Minutes of Regular Meeting held January 13, 2014

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


APPROVE MINUTES & APPROVE PAYMENT OF BILLS
Alderman Farmer made the motion that Council approve the minutes of the November 12th regular meeting and payment of the bills, as presented. Seconded by Alderman Cortez. Passed unanimously.

HEAR FROM CITIZENS
Ashley Bates, a resident of Lake Shore Estates told Council that stop and yield signs are needing to be replaced and a street sign is needed at Lake Meadow and White Cap intersection. Mrs. Bates also asked about “slow-children at play” signs and Police Chief Priest said he has a few of these signs left. Mrs. Bates also asked about 30 mph signs and were told these would be ordered.

Mayor Bowen told everyone that City Secretary Josie Campa would be celebrating her 38th anniversary with the city on January 15th and congratulated her.

PRESENTATION OF CHECKS TO WINNERS OF CHRISTMAS DECORATING CONTEST
Mayor Bowen presented checks to the winners of the Christmas decorating contest. Winners were as follows:

Non Profit Groups:
1st Place-Lytle VFW Post #12041
2nd Place-Lytle High School National Honor Society
3rd Place-Animal Shelter Volunteers

Business Category Winners were as follows:
1st Place-Lytle Feed & Seed
2nd Place-Brush Country Real Estate
3rd Place-Pyron’s Gift & More

Winners received $500.00 for 1st place; $250.00 for 2nd place and $100.00 for 3rd place.
CONSIDER REQUEST FROM SOUTHWEST I.S.D. TO CONDUCT JOINT ELECTION ON MAY 10, 2014 WITH CITY OF LYTLE-WILLIAM ATKINS
William Atkins, Southwest I.S.D. Assistant Superintendent, asked Council for permission to hold a joint election with the city on May 10, 2014. Alderman Stone made the motion that Council grant this request. Seconded by Alderman Farmer. Passed unanimously.

CONSIDER REQUEST FROM JOANN NULL FOR PERMISSION TO DEED PROPERTY TO GRANDSON DUE TO PROPERTY BEING IN CITY’S ETJ AND GRANT VARIANCES, IF NECESSARY
JoAnn Null asked Council to consider granting her a waiver of the subdivision ordinance, so she can deed some property to her son that is out of the city but in the ETJ. Alderman Sanders made the motion that Council grant this request. Seconded by Alderman Stone. Passed unanimously.

CONSIDER RENEWAL OF OPERATION AND MAINTENANCE AGREEMENT FOR CITY’S GAS SYSTEM WITH CPS ENERGY
City Attorney Tom Cate told Council he had reviewed the O & M agreement with CPS and the city can’t indemnify CPS and he has talked to their attorney about this. City Secretary Josie Campa told Council that the price for the revised O & M agreement has increased from the previous contract (from $6,750.00 per month to $7,994.00 per month), however, CPS has done a great job and the city’s visits from the Railroad Commission show no violations. She said the increase would require a budget amendment and recommended Council approve entering into an agreement with CPS for the gas system O & M. Alderman Cortez made the motion that Council enter into this agreement with CPS. Seconded by Alderman Sanders. Passed unanimously.

CONSIDER FRANCHISE FEE AGREEMENT WITH CPS ENERGY AND INCREASE IN FRANCHISE FEE
Roland Hinojosa, CPS representative, asked Council to consider renewing the franchise agreement with CPS and said if this is done the franchise fee would increase of 1%. City Secretary Josie Campa told Council this franchise fee increase would generate another $20,000.00 for the city. City Attorney Tom Cate told Council he would like to see a favored nation clause in this contract but CPS is not willing. After discussion, Alderman Stone made the motion that Council accept the new franchise agreement with CPS. Seconded by Alderman Sanders. Passed unanimously.

CONSIDER BID(S) RECEIVED ON GIDLEY PROPERTY REVITALIZATION PROJECT
Bryan Mask told Council that only one bid was received on the Gidley Property renovations and that the bid of $277,000.00 was much higher than expected. Mr. Mask told Council that the bid was not complete anyway and recommended the bid be rejected and the city readvertise. Alderman Keith made the motion that Council reject the bid and readvertise this project. Seconded by Alderman Sanders. Passed unanimously.
CONSIDER BIDS RECEIVED FOR MAINTENANCE OF CITY PROPERTIES
City Secretary Josie Campa told Council of the bids received for maintenance of city properties. She told Council that Mesquite Lawn Care was the only bid received on all city properties except for Galicia Park. The Secretary told Council that the bids were about $10.00 more per month on most of the properties and $5.00 more per month on the Animal Control facility. Ms. Campa told Council that Juan Escareno had bid Galicia Park at the same price as before. After discussion, Alderman Stone made the motion that Council accept the bids received. Seconded by Alderman Farmer. Passed unanimously.

CONSIDER HIRING PART-TIME LIBRARY EMPLOYEE
Library Director Cassandra Cortez asked Council to consider filling the vacant position at the library, and allow her to advertise. Alderman Stone made the motion that Council allow the advertising for filling this part time position. Seconded by Alderman Keith. Passed unanimously.

CONSIDER PROPOSALS RECEIVED FOR CHECKING WELL #2
City Secretary Josie Campa told Council that Peerless has proposed to check water well #2 out and their price would be $45,000.00 for the worst case scenario. She said engineer Eddie Bogard said they would charge the city about $2,500.00 for taking a video of the well. After discussion, Alderman Keith made the motion that Council approve Peerless’ proposal up to $50,000.00. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER STREET LIGHT SURVEY
Mayor Bowen told Council the city is receiving requests for additional street lights, asked if Alderman Stone would do another street light survey. Alderman Cortez agreed to work with Alderman Stone. Mayor Bowen asked the aldermen to have this survey for the next regular council meeting.

