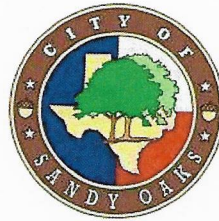


Mayor
Michael Martinez, Jr.
Alderman Place 1
John Crickmer
Alderman Place 2
David Tremblay
Alderman Place 3
Lamar McNeal



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 AND TOWN HALL MINUTES
June 11th, 2026, at 6:30 p.m.

1. Call to order and quorum call.

Mayor Michael Martinez Jr. called the Regular Meeting and Town Hall to order at 6:31 p.m. on Thursday, June 11, 2026, at City Hall, 22870 Priest Road, Sandy Oaks, Texas.

Present: Mayor Pro Tem Monica Madero, Alderman John Crickmer, Alderman David Tremblay, and Alderwoman CJ Walker; Absent: Alderman Lamar McNeal. The City Secretary confirmed a quorum was present. Staff Present: Dr. Jamaine Johnson, Interim City Administrator, Casandra C. Ortiz, City Attorney, Delma Doyal, City Secretary, Police Chief Enrique Alvarez, Animal Control Officer Cunningham, and Code Official Aguilar.

2. Pledge of Allegiance.

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

3. Town Hall moderated by the Mayor and City Administrator to allow for questions and public comment on a potential tax increase for 2026 to support the fiscal year 2027 budget beginning October 1, 2026, ending September 30, 2027. This is not a public hearing on the proposed tax rate or budget; a separate public hearing will be held prior to Council's consideration and adoption of the 2026 tax rate and budget for fiscal year 2027.

Mayor Martinez Jr. opened the town hall at 6:33 p.m. No public comment was offered, and the town hall closed at 6:35 p.m.

4. Citizens to be heard. People wishing to speak may sign up with the City Secretary in the time and manner indicated above.

No one signed up to speak; no public comments were received.

5. Mayor & Administrator Announcements/Updates

a. City Hall will be closed on Friday, June 19, 2026, in observance of Juneteenth, and will reopen on Monday, June 22, 2026. (City Administrator Johnson)

Interim City Administrator Johnson announced the Juneteenth closure.

b. June 27, 2026, at 10:30 AM - Town Hall at Sandy Oaks Community Center (4451 Hickory Haven, Sandy Oaks, TX 78112) to receive public comments on a proposed 2026 tax increase for the FY 2027 budget. (City Administrator Johnson)

Interim City Administrator Johnson announced the June 27, 2026 Town Hall.

c. July 25, 2026, at 10:30 AM - Town Hall at Sandy Oaks Community Center (4451 Hickory Haven, Sandy Oaks, TX 78112) to receive public comments on a proposed 2026 tax increase for the FY 2027 budget. (City Administrator Johnson)

Interim City Administrator Johnson announced the July 25, 2026 Town Hall.

d. The Interim City Administrator will identify and initiate the municipal annexation process for

property within the City of Sandy Oaks' Extraterritorial Jurisdiction in coordination with the City Attorney. (City Administrator Johnson)

On the City Attorney's advice that the matter was posted as an announcement only and could not be deliberated, the Mayor directed it be placed on a future agenda as a properly noticed action item.

6. **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.**

Items 6a, 6b, and 6d were removed from the consent agenda for separate consideration; Item 6c was taken up first.

- a. Approve invoice from the Law Offices of Frank Dickson for legal services rendered March 24, 2026, through May 22, 2026, in the amount of \$3,582.50. (Mayor Martinez Jr.)

No action; staff directed to obtain the Municipal Judge's contract and clarify the training charges before payment.

- b. Approve minutes from May 14, 2026, Regular City Council and Town Hall Meeting. (Mayor Martinez Jr.)

A motion by Alderwoman Walker to strike text under Item 9S and the oath-of-office portion under Executive Session Item 10 was withdrawn; the minutes were referred to staff for correction.

- c. Approve minutes from May 28, 2026, Regular City Council and Town Hall Meeting. (Mayor Martinez Jr.)

Motion: Alderman Tremblay moved to approve the minutes of the May 28, 2026 Regular City Council and Town Hall Meeting. **Second:** Alderman Crickmer. **Vote:** Unanimous

- d. Approve Milestone 2 (Design Approval) under the City's website development agreement with Ventured Sole LLC, dated April 17, 2026, in the amount of \$7,200.00. (Mayor Martinez Jr.)

No action; postponed to the next Regular Meeting for design review.

7. Staff and Committee Reports

- a. Animal Control: Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Animal Control Officer Cunningham)

Animal Control Officer Cunningham presented the monthly report. No action taken.

