Discuss and/or possible action on revised BCSO/SA ILA for dispatch services. Alderman Tomasini made a motion to approve the Interlocal Agreement to include registering for four radios and two talk groups, at this time. This was seconded by Alderman Repino and passed unanimously.

## 8. Administration

- a) Discuss and/or possible action on responses to RFQ for banking services. Alderman Repino gave some background on the requirements for the city to change banks. No action was taken.
- b) Discuss and/or possible action on amending ordinance no. 2019-92 authorizing a change to the day, time and location of City Council meetings. Alderman Tremblay made a motion to approve amending the ordinance by adding an additional regular Council meeting on the fourth Thursday of every month. This motion was seconded by Alderman Repino and passed unanimously.
- c) Discuss and/or possible action on a resolution requiring notification from Bexar County Environmental Services when issuing an onsite sewage facilities (OSSF) permit. Alderman Tremblay made a motion to approve the resolution with the second by Alderman Repino. The motion passed unanimously.

At 7:34 p.m., Mayor Ball called for a fifteen-minute break  
Mayor Ball called the meeting back in order at 7:49 p.m.



- d) Discuss and/or possible action on amending Ordinance 2019-124 Sections 3-8. The following motions were made to make amendments to multiple sections of Ordinance 2019-124:
- Tremblay made a motion to add Section 3(d) to read, "A person who parks or leaves unattended a commercial vehicle as permitted by this ordinance is required to park or leave unattended is or her commercial vehicle on a hard surface such as asphalt or concrete. Compliance with this subsection is required within 120 days of the effective date of this ordinance." This motion was seconded by Alderman Walker and passed unanimously
  - Alderman Tremblay made a motion with a second by Alderman Repino to table the addition of Section 4(3) which was proposed to read, "Warm-up and cool down exemption: The primary propulsion engine of a commercial vehicle is being operated at idle to conform to the manufacturer's warm-up and cool down specifications." This motion passed unanimously.
  - Alderman Tremblay made a motion to amend the permit fee dollar amount in Section 7(b) from \$1,500.00 to \$500.00. This was seconded by Alderman Walker and passed unanimously.
  - Alderman Tremblay made a motion to add Section 5(g), "To qualify for a permit from the city, the owner or operator of the commercial vehicle must own the property the vehicle will reside at." This was seconded by Alderman Walker and passed unanimously.
  - Alderman Tremblay made a motion to strike proposed Sections 5(h), "To qualify for a permit, the commercial vehicle must have the appropriate silencer kits for truck blowers installed, if available, for the commercial vehicle." And Section 5(i), "Prior to obtaining or renewing a permit, a commercial vehicle that weighs more than 10,000 pounds must undergo annual Level I: North American Standard Department of Transportation inspections and provide proof thereof." This was seconded by Alderman Repino and passed unanimously.
  - Alderman Walker made a motion to add Section 10, "Repeal of conflicting ordinances. All City ordinances or parts of ordinances inconsistent or in conflict herewith, to the extent of such inconsistencies or conflict, are hereby repealed." This was seconded by Alderman Tremblay and passed unanimously.
  - Alderman Tremblay made a motion to not include the language "or August 1, 2019, whichever is later" from the effective date of Section 12. This was seconded by Alderman Repino and passed unanimously.
  - Alderman Tremblay made a motion to approve the amended ordinance as amended which was seconded by Alderman Repino and passed unanimously.
- e) Discuss and/or possible action on approving the investment of the City's reserve funds. Alderman Repino made a motion to approve investing the City's reserve funds of \$125,700 into the TexPool investment pool. This motion was seconded by Alderman Walker and passed unanimously.

## **9. Public Works**

- a) Discuss and/or possible action on additional streetlights. Alderman Tremblay made a motion to approve the installation of four additional streetlights, which was seconded by Alderman Repino and passed unanimously. These are to be installed at the intersections of Mathis Road and Star Oak, and at Native Oak, Brook Oak and Storm Oak where they intersect at Star Oak.



