

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

**March 12, 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.
4. **Guests -** Presentation from Armstrong, Vaughan, and Associates regarding the fiscal years 2017/2018 and 2018/2019 audits, discussion and/or possible action. Michael Peralta went over just the 2019 results. He then directed Council to the opinion letter and stated AVA gave the City an unmodified opinion, which, he said, is the best opinion a city can get and basically states that the financial statements are materially correct. After reviewing the financial statements and showing the 2019 Total Fund Balance of \$497,115, Michael said that amount almost covers what the City had in the year for expenditures and stated if the City received no revenue in the upcoming year, it could still operate a whole year, which, he said, is pretty impressive for a new city. Mayor Ball asked for a professional opinion on how the City is doing budget-wise. Michael stated the City is very conservative in budgeting and could probably take on a few projects, like street and/or park improvements. Lou Fox stated this unmodified opinion will assist the City in its bond rating when it issues its debt. Mayor Ball informed Council that she had committed to Marc with SAMCO that the audits would be completed by end of March so that he could take the audits to shop the bonds for the best rates. After no further questions or discussion, Alderman Repino made a motion to approve the 2017-2018 audit report, as presents, which was seconded by Alderman Yelton and passed unanimously. Alderman Tremblay made a motion to approve the 2018-2019 audit report, as presented, which was seconded by Alderman Repino and passed unanimously.
5. **City Administrator Updates/Announcements.**
  - a) **Lost Hills Low Water Crossing** – as of this day, the underground pipes were delivered and will be installed soon and the construction manager said the entire project should be done in the next thirty days. Mayor Ball stated concrete pours would be happening within the next week.
  - b) **New Municipal Building** – Treco would be starting next week to install the ballistic window and building a wall separating the lobby from the rest of the building. All sections have been delivered and joined. Alderman Yelton asked if Lou would be working on some grants to help with the parking lot and other large projects. Lou stated he has been working with AACOG and other agricultural departments to look at the possibility of getting some money in to take care of those projects.
  - c) **Animal Control Facility** – Bids for water and electric installation have been posted and are set to close on April 2. Mayor Ball stated this project will support expansion to the municipal building, so if the cost looks high, it is not going to be designed just for the AC facility.
  - d) **Playground Equipment** – Alderman Repino stated tomorrow morning, the painter will begin the process of pressure washing the equipment and then move on to painting, which should take only two or three days to complete.
6. **Financial/Budget Report.** Katherine reported the following information: beginning balance as of February 1, 2020 of \$422,444.73, check & payments of \$46,521.31, deposits & credits of \$79,617.37, and an ending balance as of February 29, 2020 of \$455,540.79. Alderman Repino stated he had a conference call with TexPool this morning to ensure the City's investment was



still safe in light of the stock market issues and COVID-19 and was informed the City has not lost any money and is still earning with today's rate at 1.51%. TexPool does not anticipate there be any losses to any investments in TexPool's funds. Alderman Repino made a motion to approve the financial reports, as presented, which was seconded by Alderman Fillinger and passed unanimously.

#### **7. Consent Agenda.**

- a) Approve January 2020 City Attorney Invoice No. 1237 from Kassahn & Ortiz not to exceed \$2,385.00.
- ~~b) Approve minutes from the February 13, 2020 Regular City Council Meeting.~~
- c) Approve a resolution in support of an application for National Incident-Based Reporting System Grant.

Mayor Ball pulled item (b) as the minutes were not ready for approval. Alderman Fillinger asked that item (c) be pulled for discussion. Alderman Fillinger made a motion to approve item (a), which was seconded by Alderman Repino and passed unanimously.

Regarding item (c), Alderman Fillinger asked who would be the grant writer. Mayor Ball stated this is through the state department of public safety and is basically a guaranteed grant for some funding to support operations for reporting with no cost to the City. Alderman Fillinger made a motion to approve item (c), which was seconded by Alderman Repino and passed unanimously.

#### **8. Administration**

- a) Discuss and/or possible action on ratifying the termination of contract with Computer Express Solutions ("CES") for IT services. Mayor Ball stated a couple of incidents occurred that caused some concern and found it in the City's best interest to terminate the contract. A certified notice of termination letter was mailed on Feb 24, but no response has been received that the letter was picked up at the post office by the recipient. Alderman Fillinger made a motion to ratify the action of terminating the contract, which was seconded by Alderman Yelton and passed unanimously.
- b) Discuss and/or possible action on a contract with JDL Solutions for IT services. Mayor Ball introduced Jerry Lerma, who worked for CES. Mayor Ball asked Jerry to explain when an 'after hours' fee to come into play. Jerry said in case he would need to come out after 5:00 p.m. weekdays or any time during weekends and the charge would not start until he arrives onsite. Mayor Ball said she did not see any severance clause. Casandra stated this was just a request for proposal, which could be rewritten or addendums added to it. Alderman Yelton questioned a gap of IT service since the contract with CES had already been terminated. Mayor Ball stated Jerry has been taking care of the City's IT needs in the meantime. Alderman Tremblay made a motion to accept the submitted proposal with an immediate start date and authorize the city administrator to negotiate the contract to be brought back to Council for approval. This was seconded by Alderman Fillinger and passed unanimously.
- c) Discuss and/or possible action on the first reading of an ordinance granting to CenterPoint Energy Resources Corp., dba CenterPoint Energy Texas Gas Operations, the right, privilege and franchise to construct, install, extend, remove, replace, abandon, operate and maintain its facilities within the public rights-of-way of the City for the transportation, delivery, sale and distribution of natural gas and containing other provisions relating to the foregoing subject. Dennis Jandt, the operations supervisor and Robert Sanders, the area manager, were available to discuss the ordinance. Alderman Tremblay made a motion to waive the second-reading requirement, which was seconded by Alderman Fillinger and passed unanimously. Alderman Tremblay made a motion to remove "on first reading" on the last page of the ordinance below Section 22 and the second sentence of the certificate. This was seconded by Alderman Repino and passed unanimously. Casandra mentioned



