Minutes of Regular Meeting held March 11, 2013

Regular meeting with the following present: Mayor Mark Bowen; Aldermen Jerry Stone, Ruble Farmer, Ward Sanders, Kevin Keith, Sam Cortez; City Secretary Josie Campa; Director of Public Works James McGrath; Police Chief Richard Priest, Fire Marshal Matt Dear, Code Compliance Officer Scott Traeger, City Attorney Tom Cate, Library Director Cassandra Cortez, Assistant City Secretary Virginia Medina.


APPROVE MINUTES & APPROVE PAYMENT OF BILLS
Alderman Keith made the motion that Council approve the minutes of the regular meeting held February 11th, and payment of the bills, as presented. Seconded by Alderman Sanders. Passed unanimously.

HEAR FROM CITIZENS
City Secretary Josie Campa read a prepared statement concerning all the work that Municipal Court Clerk Diana Salazar and Deputy Court Clerk Angela Perdue had done to get ready for the warrant round-up and since the round-up. Mayor Bowen presented each of the ladies with a Certificate of Commendation.

CONSIDER AUDIT REPORT FOR 2011-2012 FISCAL YEAR
Wayne Beyer from Beyer & Company presented the Fiscal Year 2011-2012. Mr. Beyer told the Council that the city was given an “unqualified” opinion. Mr. Beyer then reviewed the audit report with Council and complimented Council on the excellent reserves and good conservative budgeting. Mr. Beyer also reviewed letters with recommendations. After discussion, Alderman Cortez made the motion that Council approve the audit report, as presented. Seconded by Alderman Farmer. Passed unanimously.

CONSIDER HIRING AUDITING FIRM FOR 2012-2013 FISCAL YEAR AUDIT
City Secretary Josie Campa told Council that Mr. Beyer had said next year’s audit would cost $500.00 more than this year’s ($10,250.00). Alderman Stone made the motion that Council hire Beyer & Company to conduct the 2012-2013 Audit for $10,750.00. Seconded by Alderman Cortez. Passed unanimously.

ROSALINDA GORDON
A. COMPLETING DRAINAGE WORK AND DRIVEWAY REPAIRS ON WISDOM ROAD
B. DEFICIENCIES WITH WORK DONE ON DRAINAGE PROJECT
Rosalinda Gordon told Council she was at the meeting for her mother, Juanita Reyes. Mrs. Gordon told Council that before the drainage project her mother had two driveways to her homestead property, and one driveway for her vacant lot. She said the contractor only put back one driveway and that the work on this drive is not good. Mrs. Gordon told Council this matter has caused a hardship for her mother and the whole family. City Secretary Josie Campa told Council she has
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ROSALINDA GORDON
A. COMPLETING DRAINAGE WORK AND DRIVEWAY REPAIRS ON WISDOM ROAD
B. DEFICIENCIES WITH WORK DONE ON DRAINAGE PROJECT (CONT.)
been working on this matter for several months and has talked to the engineer and grant administrator who have talked to the contractor about the problem. Mayor Bowen asked Mr. McGrath to get with the engineer about this problem and get a response within 24 hours.

CONSIDER RECOMMENDATION FROM ZONING COMMISSION ON REQUEST FROM LYTLE NURSING HOME TO REZONE PROPERTIES FROM R-1 TO R-2
Alderman Sanders made the motion that Council accept the recommendation from the Zoning Commission on the request from the Lytle Nursing Home to be rezoned from R-1 to R-2. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER APPROVAL OF REPLAT OF LOT 26 OAK PARK SUBDIVISION
Alderman Sanders made the motion that Council approve the replat of Lot 26 of Oak Park Subdivision contingent upon the engineers approval. Seconded by Alderman Stone. Passed unanimously.

CONSIDER RENEWING INTERLOCAL AGREEMENT WITH ATASCOSA COUNTY FOR SEWAGE DISPOSAL SYSTEM INSPECTIONS
City Secretary Josie Campa told Council the city already has an interlocal agreement with Atascosa County, however, the agency names have changed over the last several years and they need to be changed. After discussion, Alderman Stone made the motion that Council renew this interlocal agreement with Atascosa County. Seconded by Alderman Keith. Passed unanimously.

SHAWN RUST-ALL AMERICAN EXCAVATION-CONSIDER USING FIRE HYDRANT WATER METER FOR DIRT WORK AT LYTLE MIDDLE SCHOOL
This item was scratched since Mr. Rust was not present.

CONSIDER INCREASING PRICE OF BUILDING INSPECTIONS AND/OR ADDITIONAL INSPECTIONS
City Secretary Josie Campa told Council that building inspector Troy Martin has asked for an increase of $5.00 per inspection and that two (2) additional inspections be added effective May 1st. Troy Martin explained the need for an increase on price, as well as the additional inspections. After discussion, Alderman Stone made the motion that Council approve Mr. Martin’s request and that effective May 1st, the cost per inspection be $5.00 more and two extra inspections be added. Seconded by Alderman Keith. Passed unanimously.

