

**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  
PUBLIC HEARING AND REGULAR MEETING MINUTES  
November 13<sup>th</sup>, 2025, at 6:30 p.m.**

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

**Call to order at 6:31 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.

**Mr. McNeal reported on the progress at the house next door. He noted that although some junk remains on the property, progress is being made. He requested clarification regarding the regulations for porta-potties. Mr. McNeal also stated that he has submitted his background check for the Complaint Board and is available to assist whenever needed.**

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

**Mr. Repino is currently experiencing health issues, and we keep him in our thoughts and prayers. The mayor will provide the council with any updates on his condition. There were 12 applicants for the City Administrator position; however, the hiring committee has decided to keep the position open and continue the search for the right candidate.**

5. (Originally 12a) Presentation of Certificates of Election and administration of Oaths of Office for persons with the most votes in the General Election held on November 4, 2025 for the positions of Alderman Place 1, Alderman Place 3, Alderman Place 5, and in the Special Election held on November 4, 2025 for the position of Alderman Place 4 (unexpired term). (Mayor Martinez)

**John Crickmer, ALD 1 signed the Oath of Office and the Statement of Officer, and the mayor signed the Certificate of Election**

**CJ Walker, ALD 3 signed the Oath of Office and the Statement of Officer, and the mayor signed the Certificate of Election**

**Monica Madero, ALD 5 signed the Oath of Office and the Statement of Officer, and the mayor signed the Certificate of Election**

**The mayor will visit Alderman Repino (Place 4) for him to sign the Oath of Office and the Statement of Officer, and the mayor will sign the Certificate of Election**

**6:45 p.m. ALD Crickmer officially assumed his duties as an active alderman**

6. **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.
- (Originally 5a) Approve minutes from October 9<sup>th</sup>, 2025, Regular City Council Meeting.  
**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: second motion to strike roman number 4 and insert iv, on the third motion strike roman numeral after 5D4 and remove the spaces so that the iv is right next to the 4 so it looks like the number in the ordinance, on the fifth motion remove roman numeral 4 and insert iv next to 5D4, passed unanimously**
  - (Originally 5b) Approve minutes from October 16<sup>th</sup>, 2025, Special City Council Meeting.
  - (Originally 5c) Approve minutes from October 23<sup>rd</sup>, 2025, Regular City Council Meeting.  
**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: to approve 5a as amended and 5b and 5c as presented, passed unanimously**
  - (Originally 5d) Approve Invoice 1378 from Kassahn & Ortiz, P.C. (August City Prosecutor Services) not to exceed \$1,425.00.
  - (Originally 5e) Approve Invoice 1379 from Kassahn & Ortiz, P.C. (September City Attorney Services) not to Exceed \$8,068.41  
**Motion: MPT Madero 2<sup>nd</sup> ALD Tremblay: to approve 5d and 5e on the consent agenda, passed unanimously**

## 7. Financial Report

- (Originally 6a) Income and expenses for October 2025 will be reported by City Secretary Delma Doyal with possible discussion and/or action. (Mayor Martinez)  
**Motion: ALD Tremblay, 2nd MPT Madero: to accept the financial reports as presented, passed unanimously**

## 8. Public Works

- (Originally 7a) Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. (Mayor Martinez)  
**Priscilla was unable to attend the meeting; please keep her and her family in your prayers. The mayor confirmed her approval for the trail project, which is included in**

**the budget and scheduled to begin at the start of next year.**

**9. Animal Control**

- a. **(Originally 8a)** Updates/Announcements and presentation of monthly report from ACO Cunningham with possible discussion and/or action. (Mayor Martinez)  
**October brought in 25 new animals, including one cruelty case. Currently, the facility is housing 11 dogs and 3 cats. Transfers are being coordinated with Austin Pets Alive and other rescue organizations. In November, six dogs were euthanized due to biting incidents. As of 11/4, a total of 21 animals are in custody**

**10. Police Department**

- a. **(Originally 9a)** Updates/Announcements and presentation of monthly report from Chief Juarez with possible discussion and/or action. (Mayor Martinez)  
**The police department reports a 100% recovery rate for missing and runaway children, including the most recent cases recovered this month. The laptops that were ordered are expected to arrive on November 20 and will be installed shortly thereafter.**

**11. Parks & Recreation**

- a. **(Originally 10a)** Update and Announcements from Park Advisory Committee Chair Fillinger with possible discussion and/or action. (Mayor Martinez)  
**Next meeting is December 2, 2025, at 5:30 p.m.**

**12. Administration – Unfinished Business**

- a. **(Originally 11a)** Discuss and/or possible action on amending the Personnel Policy Manual. (Mayor Martinez)  
**Motion: ALD Tremblay, 2<sup>nd</sup> MPT Madero: to include the Political Activity Policy resolution 2020-117, be incorporated into the Personal Policy Manual, passed unanimously**  
**Motion: ALD Tremblay, 2<sup>nd</sup> MPT Madero: to include the Pay Scales for all employees in personnel manual, to include the police department, passed unanimously**
- b. **(Originally 11b)** Discuss and/or possible action on a contract for codification services (Mayor Martinez)  
**Postponed till the December meeting**
- c. **(Originally 11e)** Discuss and/or possible action on the members of the Animal Shelter Advisory Committee (Mayor Martinez)  
**Ashley needs to confirm with the veterinarian the cost of their time for the facility inspection and attendance at the Shelter Committee meeting.**  
**Executive Session Start 7:53 p.m.**
- d. **(Originally 11c)** Executive session to deliberate the appointment, employment, duties, discipline, or dismissal of Chief of Police pursuant to Texas Government Code section 551.074, Personnel Matters and, section 551.071, Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. (Madero/Fillinger)
- e. **(Originally 12h)** Executive Session to deliberate the hiring of a Code Enforcement Officer, and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)

