Minutes of Regular Meeting held April 26, 2021

Regular meeting with the following present: Mayor Ruben Gonzalez; Aldermen Jerry Stone, Guadalupe Castro, Sam Cortez, Laura Reyna, Charles Cate; City Secretary Josie Campa; Public Works’ Director James McGrath; Police Chief Richard Priest; Fire Marshal Matt Dear; Animal Control Director Santiago Morantez; Library Director Cassandra Cortez; City Attorney Tom Cate; Finance Director Edward Eichelberger.


CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Mayor Gonzalez opened the meeting at 6:33 p.m. and led everyone in the pledge to the flag.

Mayor Gonzalez had the City Secretary read a proclamation honoring the Lytle High School Band and the seniors in the band while he handed out the proclamations. Mayor Gonzalez presented Dr. Robin Fender, wife of Band Director Mark Fender with flowers for her support of the band and its director.

Mayor Gonzalez presented a corrected 10-year service plaque to Animal Control Director Santiago Morantez.

Commissioner Knowlton reported to Council that the Commissioners Court had voted to change election precincts, but Lytle will not be affected.

The Commissioner also told Council that the Atascosa County Judge had declared a State of Disaster due to problems arising from illegal immigration.

UPDATE ON TWIN LAKES ROAD CONDITIONS AND LITTER PROBLEM
Mayor Gonzalez asked the Public Works Director to explain to Council about the problems with Twin Lakes. Mr. McGrath told Council that the Public Works’ Department had put down material on the roads to help clear up some of the problem areas that people had complained about. He said the other complaint is about trash along the street. Mayor Gonzalez told Council that Waste Management will be helping the city with the trash problem. There was a discussion on how much of CR 6843 is actually in the city and the Mayor told Council we are trying to get this figured out before proceeding with trash issue. Mayor Gonzalez told Council they would need to get the Code Compliance Officer and the P.D. to work on this problem, too.
CONSIDER AND ACT UPON PROPOSAL FROM FRONTERA CONCEPTS FOR WIRELESS INTERNET FOR LYLTE COMMUNITY CENTER AND ANNEX
The City Secretary explained to Council that based on the quote from Frontera on the amount it would take to set up internet at the center and annex ($7,500.00) and the hardware cost ($1,664.63), the city could take money from four (4) budget line items (Center, Emergency Management, Annex and Court Technology). She said that since all of these would benefit from having internet each could help pay for this. Alderman Castro made the motion that Council accept Frontera’s proposal. Seconded by Alderman Cortez. Discussion on band width. Mayor Gonzalez told Council he thought that the 100/10 band width was what they had discussed. Vote: FOR motion: Aldermen Castro, Cortez, Reyna and Stone. AGAINST motion: Alderman Cate. Motion carried.

PRESENTATION ON SMART WATER METERS AND CONSIDER AND ACT UPON TYPE OF SMART METERS FOR CITY’S WATER DEPARTMENT
Public Works’ Director James McGrath introduced Daniel Trevino from Hydro Pro Solutions. Mr. Trevino gave Council information on the smart meters that he has talked to the committee about. Mr. Trevino showed Council the two meters the committee had agreed would be the best for Lytle. He said the first meter goes for $254.00 and the ultra sonic meter cost $259.00. He told Council of the difference between the two meters. Mr. Trevino told Council of the surrounding cities that use these meters and told them that the initial cost for one hundred fifty (150) meters, training and office setup will have a cost of $24,780.00, but if ordered by city from this presentation there will be a discount and the cost will be $13,248.00. After discussion, Alderman Stone made the motion that Council approve the ultrasonic smart meters for all new customers. Seconded by Alderman Castro. Discussion. Passed unanimously.

CONSIDER AND ACT UPON PROPOSAL FROM TRC FOR PLAT REVIEW OF SADDLE RIDGE PHASE 6
City Secretary Josie Campa told Council that TRC had submitted a proposal for plat review of Saddle Ridge’s phase 6. She said the amount quoted for this work is $6,096.00 and the developer will pay for this before the city signs off on the plat. Alderman Cortez made the motion that Council approve TRC’s proposal. Seconded by Alderman Cate. Passed unanimously.

