Minutes of Regular Meeting held November 12, 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; Police Captain Frank Reyes; Director of Public Works James McGrath; City Attorney Tom Cate; Library Director Cassandra Cortez; Animal Control Director Betty Kroeger; Code Compliance Officer Scott Traeger.


**CONSIDER APPROVAL OF MINUTES AND CONSIDER APPROVAL OF PAYMENT OF BILLS**
Alderman Cortez made the motion that Council approve the minutes of the regular meeting held October 14th and the workshop held October 21st, and payment of the bills, as presented. Seconded by Alderman Farmer. Passed unanimously.

**HEAR FROM CITIZENS**
Marcie Trump told Council members that the EMS people did a great job with helping his wife during the EMS call to their house and thanked the EMS people and officers that assisted with this call.

Olga Sharer told Council she would like to speak on the demonstration garden.

Jim Becker asked if there was any news on the ESD tax situation. City Secretary Josie Campa told Mr. Becker and Council members that the only news is that the Attorney General won’t help the city with this matter.

After discussion, it was agreed that the City would get on the next ESD meetings agenda, and then look at other options, if necessary.

**PRESENTATION BY CPS ENERGY ON CASA VERDE PROGRAM**
Roland Hinojosa, External Relations from CPS Energy, talked to Council about the Casa Verde program and asked if the city would partner with CPS to educate the public. Council agreed this is a good program and Lytle should participate. It was agreed that the City Secretary would contact Mr. Hinojosa to arrange workshops to qualify people for the Casa Verde program.

Mr. Hinojosa told Council that there will be an increase on the city’s franchise tax if the city approves the franchise agreement.

Mr. Hinojosa also mentioned that it is time to renegotiate the O & M contract.
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UPDATE ON PRELIMINARY MASTER PLAN FOR JOHN LOTT PARK-
BRYAN MASK
Bryan Mask reviewed what he has been working on with Council. He gave Council a quick
synopsis of the things he has done. He told Council right now it is way out of budget, so we will
have to go back and see what is most important. He asked Council to think about what they feel
is most important. Mr. Mask told Council we need to get together to decide what needs to be
done with the money the city has. Mr. Mask then gave Council a proposed schedule for
completing the park. Mayor Bowen said he will set up a special meeting for this, if necessary.

Bryan Mask told Council that the demonstration garden cost $600.00 from the grant funds and
the remaining $400.00 will be used for maintenance on this garden. Mr. Mask explained what
had been done at this garden. Olga Sharer had questions about the demonstration garden that Mr.
Mask answered.

Mrs. Sharer asked about plans for the city park, and was told that the workshop notice would be
posted on the website and bulletin boards.

CONSIDER REQUEST FOR CITY TO PAY MAS TEC NORTH AMERICA FOR
WORK ON GAS LINE DUE TO HOLD UP WITH GRANT FUNDS
Alderman Stone made the motion that the City grant the request from Mas Tec North America
for payment of the gas line extension. Seconded by Alderman Sanders. Passed unanimously.

CONSIDER REQUEST FROM DOUGLAS GARCIA TO ALLOW PARENTS TO FIX
BALL FIELDS BEHIND WATER TOWER ON FM 463
Douglas Garcia told Council that several parents want to make a ball field behind the water tower
on FM 463 and asked permission for this to be done on the city’s property. Alderman Keith
made the motion that Council grant this request. Seconded by Alderman Farmer. Passed
unanimously.

CONSIDER REQUEST TO HOLD LYP TOURNAMENT AT JOHN LOTT PARK ON
DECEMBER 14, 2013
Jeffrey Toscano told Council that LYP wants to hold a baseball tournament on December 14th
thru 16th at the city’s park and baseball fields. Alderman Keith told Mr. Toscano if this is done
there will be no entry fees charged. After more discussion, Alderman Cortez made the motion
that Council grant LYP’s request to hold a tournament at the city park fields. Seconded by
Alderman Farmer. Passed unanimously.

