

**Michael Martinez**

Mayor

**Charles Fillinger**

Alderman Place 1

**David Tremblay**

Alderman Place 2

**Thomas Repino**

Alderman Place 3



**CJ Walker**

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 MINUTES  
July 24<sup>th</sup>, 2025, at 6:30 p.m.**

**1. Call to order and quorum call.**

**Call to order at 6:32 p.m.**

**MPT Madero – P, Ald Fillinger –NP, Ald Repino – NP, Ald Walker – P, Ald Tremblay – P, CS – P, CA - P**

**2. Pledge of Allegiance. (Mayor Martinez)**

**3. Citizens to be heard. People wishing to speak may sign up with the City Secretary in the time and manner indicated above.** This time is provided for citizens to address the City Council on issues and concerns related to the City of Sandy Oaks. Please note that the Texas Open Meetings Act prohibits the City Council from responding, commenting, or discussing items or topics during this portion of the meeting that are not included on the agenda. The City Council appreciates hearing from the citizens, and your thoughts and questions are valued; however, civility and a sense of decorum will be strictly followed. All speakers must address their comments to the City Council. Speakers shall refrain from public criticism of members of the City Council that is prohibited by law. This item will be open for up to 30 minutes, with 3 minutes to each speaker. One (1) person may speak on behalf of a group. Up to three (3) people may register on behalf of the group for the spokesperson to be allotted up to nine (9) minutes to speak. If there are more than ten (10) speakers, each will be given two (2) minutes or six (6) minutes for a group spokesperson.

**6:34 p.m., Lamar McNeal raised ongoing concerns about an 18-wheeler trailer, a junk vehicle, and a dilapidated building next to his home at 23322 Copper Canyon Dr. He noted minimal cleanup progress and inquired about volunteering for the Police Complaint Board**

**Terry Ragan stated he would speak during his scheduled agenda item (6b).**

**6:35 p.m. Chris Cavazos spoke in favor of Agenda Item 7a, supporting withdrawal from VIA Metropolitan Transit Authority due to tax concerns.**

**4. Mayor & Administrator Announcements/Updates**

**The mayor spoke with Tency Garcia from The Oaks at Waterwood development, who confirmed the project has received annexation approval from the City of San Antonio.**

**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 a 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 July 10<sup>th</sup>, 2025, Regular City Council Meeting.

**Motion: Ald Tremblay; 2nd MPT Madero - to amend agenda item 10a to strike council and insert committee; passed unanimously**

**Motion: Ald Tremblay; 2<sup>nd</sup> MPT Madero - accept agenda item 5a as amended; passed unanimously**

- b. Approve the income and expenses for June 2025 reported by City Secretary Delma Doyal  
**Motion: Ald Tremblay; 2<sup>nd</sup> MPT Madero – accept the June 2025 financial report with the stipulation that if the uncleared checks, payments, and deposits show up in the July reconciliation, we explain; passed unanimously**

**Prior to item 6, the Mayor went to agenda item 7a**

**6. Administration – Unfinished Business**

- a. Discuss and/or possible action on amending the Personnel Policy Manual. (Mayor Martinez)

**MPT Madero presented the recommended updates to the personnel policy manual. The mayor will email the documents to council members who are expected to review them and be prepared for discussion at a future meeting.**

- b. Update on property improvement plan provided by property owner of residential address 3807 Waterwood Pass, Sandy Oaks, TX 78112. (Mayor Martinez)  
**Mr. Ragan provided an update on the property at 3807 Waterwood Pass, Sandy Oaks, TX 78112. Although he planned to have the house demolished by this council meeting, delays pushed completion too. the next council meeting on August 14, 2025**
- c. Discuss and/or possible action on additional streetlights in Sandy Oaks based on the map provided by CPS Energy. (Mayor Martinez)

**After a lengthy discussion, the Council agreed to update the map by marking key areas—cul-de-sacs, intersections, and curves. They emphasized that streetlights should be at least 500 feet apart and that any missing lights should be noted. They also agreed to simplify the map, take one more picture and move forward from there.**

- d) Discuss and/or possible action of Ordinance 2023-230 adopting regulations for Manufactured homes. (Mayor Martinez)

**Motion: MPT Madero; 2nd ALD Tremblay – Adopt Ordinance 2025-256, an Ordinance of the City of Sandy Oaks, Texas, Adopting Regulation for Manufactured Homes Providing Definitions Permitting the Installation of Mobile Homes, etc.**

**Motion: MPT Madero; 2nd ALD Walker- be consistent throughout the document to spell out the number as well as add digits in parentheses when talking about numbers of things, days, etc. under 100; passed unanimously**