CONSIDER AND ACT UPON HIRING OF PUBLIC WORKS’ EMPLOYEE(S)
Public Works’ Director recommended to Council that Grant Van Gundy be hired for the Public Works’ Department at $14.50 an hour and if he completes the six months probationary period satisfactorily he would be raised $1.50 an hour. Mr. McGrath told Council that Mr. Van Gundy has a “D” water license. Alderman Stone made the motion that Council hire Grant Van Gundy at $14.50 per hour. Seconded by Alderman Castro. Passed unanimously.
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CONSIDER AND ACT UPON PROPOSED COVID-19 LEAVE POLICY
Council discussed the proposed Covid leave policy and the red-lined policy. Alderwoman Reyna told Council the red-line version of the Covid policy is what the current federal policy. City Attorney Tom Cate told Council that a lot of cities in Texas have gotten away from this. After lengthy discussion. Alderwoman Reyna made the motion that Council approve the amended Covid leave policy and the city pay 100% on full-time and part-time employees instead of 2/3s of salary. Seconded by Alderman Stone. Discussion. City Attorney told Council he would clean up the policy as discussed. Passed unanimously.

Council took a short break at 8:15 p.m. and reconvened at 8:28 p.m.

DISCUSS AND TAKE ACTION ON SELECTING ENGINEERING FIRM TO ASSIST IN SUBMITTING DETAILED APPLICATION FOR TxDOT TA 2021 GRANT PROGRAM-ALDERMAN CHARLES CATE
Alderman Cate told Council he had gone out and looked for help for the estimates for the detailed TxDOT sidewalk applications. He said he had gotten the names of some engineers TxDOT uses from Kris Knoll, and had invited each company to give Council statements of qualifications. He presented copies of statements of qualifications from CEC, MRB Group and Kimley Horn. Amy Avery and Devin Simpson of Kimley Horn talked to Council about their company’s qualifications. Alderman Cate recommended to Council that they select Kimley Horn for this project. Alderman Stone made the motion that Council select Kimley Horn to assist with the detailed applications. Seconded by Alderman Castro. Vote-FOR motion-Alderman Stone, Castro, Cate and Cortez. Alderwoman Reyna abstained. Motion carried.

DISCUSS AND CONSIDER ESTABLISHING SUCCESSION PLAN FOR KEY PERSONNEL INCLUDING BUT NOT LIMITED TO DEPARTMENT HEADS-ALDERMAN CHARLES CATE
Alderman Cate expressed his concern once again to Council that the city does not have a succession plan in place for department heads. He said with the city growing Council really needs to look at this. After lengthy discussion, Alderwoman Reyna made the motion to table this item for next meeting due to upcoming election. Motion died for lack of a second. Alderman Cate made the motion that Council have Alderman Stone, the Mayor and himself serve on the committee to look into a succession plan. After more discussion, Alderman Cate amended his motion to: “Council allow Aldermen Stone & Cate to serve on this committee and come back to Council with their report. Seconded by Alderman Stone. Discussion. Vote-FOR motion-Aldermen Cate, Stone and Cortez. AGAINST motion-Aldermen Castro and Reyna. Motion carried.
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**DISCUSS AND CONSIDER REQUIRING MONTHLY/QUARTERLY REPORTS FROM COUNCIL LIAISONS CONCERNING THEIR RESPECTIVE DEPARTMENT-ALDERMAN CHARLES CATE**

Alderman Cate made the motion that this item be tabled to the May 10th meeting. Seconded by Alderman Cortez. Vote: FOR motion-Aldermen Cate, Cortez, Castro and Stone. Alderwoman Reyna was opposed. Motion carried.

