Minutes of Regular Meeting held February 10, 2020

Regular meeting held with the following present: Mayor Mark Bowen; Aldermen Jerry Stone, Ruben Gonzalez, Sam Cortez, Laura Reyna; City Secretary Josie Campa; Public Works’ Director James McGrath; Animal Control Director Santiago Morantez; Police Chief Richard Priest; Police Officer Danny Robison, City Attorney Tom Cate; Code Compliance Officer Scott Traeger; Library Director Cassandra Cortez; Fire Marshal Matt Dear.


CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Mayor Bowen opened the meeting at 6:30 p.m. and led everyone in the Pledge of Allegiance.

PRESENTATION OF PLAQUES TO THE WINNERS OF THE 2019 DANIEL J. MCGRATH, D.V.M. CITIZENSHIP AWARD
Mayor Bowen asked James McGrath to assist him with the presentation of the annual citizenship award named for his brother. They then presented the Daniel J. McGrath, D.V.M. Citizenship Award to Randy Garcia and Paul Perez on behalf of Lytle State Bank. Bank President Randy Garcia thanked Council and said that Lytle State Bank truly believes in giving to the community. The Mayor then presented Sam Cortez with the Citizenship Award for his work getting the scoreboards for the ballfields at the park. Alderman Cortez thanked Lytle State Bank for the contribution for these scoreboards.

APPROVAL OF MINUTES AND APPROVAL OF PAYMENT OF BILLS
City Secretary Josie Campa added the gasoline bill from Texas Fleet Fuel for $510.47. Alderman Gonzalez asked that his questions on the bills for decorating be included in the January minutes. The City Secretary said it would be added and that she and Tom Cate had discussed this matter and it will be done differently in the future to avoid questions. Alderman Cortez made the motion that Council approve the minutes of the public hearings on January 13th, as presented, the minutes of the January 13th regular meeting be approved, as amended and payment of the bills be approved as presented. Seconded by Alderman Stone. Passed unanimously.

REPORT FROM MEDINA CAD BOARD MEMBER ROY SHEETZ
Roy Sheetz was not present due to family emergency.

CONSIDER AND ACT UPON REQUEST FROM PROPERTY OWNER, CAESAR ALVAREZ, TO ALLOW HIM TO EXTEND CITY’S WATER LINE TO HIS PROPERTY ON RAILROAD STREET
City Secretary Josie Campa told Council that Mr. Alvarez has property on Railroad Street and is needing water for this land. She said the city hasn’t been able to do an extension to the line for Mr. Alvarez, so he is asking the city for permission to extend the water line himself. She said Mr. Alvarez is a utility contractor and can do this work. After discussion, Alderman Stone made the motion that Council allow Caesar Alvarez to extend the existing city water line as long as the
CONSIDER AND ACT UPON REQUEST FROM PROPERTY OWNER, CAESAR ALVAREZ, TO ALLOW HIM TO EXTEND CITY'S WATER LINE TO HIS PROPERTY ON RAILROAD STREET (CONT.)
city inspects the line to make sure it is installed properly and as long as Mr. Alvarez is responsible for any damages. Seconded by Alderman Gonzalez. Passed unanimously.

CONSIDER AND ACT UPON REQUEST FROM MARIN CISNEROS FOR ADDITIONAL TIME FOR RV TO BE USED WHILE HOME IS BEING BUILT
Marin Cisneros told Council he has decided to build a house on his property on Pine Street and he is needing more time to keep his RV in place. Mr. Cisneros asked Council for a year more to keep his RV on his land while his home is being built. Alderman Gonzalez made the motion that Council extend the time for Mr. Cisneros to have his RV by six months, which will give him eight (8) months total and if he needs more time then he can come back to Council. Seconded by Alderman Stone. Passed unanimously.

CONSIDER AND ACT UPON CONTRACT WITH MEDINA COUNTY FOR ELECTION SERVICES AND REVISION TO ORDER OF ELECTION CONCERNING EARLY VOTING CLERK CHANGE BY MEDINA COUNTY
After discussion, Alderman Gonzalez made the motion that Council approve the contract with the Medina County for Election services and that the Election Order be revised to show the change in early voting clerks from Josie Campa to Lupe Torres as per the contract. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON APPOINTMENTS TO THE KEEP LYTLE BEAUTIFUL COMMITTEE
City Secretary Josie Campa told Council that the NHS sponsor had recommended Mariana Verdeja and Emma Keith for the Keep Lytle Beautiful Commission. Alderman Sam Cortez made the motion that Council appoint Mariana Verdeja and Emma Keith to the Keep Lytle Beautiful Commission. Seconded by Alderwoman Laura Reyna. Passed unanimously.