**Motion: MPT Madero; 2nd ALD Walker- In section 4(D), add an “s” to “inspection” after “permit plan reviews, and inspection” to be read as “permit plan reviews, and inspections,” insert an “s” after “permit” to be read as “cost associated with permits” strike “is” and replace with “are” to be read as “installation of a modular homes are controlled,” insert Oxford comma after “plan reviews, placement, building construction, and plan reviews at the end” - passed unanimously.**

**Motion: MPT Madero; 2nd ALD Walker – In Section 5(A), to insert a comma after “park” so it reads “rental community or park, upon proper application.”- passed unanimously**

**Motion: MPT Madero; ALD Walker – insert a comma after “mailing address” in Section 5(E)2a.- passed unanimously**

**Motion: MPT Madero; 2nd ALD Walker – In Section 5(F) insert the word “a” between “make” and “determination” so it reads “make a determination”- passed unanimously.**

**Motion: MPT Madero 2nd ALD Walker – In Section 5(G), insert a comma after “replace”, so it reads “replace, or install” - passed unanimously**

**Motion: MPT Madero; 2nd ALD Walker – In Section 6, insert a comma after “replacement” in “erection, replacement or installation”  
remove the comma after “replacement” in “mobile home replacement, shall be conditional.”**

**add a comma after “conditional.”**

**In Section 6(F): replace “the direction” with “a direction.”**

**Replace “visible form the street” with “visible from the street.”**

**Paragraph G: replace “fire resistant” with “fire-resistant”**

**In Section I: insert commas after “sliding” and “rotation” to be read as “against uplift, sliding, rotation, and overturning.”**

**Paragraph J: change “manufactured homes structure” to “home’s”**

**In the next line, change “in a safe and efficient manager” to “in a safe and efficient manner.”**

**Paragraph K: insert a comma after “placed or installed” to be read as “placed, or installed.”**

**In the last line, change “open drains gas line” to “open drains, gas lines.”**

**Section 7(G): remove letter “s” from “A persons must pay” to be read as “A person must pay.”**

**In Section 10: add a comma after “is a public nuisance” and add a comma after “the Chief of Police” - passed unanimously.**

**Motion: MPT 2<sup>nd</sup> Ald Walker – adopt ordinance 2025-256 as amended – passed unanimously**

- e. Discuss and/or possible action on a contract with municode codification (Mayor Martinez)  
**At 6:51 p.m., the mayor moved ahead to this agenda item to accommodate online participants. Krystal Hayes, joining Zoom, shared her screen and gave a presentation on CIVICPLUS, explaining who they are, what services they offer, and how they can assist with managing ordinances.**

- f. Discuss and/or possible action on Ordinance 2021-181 Citizen Complaint Review Board (MPT. Madero & Ald. CJ Walker)

**Mr. McNeal would be the primary appointee and should any of the other members no longer want to participate, we would then engage with Ms. Wanda Harvey.**

- g. Discuss and/or possible action of Ordinance 2023-220 Animal Shelter Advisory Committee (Mayor Martinez)

**At 8:20 p.m., the mayor noted the start of discussion on this agenda item. It was mentioned that the veterinarian is required to visit three times a year. However, more details are needed before a decision can be made. There was no motion to be passed.**

- h. Discuss and/or possible action of Ordinance 2019-135 Trap Neuter Release program (Mayor Martinez)

**The city will wait until the Animal Shelter Advisory Committee is officially formed. Once established, the committee will review the Trap-Neuter-Return (TNR) program and provide recommendations on how the City should move forward with it.**

## **7. Administration – New Business**

- a. Discuss and/or possible action regarding a special election to submit the propositions regarding the withdrawal of the City of Sandy Oaks from the VIA Metropolitan Transit Authority and related taxes. (Mayor Martinez)

**At 7:22 p.m., the mayor briefly discussed recent talks with VIA, noting that the city contributes about \$60,000 annually from sales tax revenue without currently receiving services. At the August 14, 2025, meeting, VIA will present transportation options for Sandy Oaks, including ART's reservation-based service and VIA Link Zone, both offering affordable ride options with various fare tiers.**

- b. Discuss and/or possible action on Resolution No. 2025-228 ratifying the purchase and acceptance of donations of certain personal property from the Texas Facilities Commission Federal Surplus Property Program, declaring certain personal property surplus, and ratifying the donation or disposal of personal property and related matters. (Please add invoices/description of property as Exhibit A)

**Motion: ALD Tremblay; 2<sup>nd</sup> MPT Madero – adopt resolution number 2025-228, resolution of the City of Council of the City of Sandy Oaks, Ratifying The Purchase And Acceptance of Donations of Personal Property From The Texas Facilities Commission Federal Surplus Property Program.; passed unanimously**

- c. Discuss and/or possible action on Resolution No. 2025-229 verifying that the Cybersecurity Training required by Texas Government Code section 2054.5191 has been completed by certain city employees and elected or appointed officials, verifying completion of an audit, authorizing the mayor to deny access to any individual in noncompliance, and authorizing the City Secretary to Submit the required report.