another correction that needed to be made on Section 22, which references “charter” instead of “ordinance”. Alderman Repino also noticed “Charter” was referenced in the heading of that same section. Alderman Tremblay made a motion to strike the word “charter”, which was seconded by Alderman Fillinger and passed unanimously. Casandra mentioned Section 20 needed an address for notices and PO Box 828 was provided. Alderman Tremblay made a motion to approve the ordinance including all amendments with an effective date of May 1, 2020. This was seconded by Alderman Fillinger and passed unanimously.

- d) Discuss and/or possible action on a 2019 Street Maintenance Program Task Order from M&S Engineering. Mayor Ball explained the fee proposal and task order provide more detail of the roads identified for maintenance at the time the bond election paperwork was being drafted. This is for the engineering services related to the design, bidding and construction of the 2019 Street Maintenance Program and is the cost the engineer has determined is a good estimate for planning for road repairs. The total budget for engineering and construction is approximately \$724,700.00. The engineer proposes to complete the scope of work based on lump sum and hourly not-to-exceed fees of \$55,800.00. Alderman Tremblay made a motion to approve the task order, which was seconded by Alderman Repino and passed unanimously.
- e) Discuss and/or possible action on Scholarship Program documents. Alderman Tremblay expressed his concern about the limit on income and felt it penalizes some students whose families are financially stable. He said he would like to eliminate the financial qualification altogether and just review the students’ GPA and any letters of recommendation. Alderman Repino agreed that the award of the scholarship should be based on excellence and nothing else. Casandra reminded Council that any information collected, such as tax returns, W2s, applications, etc., could be subject to the Public Information Act. Alderman Fillinger said he felt that given the limited number of applicants, the financial disclosures are over the hill for the dollar amount being rewarded. Alderman Fillinger made a motion to strike all references to income and income tax returns from the scholarship details and the application. Also, to add a statement in the second bullet under Award Announcement that states information is to be provided no later than 15 of July. This was seconded by Alderman Repino and passed unanimously. Council thanked Alderman Walker for all her hard work on this project.

## **9. Animal Control**

- a) Presentation of monthly report by ACO Chris Maldonado with possible discussion and/or action. Chris stated of the intakes during the month of February, one resulted in euthanasia because of a bite to a human and the owner choosing not to claim the animal. He also explained to Alderman Yelton’s question regarding Warnings that this represents his first point of contact with the animal’s owner, which would result in a citation if a second contact is made and those would show on his reports under Citations. Alderman Tremblay questioned the words “Public Drop Off” and Chris assured him the City does not accept owner surrenders and that description covers animals that are dumped throughout the City and no owner can be located. Alderman Tremblay asked if a status of each animal can be generated. It was explained that an Outcome report can be generated, but if the income happened in one month and the outcome occurred the following month, the monthly reports would not match up. Alderman Tremblay requested during Chris’s briefing that he report how many animals are in the City’s custody on the day he is providing his briefing. Council acknowledged Chris’s hard work and stated it is noticeable in that not as many stray dogs are being seen.



## 10. Marshal

- a) Presentation of monthly report by Marshal Lopez with possible discussion and/or action. Marshal Lopez stated that in February Deputy Castillo was hired. He then reported that ninety-three defendants were cited for various traffic violations, six arrests mostly from traffic warrants from other counties or cities and one for family violence, seven calls for service and twenty-two removed junked vehicles. Alderman Yelton complimented Marshal Lopez on his work on New Mathis and stated a citizen from that street talked to him today and praised the marshal. Council concurred.
- b) Discuss and/or possible action on a quote received from JDL Solutions for the purchase and installation of security cameras for the maintenance yard. Mayor Ball confirmed this cost would come from the Marshal's budget. Alderman Tremblay made a motion to approve the cost of the cameras not to exceed \$2,600.00, which was seconded by Alderman Fillinger and passed unanimously.

## 11. Public Works

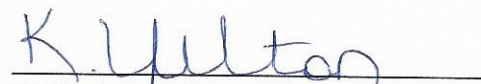
- a) Discuss and/or possible action on approving the purchase of directional street signs to be placed throughout the City leading to the City Park. Mayor Ball stated the City is receiving feedback from citizens that they are not familiar with where the City Park is located. Alderman Fillinger made a motion to approve the purchase of nine 24x30 signs for a cost not to exceed \$650.00, which was seconded by Alderman Repino and passed unanimously. Alderman Yelton asked to have his and/or Alderman Tremblay's input on where the signs are placed.
- b) Discuss and/or possible action on quotes received for the purchase of street name signs. Alderman Fillinger made a motion to approve the quote from Vulcan Signs for twenty-eight street name signs for a cost not to exceed \$1,000.00. This was seconded by Alderman Repino and passed unanimously.
- c) Discuss and/or possible action on quotes received for the purchase of traffic signs. Alderman Yelton made a motion to remove the Dead End signs and cost from the quote and approve the purchase of the remaining signs for a cost not to exceed \$900.00. This was seconded by Alderman Repino and passed unanimously.

**Adjourn** The meeting adjourned at 9:06 p.m.

PASSED AND APPROVED ON THIS 14<sup>th</sup> DAY OF MAY, 2020.

  
Micki L. Ball  
Mayor

ATTEST:

  
Katherine Yelton  
City Secretary