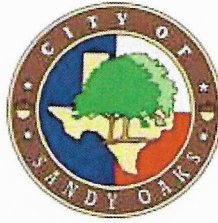


Mayor  
**Michael Martinez, Jr.**  
Alderman Place 1  
**John Crickmer**  
Alderman Place 2  
**David Tremblay**  
Alderman Place 3  
**Lamar McNeal**



Alderman Place 4  
**CJ Walker**  
Alderman Place 5/Mayor Pro Tem  
**Monica Madero**  
City Administrator  
**Dr. Jamaine Johnson**  
City Attorney  
**Casandra C. Ortiz**  
City Secretary  
**Delma Doyal**

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS**  
**REGULAR MEETING MINUTES**  
**March 12th, 2026, at 6:30 p.m.**

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

The regular meeting of the City Council was called to order at 6:37 PM by Mayor Michael Martinez, Jr. Present: Mayor Michael Martinez, Jr.; Alderman John Crickmer; Alderman Lamar McNeal; Mayor Pro Tem Monica Madero and Alderman David Tremblay were present by videoconference.

Absent: Alderman CJ Walker.

Staff Present: Dr. Jamaine Johnson, City Administrator; Delma Doyal, City Secretary; Chief Juarez, Police Chief; Public Works Director Priscilla Schmitt; Code Enforcement Officer George Aguilera.

**2. Pledge of Allegiance.**

The Pledge of Allegiance to the United States flag and the Texas flag were recited.

**3. Citizens to be heard.**

No citizens signed up to speak.

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

- a. March 19, 2026 / 3:30 PM – 6:30 PM: Records on the Run Mobile (Administrator, Johnson)
- b. April 14-16, 2026 - The Texas Municipal League Intergovernmental Risk Pool representative recommends a City of Sandy Oaks staff member attend the Certified Playground Safety Inspector (CPSI) Certification course in Burleson, TX (City Administrator Johnson)
- c. August 17, 2026 / 5:00 PM: Officer Election Application Deadline for Mayor, Alderman Place-2, Alderman Place-3 (unexpired term), and Alderman Place-4 (City Administrator Johnson)
- d. August 27, 2026: Proceed with Wrecker Service Agreement between City of Sandy Oaks and Texas Towing, expiring August 27, 2026. (City Administrator Johnson)
- e. November 3, 2026: Officer Election Day for Mayor, Alderman Place-2, Alderman Place-3 (unexpired term), and Alderman Place-4 (City Administrator Johnson)

Announcements were made regarding Records on the Run Mobile (March 19, 2026), CPSI Certification Course (April 14-16, 2026), Officer Election Application Deadline (August 17, 2026), Wrecker Service Agreement expiring August 27, 2026, and Officer Election Day (November 3, 2026). Mayor Martinez announced pursuit of grants and community feedback results to be discussed at next meeting.

**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.

- a. Approve minutes from February 26<sup>th</sup>, 2026, Regular City Council Meeting. (Mayor Martinez)

Mayor Pro Tem Madero pulled Item 5A (Minutes from February 26, 2026) from the Consent Agenda. Item postponed to next meeting. No action taken.

- b. Approve Invoice 1389 from Kassahn & Ortiz, P.C. (February City Attorney Services) Not to Exceed \$5,580.00.
- c. Approve Invoice 1389 from Kassahn & Ortiz, P.C. (February City Prosecutor Services) Not to Exceed \$720.00.

Alderman McNeal moved to approve Items 5B and 5C of the Consent Agenda. Alderman Crickmer seconded. Motion carried unanimously.

**6. Staff and Committee Reports (City Administrator Johnson)**

- a. **Animal Control:** Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Animal Control Officer Cunningham)
- b. The City Administrator Johnson presented the Animal Control report.
- c. **Financial Report:** Report on income and expenses for February 2026 with possible discussion and/or action. (City Secretary Doyal)  
Alderman Crickmer moved to accept the financial report as presented. Alderman McNeal seconded. Motion carried unanimously.
- d. **Park Advisory Committee:** Updates/Announcements and presentation of the monthly meeting minutes with possible discussion and/or action. (Alderman Crickmer)  
No Action taken.
- e. **Police Department:** Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Police Chief Juarez)  
No Action taken.
- f. **Public Works:** Updates and Announcements with possible discussion and/or action. (Public Works Director Schmitt)  
The Mayor directed the Public Works Director to obtain three quotes for materials needed to repair the walking trail and to submit them to the City Administrator.