**Motion: ALD Tremblay; 2<sup>nd</sup> MPT Madero – adopt Resolution Number 2025-229 Verifying That Cybersecurity Training Required by The Texas Government Code Has Been Completed By Certain City Employees And Elected or Appointed Officials; passed unanimously**

- d. Discuss and/or possible action on Resolution No. 2025-230 acknowledging receipt of certified appraisal roll and tax rate calculation worksheet; and containing related provision.

**This item was skipped and will be included on the next agenda.**

- e. Discuss and/or possible action on Ordinance No. 2025-255 ordering a General Election to be held on November 4, 2025, for the purpose of electing Alderman Place 1, Alderman Place 3, and Alderman Place 5 and ordering a Special Election to be held on November 4, 2025 for the purpose of electing Alderman Place 4 (unexpired term) and related matters. (attach MOU or agreement from County)

**Motion: MPT Madero; 2<sup>nd</sup> ALD Walker – to insert 5:05 P.M. on August 18, 2025, at City Hall 22870 Priest Road Sandy Oaks, Texas 78112 and the same time and date in Spanish; passed unanimously**

**Motion: MPT Madero; 2<sup>nd</sup> ALD Tremblay – adopt ordinance number 2025-255, an Ordinance of The City Council of The City of Sandy Oaks, Texas. Ordering a General Election to be Held on November 4, 2025, For The Purpose of Electing Alderman Place 1, Alderman Place 3, Alderman Place 5, And Ordering a Special Election to be Held on November 4, 2025, For The Purpose of Electing Alderman Place For an Unexpired Term; passed unanimously**

- f. Discuss and/or possible action on Resolution No. 2025-231 authorizing and allowing Health and Accident Coverage for Certain Classes of Officials electing to participate as provided by TX Multistate Intergovernmental Employee Benefit Pool d/b/a/ TX Health Benefits Pool pursuant to section 172.004 of the Texas Local Government Code; and related matters.

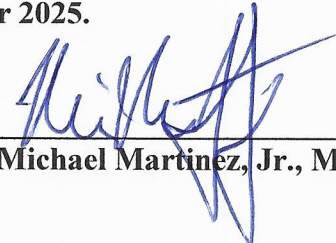
**Motion: ALD Tremblay; 2<sup>nd</sup> MPT Madero – adopt resolution number 2025-231**

**Authorizing And Allowing Health And Accident Coverage For Certain Classes of Officials Electing To Participate as Provided by Texas Multi-State Intergovernmental Employee Benefit Pool DBA Texas Health Benefits, Pulled Pursuant to Section 172.004 of The Texas Government Code; passed unanimously**

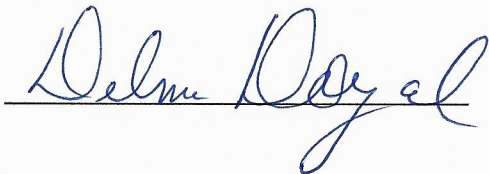
- g. Discuss and/or possible action on Resolution No. 2025-232 designating an officer or employee to calculate no-new-revenue tax rate and the voter-approval tax rate.  
**Motion: MPT Madero; 2<sup>nd</sup> ALD Walker – adopt Resolution Number 2025-232 Designating The Mayor as The Officer or Employee to Calculate No New Revenue, Tax Rate, And The Voter Approval Tax Rate; passed unanimously**
- h. Executive Session to deliberate a change in compensation for Public Works Employee Jacob Canales and related matters pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)  
**The executive session began at 8:58 p.m. and the council returned to regular session at 9:13 p.m.**
- i. Discuss and/or possible action on a change in compensation for Public Works Employee Jacob Canales. (Mayor Martinez)  
**Motion: ALD Tremblay; 2<sup>nd</sup> ALD Walker- authorize a \$2 pay increase for public works employee Jacob Canales, effective in the next full pay period; passed unanimously**

8. Adjourn  
9:14 p.m.

**Passed and approved this 11th, day of September 2025.**

  
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**Michael Martinez, Jr., Mayor**

**ATTEST:**

  
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