

**Michael Martinez**

Mayor

**John Crickmer**

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  
December 11<sup>th</sup>, 2025, at 6:30 p.m.**

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

**Call to order at 6:33 p.m.**

**MPT Madero – P via zoom, ALD Crickmer - P, ALD Repino - NP, ALD Walker - P, ALD Tremblay - P, CS –P, CA – Present at 6:45 p.m.**

**2. Pledge of Allegiance.**

**Mayor Martinez led the Pledge of Allegiance**

**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. Rojas was here from K3 Towing for agenda item 12c.**

**Mrs. Baura Ulloa, who lives at 23027 Copper Canyon, reported that a strong smell of sewage and marijuana odor is coming from a neighbor's house and is requesting that the issue be investigated. She also noted that many drivers run stop signs on Copper Canyon, Shady Forest, and Skila, especially in the mornings when children are out. Additionally, she is requesting a covered area at the bus stop for the kids who wait there.**

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

**The Mayor announced several recent losses in the community: ALD Repino passed away over the weekend; the Public Works Director, Priscilla Schmitt's husband passed a few weeks ago, and a contributor to the community center recently lost her stepson. The Mayor will share service information for ALD Repino once it becomes available. The Mayor requested a few moments of silence in their honor.**



5. **(Originally 12b)** Discuss and/or possible action on promotion for Police Officer Cecilia Palomares (Mayor Martinez)  
**Motion: ALD Tremblay, 2<sup>nd</sup> ALD Walker: to promote Officer Palomares to the position of Sergeant, effective 11 December, passed unanimously.**
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.
  - a. **(Originally 5a)** Approve minutes from November 13<sup>th</sup>, 2025, Regular City Council Meeting.
  - b. **(Originally 5b)** Approve Invoice 1380 from Kassahn & Ortiz, P.C. (October City Prosecutor Services) not to exceed \$1,485.00.  
**Motion: ALD Tremblay, 2<sup>nd</sup> MPT Madero: to approve consent agenda items a and b, passed unanimously.**
  - c. **(Originally 5c)** Approve Invoice 1381 from Kassahn & Ortiz, P.C. (October City Attorney Services) not to Exceed \$2,715.00  
**Motion: ALD Tremblay, 2<sup>nd</sup> ALD Walker: approve item c on the consent agenda, passed unanimously.**
7. **Financial Report**
  - a. **(Originally 6a)** Income and expenses for November 2025 will be reported by City Secretary Delma Doyal with possible discussion and/or action. (Mayor Martinez)  
**Motion: MPT Madero, 2<sup>nd</sup> ALD Tremblay: to accept the financial report as presented by the City Secretary, passed unanimously.**
8. **Public Works**
  - a. **(Originally 7a)** Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. (Mayor Martinez)  
**ALD Tremblay voiced a concern about two poles/bollards at Waterwood Pass that need to be cleaned up.**
9. **Animal Control**
  - a. **(Originally 8a)** Updates/Announcements and presentation of monthly report from ACO Cunningham with possible discussion and/or action. (Mayor Martinez)  
**The new shelter technician is doing well in their role. The shelter remains at full capacity. The four animals originally scheduled for transfer to Canada are now expected to depart in January. The six animals that were planned to go to Austin Pets Alive will instead be transported by Homeward Hounds and are anticipated to leave on the 22nd or 23rd of this month.**
10. **Police Department**
  - a. **(Originally 9a)** Updates/Announcements and presentation of monthly report from Chief Juarez with possible discussion and/or action. (Mayor Martinez)  
**Lt. Alvarez filled in for the Chief. Officer Franco is cleared to patrol independently.**
11. **Parks & Recreation**
  - a. **(Originally 10a)** Update and Announcements from Park Advisory Committee with possible discussion and/or action. (Mayor Martinez)  
**Angel Tree angel selection will be available on Thursday at 5:30 p.m. and on Sunday from 2:00–4:00 p.m. The next Park Advisory meeting will be held on January 6th at 5:00 p.m. at the community center.**
12. **Administration – Unfinished Business**
  - a. **(Originally 11a)** Discuss and/or possible action on amending the Personnel Policy Manual. (Mayor Martinez)  
**Motion: MPT Madero, 2<sup>nd</sup> ALD Tremblay: to add to the second table in section 13f**