- b. Code Enforcement Officer: Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Code Enforcement Officer Aguilar)

Code Official Aguilar presented the monthly report. No action taken.

- c. Community Center: Updates/Announcements and presentation with possible discussion and/or action. (City Administrator Johnson)

Interim City Administrator Johnson presented Community Center updates. No action taken.

- d. Park Advisory Committee: Updates/Announcements with possible discussion and/or action. (Alderman Crickmer)

Alderman Crickmer presented the Park Advisory Committee report. No action taken.

- e. Police Department: Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Police Chief Alvarez)

Police Chief Alvarez presented the monthly report. No action taken.

- f. Public Works: Updates/Announcements with possible discussion and/or action. (Public Works Director Schmitt)

Public Works Director Schmitt was absent; no report.

8. Administration - Unfinished Business

a. None

Mayor Pro Tem Madero raised a Point of Order to Mayor Martinez Jr. directing the Interim City Administrator to properly classify Unfinished Business on future agendas. The Interim City Administrator acknowledged. No action was taken.

9. **Administration - New Business**

Items were considered in posted order except as noted. 9b: The executive session (Item 10) was held during consideration of this item. 9d: By unanimous consent, this item was postponed. 9e: This item was taken up following Item 9f. 9f: By unanimous consent, this item was taken out of order; no action was taken. 9g: The Council recessed once following this item. 9h: The Council reconvened and considered this item

a. Discuss and/or take possible action on Resolution No. 2026-255, a resolution of the City Council of the City of Sandy Oaks, Texas, designating the Mayor as the officer to calculate the no-new-revenue tax rate and the voter-approval tax rate pursuant to Section 26.04(c) of the Texas Property Tax Code. (Mayor Martinez Jr.)

Motion: Mayor Pro Tem Madero moved to amend the title of Resolution No. 2026-255 by inserting the word "the" between "of" and "City Council." **Second:** Alderwoman Walker. **Vote:** Unanimous

Motion: Mayor Pro Tem Madero moved to adopt Resolution No. 2026-255 as amended. **Second:** Alderman Crickmer. **Vote:** Unanimous

b. Discuss and/or take possible action on the assignment of additional investigative duties to Sergeant Cecilia Palomares and associated compensation adjustment. (City Administrator Johnson, Chief Alvarez)

Motion: Alderman Tremblay moved to convene in executive session under Texas Government Code Section 551.074. **Second:** Alderman Crickmer. **Vote:** Unanimous

The Council convened in executive session at 7:42 p.m. and reconvened in open session at 8:01 p.m.

Motion: Upon reconvening, Alderman Tremblay moved to authorize the Police Chief to offer Sergeant Cecilia Palomares a salaried detective position at \$68,000 per year, effective the first full pay period following acceptance. **Second:** Alderwoman Walker. **Vote:** Unanimous

c. Discuss and/or take possible action on the Federal Emergency Management Agency (FEMA) Region 6 Bexar County Physical Map Revision 30-Day Data Submission Notification, regarding proposed revisions to the City's Flood Insurance Rate Map that may affect flood zone boundaries and mandatory flood insurance requirements for Sandy Oaks property owners, and direction to the Interim City Administrator regarding the submission. (City Administrator Johnson)

Motion: Mayor Pro Tem Madero moved to authorize the Mayor to respond with no action and to notify FEMA of the current City Secretary for future correspondence. **Second:** Alderman Crickmer. **Vote:** Unanimous

d. Discuss and/or take possible action to authorize the City Administrator to enter into a contract with Bureau Veritas North America, Inc., for professional building permits, plan review, and inspection services. (City Administrator Johnson)

By unanimous consent, Item 9d was thereafter postponed to a future meeting, to be considered with the forthcoming permit ordinance.

e. Discuss and/or take possible action on Ordinance No. 2026-275, an ordinance amending the Master Fee Schedule for assessing fees and providing for annual review; authorizing the City Administrator to maintain the Master Fee Schedule and make adjustments as necessary in the interim; repealing any conflicting ordinances; providing for severability; and providing an effective date. (City Administrator Johnson)

1. **Motion:** Mayor Pro Tem Madero moved to amend by striking all references to "livestock."

Second: None; the motion failed for want of a second.

