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 Attorney
Casandra C. Ortiz
City Secretary
Delma Doyal

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
OCTOBER 8, 2026, AT 6:30 P.M.

1. **Call to order and quorum call.**
   6:30 pm
   Ald. 1 Crickmer – Present, Ald. 2 Tremblay – Present, Ald. 3 McNeal – Present, Ald. 4 Walker – Present, Ald. 5 Madero – Present
2. **Pledge of Allegiance.**
   Recited
3. **Citizens to be heard. People wishing to speak may sign up with the City Secretary in the time and manner indicated above.**
   Jim Clement – Provided comments on the performance of the City of Sandy Oaks as of recent.
4. **Mayor & Administrator Announcements/Updates**
   a. Veterans Day Luncheon: hosted by the City of Sandy Oaks Community Center, plus one welcome; RSVP to Gloria at (210) 900-1003 by October 9, 2026. Presenter: Alderman Crickmer (Mayor Martinez)
      To be hosted on Saturday, November 14th.
   b. 90-day Burn Ban Alert: in effect for Sandy Oaks and Bexar County, effective September 18, 2026; no outdoor burning without Fire Marshal authorization; fine up to $500 for violations. Presenter: Alderman McNeal (Mayor Martinez)
5. **Consent Agenda**
   a. Approve minutes from September 10, 2026 Regular City Council and Public Hearing Meeting. (Mayor Martinez)
      Motion: Strike "Agenda" and insert "Minutes
      1st – Mayor Pro Tem Madero
      2nd – Alderman McNeal
      Passed: Unanimously
      Motion: Approve as amended.
      1st – Mayor Pro Tem Madero
      2nd – Alderman McNeal
      Passed: Unanimously
   b. Approve minutes from August 27, 2026 Regular City Council and Public Hearing Meeting. (Mayor Martinez)
      Motion: Correct misspelled names in section 4b.

1st – Ald. Walker
2nd – Ald. McNeal
Passed: Unanimously
8d need clarification from audio.
8e need clarification from audio.
Motion: Strike "of" and insert "for" in agenda item 8i.
1st – Mayor Pro Tem Madero
2nd – Ald. McNeal
Passed: Unanimously
Motion: Strike "No Action Taken" in agenda item 8k
1st – Mayor Pro Tem Madero
2nd – Ald. McNeal
Passed: Unanimously
8L needs clarification from audio
8N need clarification from audio
Motion: make amendments and be brought back to next regularly scheduled meeting
1st – Mayor Pro Tem
2nd – Ald. McNeal
Passed: Unanimously
c. Approve minutes from August 13, 2026 Regular City Council and Public Hearing Meeting. (Mayor Martinez)
Motion: Strike "motion none, 2nd none, Vote no action" in section 3a
1st – Mayor Pro Tem Madero
2nd – Ald. Walker
Passed: Unanimously
Motion: In section 4a, 4b, 4c 6a, 6b,6c,6d, 6e, 6f, 6g, strike "No action taken"
1st – Mayor Pro Tem Madero
2nd Ald. McNeal
Passed: Unanimously
Motion: Strike "motion none, 2nd none, Vote no action" in section 7a,7b,7c,8b, 8c,8d,8e,8g,8i,8j,8k,8L
1st – Mayor Pro Tem Madero
2nd – Ald. McNeal
Passed: Unanimously
Motion: 8a insert Ald. Crickmer in the opposed vote
1st – Mayor Pro Tem
2nd – Ald. Tremblay
Passed: Unanimously
Motion: Insert time that Ms. Bennet returned in section 8o
1st – Mayor Pro Tem
2nd – Ald. Walker
Passed: Unanimously
Motion: Delete paragraph for 9c and remove all comments for the executive session
1st – Mayor Pro Tem
2nd – Ald. Walker
Passed Unanimously
Motion: strike "No Vote Taken" in section 9
1st – Mayor Pro Tem Madero
2nd – Ald. McNeal
Passed: Unanimously

