

Micki L. Ball

Mayor

Charles Fillinger

Alderman Place 1

Mayor Pro Tem

Gary Bricken

Alderman Place 2

Thomas Repino

Alderman Place 3



John Crickmer

Alderman Place 4

Jennifer Puente

Alderman Place 5

Cassandra Ortiz

City Attorney

Charlotte Rabe

City Secretary

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
FOR
October 14, 2021**

1. Call to order and quorum call Mayor Ball called the meeting to order at 6:30 p.m. Present for the meeting were Mayor Pro tem Fillinger, Aldermen Bricken, Repino, Crickmer and Alderwoman Puente arrived at 6:45 p.m. City Attorney Cassandra Ortiz, Chief of Police Felipe Lopez and City Secretary Charlotte Rabe were also present.

2. Pledge of Allegiance Mayor Ball led the Pledge

3. Citizens to be heard. No one signed up to speak

3. Mayoral Announcement/Updates

a) VIA Link promotional video Mayor Ball and Alderwoman Puente participated in a promo video for VIA Link. The video can be seen on the city website.

b) Trunk-or-Treat Mr. Gibbs at the Shops at Sandy Oaks has agreed to allow the Trunk or Treat to be held at the Shops on October 31 starting at 6:00 p.m.

c) CPS and SAWS will be bringing customer service representatives to City Hall to work with residents to prevent disconnects. Mayor Ball has arranged for CPS and SAWS representatives to come to City Hall so citizens can speak with them about help with their utility bills. Date and time will be announced later. They have also been invited to our next Community Yard Sale in November.

Mayor Ball then announced that voting would again take place here at city hall on November 2, 2021 for the Bexar County general election. The city will have nothing on the ballot this year. The District 118 Representative run-off election will also be held that day but will be a separate vote.

4. Financial/Budget Report. The income and expenses will be reported by City Secretary Charlotte Rabe with possible discussion and/or action. Mrs. Rabe reported the beginning balance of \$141,404.04, checks and payments of \$73,263.32, deposits and credits of \$33,876.16 with an ending balance of \$102,016.88. Alderman Repino made a motion to approve the financial/budget account as presented. Seconded by Alderman Crickmer. Motion passed unanimously.

5. Consent Agenda. All matters listed under Consent Agenda are considered 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) Approve minutes from the September 23, 2021 Regular City Council Meeting.

b) Approve September 2021 city attorney invoice #1284, not to exceed \$6,105.00.

c) Approve Resolution 2021-139 approving the official newspaper for fiscal year 2021-2022 and until another newspaper is selected and authorize Mayor to approve contract with selected newspaper.

Alderman Crickmer made a motion to approve the consent agenda as presented. Seconded by Alderman Repino. Motion passed unanimously.

6. Quarterly Report. Receive brief from Alderman Repino on Quarterly Investment Report with possible discussion and/or action. Alderman Repino presented the investment report with the total in the checking account at 102,016.88 and the total in the TexPool account with a beginning balance of \$127,670.37 and an ending balance of \$127,677.75. Earning us \$7.38 in interest for the 4th Q FY2020-2021. Mayor Pro tem Fillinger made a motion to approve the investment report as presented. Seconded by Alderwoman Puente. Motion passed unanimously. Mayor Ball then went to item 8 Police

8. Police

a) Updates and Announcements by Chief Lopez with possible discussion and/or action. Chief Lopez had no updates or announcements.

b) National Night Out Update. Mayor Ball turned this over to Chief Lopez. He said there was a good turnout. All of our officers were there and interacted with the citizens serving hot dogs and chips, ESD 6 Fire Dept came by with their trucks along with deputies from Bexar County, County Clerk Lucy Adame-Clark and VIA. He suggested maybe next year we could do a dunk tank and have a fundraiser.

c) Presentation of monthly report by Chief Lopez with possible discussion and/or action. Chief Lopez reported 144 court defendants with 247 cases for the month of September. 173 traffic stops, 174 citations and 80 warnings. Two arrests along with numerous other offenses.