**REVIEW OF 2020-2021 FY BUDGET**

Finance Director told Council to look at the report he had given them. City Secretary Josie Campa told Council the Finance Director was fairly new and she had drawn up some comparisons between last year’s and this year’s budget. She said that the General Fund revenues are doing better than she thought they would be, especially the fines and that she feels the money will be available to proceed with capital projects. Finance Director Edward Eichelberger told Council he feels that revenues are doing good. No action was taken.

**CONSIDER AND ACT UPON PROPOSED AMENDMENTS TO 2020-2021 FY BUDGET**

City Secretary Josie Campa read the proposed amendments to the 2020-2021 budget.

### GENERAL FUND

**Revenue**

<table>
<thead>
<tr>
<th>Item</th>
<th>Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discounts</td>
<td>+ $1,000.00</td>
</tr>
<tr>
<td>City Sales Tax</td>
<td>+ $70,000.00</td>
</tr>
<tr>
<td>Garbage Collection Fee</td>
<td>+ $40,000.00</td>
</tr>
<tr>
<td>3% Card Collection Fee</td>
<td>+ $18,000.00</td>
</tr>
<tr>
<td>Available from Prior Years</td>
<td>+ $32,516.00</td>
</tr>
<tr>
<td>CRF Funding</td>
<td>+ $130,064.00</td>
</tr>
</tbody>
</table>

**Total Added Revenues for General Fund** + $291,580.00

### GENERAL FUND

**Disbursements**

**General Operating**

<table>
<thead>
<tr>
<th>Item</th>
<th>Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Fees</td>
<td>+ $10,000.00</td>
</tr>
<tr>
<td>Audit</td>
<td>+ $10,000.00</td>
</tr>
<tr>
<td>Attorney &amp; Legal Fees</td>
<td>+ $55,000.00</td>
</tr>
<tr>
<td>Legal Notices &amp; Publishing</td>
<td>+ $7,000.00</td>
</tr>
<tr>
<td>Elavon Credit Card Fees</td>
<td>+ $18,000.00</td>
</tr>
<tr>
<td>Transfer To Water For Well</td>
<td>+ $76,580.00</td>
</tr>
<tr>
<td>Small Businesses</td>
<td>+ $20,000.00</td>
</tr>
<tr>
<td>Utility Bills</td>
<td>+ $10,000.00</td>
</tr>
</tbody>
</table>

**Total Added Expenditures** + $206,580.00
CONSIDER AND ACT UPON PROPOSED AMENDMENTS TO 2020-2021 FY BUDGET (CONT.)

**Public Safety**
- Volunteer Fire Dept.  
  -  
  + $35,000.00
- Misc Equipment  
  -  
  + $41,000.00
- Municipal Court Fees  
  -  
  - $20,000.00

**Total Added Expenditures**  
-  
+ $56,000.00

**Public Works**
- Consulting Engineer  
  -  
  + $5,000.00
- Garbage Collection  
  -  
  + $24,000.00

**Total Added Expenditures**  
-  
+ $29,000.00

**Total Added Revenues**  
-  
+ $291,580.00

**Total Added Expenditures**  
-  
+ $291,580.00

**WATER FUND**

**Revenue**
- CRF Funds  
  -  
  + $76,580.00

**Total Added Revenues for Water Fund**  
-  
+ $76,580.00

**WATER FUND**

**Expenditures**
- Consulting Engineer  
  -  
  + $70,000.00
- Office Supplies  
  -  
  + $300.00

**Total Added Expenditures**  
-  
+ $70,300.00

**Total Added Revenues**  
-  
+ $76,580.00

**Total Added Expenditures**  
-  
+ $70,300.00
CONSIDER AND ACT UPON PROPOSED AMENDMENTS TO 2020-2021 FY BUDGET (CONT.)

SEWER FUND
Revenue
Sewer Fees - + $ 3,000.00
Total Added Revenues for Sewer Fund - + $ 3,000.00

SEWER FUND
Expenditures
Overtime Pay - + $ 3,000.00
Equipment Repairs - + $ 15,000.00
Transfer To Reserve - - $ 15,000.00
Total Added Expenditures - + $ 3,000.00
Total Added Revenues - + $ 3,000.00
Total Added Expenditures - + $ 3,000.00

Alderman Cortez made the motion that Council approve these proposed amendments. Seconded by Alderman Stone. Passed unanimously.