CONSIDER AND ACT UPON APPOINTMENTS TO THE LIBRARY COMMITTEE
The City Secretary told Council that the NHS sponsor had recommended Marley Walker for the Library Committee. Alderman Stone made the motion that Council appoint Marley Walker to the Library Committee. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON ADOPTING ORDINANCE TO REFLECT ZONING CHANGES APPROVED AT JANUARY MEETING
City Attorney Tom Cate presented the Ordinance for amendments to the zoning for FM 2790 East from behind the City Hall to HEB on the west side from B-1 to B-3, as recommended by the Zoning Commission. Alderman Gonzalez made the motion that Council adopt this ordinance. Seconded by Alderman Stone. Passed unanimously.
CONSIDER AND ACT UPON PROPOSAL FROM TRC FOR FINAL PLAT RESUBMITTAL REVIEW
City Secretary Josie Campa presented the proposal from TRC for the resubmittal review for Saddle Ridge Estates Subdivision and said the total for this proposal was $3,000.00. Alderman Gonzalez made the motion that Council approve this proposal. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON APPROVING REVISED INTERLOCAL COOPERATION CONTRACT OFFERED BY TEXAS DEPARTMENT OF PUBLIC SAFETY FOR FAILURE TO APPEAR (FTA) PROGRAM
City Attorney Tom Cate told Council that the contract for the FTA program has been revised due to the fees being lowered by the legislature and that he didn’t see a problem with the contract. Alderman Gonzalez made the motion that Council approve this contract. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON THE FOLLOWING FOR DEPARTMENTS: GETTING UPDATES ON OUTSTANDING PROJECTS AND TIMELINE OF COMPLETION AND INCLUDING DATE OF APPROVAL, FISCAL YEAR FUNDING WAS APPROVED IN (IF FUNDED PROJECT) AND PROJECTED COMPLETION DATE—ALDERWOMAN LAURA REYNA
Alderwoman Laura Reyna told Council she had asked this item be placed on the agenda because she feels the department heads need to update the Council on outstanding projects and a timeline of completion. She then told Council of the things that need to be addressed on this project list. She told Council that signs had been approved the last fiscal year, as well as the drainage project on Houston and Easy Street. Mayor Bowen told Council the department heads could work on this list for Council. The City Secretary agreed to work with department heads to come up with a project board for Council. No action was required.

CONSIDER AND ACT UPON HAVING A PRESENTATION ON GRANTS-WHO LYTLE USES AS GRANT WRITERS, UPCOMING GRANTS WE MAY BE ELIGIBLE FOR AND REPORT ON THE LAST GRANTS LYTLE APPLIED FOR—ALDERWOMAN LAURA REYNA
Alderwoman Laura Reyna asked about grants since she had read about cities getting grants. Mayor Bowen told Council he could get the grant writers to make a presentation to Council. Alderwoman Reyna asked about other grants that are available. Alderman Gonzalez suggested Council invite Grant Works to study city. Mayor Bowen told Council this will depend on a lot of stuff and matching funds. Council discussed prioritizing projects for grants and having a workshop to determine items for grants. Mayor Bowen asked the City Secretary to meet with the department heads to discuss their department’s needs and then Council can set up a workshop. No action taken on this item.
CONSIDER AND ACT UPON BRIEF ACTION TAKEN TO REMOVE RVS BEING USED AS A RESIDENCE BEHIND A COMMERCIAL PROPERTY—ALDERMAN RUBEN GONZALEZ
Alderman Gonzalez asked about the RV at John’s Small Engine Repairs. City Secretary Josie Campa gave Council a copy of a letter that the owner of John’s Small Engine Repairs had sent after the Code Compliance Officer had talked to him in November. Ms. Campa reviewed this letter with Council, and said the property owner insists that he does not reside in this RV. Alderman Gonzalez told Council he has seen someone coming out of the RV. Council discussed this matter and agreed they don’t want to make anyone feel like they are being singled out, and agreed to address this ordinance in its entirety at next month’s meeting.

CONSIDER AND ACT UPON PROVIDING TIMELINE FOR LAST AUDITS’ COMPLETION—ALDERMAN RUBEN GONZALEZ
Alderman Gonzalez told Council he would like a timeline of when the last audits will be completed, since he feels this is not moving fast enough since Council hired someone to help to prepare for audit. City Secretary Josie Campa told Council that the hold up has been that Council waited three months after the audit report to hire someone to do this work, and since its completion the auditors have set up the audit preliminary and final for 2017-2018. She said if she can get the helper in now while auditors are working on the 2017-2018 audit, that once the audit report is given, they can start on the next year. She said this will speed the 2018-2019 audit that is not due until the end of March up considerably.