## 10. Animal Control

- a) Discuss and/or possible action on amending Ordinance 2019-131 to establish fines/fees related to Animal Control picking up loose animals that are subsequently returned to owner or placed for adoption. Alderman Tremblay made a motion to establish a capture fee of \$50.00 for the first offense, \$100.00 for the second offense and the third offense would result in the surrender of the animal. This motion was seconded by Alderman Repino and passed unanimously.
- b) Discuss and/or possible action on the purchase of an animal control facility. Alderman Repino made a motion to purchase the animal control facility from Horizon Structures for \$44,300.00, which was seconded by Alderman Tremblay. Alderman Walker was in favor of the motion, Alderman Tomasini opposed. Motion passed.
- c) Discuss and/or possible action on the cost of the design, permit and installation of a septic tank on the former SAWS property for animal control purposes. Alderman Walker made a motion to table this item until the next Council meeting in order to obtain additional information regarding the pipe size for the drain field from Affordable Backhoe Services. This was seconded by Alderman Repino and passed unanimously.
- d) Discuss and/or possible action on creating a Trap-Neuter-Return (TNR) program for cats. Alderman Tremblay made a motion, with a second by Alderman Walker, to instruct the city attorney to prepare an ordinance establishing a TNR program with a limit of TNRs per quarter. This motion passed unanimously.
- e) Discuss and/or possible action on purchase of animal traps specifically for cats in support of Trap-Neuter-Return (TNR) program. Alderman Tremblay made a motion to table this item indefinitely, which was seconded by Alderman Repino and passed unanimously.
- f) Discuss and/or possible action on recruiting fosters and volunteers and creating a waiver form. Mayor Ball pulled this item until further notice.
- g) Discuss and/or possible action on amending Ordinance 2019-131, Section 8A(5). Alderman Tremblay made a motion to table this item indefinitely, which was seconded by Alderman Repino and passed unanimously.
- h) Discuss and/or possible action on removing Alderman Tomasini as chairman of the Animal Control Advisory Committee and replacing chairmanship with another alderman. Alderman Tremblay made a motion to remove Alderman Tomasini as chairman of the Animal Control Advisory Committee, which was seconded by Alderman Repino and passed unanimously. Alderman Tremblay nominated Alderman Walker as replacement. Alderman Walker accepted the nomination. Alderman Tremblay then made a motion to appoint Alderman Walker as the new chairperson, which was seconded by Alderman Repino and passed unanimously.
- i) Discuss and/or possible action on setting up a community booth with animal care information, Trap-Neuter-Release class, including purchase of a banner and pop-up canopy. Alderman Repino made a motion to approve the purchase of a banner and a pop-up canopy not to exceed \$200. This was seconded by Alderman Walker and passed unanimously.

- j) Discuss and/or possible action on holding a microchip clinic and establishing a fee for microchipping. Alderman Repino made a motion to charge citizens a fee of \$10 per animal to microchip and register animals, which was seconded by Alderman Walker and passed unanimously.

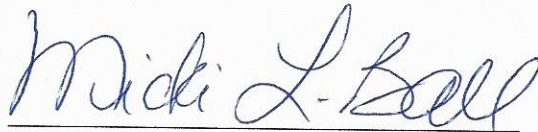
#### 11. Municipal Court

- a) Discuss and/or possible action on approving Pitney Bowes's terms and user license agreement for a postage meter. Alderman Walker made a motion to have the city administrator execute the agreement, which was seconded by Alderman Repino and passed unanimously.
- b) Discuss and/or possible action on the purchase of a NetData compatible document scanner. Alderman Tremblay made a motion to approve the purchase of a Canon DR-M160 document scanner for \$1,130.00, plus shipping. This was seconded by Alderman Repino and passed unanimously.

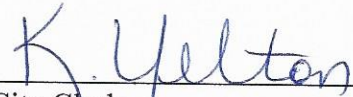
12. Adjourn. A motion was made at 9:50 to adjourn.

PASSED AND APPROVED ON THIS 11<sup>th</sup> DAY OF JULY 2019.

ATTEST:



Mayor  
Micki L. Ball



City Clerk  
Katherine Yelton