CONSIDER PURCHASE OF NEW POLICE VEHICLE
Alderman Stone made the motion that Council grant the Chief’s request to purchase a new police
CONSIDER SPONSORING LYTLE VISITORS' GUIDE-NATALIE SPENCER
Natalie Spencer asked Council to sponsor a new Visitors' Guide for Lytle and said the cost would be $1,200.00. Alderman Keith made the motion that Council approve the sponsoring of a new Visitors' Guide for $1,200.00. Seconded by Alderman Sanders. Passed unanimously.

Council took a short break at 7:52 p.m. and reconvened at 8:05 p.m.

CONSIDER POLICY FOR RENTAL OF COMMUNITY CENTER FOR OUT OF TOWN USERS SPONSORED BY LYTLE TAXPAYERS
City Secretary Josie Campa explained the problems occurring with out of town users at the Lytle Community Center and asked Council to consider changing the policy concerning Lytle taxpayers renting the center for out of town users. After a lengthy discussion, Alderman Farmer made the motion that Council change the policy for the Community Center that says the deposit will be forfeited if the renter is not present. Seconded by Alderman Stone. Discussion. Alderman Keith asked that the motion be amended to include that if the taxpayer (renter) is not present, the event is off. Aldermen Farmer and Stone agreed to this amendment to the motion. The amended motion was passed unanimously.

CONSIDER PROPOSALS RECEIVED ON EXTENDING SEWER LINE ON HESTER STREET
City Secretary Josie Campa read the proposals received on the Hester Street sewer line extension from Cruz Contracting. They were as follows:

1 - assisting Public Works with installing manholes - $18,969.60
2 - extension of entire line (turnkey) - $37,992.94

She told Council that once funds are brought forward from last year's budget, the difference in the price for the extension of the entire line is only $4,069.94 and recommended Council approve this proposal since the contractor can get this done in time for the new police facility. Alderman Cortez made the motion that Council approve the proposal from Cruz Contracting for $37,992.94 for extending the entire line. Seconded by Alderman Keith. Passed unanimously.

CONSIDER PROPOSALS FROM TRC FOR PUBLIC WORKS SHOP
Eddie Bogard explained the proposals received on the Public Works Shop. The amount of $155,000.00 includes restrooms and loft, and said if restrooms are included an architect has to be involved. After discussion, Council agreed that this project be discussed some more at a workshop so everyone is on the same sheet. Mayor Bowen asked Mr. Bogard to have a schematic prepared for workshop in January.

Mr. Bogard told Council about the well sample reports and briefly went over the report. No action was taken on this item since it was not on the agenda.
CONSIDER MOVING FUNDS NOT USED IN LAST YEAR’S BUDGET DUE TO PROJECTS NOT BEING COMPLETED INTO THIS YEAR’S BUDGET
City Secretary Josie Campa asked Council for permission to move funds not used in last year’s budget forward to this year’s budget for completing the improvements at Galicia Park ($1,940.94) and paying for the sewer line extension on Hester Street ($23,923.00). After discussion, Alderman Sanders made the motion that this request be granted and these funds be brought forward into this year’s budget. Seconded by Alderman Keith. Passed unanimously.

CONSIDER INCREASING DEPOSITS AND OTHER CITY FEES
City Secretary Josie Campa reviewed deposits and other city fees with Council and asked for fees to be increased as follows:

1 - water deposit for renters be increased from $75.00 to $100.00 and from $40.00 to $50.00 for homeowners;

2 - gas deposit for renters be increased from $125.00 to $150.00 and from $50.00 to $75.00 for homeowners;

3 - have a sewer deposit of $50.00 for renters and $25.00 for homeowners;

4 - have a solid waste (garbage) deposit of $50.00 for renters and $20.00 for homeowners;

5 - solid waste deposit for a commercial customer be based on monthly dumpster fee;

6 - center deposit be increased from $500.00 to $600.00;

7 - center fees be increased from $225.00 to $325.00 for residents and from $150.00 to $250.00 for taxpayers;

8 - that non-profit groups be charged $100.00 per event;

9 - extra day fee for either decorating or cleaning be increased from $25.00 per day to $50.00 per day;

