

**Michael Martinez**  
Mayor  
**John Crickmer**  
Alderman Place 1  
**David Tremblay**  
Alderman Place 2  
**Lamar McNeal**  
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  
January 22<sup>nd</sup>, 2026, at 6:30 p.m.**

1. **Call to order and quorum call.**  
**The Mayor called the meeting to order at 6:31 p.m.**  
**Present were Mayor Martinez, Mayor Pro Tem (MPT) Madero, Alderman Crickmer, Alderman McNeal, Alderwoman Walker, and Alderman Tremblay. Also present were City Secretary Doyal and City Attorney Ortiz.**
2. **Pledge of Allegiance.**  
**Mayor Martinez led the pledges of allegiance to the United States and Texas flags.**
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.  
**There were no citizens to speak.**
4. **Mayor & Administrator Announcements/Updates**  
**Public Works has been preparing for the bad weather this week, and the City has also been asked to serve as a secondary shelter, serving as a warming station if needed.**

5. **Consent Agenda** – All matters listed under the 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.

**MPT requested to pull both items 5(a) and 5(b).**

- c. Approve Invoice 1382 from Kassahn & Ortiz, P.C. (November City Attorney Services) not to exceed \$3,6750.00
- d. Approve Invoice 1383 from Kassahn & Ortiz, P.C. (November City Prosecutor Services) not to exceed \$735.00
- e. Approve Invoice 1384 from Kassahn & Ortiz, P.C. (December City Prosecutor Services) not to exceed \$285.00
- f. Approve Invoice 1385 from Kassahn & Ortiz, P.C. (December City Attorney Services) not to exceed \$2,212.50

**Motion: ALD Tremblay, 2<sup>nd</sup> ALD Walker: motion to approve agenda items c-f of the consent agenda. The motion passed unanimously**

- a. Approve minutes from December 11<sup>th</sup>, 2025, Regular City Council Meeting.  
**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: to have the City Secretary confirm whether or not in item 12(e) that the motion stated “hopefully get something going next month” was part of the motion, edit the meeting minutes accordingly, and then approve them. The motion passed unanimously.**
- b. Approve minutes from January 8<sup>th</sup>, 2026, Regular City Council Meeting  
**Motion: MPT Madero, 2<sup>nd</sup> ALD McNeal: for the City Secretary to verify ALD Tremblay's name is spelled correctly throughout the entire document. Once she has done that, to approve the corrected edited version. The motion passed unanimously.**

6. **Administration – Unfinished Business**

- a. Discuss and/or possible action on a contract for codification services (Mayor Martinez)  
**The Mayor spoke with both CivicPlus and TML regarding website compliance. TML has been working with other cities on similar issues.**
- b. Discuss and/or possible action on the status of resolutions/ordinances. (Mayor Martinez)  
**The Mayor will work with the City Administrator to prioritize the items on the list.**

7. **Administration – New Business**

- a. Discuss and/or possible action on rescinding Resolution 2020-117 adopting a policy on political activity for city employees and its appointed officers. (Mayor Martinez)  
**Motion: MPT Madero, 2<sup>nd</sup> ALD McNeal: to approve Resolution No. 2026 – 245, a Resolution of the City Council of the City of Sandy Oaks, Texas, repealing Resolution No. 2020 – 117, a policy on political activities. The motion passed unanimously.**
- b. Discuss and/or possible action on ordinance 2026-265 enforcing the master plan (Mayor Martinez)  
**Motion: ALD Tremblay, 2<sup>nd</sup> MPT Madero: to waive the second reading and approve Ordinance No. 2026- 265, an Ordinance of the City Council of the City of Sandy Oaks, Texas, amending ordinance number 2020 – 162, providing procedures for adoption and amendments to the Comprehensive Master Plan for enforcement and penalties and other matters related thereto. The motion passed unanimously.**
- c. Discuss and/or possible action on a Cease-and-Desist Order for Industrial/Commercial activity at/on the property located at 21846 Priest Rd. (Crickmer & Tremblay)  
**The Mayor will follow up with Public Works Director Priscilla Schmitt to see what the status is.**
- d. (Originally 7f) Discuss and/or possible action on the presentation of the racial profiling report by Chief Juarez. (Mayor Martinez)  
**The Chief explained that two reports were presented due to the use of two different reporting systems during the year (Cops, Inc. and E-Force). He noted that some traffic stops, arrests, uses of force, and searches are not included in the racial profiling reports when no citation or warning is issued, even though they are recorded in the CAD system. This is an ongoing issue, and the department is working with E-Force to address the reporting gaps. A daily activity report has been implemented to improve tracking and verify CAD data.**
- e. (Originally 7g) Discuss and/or possible action on an ordinance amending the 2025-2026 fiscal year budget for municipal purposes. (Mayor Martinez)  
**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: to amend Ordinance No. 2026-266 striking out in Section 4 “Exhibit A” and replacing with “Exhibit B” and attaching the red-lined version of the budget as Exhibit A and a clean version of the budget and Exhibit B. The motion passed unanimously.**
- f. (Originally 7h) Discuss and/or possible action on amending the 2025-2026 budget (Mayor Martinez)  
**Motion: MPT Madero, 2<sup>nd</sup> ALD McNeal: to approve Ordinance No. 2026 – 266, an Ordinance of the City Council of the City of Sandy**

**Oaks, Texas, amending the Annual Budget for Fiscal Year 2025- 2026 for municipal purposes, providing severability clause and providing for an effective date as amended. The motion passed unanimously.**