**animal shelter technician with a pay scale of \$15 to \$25, passed unanimously.**

**Motion: MPT Madero, 2<sup>nd</sup> ALD Tremblay: to strike paragraph 7d and insert “The City Administrator or supervisor shall prepare a written report of any disciplinary action and shall date and sign it. The report shall then be provided to the employee, who will be requested to sign a statement confirming receipt and review of the report. The employee may, if they wish, add written comments to explain the conduct in question. The report shall then be added to the employee's file. If it is the third written report within 12 months or the disciplinary action includes a suspension (with or without pay), the City Council shall review a copy of the report at its next meeting,” passed unanimously.**

- b. **(Originally 11b)** Discuss and/or possible action on a contract for codification services (Mayor Martinez)

**No action**

- c. **(Originally 11c)** Discuss and/or possible action on the status of resolutions/ordinances. (Mayor Martinez)

**No action**

- d. **(Originally 11d)** Discuss and/or possible action on the members of the Animal Shelter Advisory Committee (Mayor Martinez)

**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: Dr. Doyal, selected to be the vet that is a part of our animal shelter advisory committee, passed unanimously.**

- e. **(Originally 11e)** Discuss and/or possible action on providing tablets/laptop computers to all council members. (Tremblay/Walker)

**Motion: ALD Tremblay, 2<sup>nd</sup> ALD Walker: approve a cost not to exceed \$1,000 with the approval of our IT, Jerry, on his recommendation that we move forward with this and hopefully get something going next month, passed unanimously.**

### **13. Administration – New Business**

- a. **(Originally 12a)** Discuss and/or possible action on updating the Parks Advisory Committee Chair (Mayor Martinez)

**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: appoint John Crickmer as the Parks Advisory Committee chair, passed unanimously.**

- b. **(Originally 12c)** Discuss and/or possible action on RFP for towing services. (Mayor Martinez)

**Motion: MPT Madero, 2<sup>nd</sup> ALD Tremblay: to repost the request for proposal for towing and storage services with a suspense of 9 January 2026, passed unanimously.**

- c. **(Originally 12d)** Discuss and/or possible action on cost-of-living increase for all City Employees. (Mayor Martinez)

**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: to give every employee in the city a cost-of-living increase of 2.8% effective the first pay period that begins in January, passed unanimously.**

- d. **(Originally 12e)** Discuss and/or possible action on Resolution 2025-238 Voting for a Director to serve on the Bexar Appraisal Districts Board of Directors

**Motion: MPT Madero, 2<sup>nd</sup> ALD Tremblay: to fill in the blank in resolution 2025 – 238 with the name Roland Ramirez and then pass resolution 2025 – 238 with his name inserted. A resolution of the city council of the City of Sandy Oaks, Texas, voting for the director to serve on the Bexar Appraisal District's board of directors, passed unanimously.**

- e. **(Originally 12f)** Executive session to deliberate the appointment, employment, duties, discipline, or dismissal of Patrol Officer Mark Porche pursuant to Texas Government Code section 551.074, Personnel Matters. (Mayor Martinez)

**No Action Taken**

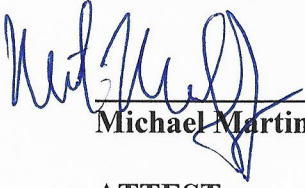
- f. **(Originally 12g)** Discuss and/or possible action on the appointment, employment, duties, discipline, or dismissal of Patrol Officer Mark Porche. (Mayor Martinez)

**No Action Taken**

**14. Adjourn**

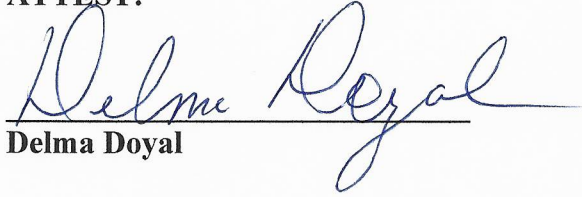
**8:42 p.m.**

**Passed and approved this 22nd, day of January 2026.**



\_\_\_\_\_  
**Michael Martinez, Jr., Mayor**

**ATTEST:**



\_\_\_\_\_  
**Delma Doyal**