Motion: request updates to be made and an investigation into section 7c, and it be brought back to the next meeting
1st – Mayor Pro Tem Madero
2nd – Ald. McNeal
Passed: Unanimously

d. Approve the minutes from the July 28, 2026 Special Meeting and Public Hearing. (Mayor Martinez)
Motion: Accept the correctly formatted version
1st – Mayor Pro Tem Madero
2nd – Ald. McNeal
Passed: Unanimously

e. Approve Invoice 1422 from Kassahn & Ortiz, P.C. (August Prosecutor Services) Not to Exceed $1,260.00. (Mayor Martinez)
Motion: Approve 5e, 5f, 5h in the consent agenda.
1st – Mayor Pro Tem Madero
2nd – Alderman McNeal
Passed: Unanimously

f. Approve Invoice 1423 from Kassahn & Ortiz, P.C. (August City Attorney Services) Not to Exceed $7,376.34. (Mayor Martinez)
Motion: Approve 5e, 5f, 5h in the consent agenda.
1st – Mayor Pro Tem Madero
2nd – Alderman McNeal
Passed: Unanimously

g. Approve Invoices INUS337432 15,274.21, INUS386943 5,000, INUS427041 15,274.21 from AXON not to exceed $35,548.41 for Police Department Tasers. (Mayor Martinez)
Motion: approve payment of invoice dated 04/30/2026 from Axon from the police dept. budget
1st – Mayor Pro Tem
2nd – Ald. Walker
Passed Unanimously

h. Approve Invoice 08/18/26-09/14/26 from the Law Office of Frank Dickson for Municipal Judge Services not to exceed$512.50. (Mayor Martinez)
Motion: Approve 5e, 5f, 5h in the consent agenda.
1st – Mayor Pro Tem Madero
2nd – Alderman McNeal
Passed: Unanimously

6. Staff and Committee Reports

a. Financial Report: Report on income and expenses for August 2026 with possible discussion and/or action. Presenter: City Secretary Doyal (Mayor Martinez)
Motion: Approve the August Financial Report as presented
1st – Ald. Tremblay
2nd – Ald. McNeal
Passed: Unanimously

b. Animal Control: Updates/Announcements and presentation of the monthly report with possible discussion and/or action, presented by the Animal Control Officer. (Mayor Martinez)
Motion: Track TNR on a separate line item on the report and include a signature and printed name on the ACO Report
1st – Mayor Pro Tem Madero
2nd – Ald. Walker
Passed: Unanimously

c. Code Enforcement Officer: Updates/Announcements and presentation of the monthly report with possible discussion and/or action, presented by Code Enforcement Officer Aguilar. (Mayor Martinez)
Motion: Postpone this item to the next meeting
1st – Mayor Pro Tem Madero
2nd – Ald. McNeal
Passed: Unanimously

d. Community Center: Updates/Announcements and presentations with possible discussion and/or action. (Mayor Martinez)
No Action Taken

e. Municipal Court: Updates/Announcements and presentation of the monthly report with possible discussion and/or action, presented by Court Clerk Fernandez. (Mayor Martinez)
No Action Taken

f. Park Advisory Committee: Updates/Announcements with possible discussion and/or action, presented by Alderman Crickmer. (Mayor Martinez)
No Action Taken – Noted next meeting is 10/13 @ 5PM

g. Police Department: Updates/Announcements and presentation of the monthly report, with possible discussion and/or action, presented by Sergeant Palomares. (Mayor Martinez)
No Action Taken