**7. Administration – Unfinished Business**

- a. Discuss and/or possible action on a contract with Municode for codification integration software providing seamless access to ordinances. (City Administrator Johnson)  
Discussion held. No motion made. Item remains unfinished business pending full bid package.
- b. Discuss and/or possible action on imposing a tax increase for the fiscal year 2027. (Mayor Martinez)  
Mayor Pro Tem Madero moved to take the budget and proposed tax increase to citizens for input through town halls and public meetings. Alderman McNeal seconded. Motion carried unanimously.
- c. Discuss and/or possible action to appoint Citizen Complaint Review Board members as required by Ordinance 2021-181. (Alderman Walker, Alderman McNeal)  
Discussion held regarding ordinance compliance with Texas Government Code. No motion made. City Administrator directed to consult with City Attorney. Item remains on unfinished business.
- d. Discuss and/or possible action amending Ordinance 2022-217 Establishing the Sandy Oaks Police Department and related matters. (Mayor Martinez, City Administrator Johnson)  
Mayor Pro Tem Madero moved to approve City of Sandy Oaks Ordinance Number 2026-269, an ordinance of the City of Sandy Oaks Texas amending Ordinance 2022-217 establishing the Sandy Oaks Police Department, and waive the second reading. Alderman McNeal

seconded. Motion carried unanimously.

#### 8. Administration – New Business

- a. Discuss and/or possible action on Pay Rates for Animal Control Officers and related matters. (City Administrator Johnson, Police Chief Juarez)  
No action taken.
- b. Discuss and/or possible action on ordinance establishing minimum distance requirements for registered sex offenders from city parks and recreation areas. (City Administrator Johnson)  
Discussion held. No motion made. Item moved to unfinished business. City Administrator authorized to consult with City Attorney.
- c. Discuss and/or possible action on amending Ordinance 2021-181 regarding the Citizen Complaint Review Board and related matters. (Alderman Walker, Alderman McNeal)  
Item postponed to next meeting when Alderman Walker present.
- d. Discuss and/or action on hiring a Police Department Investigator to conduct investigations and patrol duties, as well as hiring a Patrol Officer for patrol operations. (City Administrator Johnson, Chief Juarez)  
No action taken.
- e. Discuss and/or action on hiring a Animal Shelter Technician. (City Administrator Johnson, Chief Juarez)  
Alderman McNeal moved to extend offer of employment to Mr. Victor Banuelos for part-time employment as Animal Shelter Technician at \$15.00 per hour, beginning Monday, March 16, 2026, with the stipulation that employment is contingent upon receiving rabies vaccination, with no benefits. Alderman Crickmer seconded. Motion carried unanimously.
- f. Discuss and/or possible action for projects of Texas Community Development Block Grant (TxCDBG) Downtown Revitalization Grant. (Mayor Martinez)  
Discussion held. No motion made. Item postponed for staff to research additional options.


#### 9. EXECUTIVE SESSION

- a. Executive Session to deliberate Pay Rates for Animal Control Officers, and related matters. (City Administrator Johnson, Police Chief Juarez)
- b. Executive Session to deliberate on hiring a Police Department Investigator to conduct investigations and patrol duties, as well as hiring a Patrol Officer for patrol operations. (City Administrator Johnson, Chief Juarez)
- c. Executive Session to deliberate on hiring a Animal Shelter Technician. (City Administrator Johnson, Chief Juarez)  
Council entered Executive Session at 8:05 p.m. pursuant to Texas Government Code Chapter 551, Section 551.074 to deliberate: a. Pay Rates for Animal Control Officers b. Hiring Police Department Investigator and Patrol Officer c. Hiring Animal Shelter Technician Council reconvened in Open Session at 8:36 p.m.


#### 10. Adjourn

Mayor Pro Tem Madero moved to adjourn the meeting. Motion carried unanimously.  
Meeting adjourned at 8:40 p.m.

Passed and approved this 9th day of April 2026.

  
Michael Martinez, Jr., Mayor

**ATTEST:**

  
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Delma Doyal, City Secretary