Council took a short break at 7:25 p.m. and reopened at 7:40 p.m.

CONSIDER PROPOSED REVISIONS TO CITY’S PERSONNEL POLICY MANUAL
City Secretary Josie Campa reviewed the proposed revisions to the city’s personnel policy and presented copies to each Council member. The City Secretary told Council that most of the revisions were done because Council has already changed the existing policy and some were due to State Laws and Code of Ordinance revisions. The Secretary told Council a couple of the proposed revisions are being made because of employee requests. Mayor Bowen asked that each department head be given a copy of this policy for review and this item be on the next agenda.

CONSIDER CALLING FOR AN ELECTION (CONSIDERAR LLAMAR PARA UNA ELECCION)
Alderman Stone made the motion that Council order an election be held on May 10, 2014, for the purpose of electing a Mayor and Aldermen for Districts 4 and 5. Seconded by Alderman Keith. Passed unanimously.
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CONSIDER RENEWAL OF DELINQUENT TAX COLLECTION CONTRACT
Alderman Farmer made the motion that Council renew the delinquent tax collection contract with Tom Cate. Seconded by Alderman Keith. Passed unanimously.

CONSIDER APPOINTMENT TO ANIMAL FACILITY ADVISORY COMMITTEE
Animal Control Director Betty Kroeger recommended to Council that Liz Lowe, Phyllis Parra, Ruble Farmer and Betty Kroeger be appointed to the Animal Facility Advisory Committee. Alderman Cortez made the motion to accept this recommendation and these people be appointed. Seconded by Alderman Sanders. Passed unanimously.

DISCUSSION ON GRANTS AND OTHER MONIES THAT MAY BE AVAILABLE FOR DOWNTOWN REVITALIZATION
Mayor Bowen told Council that they have talked about applying for grants in order to get more monies for getting more done. The Mayor told Council that the city has the opportunity to partner with a gentleman to try to position the city for getting this done. The Mayor told Council the department heads do not have the time to apply for grants. The Mayor said that Barrett House could work on grants as well as talk to Corporate Sponsors. Council discussed whether this position would be paid a percentage of the grant or how payment would be handled. After a lengthy discussion, the Mayor told Council he would discuss this matter with Barrett House and the City Secretary and then present something to Council. No action was taken.

CONSIDER ANNUAL DANIEL J. MCGRATH, D.V.M. CITIZENSHIP AWARD
Mayor Bowen told Council that Alderman Keith had suggested Lytle’s Atascosa County Appraisal District Board representative Kim Faulk for this award. Mayor Bowen asked Council member’s for suggestions. After discussion, Alderman Keith made the motion that Kim Faulk be given the 2013 Daniel J. McGrath, D.V.M. Citizenship Award. Seconded by Alderman Farmer. Passed unanimously.

REPORT FROM BARRETT HOUSE ON CITY’S ONGOING PROJECTS
Barrett House gave Council a report and power point presentation on the following city projects: Police facility, Hester Street sewer line and Bank Street house demolition.

UPDATE ON PLANS AND GOALS
Council agreed to take care of this item under the Secretary and Mayor’s reports.

ANIMAL CONTROL DIRECTOR’S REPORT
Animal Control Director Betty Kroeger reviewed her written report with Council.

LIBRARY DIRECTOR’S REPORT
Library Director Cassandra Cortez reviewed her written report with Council.
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**CODE COMPLIANCE OFFICER’S REPORT**
Code Compliance Officer Scott Traeger told Council that letters were sent out to owners of dilapidated buildings and only one response has been received. He said he is researching a property in Coal Mine and is working with Tom Cate.

Mr. Traeger told Council he has done three (3) tree surveys for the City Secretary to make sure heritage and protected trees are not cut.

Mr. Traeger told Council he has talked to Dollar General about the stacking of their cardboard boxes being unsightly after receiving complaints.

Mr. Traeger told Council several storage buildings have been built around town without obtaining permits and he has talked to the property owners about obtaining building permits.

The Code Compliance Officer told Council he has visited with Rouen’s and Anchor restaurants about food handlers’ permits and he will be checking other restaurants for these permits.

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

1 - 310 work orders completed in November and December;
2 - 2 water meters changed out;
3 - 7 new water meters installed;
4 - 2 water service lines changed out;
5 - 3 service line leaks fixed;
6 - 6 customer leaks found and reported to customers;
7 - 3 leaks were checked for and not found;
8 - 1 water meter was checked;
9 - 3 angle stops were replaced;
10 - 1 water pressure check done;
11 - CPS installed 1 new gas meter;
12 - 2 sewer stoppages unclogged;
13 - Christmas lights were put up and are being taken down now; and
14 - personnel worked at hayride.

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

**CITY SECRETARY’S REPORT**
City Secretary Josie Campa reviewed her written report with Council.
MAYOR’S REPORT
Mayor Bowen told Council that a date needs to be set for a workshop to discuss the Public Works shop and John Lott Park. Council agreed on February 3rd for this workshop.

The Mayor told Council he would like to discuss the Lake Shore/ESD situation with the County Attorney since nothing has been done, and that the city is on the ESD’s agenda.

Mayor Bowen told Council that 2014 will be an exciting year since so many things are being done in the city.

Meeting adjourned at 9:47 p.m.