- g. **(Originally 7i)** Discuss and/or possible action on Resolution 2026-243 appointing an Interim City Administrator. (Mayor Martinez)

**Motion: MPT Madero, 2<sup>nd</sup> ALD Walker: to adopt Resolution 2026 – 243, a Resolution of the City Council of the City of Sandy Oaks, Texas, appointing an Interim City Administrator. The motion passed unanimously.**

- h. **(Originally 7j)** Discuss and/or possible action on Resolution 2026-244 renaming the Sandy Oaks City park to Tom Repino Park. (Mayor Martinez)

**Motion: ALD Crickmer, 2<sup>nd</sup> MPT Madero: to adopt Resolution No. 2026 – 244, naming the City Park in honor of Alderman Tom Repino, recognizing Alderman Repino’s contribution to the City of Sandy Oaks as an Alderman, and providing an effective date. The motion passed unanimously.**

- i. **(Originally 7k)** Discuss and/or possible action on Resolution 2026-246 Investment Policy. (Mayor Martinez)

**MPT requested the following edits: In the first paragraph under Section 6, insert “the” between “responsible for” and “investment” so it reads “the person responsible for the investment”; at the end of next paragraph, replace “insure” with “ensure,” add a comma after “quality” and “capability” immediately following that word; in the paragraph right before Section 7, remove the word “or” in the middle of that paragraph, so it reads “if the investment officer is related”; in Section 7, not the first number 1, but the next number 1, insert a comma after “bonds” in first sentence; in Section 4, insert a comma after “notes”; in item 5, insert a comma after the closed parentheses that follows Texas Gov’t Code; further down in paragraph 5, the sentence that starts “the City by contract,” insert a comma before and after “by contract”; in same sentence, strike the “s” in “investments” so it states “investment”; in the paragraph right before Section 8, insert a comma right after “City Council” in very last line of that paragraph; in paragraph 10, replace “insure” with “ensure”; item 11, second paragraph, last sentence that says “be held in safe keeping the City” insert “by” so it reads “be held in safe keeping by the City”; Section 13, item 7, a comma after “account” and after “fund”.**

**Motion 1: ALD Tremblay, 2<sup>nd</sup> ALD Walker: to amend the Investment Policy general statement as indicated by Mayor Pro Tem previously. The motion passed unanimously.**

**Motion 2: ALD Tremblay, 2<sup>nd</sup> ALD Crickmer: to approve the Investment Policy general statement as amended. The motion passed unanimously.**

**Motion 3: MPT Madero, 2<sup>nd</sup> ALD Walker: in the Resolution, to strike “no changes or” and include “with the changes indicated in the attached redlined version as Exhibit A”. The motion passed unanimously.**

**Motion 4: MPT Madero, 2<sup>nd</sup> ALD Walker: in the Resolution, insert after “investment, policy” in the first sentence of Section 2, to insert “attached as Exhibit B.”. The motion passed unanimously.**

**Motion 5: ALD Tremblay, 2<sup>nd</sup> MPT Madero: move to delegate responsibility for the investment program to and insert “Mayor Pro Tem Monica Madero and City Administrator Dr. Jamaine Johnson” into Section 3, as Investment Officers. The motion passed unanimously.**

**Motion 6: ALD Tremblay, 2<sup>nd</sup> ALD McNeal: to approve Resolution 2026 – 246, a Resolution of the City Council of the City of Sandy Oaks, Texas, approving an Investment Policy, delegating responsibility and authority, and providing for an effective date, as amended. The motion passed unanimously.**

- j. **(Originally 7l)** Discuss and/or possible discussion on City Employees Holiday Schedule. (Mayor Martinez)

**Motion: ALD McNeal, 2<sup>nd</sup> ALD Walker: to approve the employee's request to designate New Year's Eve as a half-day holiday for city employees. Motion passed 3–1, with Mayor Pro Tem Madero voting nay on the motion.**

- k. **(Originally 7m)** Discuss and/or possible discussion on variance to Ordinance 2025-256 (5 model years or newer). (Mayor Martinez)

**Motion: MPT Madero, 2<sup>nd</sup> ALD McNeal: to approve the applicant's request to have a home that is five years, six months old, and bring it into the City of Sandy Oaks by providing a variance under Ordinance No. 2025-256 requiring manufactured homes be 5-model years or newer. The motion passed unanimously**

- l. **(Originally 7d)** Executive Session to deliberate Pay Rates for Animal Control Officers, and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)

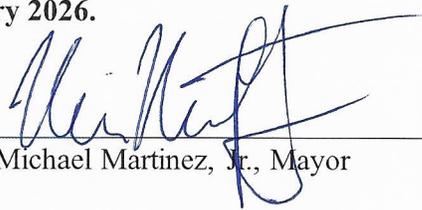
**The Council went into executive session at 8:00 p.m. and reconvened into open session at 8:18 p.m.**

- m. **(Originally 7e)** Discuss and/or possible action on a pay adjustment for Animal Control Officers with an effective date. (Mayor Martinez)

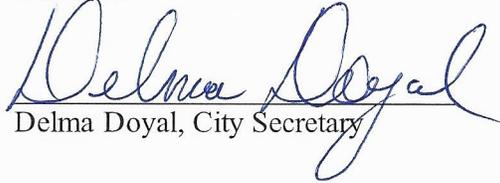
**At this time there is no action to be taken.**

8. **Adjourn**  
**8:18 pm**

Passed and approved this 26<sup>th</sup> day of February 2026.

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

**ATTEST:**

  
\_\_\_\_\_  
Delma Doyal, City Secretary