

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
MEETING AGENDA MINUTES
December 12, 2024 at 6:30 p.m.

1. **Call to order and quorum call.** Mayor called the meeting to order at 6:30 p.m. In attendance were Alderwoman Alvarado, Alderwoman Madero, Alderman Tremblay, Alderman Repino, Alderman Fillinger, City Attorney and City Secretary, we have a quorum.
2. **Pledge of Allegiance. Led by Mayor Martinez**
3. **Citizens to be heard. Persons wishing to speak may sign up with the City Secretary in the time and manner as indicated above.** Mayor announced Mr. Chavez has the floor. It is now 6:32 p.m. Mr. Chavez stated he has resided on 23135 Dragon Rock for over 23 years. One of his concerns, after the gas line leak back in May, is why did the gas company shut his gas account. He also wanted to express his frustration regarding City Hall. Mr. Chavez mentioned he suffers from various illnesses, and he makes an effort to come out to city hall to get assistance with his gas account and to voice other concerns and no one is here at city hall. The Mayor mentioned to Mr. Chavez that he was out of time, and that his concerns are noted and asked Mr. Chavez to grab some cards and he would get with him after the meeting. **Next to speak is Mr. Jones.** Mr. Jones stated that he had a couple of things. One is the entrance to Interstate I-37, there needs to be stop signs or yield signs on either side of the road, maybe some solar powered one, they don't cost much maybe \$800 to \$1500 each. Also, he wanted to mention that Spectrum pulled their truck and trailer all the way to the middle of his yard. He stated that if Spectrum is going to do work out in this area, they should have a least one person that speaks English. Mayor thanked Mr. Jones for coming to the council meeting and letting us know what Spectrum was doing.
4. **Mayor & Administrator Announcements/Updates.** Mayor would like to thank Alderman Coffindaffer who is no longer on Council and welcome our newest Alderwoman Monica Madero. Welcome to the team. Next is the Angel Tree, if citizens have not signed up already, please contact the Community Center and pick a child to support. It is certainly appreciated by not only the kids, but also the parents and those that are less fortunate. By your assistance, you can make them have a magical Christmas, and lastly, Happy Holidays and Happy New Year. Thank you to everybody that comes out, thank you to the employees and staff that really helped to make the city what it is and thank you to the citizens that are the backbone of this community to help us. Happy Holidays!
5. **Consent Agenda –**
 - a. Approve minutes from November 14, 2024 Regular City Council Meeting. Mayor stated that item 5a November 14, 2024 meeting minutes are not ready at this time and needs a motion to separate this item 5a from the consent agenda.
 - b. Approve minutes from November 19, 2024 City Council Canvassing Meeting.
 - c. Approve Invoice 1354 from Kassahn & Ortiz, P.C. (September City Prosecutor Services) Not to Exceed \$840.00.
 - d. Approve Invoice 1355 from Kassahn & Ortiz, P.C. (September City Attorney Services) Not to Exceed \$3,840.00.
 - e. Approve Work Authorization Invoice 2024-072-01 #5 6S Engineering (Red Mountain Rd) Not to Exceed \$6,200.00.
 - f. Approve Work Authorization Invoice 2024-072-02 from 6S Engineering not to exceed \$1,600 for review of the driveway ordinance and right-of-way ordinance review.

Motion – Fillinger & MPT Alvarado - to accept the Consent Agenda minus Agenda Item 5a - Passed Unanimously.
6. **Financial Report**

- a. The income and expenses for November 2024 will be reported by City Secretary Delma Doyal with possible discussion and/or action. City Secretary reported the General Fund balance on November 30, 2024 ended with a balance of \$302,011.57, the ARPA Fund balance at \$103,631.08, and the TDA Grant Fund balance at \$15,544.20. A question by Alderman Madero brought up a charge of \$900.00 as a bank charge, which Mayor stated we are looking into this fee, which we think is the fee for six Panini auto check deposit machines which we did not order and another bank charge of \$74.25.

Motion - Repino & Madero - to accept the financial report as presented minus the \$74.25 and the \$900 bank fee charge - Passed Unanimously.

7. Public Works

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. Public Works Director stated that the community can see that we Public Works did put up a digital sign indicating the city is going to have some stop signs coming soon. The signs and the materials have been ordered. They have contacted 811, and they came out and located the places and now we are just waiting for the stop signs. We will start installing them on December 17, and the community can be prepared for a safer New Mathis Road.

8. Animal Control

- a. Updates and Announcements from ACO Cunningham with possible discussion and/or action. ACO, Ashley Cunningham and her Assistant drove to Austin Pets Alive in Austin to deliver a puppy with parvo. Austin Pets Alive was the only vet facility that would take the puppy with parvo, that way the city would not have euthanize it. With that said, Austin Pets Alive stated they would like to partner with us to assist with any of the dogs that come in. RAD is also still working with us, as well. Then we have our private volunteers that help us save the dogs and get them adopted. So, November was a very busy month.
- b. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. ACO presented the report.
- c. Discuss and/or possible action on quote for electricity to be run to Animal Control Metal Building. I spoke with the veterinarian about the plugs and the electricity that is needed in the barn. He stated that he needed anti-shadow lights, but said that the lights that were there would suffice, but would need a surge protector for the freezer and a plug for his shaver. He also recommended to get a small freezer for vaccines. Austin Pets Alive, did say they would be able to potentially get us vaccines so that ACO can vaccinate on intake. The council stated that as long as the electrician is licensed, bonded and has insurance that they would accept whoever gave the best quote.