10 - security fees be increased from $25.00 to $30.00 per hour per officer;

11 - gazebo fees be increased from $10.00 per day to $25.00 per day;

12 - pavilion fees be increased from $20.00 to $30.00 for day rate for residents and taxpayers;

   from $25.00 to $30.00 for night rate for residents and taxpayers;
CONSIDER INCREASING DEPOSITS AND OTHER CITY FEES (CONT.)

from $45.00 to $60.00 for all day for residents and taxpayers;

from $30.00 to $40.00 for day rate for out of town users;

from $35.00 to $40.00 for night rate for out of town users; and

from $65.00 to $80.00 for all day rate for out of town users.

13 - Miscellaneous fees for:

street cutting be increased from $40.00 to $100.00;
utility reconnection fee be increased from $20.00 to $30.00;
police reports be increased from $1.50 or $2.00 (insurance rate) to $6.00;
and finger printing fees be increased from $5.00 to $10.00.

After discussion, Alderman Stone made the motion that Council approve the recommended price increases and that the center not be rented to out of town users, effective January 1st. Seconded by Alderman Sanders. Passed unanimously.

CONSIDER ALLOWING ALL CITY EMPLOYEES TO BE PAID EVERY TWO WEEKS EFFECTIVE JANUARY 1, 2014

City Secretary Josie Campa talked to Council about all the different pay dates and said the auditor recommended this be changed since the new payroll program will probably not allow for this and require all employees to be paid on same date. Alderman Cortez made the motion that Council approve all employees being paid every two weeks. Seconded by Alderman Stone. Passed unanimously.

CONSIDER MAINTENANCE OF CITY PROPERTIES

After discussion, Alderman Keith made the motion that Council approve advertising for maintenance proposals of city properties. Seconded by Alderman Farmer. Passed unanimously.

CONSIDER CANCELLING DECEMBER MEETING DUE TO HOLIDAYS

Alderman Farmer made the motion that Council cancel the December Council meeting due to the holidays. Seconded by Alderman Stone. Passed unanimously.

REPORT FROM BARRETT HOUSE ON CITY'S ONGOING PROJECTS

Barrett House gave a power point presentation on the progress of ongoing city projects.

ANIMAL CONTROL DIRECTOR'S REPORT

Animal Control Director Betty Kroeger reviewed her written report with Council.
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**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 that the Trouart house has been moved off and demolished and that there are a couple of heritage oak trees that need to be preserved.

Mr. Traeger told Council letters have been sent to property owners about a dilapidated building on Cortez Road and in Coal Mine.

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

1. 178 work orders completed in October;
2. 1 water service installed;
3. 2 water meters were changed out;
4. 3 customer water leaks were found;
5. had calls to check water;
6. had two sewer stoppages;
7. had one sewer stoppage on customer side;
8. a gas meter was hit by a car;
9. Eagle Scout candidate will be painting fire hydrants;
10. new employee in Public Works started work today;
11. backhoe is being repaired;
12. city was out of water due to tie in at new police facility; and
13. crew started on Christmas lights two weeks ago.

**POLICE CHIEF’S REPORT**
Police Captain Frank Reyes reviewed the Chief’s written report with Council.

**CITY SECRETARY’S REPORT**
City Secretary Josie Campa told Council that she had received calls about the football team winning district and the cross country team placing first, so congratulations were put on the marquee.

Parks’ department worker will start tomorrow and vehicle is ready, and he will be going in to pick up necessary tools.

Lytle NHS kids will be working on Christmas decorations for obtaining needed points.

The City Secretary reviewed her written report with Council.
MAYOR'S REPORT
Mayor Bowen told Council new things are happening and said Betty Kroeger is now in charge of Animal Control and Barrett House is working on overseeing on going city projects.

The Mayor reminded everyone about the hayride being held November 30th.

The Mayor asked Sam Parks about his new building.

Mayor Bowen told Council he would be meeting on Monday with the people putting in the new dental office.

The meeting was adjourned at 10:10 p.m.