Minutes of Regular Meeting held June 10, 2013

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

Visitors: Barrett House, Christi and Wayne Vaughn, Lee Remy, Chuck Bayne, Richard Arnold, Jim Becker, Bryan Mask, Bobby Roberts, Rudy Ruiz, Louanne Schuknecht, Travis Burris, Johnathan Bowen, Ernest Kroeger, Carlos Flores, Dan Pitts, Brett Pitts, Santiago Morantez, Betty Kroeger, Maurissa Herrera, Nan Boyd, Sam Parks, Rose Lynn, Mr. and Mrs. Ruben Gonzalez, Elaine Soto, Mr. & Mrs. Juan Ramirez, Mr. & Mrs. Ralph DeLeon, Roxana Powell, Eddie Bogard.

APPROVE MINUTES & APPROVE PAYMENT OF BILLS
City Secretary Josie Campa added two bills to written list. The first bill was from Tom Cate for legal fees totaling $3,852.00 and the second bill was from Cornerstone Advertising for public notices totaling $667.40. Alderman Farmer made the motion to approve the minutes of the regular meeting held May 13th and payment of the bills, as presented. Seconded by Alderman Stone. Passed unanimously.

HEAR FROM CITIZENS
Louanne Schuknecht from John’s Small Engine Repairs asked Council why the road beside their shop (N. Benton Street) has not been opened since the derailment. She said routes have been changed because of the road closure. Mayor Bowen told Mrs. Schuknecht that the Railroad says the crossing on N. Benton will be closed 12 to 18 months, and have asked for a public meeting to be held in July.

Mayor Bowen asked for the barricades on Main Street to be removed and placed at crossing.

Christi Vaughn gave Council an update on the 4th of July parade. She told Council it is looking good and she has several participants. She said that First Responders will serve as the Grand Marshals of this parade. Mrs. Vaughn also told Council she would be holding a family festival at the Pirate Putt.

Mrs. Vaughn told Council that she is in favor of opening the N. Benton Street crossing since it is causing more traffic on N. Prairie Street.

Rose Lynn told Council she is also wanting to know when the N. Benton Street crossing will be opened. Mayor Bowen said this could be addressed at the July public meeting.

Bobby Roberts told Council that he was told by a friend that works for the railroad that crossings can be opened up a lot sooner than 12 to 18 months, and said the city needs to contact their congressman.
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CONSIDER REQUEST FROM WOODMEN OF THE WORLD LODGE 406 FOR PERMISSION TO USE COMMUNITY CENTER ANNEX BUILDING FOR THEIR SOCIAL/BUSINESS MEETINGS EACH MONTH-DAN PITTS
Dan Pitts asked Council’s permission for the Woodman of the World group to use the annex building on the third Thursday of each month for their dinners. Mr. Pitts told Council that the WOW is a fraternal non-profit organization. Alderman Sanders made the motion that Mr. Pitts request be granted. Seconded by Alderman Stone. Passed unanimously.

CONSIDER PROPOSAL(S) FROM TRC FOR CONDUCTING STUDY ON CITY’S WATER WELL #3
Eddie Bogard from TRC discussed their proposal and the steps for looking at Well #3. He told Council they would not proceed to other steps if they determine a problem during the first two steps. The cost for Steps 1 & 2 will be $8,568.00, and then if necessary, Step 3 would cost $4,544.00. Mr. Bogard told Council they would not proceed with work for Step 3 without a written agreement/approval from the City and based upon findings gathered in Steps 1 & 2. Alderman Keith made the motion that Council approve Steps 1 & 2 for Well #3. Seconded by Alderman Stone. Passed unanimously.