2. **Motion:** Mayor Pro Tem Madero moved to amend by striking the "Failure to Reclaim Livestock

- \$600" line. **Second:** Alderman Crickmer. **Vote:** Unanimous
 - 3. **Motion:** Alderman Tremblay moved to amend by setting the garage-sale permit fee at \$5. **Second:** Alderman Crickmer. **Vote:** Unanimous
 - 4. **Motion:** Mayor Pro Tem Madero moved to amend by striking references to Ordinance No. 2026-276, the correct number to be inserted once established. **Second:** Alderman Crickmer. **Vote:** Unanimous
 - 5. **Motion:** Mayor Pro Tem Madero moved to amend by striking the three "copy/copies" line items and inserting "Photocopies - \$1 per page." **Second:** Alderwoman Walker. **Vote:** Unanimous
 - 6. **Motion:** Mayor Pro Tem Madero moved to amend by striking "Livestock/Exotic Daily Boarding Fee - \$40/day (Ord. 2025-262)" and "2025-262" from the impoundment line. **Second:** Alderman Tremblay. **Vote:** Unanimous
 - 7. **Motion:** Mayor Pro Tem Madero moved to amend by removing Ordinance No. 2025-262 from any livestock line item. **Second:** Alderman Crickmer. **Vote:** Unanimous
 - 8. **Motion:** Mayor Pro Tem Madero moved to amend the owner-surrender line by striking "up to date" and inserting "vaccinated, spayed/neutered, and microchipped." **Second:** Alderman Crickmer. **Vote:** Unanimous
 - 9. **Motion:** Mayor Pro Tem Madero moved to amend the "HUD Code Manufactured Home Inspection" line by adding "(variance)" and replacing the ordinance reference with 2025-256. **Second:** Alderwoman Walker. **Vote:** Unanimous
 - 10. **Motion:** Mayor Pro Tem Madero moved to amend by increasing the HUD Code Manufactured Home Permit fee to \$200. **Second:** Alderwoman Walker. **Vote:** Unanimous
 - 11. **Motion:** Mayor Pro Tem Madero moved to amend by striking "Accident Reports." **Second:** Alderman Crickmer. **Vote:** Unanimous
 - 12. **Motion:** Alderman Crickmer moved to amend by increasing the Residential Rental Property Registration/Inspection fee from \$50 to \$150 (Ord. 2021-178). **Second:** Mayor Pro Tem Madero. **Vote:** Unanimous
 - 13. **Motion:** Mayor Pro Tem Madero moved to amend by striking all penalties from the Master Fee Schedule. **Second:** Alderman Crickmer. **Vote:** Unanimous
 - 14. **Motion:** Mayor Pro Tem Madero moved to amend by striking the "\$50,000 Bond/Insurance Policy" line and the vendor lines (repealed by Ord. 2018-105). **Second:** Alderwoman Walker. **Vote:** Unanimous
 - 15. **Motion:** Mayor Pro Tem Madero moved to amend Schedule 3 by deleting Ordinance No. 2026-277 from all items, the correct number to be inserted later. **Second:** Alderwoman Walker. **Vote:** Unanimous
 - 16. **Motion:** Mayor Pro Tem Madero moved to amend by replacing "City Administrator" with "City Secretary" throughout. **Second:** Alderman Crickmer. **Vote:** Unanimous
Motion: Alderman Tremblay moved to adopt Ordinance No. 2026-275 as amended and to waive the second reading. **Second:** Alderman Crickmer. **Vote:** Unanimous
- f. Discuss and/or take possible action on Ordinance No. 2026-276, an ordinance amending Ordinance No. 2026-275 Fee Appendix to the Code of Ordinances relative to Building, Development & Zoning fees for Bureau Veritas North America, Inc.; repealing all conflicting ordinances; providing a severability clause; and providing an effective date. (City Administrator Johnson)
By unanimous consent, this item was considered out of its regular order. No action was taken; the fees were incorporated into the Master Fee Schedule.
- g. Discuss and/or take possible action on a Request for Proposals process for municipal wrecker and storage services, to include the establishment of a posting date and submission deadline, upon the expiration of the existing contract with Texas Towing on August 31, 2026. (Mayor Martinez Jr.)
Motion: Mayor Pro Tem Madero moved to amend the Request for Proposals by striking the \$15 administrative fee throughout, leaving it for bidders to propose. **Second:** Alderman Tremblay. **Vote:**

Unanimous

Motion: Alderman Tremblay moved to extend the submission deadline to July 17, 2026. **Second:** Alderman Crickmer. **Vote:** Unanimous

Motion: Mayor Pro Tem Madero moved to approve the Request for Proposals as amended, to be published on the City website and run two weeks in the Wilson County News. **Second:** Alderwoman Walker. **Vote:** Unanimous

The Council recessed at 9:50 p.m. and reconvened at 9:58 p.m.