CONSIDER AND ACT UPON CREATING OR AMENDING ORDINANCE TO INCLUDE A MANDATORY REVIEW BY CITY’S ENGINEERS FOR ANY DEVELOPMENT ALONG ANY FLOOD ZONE—ALDERMAN RUBEN GONZALEZ
Alderman Gonzalez told Council he feels the city’s ordinances should be amended to include a mandatory review by the city’s engineers for any development along any flood zone. He said he would like Council to consider this change. City Secretary Josie Campa told Council she doesn’t have a problem with this other than she feels it should be studied for the flood plain, not just flood zone. Alderman Gonzalez made the motion that Council amend the city’s code of ordinance to include the review of the city’s flood plain for any new development by the city’s engineer. Seconded by Alderman Cortez. Passed unanimously. City Secretary Josie Campa told Council if we do hire engineers to double check flood plain this fiscal year it would probably require a budget amendment.

Council took a short break at 8:06 p.m. and reconvened at 8:26 p.m.
CONSIDER PROVIDING UPDATE ON CITY MAPS WOULD LIKE TO KNOW WHEN WE WILL HAVE BOTH HARD COPY AND ELECTRONIC VERSIONS AVAILABLE—ALDERMAN RUBEN GONZALEZ
Alderman Gonzalez asked about an update on city maps. City Secretary Josie Campa told Council that we do have city maps and a digital is available, however, they are not as detailed as she would like them to be. She said she has asked Howard Surveying for more detail and for some corrections. Alderman Gonzalez said he would like to hear more about these maps in one month.

UPDATE ON BALL FIELD LIGHTING—ALDERMAN SAM CORTEZ
Alderman Sam Cortez told Council he had gotten more quotes on lights for the ball fields, and they are as high as they were from Museo Lighting. Alderman Cortez told Council he is hoping to get a grant for this project. Alderman Gonzalez said that this project needs to be on the list discussed earlier. City Secretary Josie Campa said that there have been presentations and quotes for lighting but Council has not voted on this project. Alderman Cortez told Council that this item has not been put up for a vote due to the cost. Alderman Gonzalez told Council he wants this to be an official project. Mayor Bowen told Council they will have to look at it some more and maybe consider a grant. No action was taken on this item.

CONSIDER AND ACT UPON PRESENTATION OF RACIAL PROFILING REPORT
Police Chief Richard Priest presented the “racial profiling” report for 2019, and said that since the law changed in 2018, all stops have to be reported. Alderman Stone made the motion that Council accept the Chief’s report once the numbers have been changed as per Chief’s disclosure. Seconded by Alderwoman Reyna. Passed unanimously.

ANIMAL CONTROL DIRECTOR’S REPORT
The Animal Control Director, Santiago Morantez gave his report with a power point presentation.

LIBRARY DIRECTOR’S REPORT
Cassandra Cortez, the Library Director gave a power point presentation for her monthly report.

CODE COMPLIANCE OFFICER’S REPORT
The Code Compliance Officer told Council that there are less people putting brush out too early and that only a few have put debris out early. He told Council he had talked to a customer about limbs out too early and that customer had gone off and brought a lot of things to the Code Compliance Officer’s attention.

Mr. Traeger told Council that Mr. Lopez-Medina had started his project before obtaining a permit and was charged double as per the code.
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PUBLIC WORKS DIRECTOR'S REPORT
James McGrath gave his Public Works Director’s report with a power point presentation and then talked to Council about the following:

BMA crossing at Lake Shore is washing out at the canal crossing, and the street needs to be fixed because of the erosion this is causing. Mr. McGrath told Council he might have to keep putting material in this area until the problem with the washing out is fixed.

Water Well#4 is producing a lot more water per minutes due to the acid job, and engineers will be getting numbers for costs to raise yield. If specs have to be changed this will change price for new pump as well as electrical.

Mr. McGrath told Alderwoman Reyna that all the signs she had requested to be changed out have been taken care of.

POLICE CHIEF’S REPORT
Richard Priest gave his Police Chief’s report with a power point presentation.

CITY SECRETARY’S REPORT
A power point presentation was given by the City Secretary as her monthly report.

MAYOR'S REPORT
Mayor Bowen told Council Saddle Ridge is moving forward, as is the project on the Gidley property.

The Mayor told Council that the city will be getting new stop lights at the intersection of FM 2790 East & IH 35 access road.

He also told Council the stop lights at the intersection of Main Street and Somerset Street are being completed along with crosswalks.

The Mayor told Council he had the opportunity to judge a Cub Scout cake decorating contest.

Mayor Bowen told Council he had the chance to work on a video of Lytle that was submitted for a contest.

The Mayor told Council he had talked to the school people and they had voiced concerns about the growth coming to Lytle.

The Mayor then thanked Council for their hard work and then adjourned the meeting at 10:10 p.m.