CONSIDER FINDINGS ON MEDINA COUNTY’S ESDs #4 AND #5 TAXING LYTLE TAXPAYERS
City Attorney Tom Cate told Council that he had sent the notice to the ESDs after Council had asked to not be part of these districts and their attorney had called him about the debt the city would incur if taken out. Mr. Cate said he told their attorney to proceed and give him the amount the city would owe the ESD, and the attorney told him he would talk to his client, the ESD and get back to him. Mr. Cate says he hasn’t heard back from him since then, but he would call him in the morning. After more discussion, Mayor Bowen told Lake Shore property owners that he and the City Attorney would attend the ESD meeting on June 13th in Natalia, and that this item would be on the July 8th agenda. No action was taken on this item.

CONSIDER APPOINTMENT OF MEMBERS TO THE KEEP LYTLE BEAUTIFUL COMMISSION AND DISCUSS DUTIES OF COMMISSION
Nan Boyd talked to Council about the terms the Keep Lytle Beautiful Commission had set up for members and said the ordinance the city adopted does not match these terms. After discussion, Alderman Keith made the motion that Council amend the ordinance to match the terms the Commission had set up. Seconded by Alderman Cortez. Passed unanimously. This item will be on the July 8th agenda.

Mrs. Boyd also told Council that the Commission has a chance to apply for a grant concerning gardens in drought stricken areas and explained the criteria for this grant. Mrs. Boyd told Council there is no obligation to the city. No action was taken on this matter.
CONSIDER HIRING ASSISTANT ANIMAL CONTROL OFFICER
Police Chief Richard Priest told Council that they had advertised for a part-time Animal Control Officer and had interviewed applicants. Chief Priest told Council that he was recommending that Rachel Faish be hired for this position at $9.50 an hour since she has experience. Alderman Sanders made the motion that Rachel Faish be hired as Assistant Animal Control Officer at $9.50 an hour. Seconded by Ruble Farmer. Passed unanimously.

Council took a short break at 7:49 p.m. and reconvened at 8:02 p.m.

CONSIDER ADOPTING RESOLUTION APPROVING COOPERATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY AEP TCC TO REVIEW AEP TEXAS CENTRAL COMPANY’S REQUESTED APPROVAL OF AN ADJUSTMENT TO ITS ENERGY EFFICIENCY COST RECOVERY FACTOR
Alderman Keith made the motion that Council adopt the Resolution as submitted. Seconded by Alderman Stone. Passed unanimously.

CONSIDER APPROVAL OF PERCENTAGE OF UNCOLLECTIBLES FOR THE FOLLOWING EFFECTIVE DECEMBER 31, 2012:
A. UTILITIES RECEIVABLES
B. TAXES RECEIVABLES
C. GASB 34 RECEIVABLES (MUNICIPAL COURT)
Alderman Keith made the motion that Council approve the percentage of uncollectibles for utilities receivables, taxes receivables and GASB 34 (Municipal Court) receivables, effective December 31st. Seconded by Alderman Stone. Passed unanimously.

CONSIDER APPROVAL OF FIXED ASSET METHODOLOGY
Alderman Stone made the motion that Council approve the “fixed asset” methodology used for auditing purposes, as presented. Seconded by Alderman Farmer. Passed unanimously.

DISCUSSION AND CONSIDERATION ON CLOSING, ABANDONING AND SELLING PORTION OF SOUTH STREET RUNNING THROUGH TROUARD PROPERTY ON FM 2790
City Attorney Tom Cate presented an application for vacation of a portion of South Street, a public street in the City of Lytle by the Trouart family and explained how this had come about. Mr. Cate recommended to Council that Council officially close said street. Alderman Stone made the motion that Council officially close South Street as per the application. Seconded by Alderman Keith. Passed unanimously. Mr. Cate told Council he would come back to Council with an ordinance, deed and appraisal at the next regular meeting.
CONSIDER ANOTHER EXIT TO COAL MINE-SAM CORTEZ
Alderman Cortez told Council about an incident that occurred at Coal Mine when the train was stopped and an ambulance was needed. Mr. Cortez told Council that Dora Swann had talked to Mark Carroll about the possibility of using their land for another exit out of Coal Mine. After discussion, Alderman Stone made the motion that Council appoint Alderman Cortez and Mayor Bowen to a committee to work at trying to get another exit out of Coal Mine. Seconded by Alderman Keith. Passed unanimously.