Motion – Madero & Tremblay – to allow Alderman Tremblay, Public Works Director and the Vet to get together and solicit some quotes for this electrical work based on the requirements provided by the veterinarian – Passed Unanimously.

9. Police Department

- a. Updates and Announcements from Chief Juarez with possible discussion and/or action. Postponed
- b. Presentation of monthly report by Chief Juarez with possible discussion and/or action. Mayor reported.
- c. Discuss and/or possible action on the purchase of E-Force (Report Management System). Postponed
- d. Discuss and/or possible action on the purchase of Evidence Library Cloud. Postponed
- e. Discuss and/or possible action on the purchase of a Body Cam/Dash Cam/Evidence Management System. Postponed

Moved to 10a.

- f. Executive Session to deliberate the hiring of a Patrol Sergeant, and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters)

Mayor announced the time is now is 9:37 p.m. Council is now in Executive Session
Mayor announced it is now 10:02 Council is now back in Session

- g. Discuss and/or possible action on hiring a Patrol Sergeant, and related matters.
Motion - MPT Alvarado & Tremblay – to disapprove of the hiring of the patrol sergeant - Passed Unanimously.

10. Parks & Recreation

- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. The meeting was held on Tuesday, November 10, it was kind of lively as citizens were giving donations and picking angels from the tree. The ladies were wrapping presents. They were excited about the septic tank being pumped out. Happy about the picnic table. They were hopeful more donations would be dropped off. They were generally in a good mood. They did talk about some things they may want to do later on the month or even next year. The next meeting will be on January 7, 2025 at 5:30 p.m.

11. Administration – Old Business

- a. Discuss and/or possible action on amending the Personnel Policy Manual. Postponed for another date due to formatting difficulties.
- b. Discuss and/or possible action on an ordinance regulating fences. Mayor announced this is the Second reading of the Ordinance. Alderwoman Madero announced point of order, stated according to City Ordinance 2019-149 after the first meeting the reading on a proposed ordinance. It is supposed to be posted on the City's website, the first business day after the meeting and remain visible for the citizens to review for 14 days or until the next meeting. I do not believe this one was posted for the citizens to review after it was first presented. Don't you think we need to wait for the second reading or until after the citizens have an opportunity to review and provide feedback either directly to the council members or via City Secretary.
Motion - Fillinger & Madero - to postpone item 11b until the next regular business meeting - Passed Unanimously.

12. Administration – New Business

- a. Discuss and/or possible action on Resolution 2024-214 Appointing a Mayor Pro Tem.
Motion - Tremblay & Fillinger – to nominate Alderwoman Alvarado as Mayor Pro Tem – Passed Unanimously
Motion - Fillinger & Repino - to Adopt Resolution 2024-214 a Resolution of The City Council of the City of Sandy Oaks, Texas Electing a Mayor Pro Tem. The City Council hereby elects Grace Alvarado to serve as Mayor Pro Tem for a term of one year pursuant to Section 222.037 of the Local Government Code or until her successor is elected - Passed Unanimously.
- b. Discuss and/ or possible action on the appointment or reappointment of Municipal Court Judge and Alternate Judge.
Motion - Fillinger & Alvarado - to reappointment Judge Frank Dickson as Municipal Court Judge - Passed Unanimously.
- c. Discuss and/or consider driveway inspection permits fee for City Engineer inspection. The permit fee from the engineer. The permit fee that the engineer would feel comfortable charging per new inspection would be \$650. Alderman Tremblay mentioned shouldn't this be included in the Ordinance. Alderwoman Madero mentioned that she does not see that

anywhere in the Ordinance, that it includes the permit fee only.

Motion – Madero & Fillinger – that the City accept the driveway inspection fee of \$650, which is verbally telling us because it is not included in this packet, and we consider it for inclusion of the ordinance which is the next item on this agenda to accept the permit inspection fee for the City Engineer, in the amount of \$650, and to consider that it in the next agenda Item 12d, Ordinance 2024-246 providing for the regulation of driveways and culverts - Passed Unanimously.

It is 7:35, we are in recess. It is 7:40. we are back in session.

- d. Discuss and/or possible action on Ordinance 2024 – 246 providing for the regulation of driveways and culverts.

Motion - Tremblay & Repino - to accept Ordinance No. 2024-246 an Ordinance of the City of Sandy Oaks, Texas Providing for the Regulation of Driveways and Culverts within The City; Providing for Enforcement and a Penalty; Providing for Severability; and Providing for Publication and an Effective Date

Motion – Tremblay & Repino – to add under application B2H permit and engineer fee will be determined by the City as per the master fee schedule - Passed Unanimously.