- h. Discuss and/or take possible action on a Request for Proposals process for municipal solid waste collection and disposal services, to include the establishment of a posting date and submission deadline, upon the expiration of the existing contract with Waste Connections on December 31, 2026. (Mayor Martinez Jr.)

Motion: Alderman Tremblay moved to postpone the item to the second Regular Meeting in August 2026. **Second:** Mayor Pro Tem Madero. **Vote:** Unanimous

- i. Discuss and/or take possible action on authorizing the advertisement of a part-time Information Technology (IT) Contractor position to provide on-site technology support services to the City of Sandy Oaks on an hourly rate basis, compensated based on actual hours of service rendered, during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, at a monthly rate not to exceed \$1,500.00. (City Administrator Johnson)

Motion: Mayor Pro Tem Madero moved to authorize the City Administrator to advertise the part-time IT Contractor position with the stated edits, to remain posted until filled. **Second:** Alderman Crickmer. **Vote:** Unanimous

- j. Discuss and/or take possible action authorizing the procurement of a drag harrow chain rake, field line chalker, home plate box, and anchored baseball base set for purposes of repairing and restoring designated areas along the Tom Repino Park baseball field in an amount not to exceed \$694.00. (Mayor Martinez Jr., Public Works Director Schmitt)

Motion: Alderwoman Walker moved to authorize the purchase of the listed equipment in an amount not to exceed \$694.00. **Second:** Alderman Crickmer. **Vote:** Unanimous

- k. Discuss and/or take possible action on a contract for codification services for the organization and publication of the City's ordinances in an amount not to exceed \$10,000.00. (City Administrator Johnson)

No action; directed to be added to the FY 2027 budget.

- l. Discuss and/or take possible action on Ordinance No. 2026-277, an ordinance amending Ordinance No. 2026-272 to provide for business regulation of peddlers, solicitors, and vendors; providing for repeal of conflicting ordinances; providing for severability; and providing an effective date. (City Administrator Johnson)

Motion: Mayor Pro Tem Madero moved to adopt Ordinance No. (To Be Determined), with an effective date of July 1, 2026, and to waive the second reading. **Second:** Alderman Tremblay. **Vote:** Unanimous. The ordinance number is (To Be Determined) at the request of the Interim City Administrator, for correct sequential ordinance.

- m. Discuss and/or take possible action on Ordinance No. 2026-278, amending Ordinance No. 2026-273 (Fiscal Year Budget) for municipal purposes to add appropriate funds for line items in the following departments: Animal Control, Municipal Court, Police, Public Works, and Parks. (Mayor Martinez)

No action; postponed to the next Regular Meeting for line-item corrections.

- n. Discuss and/or take possible action to authorize the Mayor or Interim City Administrator to execute the FY 2026 Audit Engagement Letter with Armstrong, Vaughan & Associates, P.C., for audit services for FY 2026, in the amount of \$12,200, a \$500 increase over the FY 2025 fee of \$11,700, with document requests to commence in October 2026 and fieldwork anticipated in November or December 2026. (City Administrator Johnson)

Motion: Alderman Tremblay moved to authorize the Mayor or City Administrator to execute the FY 2026 Audit Engagement Letter with Armstrong, Vaughan & Associates, P.C., in the amount of \$12,200. **Second:** Alderwoman Walker. **Vote:** Unanimous

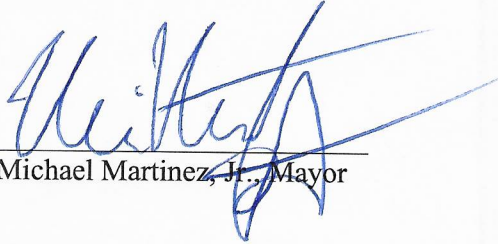
10. EXECUTIVE SESSION

The Council convened in executive session during Item 9b under Texas Government Code Section 551.074 at 7:42 p.m. and reconvened in open session at 8:01 p.m. The City Secretary kept the certified agenda required by Section 551.103. Action taken upon return is recorded under Item 9b.

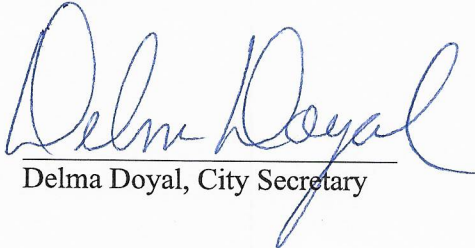
11. Adjourn

There being no further business, the meeting was adjourned at 10:39 p.m.

Passed and approved this 25th day of June, 2026.


Michael Martinez, Jr., Mayor

ATTEST:


Delma Doyal, City Secretary