CONSIDER UPDATING PERSONNEL POLICY-WARD SANDERS
After discussion, Alderman Keith made the motion that Council be given an update in sixty (60) days on the personnel policy manual and this manual be completed in ninety (90) days. Seconded by Alderman Sanders. Passed unanimously.

CONSIDER ROLES OF DEPARTMENT HEADS WHEN MAKING
RECOMMENDATIONS TO COUNCIL ON EMPLOYMENT STATUS OF
EMPLOYEE(S) IN THEIR RESPECTIVE DEPARTMENTS-JERRY STONE
Alderman Stone told Council as long as his topic goes along with the policy manual nothing is necessary.

CONSIDER APPOINTMENT OF DEPARTMENT LIAISONS
Council discussed the appointment of department liaisons. Alderman Keith agreed to serve as liaison for the park and the gas and street department. Mayor Bowen said he would be liaison for the Fire Department and EMS. Alderman Cortez said he would serve as liaison to the Police Department and water department. Alderman Sanders agreed to serve as liaison for Administration and Museum. Alderman Farmer said he would continue as liaison for Animal Control. Alderman Stone agreed to serve the Library and Sewer department as their liaisons. Alderman Farmer made the motion that Council approve the above mentioned liaisons. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER HAVING DELINQUENT TAX ROLL PRINTED IN CITY’S OFFICIAL
NEWSPAPER
Alderman Sanders made the motion that Council have the delinquent tax roll printed in the city’s official newspaper. Seconded by Alderman Keith. Passed unanimously.

UPDATE ON PLANS AND GOALS
Council agreed that the number one goal of the water well is being worked on at this time.

Alderman Sanders told Council that Bob Roberts had talked to him about donating one of his buildings to the city for a pavilion.

Byran Mask talked to Council about the downtown revitalization and entrance to the park and said he would make a presentation at the June 24th town meeting.
UPDATE ON PLANS AND GOALS (CONT.)
Chief Priest asked if the technology, cameras and radios for the new police facility would be heard at the July 8th meeting. It was agreed these items would be on the next regular meeting agenda.

Alderman Sanders told Council they need to be thinking of new plans.

CODE COMPLIANCE OFFICER'S REPORT
Code Compliance Officer Skip Traeger told Council that yards and lots have been the main focus since the rains and that two dozen yards and lots have been cleaned up.

Mr. Traeger told Council that watering is becoming an issue due to the warmer weather.

Mr. Traeger told Council that he is fixing a list of unsafe dilapidated buildings that need attention.

Council agreed to the City Attorney's suggestion to place Reyes property on the July agenda.

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

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

1 - 151 work orders completed;
2 - 1 new water meter installed;
3 - 2 water main breaks fixed;
4 - 2 calls for low water pressure checked out;
5 - 2 service line leaks fixed;
6 - 3 customer line leaks found and reported to owners;
7 - 1 sewer stoppage unclogged;
8 - manholes checked;
9 - contractor at school hit gas line;
10 - city scored a 96 on gas system survey for insurance;
11 - crew worked at Frenchie Burke Festival;
12 - some flooding at Lake Shore during big rains;
13 - right-of-ways were mowed; and
14 - all fences at park have been fixed.
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**POLICE CHIEF’S REPORT**
Police Chief Richard Priest reviewed his written report with Council.

Animal Volunteer Coordinator Betty Kroeger told Council that the SNAP people had been at the shelter again and hope to be back soon.

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

**MAYOR’S REPORT**
Mayor Bowen told Council that the city would be holding a fireworks display on the 4th of July and that the VFW will barbeque hot dogs and serve to the first 1,000 arriving at the fireworks display.

The Mayor reminded Council about the “town hall” meeting on June 24th at the Community Center.

Meeting adjourned at 9:40 p.m.