Motion – Tremblay & Madero – to strike as ready to be poured by Public Works and insert and approved by City Engineer

Motion – Tremblay & Repino – to replace concrete with concrete base-asphalt in both sections mentioned in item 4J to read standard concrete base asphalt driveway shall be composed off and also a minimum of 4 inches of concrete base and asphalt as measured over the top of the radius – Passed Unanimously

Motion – Repino & Madero – to adopt ordinance number 2024-246 as presented and amended – Passed Unanimously

Motion - Madero & Fillinger - to bring the Master Fee Schedule onto the next regular schedule meeting agenda in relations to fees related to Ordinance 2024-246 - Passed Unanimously.

- e. Discuss and/or possible action on Ordinance 2024 – 247 Authorizing Stop Signs at intersections of New Mathis and Silver Chalice, New Mathis and Dragon Rock, New Mathis and Shady Forest, New Mathis and Hickory Shadow, and Waterwood Pass and Grand Spring.

Motion – Fillinger - to bring this up for discussion.

Motion - Tremblay & Rapino - to pass Ordinance 2024-247 authorizing Stop Signs at intersections of New Mathis and Silver Chalice, New Mathis and Dragon Rock, New Mathis and Shady Forest, New Mathis and Hickory Shadow, and Waterwood Pass and Grand Spring.

Motion - Tremblay & Repino - to discuss possible action on Ordinance 2024-247 of The City Council of the City of Sandy Oaks, Texas Creating Four-way Stops and Adding Stop Signs at the Intersections of New Mathis and Silver Chalice New Mathis and Hickory Shadow, and Waterwood Pass and Grand Spring, and Creating Three-way Stops and Adding Stop Signs at the Intersections of New Mathis and Dragon Rock and New Mathis and Shady Forest; providing for a Penalty; Providing for a Repealing, Severability, and Open Meeting Clause; and Providing for an Effective Date of Publication

Motion - Madero - that the council waive second reading due to public safety - Motion Withdrawn.

- f. Discuss and/or possible action on Ordinance 2024 - 248 establishing regulations on Certificates of Occupancy.

Motion - Madero & Repino - to postpone until the next regular scheduled meeting – Passed Unanimously.

- g. Discuss and/or possible action on a hazardous road condition on Waterwood Pass Dr.

Motion – Tremblay & Repino – to discuss remedy hazardous road condition

Motion – Tremblay & MPT Alvarado - authorizing the mayor to correspond with the developer to discuss the damage to the streets and littering, the dirt being transported from their tires to the streets - Passed Unanimously.

It is 8:55 p.m. and Alderman Fillinger has exited the building.

- h. Discuss and/or possible action on abolishing Ordinance 2021-194 (Establishing Position of Code Enforcement Officer)

Motion – Madero & Alvarado - abolishing Ordinance 2021-194, Establishing Position of Code Enforcement Officer, second by Mayor Pro Tem Alvarado - Passed Unanimously.

- i. Discuss and/or possible action on adding Code Compliance duties to Public Works Director job description with an effective date.

Motion - Tremblay & Repino - to Amend Code Compliance duties to Public Works Director job description with an effective date of January 9th, 2025.

Motion - Madero & Repino - to make an amendment to the original motion - that we align the code enforcement official duties with the public works director ordinance specifying clarification of the dual reporting requirements which is code enforcement to council and public works to the administrator - Passed Unanimously.

- j. Discuss and/or possible action on a pay adjustment for Public Works Director with an effective date. Postponed

Moving to 9f, it is now 9:37 p.m.

- k. Discuss and/or possible action on employee hiring procedure and interviewing policy.

Motion - MPT Alvarado & Repino – to develop an employee hiring procedure and reviewing policy as amended by previous Motion – Passed Unanimously

Motion - MPT Alvarado & Repino - an action regarding the interviewing policy to include two council members along with the interviewing process. The motion is open for discussion.

Motion - Madero & Repino to amend the motion to try and get a minimum of one council member, but try and have two council members - Passed Unanimously.


- l. Discuss and/or possible action on approving Cyber Liability and Data Breach Response Coverage and authorizing the mayor or designee to negotiate, approve and execute a Cyber Liability and Data Breach Response Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool. In previous years TML provided free cyber security coverage for all TML cities. This year TML mailed all the cities an Interlocal Agreement offering the cities coverage with a fee of \$1000 a year. Council authorized the mayor to negotiate the agreement, with the city attorney's review and return the agreement but not to exceed \$1850.

Motion - Madero & Repino - to have the mayor negotiate and sign the Agreement, with a not to exceed, \$1850.00 and to sign the Interlocal Agreement with the attorney's approval - Passed Unanimously.

13. Adjourn

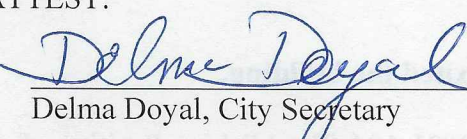
Meeting adjourned at 10:19 p.m.

Passed and approved this 13th day of March 2025.



Michael Martinez, Mayor

ATTEST:



Delma Doyal, City Secretary