CONSIDER AND ACT UPON PHASE 1 OF ADAMS STREET DRAINAGE PROJECT
Alderman Cate made the motion that the city proceed with the drainage project and get estimates. Seconded by Alderman Stone. Vote: FOR motion-Aldermen Reyna, Stone, Cate and Cortez. AGAINST motion-Alderman Castro. Motion carried.

CONSIDER AND ACT UPON REPAIRS TO BE MADE ON N. SOMERSET STREET BOLLARDS
Alderman Cate made the motion that the city make the necessary repairs to the bollards on Somerset Street. Seconded by Alderman Cortez. Discussion. Vote: FOR motion-Alderman Cate; AGAINST motion-Aldermen Cortez, Castro, Reyna and Stone. Motion failed. After more discussion, Alderwoman Reyna made the motion that this item be tabled and that options and estimates be brought to Council. Seconded by Alderman Castro. Passed unanimously.

DISCUSS AND CONSIDER TAKING ACTION ON FUNDING FOR STREET PROJECTS—ALDERMAN CHARLES CATE
Alderman Cate made the motion that Council move forward with the Street Capital Improvements budgeted ($100,000.00). Seconded by Alderman Castro. Passed unanimously.
UPDATE ON WATER WELL #4
Public Works’ Director James McGrath reviewed the letter from the engineer saying that the production test on Well #4 show that it will produce 1,400 gallons per minute.

UPDATE ON WATER WELL #2
The Public Works’ Director showed Council the TCEQ report that shows the city is in violation since our current well cannot produce what is required for the amount of city water customers and that we are hoping to get a waiver from TCEQ since they know we are trying to get the new well on-line.

UPDATE ON COAL MINE EXIT (EXECUTIVE SESSION UNDER TEXAS GOVERNMENT CODE 551.072)
Mayor Gonzalez announced at 10:17 p.m. that Council would go into closed session as allowed by Chapter 551.072 of the Government Code. The meeting was reopened at 10:30 p.m. and the Mayor announced that no action had been taken by Council in the closed session. Alderman Castro made the motion that Council authorize the Mayor to consult with the City Engineer and the City Attorney in charting out the most feasible route out of the Coal Mine Subdivision adjoining Juarez Street. Seconded by Alderman Stone. Vote: FOR motion Alderman Castro, Stone, Cate and Cortez. Alderwoman was not present to vote on motion. Motion carried.

UPDATE ON TxDOT MEETING
Mayor Gonzalez gave Council an update on the meeting held with TxDOT representatives.

CONSIDER AND ACT UPON GUIDELINES FOR CRF FUNDS TO BE APPLIED TO OUTSTANDING UTILITY BILLS
Alderman Stone made the motion that Council adopt the guidelines for CRF funds being applied to outstanding utility bills and the cap be set at $1,000.00 for each customer. Seconded by Alderman Castro. Passed unanimously.

Alderman Castro made the motion that the deadline for these applications be set at June 30th. Seconded by Alderman Cate. Passed unanimously.

Alderman Castro made the motion that Council allow the City Secretary and Finance Director to determine the number of business days to pay the applicants’ applications after reviewing and approving the applications. Seconded by Alderman Cortez. Passed unanimously.

Mayor Gonzalez thanked the City Secretary Josie Campa, Assistant City Secretary Virginia Medina and the Public Works Department for the promptness in turning customers on after services were cutoff.

The Mayor thanked the Public Works employees, Assistant City Secretary Virginia Medina and the P.D. for all their work at the auction.
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The Mayor told Council that the City Hall and Library will have their auction on May 15th.

The Mayor told Council there would be a memorial held for Glen Noel at the Veterans’ Park at 10:00 a.m. on Saturday, May 1st.

Alderman Cate made the motion that the meeting be adjourned. Seconded by Alderman Castro. Passed unanimously.

Meeting adjourned at 10:53 p.m.