Minutes of Regular Meeting held December 13, 2010

Regular meeting with the following present: Mayor Mark Bowen; Aldermen Jerry Stone, Ruble Farmer, Ward Sanders, Kevin Keith, Sam Cortez; City Secretary Josie Campa; Public Works Director James McGrath; Police Chief Richard Priest; City Attorney Tom Cate; Library Director Cassandra Cortez.


APPROVE MINUTES AND APPROVE PAYMENT OF BILLS
Alderman Farmer made the motion that Council approve the minutes of the regular meeting held November 8th and the special meeting held November 22, 2010 and payment of the bills, as presented. Seconded by Alderman Cortez. Passed unanimously.

HEAR FROM CITIZENS
Sam Parks read his resignation to Council as Chief Priest’s stand-in at the last Council meeting.

SCARLET EAGLES-PRESENTATION TO COUNCIL
Members of the Scarlet Eagles sang a couple of Christmas songs for Council as a thank you for use of rooms at center.

CONSIDER REQUEST FROM SOUTHWEST I.S.D. TO CONDUCT A JOINT ELECTION ON MAY 14, 2011-WILLIAM E. ATKINS
William Atkins, Assistant Superintendent at Southwest I.S.D. requested permission from Council to have a joint election with the city on May 14th. Alderman Keith made the motion to grant this request. Seconded by Alderman Sanders. Passed unanimously.

PRESENTATIONS TO CHRISTMAS DECORATING CONTEST WINNERS
Mayor Mark Bowen and Mayor Pro-tem Jerry Stone presented checks to the winners of the Christmas Decorating contest. Boy Scouts Johnathan McKatt and Jay Dahler accepted the 5th place prize. Wallace Pressley, Narissa Guerrero and Sebastian Benavides from the Lytle I.S.D. National Honor Society accepted the check for 4th place. Band Booster members Stephanie Davila, Esteban and Yolanda Ferdin, Stephan Ferdin and Marina Ferdin accepted the 3rd place prize. Girl Scouts Killeen Bragg, Nadia Robinson and Marcie Wimberley accepted the check for 2nd place. The Cub Scouts were awarded 1st place and the check was presented to Scout Leaders Cliff Garrison, Sandra Cogburn and Tim Perez along with several Cub Scouts.
REPORT ON VOLUNTEER ACTIVITY FOR YEAR
Mayor Bowen asked Police Chief Richard Priest to tell Council the number of volunteer hours for the last fiscal year.

Chief Priest told Council that a total of 6,656 hours were worked by volunteers, and gave a breakdown of these hours.

Mayor Bowen told Council this is what he is trying to achieve since the city does not have the financial resources. The Mayor told Council that volunteers show the spirit of the community.

CONSIDER REQUEST FROM BKT CORPORATION FOR A FIRST AMENDMENT TO ANTENNA SITE LEASE AGREEMENT
City Secretary Josie Campa told Council that since the city has accepted a lease agreement for the water tower the company that handles this for the city, BKT, is needing an amendment to the agreement with the city so that the terms will run concurrent with the lessee. After discussion, Alderman Stone made the motion that Council approve the amendment to the site lease agreement with BKT Corporation. Seconded by Alderman Keith. Passed unanimously.

CONSIDER PROPOSAL FROM TRC ON SURVEYING SERVICES FOR GAS LINE EXTENSION ON SOUTH SIDE OF IH 35
Eddie Bogard from TRC told Council the surveying for the gas line project needs to get started since there is a small time line. After discussion, Alderman Cortez made the motion that Council approve the proposal from TRC on surveying so that they can proceed with this work. Seconded by Alderman Stone. Passed unanimously.

CONSIDER PROPOSAL FROM TRC FOR ENGINEERING SERVICES TO MODEL THE EFFECT OF PROVIDING WATER TO HEB
Eddie Bogard presented the proposal from TRC for providing a water model to HEB. He explained to Council what needs to be done in order to provide this model. After discussion, Alderman Sanders made the motion that Council approve TRC’s proposal. Seconded by Alderman Farmer. Passed unanimously.