DISCUSS AND CONSIDER CONTRACT WITH JEFFREY BOOTH FOR IT SERVICES AT NEW POLICE STATION
Police Chief Richard Priest told Council that Jeffrey Booth has moved to Iowa, and that since the contract with Mr. Booth is not transferrable, Council has to decide whether to allow Tony Vasquez to complete the last portion of Mr. Booth’s contract for IT services for the new police facility. After
DISCUSS AND CONSIDER CONTRACT WITH JEFFREY BOOTH FOR IT SERVICES
AT NEW POLICE STATION (CONT.)
Discussion. Chief Priest recommended to Council that the contract with Mr. Booth be continued to allow Mr. Vasquez to be the coordinator for the construction phase of said contract. Alderman Farmer made the motion that Council approve the Chief’s recommendation to amend the contract to allow assignment. Seconded by Alderman Stone. Passed unanimously.

CONSIDER ADVERTISING FOR BIDS FOR NEW POLICE FACILITY
After discussion, Alderman Stone made the motion that Council go out for bids on the new police facility. Seconded by Alderman Cortez. Passed unanimously.

Council took a short break at 7:28 p.m. and reconvened at 7:40 p.m.

CONSIDER INCREASING WATER RATES AND/OR SURCHARGES FOR WATER USERS DURING CRITICAL PERIOD STAGES
Council discussed the possibility of a surcharge added to people’s water rates if the city has to lease water again. Council also discussed having tiered water rates during Critical Period to try to get high users to cut back. Council talked about educating the public and talking to the high users. Council also talked about asking the water users that use city water for landscaping purposes to drill a shallow well and the city possibly offering an incentive to these users. The City Secretary agreed to put something on the city’s website and also send notices about water conservation. She told Council she would check on the possibility of the city offering incentives. Mayor Bowen and Alderman Keith said they would talk to some of the water users that use water for landscaping.

CONSIDER ADOPTING ORDINANCE AS PER SECTION 2.053 OF THE ELECTION CODE ALLOWING CITY TO DECLARE EACH UNOPPOSED CANDIDATE FOR OFFICE ELECTED
City Secretary Josie Campa told Council that only the incumbents had filed for re-election. Alderman Stone made the motion that Council adopt ordinance cancelling the upcoming election since there is no opposition. Seconded by Alderman Farmer. Passed unanimously.

UPDATE ON PLANS AND GOALS
Public Works Director James McGrath told Council that Adam Keller had told him they don’t want to sell the land on FM 2790 North after all, but have other land further back and the cost would be the same. Mayor Bowen and Council agreed to look at other options.

Bryan Mask talked to Council about a strip light for the new gateway monument and gave them a price of $900.00 for this light. He told Council the city would need electricity for this and agreed to talk to TxDot about the city putting an electrical pole at this location.

Bryan Mask told Council he met with TxDot concerning the city’s downtown revitalization project, and that they liked the concept except for the parking and suggested angle parking be used for this project.
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**UPDATE ON PLANS AND GOALS (CONT.)**
Mr. Mask also told Council about other things he is working on and hopes to have ready in a couple of months for the revitalization project.

Mr. Mask told Council he will get the park entrance documents ready.

Mayor Bowen told Council that he has received several calls about the walking trail and the city needs to get busy on this project after the police building bids are let.

Alderman Keith told Council the park playground equipment is needing to be replaced. City Secretary Josie Campa told Council that there is money for capital improvement to the park for this.

Alderman Sanders told Council that the Beautification Committee has a program set up for April 26th for Arbor Day.

Aldermen Sanders and Farmer told Council that the Beautification Committee has a city-wide yard sale planned for April 27th.

City Secretary Josie Campa told Council that these items would be put in the quarterly newsletter and city’s website.

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

**CODE COMPLIANCE OFFICER’S REPORT**
Code Compliance Officer Scott Traeger told Council he has noticed watering has increased and he is talking to people about watering days allowed during Critical Period.

Mr. Traeger told Council he was able to get the people on 1st Street to skirt their mobile home.

Mr. Traeger told Council he also got a junk vehicle removed from city’s right-of-way.

**PUBLIC WORKS DIRECTOR’S REPORT**
Director of Public Works’ James McGrath reported the following:

1 - 172 work orders were completed last month;
2 - 2 new water meters were installed;
3 - installed water meter by gateway monument;
4 - 1 water meter was changed out;
5 - 1 water meter was checked out to see if it was working right;
6 - 1 water meter was checked for customer;
7 - 1 angle stop was changed out;
8 - 2 service line water leaks were fixed;
PUBLIC WORKS DIRECTOR’S REPORT (CONT.)
9 - 1 customer leak found;  
10 - 1 well leak was found;  
11 - 1 water service re-tapped;  
12 - 3 sewer stoppages were unclogged;  
13 - 2 customer sewer lines were unclogged;  
14 - 1 gas service line was replaced;  
15 - gas line project has started;  
16 - lost 2 employees- 1 to P.D. and 1 to EMS;  
17 - has 9 applications he is reviewing;  
18 - crew is cleaning yard to make way for new police building; and  
19 - crew is trimming trees.

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

Betty Kroeger told Council that $1,896.14 had been earned by the yard sale and that five (5) dogs were adopted that day and two (2) more were picked up on Monday.

CITY SECRETARY’S REPORT
City Secretary Josie Campa reviewed her written report with Council.

MAYOR’S REPORT
Mayor Bowen reported the following:

Sirens will be tried out over the next month since the weather will be changing.

Mayor Bowen complimented VFW Post #12041 for the event they held at the Lytle Community Center on March 7th to recognize the school and city.

The Mayor complimented the Police Chief, City Secretary and Police Lieutenant for the work they did on putting together the information for the new police building.

Meeting adjourned at 8:55 p.m.