7. Administration – Unfinished Business

a. Discuss and/or take possible action on the City's 2026-2027 employee health benefits renewal through TX Health Benefits Pool, including selection of a medical plan design option and authorization for the Mayor to execute all required renewal documentation. (Mayor Martinez)
Motion: approve renewal of 11% as documented by the employees.
1st – Mayor Pro Tem Madero
2nd – Ald. McNeal
Passed: Unanimously

b. Discuss and/or take possible action on an ordinance abolishing the position of Public Works Director, creating the position of City Maintenance Director, and repealing Ordinance No. 2022-202. (Mayor Martinez)
Motion: The City Attorney will insert into section 5 that if there is no CMD, then the council or mayor will designate a person to complete the assigned tasks
1st – MPT Madero
2nd – Ald. Tremblay
Passed: Unanimously
Motion: The City Attorney will clarify in the ordinance that the CMD is only responsible for contractors related to city maintenance
1st – MPT Madero
2nd – Ald. Tremblay
Passed: Unanimously
Motion: Strike in Section 5 "The City Director may also assist with Animal Control Services"
1st – MPT Madero
2nd – Ald. Walker
Passed: Unanimously
Motion: to adopt 2026-283 as amended
1st – Mayor Pro Tem Madero
2nd – Ald. Walker
Passed: Unanimously

c. Discuss and/or take possible action on property registration program services offered by MuniReg, including program design, implementation, and administration, to strengthen property data and

reduce blight. Presenter: Michael Halpern. (Mayor Martinez)
Motion: postpone indefinitely
1st – MPT Madero
2nd – Ald. McNeal
Passed: Unanimously

8. Administration – New Business

a. Discuss and/or take possible action on the defederation of Microsoft 365 from GoDaddy to a self-owned instance. (Mayor Martinez)
Motion: postponed until a quote is provided and our IT professional is available to discuss
1st – MPT Madero
2nd – Ald. Walker

b. Discuss and/or take possible action on a Presentation from Lisa Mengden of ERA Brokers and their client regarding the purchase of property, Legal Description: CB 4131 P-23 ABS 107. (Mayor Martinez)
Motion: Approve request to move forward with request to allow purchase so long as it maintains the rural charm assessed in the Master Plan
1st – MPT Madero
2nd – Ald. Crickmer
Passed - Unanimously

c. Discuss and/or possible action on accepting the resignation of Police Chief Enrique Alvarez. (Mayor Martinez)
Motion: Accept resignation of Police Chief Alvarez
1st – MPT Madero
2nd – Ald. McNeal
Passed - Unanimously

d. Discuss and/or possible action on appointing the Mayor as the Chief Administrator of the Police Department until the permanent Police Chief position is filled. (Mayor Martinez)
Motion: Strike "Mayor" throughout the entire document and insert "Sergeant Palomares"
1st – MPT Madero
2nd – Ald. McNeal
Passed – Unanimously
Motion: Adopt Resolution 2026-268 as amended
1st – MPT Madero
2nd – Ald. Walker
Passed - Unanimously

e. Discuss and/or possible action on authorizing the advertisement for the position of Police Chief for recruitment purposes and potential future appointments. (Mayor Martinez)
Motion: strike "3" from the job description and insert "5"
1st – MPT Madero
2nd – Ald. McNeal
Passed – Unanimously
Motion: strike "work is performed primarily in an office environment"
1st – MPT Madero
2nd – Ald. Walker
Passed – Unanimously
Motion: Authorize the mayor to advertise for the chief of police position on TML and the city website
1st – MPT Madero
2nd – Ald. McNeal
Passed – Unanimously

f. Discuss and/or possible action on hiring a City Maintenance Employee. (Mayor Martinez)
Motion: Hire Frank Carrillo full-time with a starting date of 10/12/2026 at a rate of $15 per hour
1st – Tremblay
2nd – Ald. Crickmer
Passed: Unanimously

g. Discuss and/or possible action on a resolution on a vacancy in the position of City Administrator due to the absence of funding in the Fiscal Year 2027 budget and removing Jamaine Johnson as the appointed Interim City Administrator, effective September 30, 2026. (Mayor Martinez)
Motion: Adopt Resolution 2026-270
1st – MPT Madero
2nd – Ald. McNeal
Passed – Unanimously

