

**Michael Martinez**

Mayor

**Charles Fillinger**

Alderman Place 1

**David Tremblay**

Alderman Place 2

**Thomas Repino**

Alderman Place 3



**Grace Alvarado**

Alderman Place 4

**Monica Madero**

Alderman Place 5

**Delma Doyal**

City Secretary

**Casandra Ortiz**

City Attorney

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS  
REGULAR MEETING AGENDA  
March 13<sup>th</sup>, 2025 at 6:30 p.m.**

1. **Call to order and quorum call. Call to order at 6:31PM**  
**MPT – X, Tremblay – P, Fillinger – P, Repino – X, Madero - P, CS – X, CA - X**
2. **Pledge of Allegiance.**  
**Mayor Martinez led the United States and Texas Pledge.**
3. **Citizens to be heard. Persons wishing to speak may sign up with the City Secretary in the time and manner as indicated above. 6:34 – 6:37pm Maximino Martinez asked for 29 days to clean up his property at 23322 Copper Canyon Dr. to avoid abatement.**
4. **Mayor & Administrator Announcements/Updates**  
**The mayor addressed the wild fire situation on Duke Rd and Southon. Explained how Sandy Oaks was a critical part in making displaced residents as comfortable as possible. Thanked all the volunteers and staff for their efforts.**
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 December 12, 2024 Regular City Council Meeting.
  - b. Approve minutes from January 9, 2025 Regular City Council Meeting.
  - c. Approve minutes from February 27, 2025 Regular City Council Meeting.
  - d. Approve Invoice 1362 from Kassahn & Ortiz, P.C. (January City Attorney Services) Not to Exceed \$5,085.00.
  - e. Approve Invoice 2024-072-01-9 6S Engineering, Inc, (02/01-02/28) Not to exceed \$4,400.00.  
**Motion: Fillinger & Madero - Remove Agenda item 5e for separate discussion, Passed Unanimously**  
**Motion: Madero & Fillinger – Approve consent agenda items 5A, 5B, 5C, 5D, Passed Unanimously**  
**Motion: Fillinger & Madero – Approve 5e after explanation of invoice from 6s Engineering, Passed Unanimously**
6. **Financial Report**
  - a. The income and expenses for February 2025 will be reported by City Secretary Delma Doyal with possible discussion and/or action. (Mayor Martinez)

**Postponed due to a lack of reports by Mayor Martinez**

**7. Public Works**

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. (Mayor Martinez)  
**Rise Broadband has 3 weeks left in COSO**  
**ATT is installing fiber around city perimeter**  
**Red Mountain Cul De Sac is progressing**  
**Lowman & Hilltop Peaks is completed – Would like opposing side to be guard railed**

**8. Animal Control**

- a. Updates and Announcements from ACO Cunningham with possible discussion and/or action. (Mayor Martinez)  
**Discussed the Best Friends National Conference in Palm Spring California would like to attend again next year to continue to network.**
- b. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. (Mayor Martinez)  
**Monthly report provided; no actions needed.**

**9. Police Department**

- a. Updates and Announcements from Chief Juarez with possible discussion and/or action. (Mayor Martinez)  
**Grants have been submitted and are progressing, New Officers should be off FTO in the next 2 weeks.**
- b. Presentation of monthly report by Chief Juarez with possible discussion and/or action. (Mayor Martinez)  
**Monthly report provided, no actions needed, Chief confirmed since his arrival this is the first time that COSO PD took more calls than Bexar County Sheriff**

**10. Parks & Recreation**

- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. (Mayor Martinez)  
**Mayor Martinez discussed the next meeting as 1<sup>st</sup> Tuesday of month at 5:30 and will connect with Priscilla regarding some maintenance items to be completed by Public Works at the Community Center.**

**11. Administration – Old Business**

- a. Discuss and/or possible action on amending the Personnel Policy Manual. (Fillinger/Alvarado)  
**Motion: Tremblay & Madero, Strike pay scale discussion related to PD, Passed Unanimously**  
**Motion: Fillinger & Madero, Approve format of the Employee Personnel Manual as presented, Passed Unanimously**
- b. Discuss and/or possible action on Ordinance No. 2025-248 establishing regulations for Certificates of Occupancy. (2<sup>nd</sup> Reading) (Mayor Martinez)  
**Motion: Madero & Tremblay, Adopt Ordinance 2025-248, Passed Unanimously – to be posted in the Wilson County News**
- c. Discuss and/or possible action on Ordinance No 2025-236 establishing Animal control regulations. (2<sup>nd</sup> Reading) (Mayor Martinez)  
**Motion: Tremblay & Madero, Add line 7 to section 8A making it unlawful to keep an**



**animal on a non-permanent residence, opposed unanimously**

**Motion: Fillinger & Madero, adopt Animal Control Ordinance with number to be determined, Passed Unanimously**

**12. Administration – New Business**

- a. Discuss and/or possible action on property improvement plan provided by property owner of residential address 3807 Waterwood Pass, Sandy Oaks, TX 78112. (Mayor Martinez)

**7:40 Recess taken**

**7:51 Recess ended**

**Citizens to be heard:**

**Morris Ragan – Spoke to the length of time that he and his mother resided in the area**

**Terry Ragan – Spoke to the reasoning behind his 90-day plan and how he plans to accomplish his goals**

**Kimbery Ragan – Spoke to how she plans to assist in the completion of the 90-day plan and asked that the property be given an opportunity to resolve instead of abatement**

**Adrienne Brown – Character witness to Terry Ragan**

**Mark Schmitz – Character witness to Terry Ragan**


**Julio Nunez – Character witness to Terry Ragan**

**Motion: Fillinger & Madero, to accept 90-day property improvement plan as presented by Terry Ragan, Passed Unanimously**


**13. Adjourn**

**Motion: Adjourn by Madero @ 8:12PM**

**Passed and approved this 27<sup>th</sup> day of March 2025,**

  
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Michael Martinez, Jr., Mayor

ATTEST:

  
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Delma Doyal, City Secretary