CONSIDER PRELIMINARY PLAT APPROVAL FOR HEB
Jason Link from Bury & Partners asked Council for preliminary plat approval for HEB. City Secretary Josie Campa told Council that engineer Craig Bell had said he had no problem with Council accepting the preliminary plat for HEB. Alderman Stone made the motion that Council grant preliminary plat approval to HEB. Seconded by Alderman Cortez. Passed unanimously.
CONSIDER REQUEST FROM LYTLE LODGING FOR CONSIDERATION OF FEES DUE TO THEIR WORK ON OBTAINING GRANT FOR CITY TO EXTEND GAS MAIN ON SOUTH SIDE OF IH 35
City Secretary Josie Campa told Council that Lytle Lodging is requesting a break on impact fees due to all the work they are putting in for the city to obtain a Texas Capital Funds Grant for nearly $300,000.00. Mayor Bowen told Council that Naraj has done alot of work and he believes Council should look at this. The Mayor also told Council that the City has held up the developer to try and make this grant work for the city. Council members questioned this type of action due to presentation at previous meeting. After more discussion, Alderman Keith made the motion that this item be researched and a policy set up. Seconded by Alderman Sanders. Passed unanimously.

CONSIDER APPROVING EVALUATION FORMS REVIEWED BY CITY ATTORNEY
City Attorney Tom Cate told Council that he had been asked by Council to look over the evaluation forms for the city department heads and that they are basically okay and just need a little tweaking. Alderman Sanders made the motion that Council approve the evaluation forms as amended by the City Attorney and that they be incorporated into the city’s personnel policy. Seconded by Alderman Farmer. Passed unanimously.

It was agreed to have all department heads fill out a self evaluation for January’s meeting and the Council will come along later and perform evaluations.

CONSIDER APPROVING THE CLOSE OUT OF THE GAS REVENUE CONTINGENCY FUND AT CHASE BANK AND TRANSFERRING FUNDS TO CITY’S DEPOSITORY
City Secretary told Council that during the annual audit, the auditor had recommended the “Gas Contingency” account at Chase Bank be closed out and transferred to Lytle State Bank. She said she had talked to someone at Chase Bank and that in order to close out this account she will have to get Council’s authorization to do so. After more discussion, Alderman Stone made the motion that Council authorize the City Secretary to close out the Gas Contingency Fund at Chase Bank and have the funds transferred to Lytle State Bank. Seconded by Alderman Keith. Passed unanimously.

LIBRARY DIRECTOR’S REPORT
Library Director Cassandra Cortez reviewed her written report with Council.

PUBLIC WORKS DIRECTOR’S REPORT
Public Works’ Director James McGrath reported the following to Council:

1 - 145 work orders completed last month;
2 - 1 new water meter was installed;
3 - 1 main line water leak repaired;
4 - 1 angle stop replaced;
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PUBLIC WORKS DIRECTOR’S REPORT (CONT.)
5 - 1 fire hydrant leak was repaired;
6 - 3 service line leaks fixed;
7 - 2 sewer stoppaged were unclogged;
8 - 1 sewer line rooter was done to satisfy customer;
9 - new employee waiting on results of physical and drug screen before starting work;
10 - crew put up Christmas decorations and lights in time for annual hayride;
11 - crew worked at hayride; and
12 - Best Western has done alot of work and hopes to pour foundation after Christmas.

POLICE CHIEF’S REPORT
Police Chief Richard Priest reviewed his written report with Council.

CITY SECRETARY’S REPORT
City Secretary Josie Campa told Council she is being asked about burn ban and fireworks due to dry conditions. Chief Priest told Council that the new Fire Code bans the use of fireworks at all times.

City Secretary Josie Campa told Council that the Public Works department needed to be commended for their work on Christmas decorations since they only had four in the department. She said that she and her office staff had worked a couple of days with the Public Works crew to get everything ready for Christmas and the hayride.

The City Secretary then reviewed her written report with Council.

MAYOR’S REPORT
Mayor Bowen thanked Council for all their work over the past year.

The Mayor told Council that due to the long agenda he had put off the planning meeting. Council agreed to set the next planning session for January 24th.

Mayor Bowen told Council that monies are available now that might not be in a year or so, and it is critical to address certain areas in this planning session to try and obtain some of these monies for Lytle.

Meeting adjourned at 7:49 p.m.