

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS**  
**REGULAR MEETING MINUTES**  
**January 9, 2020 at 6:30 p.m.**

1. **Call to order and quorum call** - Mayor Ball called the meeting to order at 6:32 p.m. In attendance were Aldermen Repino, Fillinger, Tremblay, Walker, and Yelton, City Attorney Casandra Ortiz, City Administrator Lou Fox, and City Secretary Katherine Yelton.
2. **Pledge of Allegiance** – Led by Mayor Ball
3. **Citizens to be heard** – No citizens signed up to speak during this portion of the meeting; however, Mayor Ball stated she received a text from an anonymous citizen in relation to agenda item 8d, which was read when that agenda item was presented.
4. **Administrative Updates**
  - a) Lost Hills low water crossing – A bid hearing took place on Dec 19 with the City Engineer firm and the eight bidders in attendance. The City received a recommendation from M&S Engineering, which will be discussed during the next Council meeting.
  - b) Animal Control Facility – M&S Engineering is working on getting water & electric design. Mayor Ball spoke with the engineer who has been engaging with CPS and SAWS to get the required service.
  - c) New Public Works employee – Lou introduced the Marc Maldonado.
  - d) Update on street bond – The audits for 2018 and 2019 need to be completed in order to shop for the best rates. The auditor said they should have the audits ready by March.
  - e) Update on audit – Katherine stated that the week prior she supplied with auditor with the last documents they requested and has not heard anything since.
  - f) Fiesta medals – We approved the quote on the medals, which was under the budgeted amount of \$1,000. Katherine showed everyone the proof of the medals. Mayor Ball stated the proceeds of the sales would fund a scholarship and she will be working with Alderman Walker to discuss some type of review board or selection committee to assist with the creation of the scholarship, which would be someone outside of the City.
  - g) Municipal building – Chris already did some tree trimming to prep for the delivery and the base pad is complete. The first unit will begin arriving next week. The expectation is all seven pieces will be delivered and set up. Alderman Tremblay stated each piece will be connected as they are delivered.
  - h) Animal Control 2019-2020 first quarter report – It was reported that in the first quarter of the current fiscal year, 53 animals were picked up and none were euthanized. Alderman Tremblay stated he would like to see the cost the City incurred incorporated into future reports. He questioned the intake of five dogs showing as ‘Owner Surrender’. Chris explained those were due to a citizen who passed away and had twenty-one dogs in his possession. The City took custody of five of those dogs (a mother and her puppies) while a private citizen arranged for a rescue to take in the remaining dogs. Mayor Ball asked that this report be supplied to Council on a monthly basis with a breakdown of expenses.
5. **Quarterly Investment Report** – Alderman Repino reported that since the initial investment of \$125,700.00 on June 24, 2019, the pool has earned \$1,316.39 and \$554.72 of that was earned this first quarter of the 2019-2020 fiscal year. Alderman Tremblay questioned in what type of fund the money is invested and Alderman Repino stated a bond. Alderman Repino moved to approve the report, as presented, which was seconded by Alderman Fillinger and passed unanimously.

- 6. Financial/Budget Report** – City Secretary Katherine Yelton reported an opening balance as of December 1, 2019 of \$340,370.12, checks & payments of \$57,461.78, deposits & credits of \$127,720.69, leaving an ending balance as of December 31, 2019 of \$410,629.03. Katherine explained that in December, she and the mayor corrected the carryover from the prior year to \$332,600.05, which caused the bank reconciliation totals for payments & deposits for December to be off by that same amount, but when not factoring in the carryover transactions, the correct payments & deposits are what was reported. Mayor Ball stated she noticed the payment to Treco and questioned Alderman Tremblay on the status of the ballistic window. Alderman Tremblay stated that was a partial payment until the window is installed and that Treco will hold the window until we're ready of it to be installed. Alderman Repino made a motion to accept the report, as presented, which was seconded by Alderman Tremblay and passed unanimously.

## **7. Consent Agenda**

- a) Approve minutes from the December 12, 2019 Regular City Council Meeting.
- b) Approve October 2019 City Attorney Invoice No. 1228 from Kassahn & Ortiz not to exceed \$1,230.00.

Alderman Fillinger made a motion to approve the consent agenda as presented, which was seconded by Alderman Repino and passed unanimously.

## **8. Administration**

- a) Discuss and/or possible action on issuing a Request for Qualifications (RFQ) for City Engineer and instructing the City Secretary to publish the City Engineer RFQ in the newspaper and other online sources. After some discussion on retaining M&S Engineering, Mayor Ball pulled this agenda item and will place on the next meeting's agenda to discuss extending the current contract with M&S Engineering.
- b) Discuss and/or possible action on approving an Interlocal Agreement with the Bexar County Fire Marshal. This item was pulled by Mayor Ball.
- c) Discuss and/or possible action on an ordinance creating the position of Building Inspector and outlining the responsibilities. Alderman Repino made a motion to add the following to the last sentence of Section 3(c), "...where evidence of danger or health hazard to life or property exists." This was seconded by Alderman Yelton. Alderman Repino then made a motion to approve the ordinance, as amended, which was seconded by Alderman Fillinger and passed unanimously.
- d) Discuss and/or possible action on amending Ordinance No. 2016-49 regarding use of fireworks in city limits. After some discussion, Alderman Tremblay made a motion to postpone this agenda item until citizen input is received, which was seconded by Alderman Yelton and passed unanimously. Katherine was then tasked with adding an item to the next meeting's agenda to discuss a date, time, and location of a Town Hall to engage citizens and obtain input.

## **9. Animal Control**

- a) Discuss and/or possible action approving Marc Madonado (Public Works Employee) to attend Basic Animal Control training to include tuition, travel and lodge expense and adjustment to rate of pay once certified. Alderman Fillinger made a motion to approve the Basic ACO training, lodging, meals, and vaccinations not to exceed \$2,000, which was seconded by Alderman Repino and passed unanimously. Alderman Repino then made a

motion to approve the rate-of-pay adjustment to \$15/hr when certification is obtained, which was seconded by Alderman Walker and passed unanimously.

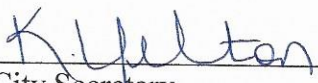
**10. Public Works**

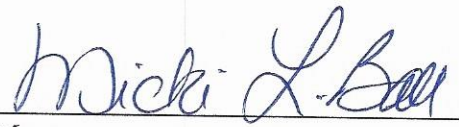
- a) Discuss and/or possible action on the purchase of a Kubota diesel tractor and attachments. After some discussion on which payment option to go with and whether or not a down payment is required, Alderman Tremblay made a motion to table this item until the next scheduled Council meeting to give Katherine time to confirm the requirement of a down payment and, if one is required, to obtain an updated offer for Council to review. This was seconded by Alderman Repino and passed unanimously.

**11. Adjourn** – The meeting adjourned at 8:04 p.m.

PASSED AND APPROVED ON THIS 23<sup>rd</sup> DAY OF JANUARY, 2020.

ATTEST:

  
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City Secretary  
Katherine Yelton

  
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Mayor  
Micki L. Ball