- f. **(Originally 12j)** Executive Session to deliberate the hiring of a Kennel Technician, and related matters pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)
- g. **(Originally 12 l)** Executive Session to deliberate a change in compensation for Police Department Lieutenant, Patrol Officer and Chief of Police and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)  
**Executive session End: 8:49 p.m.**
- h. **(Originally 11d)** Discuss and/or possible action on the appointment, employment, duties, discipline, or dismissal of the Chief of Police. (Madero/Fillinger)  
**No action to be taken**
- i. **(Originally 12i)** Discuss and/or possible action on hiring a Code Enforcement Officer, and related matters. (Mayor Martinez)  
**No action to be taken**
- j. **(Originally 12k)** Discuss and/or possible action on hiring a Kennel Technician, and related matters. (Mayor Martinez)  
**Motion: MPT Madero, 2nd ALD Walker: to hire Ms. Ramirez as our Animal Shelter Technician part-time to begin on the 17<sup>th</sup> of November at a rate of \$15.00 an hour, passed unanimously**
- k. **(Originally 12m)** Discuss and/or possible action on a change in compensation for Police Department Lieutenant, Patrol Officer and Chief of Police. (Mayor Martinez)  
**Motion: MPT Madero, 2nd ALD Walker: to give the Police Department LT. Alvarez a pay raise of \$7,500 a year, effective on the next pay period, passed unanimously**  
**Motion: MPT Madero, 2nd ALD Walker: to provide Patrol Officer Palomares with a pay raise to \$29.00 an hour, effective next pay period, passed unanimously**  
**Motion: MPT Madero, 2nd ALD Walker: give Chief Juarez a pay raise of \$5,000 a year, effective on the next pay period, passed unanimously**

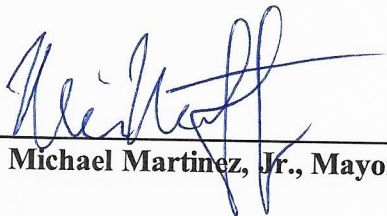
### 13. Administration – New Business

- a. **(Originally 12b)** Discuss and/or possible action on Resolution 2025-237 Appointing Mayor Pro Tem. (Mayor Martinez)  
**Motion: ALD Tremblay, 2<sup>nd</sup> ALD Crickmer: to appoint ALD Madero to the Mayor Pro Tem for 2025-2026 pursuant to section 22.037 of the local government code or until her successor is elected, passed unanimously**  
**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: strike 2024 and insert 2025, passed unanimously**  
**Motion: ALD Walker, 2<sup>nd</sup> ALD Crickmer: move to accept resolution 2025- 237 as amended, passed unanimously**
- b. **(Originally 12c)** Discuss and/or possible action on Resolution 2025-236 designating a newspaper of record (Mayor Martinez)  
**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: to adopt Resolution 2025-236 A RESOLUTION OF THE CITY OF SANDY OAKS, TEXAS NAMING A PUBLIC NEWSPAPER TO SERVE AS THE OFFICIAL NEWSPAPER OF THE CITY OF SANDY OAKS, TEXAS FOR FISCAL YEAR 2025-2026 AND PROVIDING THAT EACH ORDINANCE, NOTICE, OR OTHER MATTER REQUIRED BY LAW OR ORDINANCE TO BE PUBLISHED THEREIN, passed unanimously**
- c. **(Originally 12d)** Discuss and/or possible action on a quote for a new Zero Turn mower. (Mayor Martinez)  
**No action to be taken**

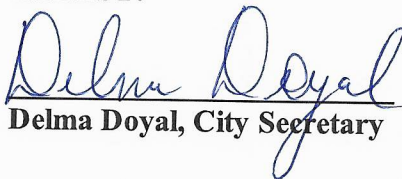
- d. **(Originally 12e)** Discuss and/or possible action on the status of resolutions/ordinances.  
(Mayor Martinez)  
**The mayor will send out the document MPT Madero sent.**
- e. (Originally 12f) Discuss and/or possible action on providing tablets/laptop computers to all council members. (Tremblay/Walker)  
**The mayor will consult with IT to determine whether a \$400 tablet or a laptop would be capable of opening all attachments, creating documents, and possibly printing. If approved at the December meeting, the plan is to have all equipment set up by the first or second meeting in January.**
- f. **(Originally 12g)** Discuss and/or possible action on procedures for approving all permit applications.  
**Whenever a permit is issued, the department responsible for it should be notified of the application.**

14. Adjourn  
9:23 p.m.

Passed and approved this 11th day of December 2025.

  
Michael Martinez, Jr., Mayor

ATTEST:

  
Delma Doyal, City Secretary