h. Discuss and/or possible action on hiring a part-time assistant City Secretary to handle financial matters and daily operations. (Alderman Tremblay, Alderman Crickmer)
Motion: To deny the request to advertise or hire a part-time assistant city secretary at this time; before the Council considers a new position, the staff should provide a written job description identifying duties not currently covered by the city secretary, court clerk, or other staff; a documented workload and task-completion analysis; a review of compliance with the duties assigned to the city secretary under Texas Local Government Code Section 22.073 and Ordinance 2020-175; the proposed schedule, wages, and full annual cost; as well as identified funding source and any required budget amendments.
1st – MPT Madero
2nd – None
Motion Failed
Motion: To proceed with the investigation of hiring a part-time assistant city secretary to include an analysis of hours, budget, responsibilities, and other items requested by the Mayor Pro Tem and not advertise for the position.
1st – Ald. Crickmer
2nd – Ald. McNeal
Passed - Unanimously

i. Discuss and/or take possible action on authorizing the Mayor to execute a Clothes Bin donation collection bin placement agreement for Tom Repino Park. (Mayor Martinez)
Motion: Postpone indefinitely
1st – Ald. McNeal
2nd – Ald. Crickmer
Passed - Unanimously

j. Discuss and/or take possible action on a resolution designating methods, addresses, and locations for receiving public information requests under Section 552.234, Texas Government Code. Presenter: City Attorney Ortiz (Mayor Martinez)
Motion: Strike the PO Box and insert 22870 Priest Rd, Sandy Oaks Tx 78112
1st – MPT Madero
2nd – Ald. McNeal
Passed: Unanimously
Motion: Adopt Resolution 2026-269 as amended
1st – MPT Madero
2nd – Ald. Crickmer
Passed: Unanimously

k. Discuss and/or possible action on awarding a contract to Creswell's Wrecker Service for Towing and Impound Services. (Mayor Martinez)
No Action Taken

l. Discuss and/or take possible action on the removal of Dr. Jamaine Johnson as an Investment Officer under Resolution No. 2026-246. (Mayor Martinez, Mayor Pro Tem Madero)
Motion: To repeal Resolution 2026-246
1st – Ald. Crickmer
2nd – Ald. Walker
Passed: Unanimously

m. Discuss and/or take possible action on the appointment of an Investment Officer under Resolution No. 2026-246. (Mayor Martinez, Mayor Pro Tem Madero)
Motion: Postpone until after the general election
1st – MPT Madero
2nd – Ald. McNeal
Passed: Unanimously

n. Discuss and/or take possible action on apparent Cintas Facility and Rental Services agreement and discontinuation of Cintas First Aid and Safety services, for which no executed contract exists, due to budgetary constraints. (Mayor Martinez)
Motion: Authorize the City Attorney to send a letter to Cintas explaining that it is a null and void contract because the person signing did not have the authority.
1st – MPT Madero
2nd – Ald. McNeal
Passed: Unanimously

o. Discuss and/or possible action on a resolution designating a newspaper of record for Fiscal Year 2027. (Mayor Martinez)
Motion: Adopt resolution 2026-271
1st – MPT Madero
2nd – Ald Crickmer
Passed: Unanimously

p. Discuss and/or take possible action on Ordinance No. 2018-113, Outdoor Burning, to update it for clarity and accuracy. (Mayor Pro Tem Madero & Alderman McNeal)
Motion: Approve Ordinance 2026-TBD and to insert "Bexar County Fire Marshall" throughout the entire ordinance that mentions "State and Federal Laws" and strike in section 4 the last sentence which requires a permit to be obtained from the City of Sandy Oaks.
1st – Ald. McNeal
2nd – MPT Madero
Passed: Unanimously

9. Executive Session

Executive Session Begin 9:10
Executive Session End 9:17

a. Executive session to deliberate the purchase, exchange, lease, or value of real property legally described as CB 4131 P-23 ABS 107 pursuant to the Texas Open Meetings Act, Chapter 551, of the Texas Government Code, Section 551.072. (Mayor Martinez)

b. Executive Session to deliberate on hiring a City Maintenance Employee and related matters pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)

10. Adjourn

Meeting Ended 9:19

Michael Martinez, Jr., Mayor

ATTEST:

Delma Doyal City Secretary