d) Discuss and/or consider posting job advertisement positions for 3 reserve officers. Chief Lopez is looking to add 3 reserve officers to the department The only cost to the city would be for a badge, and one uniform along with the COPSINC (Police computer system) yearly license fee. Approximate cost would be \$700.00 for each reserve officer. Each officer will work 32 hours a month. Mayor Pro tem Fillinger made a motion to approve placing the job advertisement for 3 reserve police officers in WCN, TCOLE and TML. Seconded by Alderman Repino. Motion passed unanimously.

e) Discuss and/or possible action approving purchase of Mossberg 500AG 12-gauge firearm for Police Department. Mayor Ball had approached Chief Lopez with the question of how she should go about selling this firearm, which is hers. Chief Lopez told her that the Department could use it. She called Drury's Gun Shop and obtained a retail price of \$250.00. Mayor Pro tem Fillinger made a motion to purchase the firearm for our police department at a cost of \$250.00. Seconded by Alderman Repino. Motion passed unanimously.

9. Animal Control

a) Updates and Announcements from Animal Control Advisory Committee (ACAC) Chair Jennifer Puente with possible discussion and/or action. Chair Puente announced that Penny Paws and the Microchip Event will be held this Saturday October 16, 2021. Our 8 kennels are full, and they are looking for foster families. If we can get someone to foster them for 2 weeks, we can have them shipped up north for adoption. Animal Control has a Facebook page now and will post pictures of animals that are lost and/or for adoption or fostering. The city will pay for the food while you are fostering a dog.

10. Public Works/Park

a) Update and Announcements from Park Advisory Committee Chair Tom Repino with possible discussion and/or action. Chair Repino reported that the committee met last Tuesday, and it was decided that the committee members would fix the doors to the restroom in the park. They are also going to be fixing the bench behind the backstop at the ball field. They have purchased to baskets for the frisbee disc golf course in the park. If there is enough interest, they will order more baskets.

b) Discuss and/or consider approval of engineering traffic study for intersection at Waterwood Pass and Shady Forest. Mayor Pro tem Fillinger stated the TEXDOT regulations say a study "should" be done. They do not say "shall" be done. The state mandates the traffic study for state roads but not for local government roads. This intersection has a curve one way and hill

the other way. Mayor Pro tem Fillinger asked City Attorney Ortiz what her recommendation would be. She said she agreed that the regulation states "should". Alderman Crickmer made a motion to not have the engineering traffic study done. Seconded by Mayor Pro tem Fillinger. Motion passed unanimously.

c) Discuss and/or possible action on amending Council action on the amount authorized for purchasing a refrigeration unit for the community center. Mayor Pro tem Fillinger stated that the unit originally chosen to be purchased was not available at Home Depot at this time and not sure when it will be available. The original cost approved as \$2,000.00. based on the price of that unit. Our options now would be \$2,400-\$2,700. Mayor Pro tem Fillinger made a motion to add an additional \$1,000 to the approved amount of \$2,000.00 to purchase the refrigerator for the Community Center not to exceed \$3,000.00. Seconded by Alderman Repino. Motion passed unanimously.

Mayor Ball called the meeting into recess at 7:42 p.m. Mayor Ball called the meeting back in session at 7:55 p.m.

7. Administration

a) Discuss and/or possible action on issuing Request for Qualifications(RFQ) for City Engineer. Mayor Ball informed the council that there has been some internal turmoil at M&S Engineering and they have not been responsive to our needs. Mayor Pro tem made a motion to issue the RFQ for City engineer. Seconded by Alderman Crickmer. Motion passed unanimously. Mayor Pro tem Fillinger made a motion to advertise this in the Wilson County News, Texas Municipal League and the trade sight we had used before with a deadline of close of business November 24, 2021. Alderwoman Puente seconded. Motion passed unanimously.

b) Discuss and/or possible action on direct mail campaign for The American Rescue Plan Act of 2021 ("ARPA") program. Mayor Ball is working on a household profile to identify the needs of the community. This will go in the mail out along with other information for the citizens. Mayor Ball talked to Thompson Printing, and they quoted her a price of \$27.00 for printing and \$.38 postage. She asked the council to approve a not to exceed cost of \$3,000.00. This money can be paid with the ARPA funds. Mayor Pro tem Fillinger made a motion to do a direct mail campaign for The American Rescue Plan Act of 2021 ("ARPA") program not to exceed \$3,000. Seconded by Alderman Repino. Motion passed unanimously.

c) Discuss and/or possible action on approving audit services proposal for fiscal year ending Sept 30, 2021 from Armstrong, Vaughn & Associates P.C. They have sent an engagement letter with a price of \$11,400.00. Mayor Ball said they have done a good job in the past. Alderman Fillinger made a motion to approve Armstrong, Vaughn & Associates audit services proposal for fiscal year ending Sept 30, 2021 not to exceed \$11,500.00. Seconded by Alderman Repino. Motion passed unanimously.

d) Discuss and/or possible action on Ordinance 2021-192, Approving TMRS (Texas Municipal Retirement System) for city employees. This item was pulled as the information was not available.

e) Discuss and/or possible action on filling Animal Control Officer position. We received two applications. One from Florida with a lot of experience, salary too high and not licensed in Texas and one from Dalton Ellis who has been in a contract position helping Animal Control and Public Works. Mayor Ball recommended hiring Mr. Ellis to fill the position with a starting pay of \$15.00 an hour until he is a certified officer and then will consider higher salary. Alderman Puente made a motion to nominate Dalton Ellis to fill the position of Animal Control Officer. Seconded by Mayor Pro tem Fillinger. Mayor Pro tem Fillinger then made a motion to amend the motion on the table to include a starting pay of \$15.00 an hour until certified and a start date of October 17, 2021. Seconded by Alderwoman Puente. Motion passed unanimously.

f) Discuss and/or consider posting job advertisement for Code Enforcement Officer The position has been budgeted for and would be working to address our ordinance enforcement

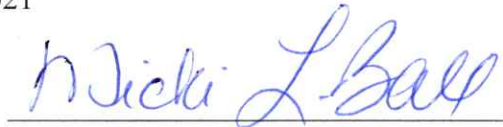
and code compliance working directly with the police department. The individual would have to be certified and there is training that is required. Once they are certified they can begin issuing citations. Salary range of \$31,200.00-\$36,400.00 Mayor Pro tem Fillinger made a motion to approve posting a job advertisement for the position of Code Enforcement Officer on our website, in Wilson County News for two editions and the Texas Municipal League job site with a deadline of November 24, 2021 close of business. Motion passed unanimously.

g) Discuss and/or consider posting job advertisement for Public Works employee. Our current Public Works employee has expressed an interest in the Code Enforcement Office position. And if chosen, we would need to replace her. Mayor Pro tem Fillinger made a motion to post this job advertisement for the position of Code Enforcement Officer on our website, in Wilson County News for two editions and the Texas Municipal League job site with a deadline of November 24, 2021 close of business. Seconded by Alderman Repino. Motion passed unanimously

h) Discuss and/or consider the transfer of funds from the ARPA account to reimburse city for employee leave related to COVID-19 not to exceed \$2,245.63. Under the regulations for using American Recovery Plan Act (ARPA) funds, this reimbursement is allowable. It is to reimburse the city for two employees leave pay due to COVID 19. The total of this reimbursement is \$2,245.63. Mayor Pro tem Fillinger made a motion to remove the money from the ARPA account and add it to the general fund to reimburse the city for employee leave pay that was COVID 19 related Seconded by Alderman Repino. Motion passed unanimously.

11. Adjourn Mayor Ball adjourned the meeting at 8:29 p.m.

Passed and Approved this 28th day of October 2021



Micki L. Ball

Mayor

ATTEST:



Charlotte Rabe

City Secretary