Minutes of Regular Meeting held May 10, 2021

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


CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Mayor Gonzalez opened the meeting at 6:32 p.m. and led everyone in the pledge to the flag.

VISITORS/CITIZENS’ COMMENTS
Troy Whitney told Council the city is very fortunate to have Josie Campa, James McGrath, Richey Priest and Tom Cate working for it as they are a big benefit to the city.

CONSIDER APPROVAL OF MINUTES
Mayor Gonzalez asked that the minutes of April 12th be amended as follows: Page 3, “Overdue” bills be changed to “customer utility” bills and on page 4 add “also due to an oversight of an e-mail”. The City Secretary told Council that the April 26th minutes should read “regular” meeting not “special” meeting. Alderman Cortez made the motion that Council approve the April 12th and April 26th minutes as amended. Seconded by Alderman Castro. Passed unanimously.

CONSIDER APPROVAL OF CITY ATTORNEY’S MONTHLY BILL
Alderman Stone made the motion that Mr. Cate’s bill be approved. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER APPROVAL OF PAYMENT OF BILLS
Alderman Stone made the motion that Council approve the bills, as presented. Seconded by Alderwoman Reyna. Passed unanimously.

CANVASS ELECTION RETURNS
City Secretary Josie Campa explained to Council what had happened and Mayor Gonzalez read a letter from Joseph Morrow declining the Alderman position. After review of election returns, Alderman Cortez made the motion that Council approve the canvass of the May 1st election. Seconded by Alderwoman Reyna. Passed unanimously.

Mayor Gonzalez presented a plaque to Alderwoman Laura Reyna for her service to the City over the past two years.
Minutes of Regular Meeting held May 10, 2021-page 2

ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS AND PRESENT CERTIFICATES OF ELECTION
City Attorney Tom Cate administered the Oath of Office to Sam Cortez and David Emery. Mayor Gonzalez presented Certificates of Election to both duly-elected Aldermen.

CONSIDER AND ACT UPON APPOINTMENT OF MAYOR PRO-TEM
Alderman Stone made the motion that Council appoint Sam Cortez as Mayor Pro-tem. Seconded by Alderman Castro. Passed unanimously.

CONSIDER AND ACT UPON REQUEST FOR PROPERTY TAX ASSISTANCE TO DEVELOP A CLASS A APARTMENT COMMUNITY-COLLIN STOUTAMIRE
Collin Stoutamire gave a power point presentation to Council on a project he is currently working on to get luxury apartments in Lytle. He told Council he is asking for a property tax abatement for ten (10) years for this project. Don Levit told Council he has talked to Mayor Gonzalez about Lytle’s needs and told them about his experience with this type of project. Josh Consemi told Council about the HUD program that will help fund this project. Alderman Stone made the motion that Council look into this matter further before committing to this type of project. Seconded by Alderman Castro. Passed unanimously.

CONSIDER AND ACT UPON REQUEST FROM TROY WHITNEY FOR VARIANCE ON SIDE YARD REQUIREMENTS
Troy Whitney requested a variance on the set back requirements for his back yard so he can build a carport and also preserve an oak tree. Alderman Stone made the motion that Council grant this variance to Mr. Whitney. Seconded by Alderman Cortez. Passed unanimously.

DISCUSSION ON LAKE SHORE DRAINAGE PROBLEMS-ALDERMAN SAM CORTEZ
Alderman Cortez told Council he had received calls after the rains on May 1st from people in Lake Shore about drainage problems. He told Council he drove around and saw sink holes and water over the roads. City Attorney Tom Cate told Council this has been an on going problem at Lake Shore and that back in 2011, Council had planned on having a hydrology study done and none of the property owners in Lake Shore would agree to having this done. Mr. Cate gave Council copies of the letter from 2011. Mr. Cate told Council that if Council is going to do something about the drainage, an engineer will have to be brought into this. After a lengthy discussion Council agreed this item should be on a future agenda. Mayor Gonzalez told Council he would like to address this matter in the next budget. No action was taken.

CODE COMPLIANCE OFFICER’S REPORT
Code Compliance Officer Scott Traeger gave Council his report for the past month. He reported on the following:
1- 12 notices sent out to people putting brush out to early;
2- 15 notices sent out to people about Stages 1 & 2 water restrictions;
3- no longer in Stage 1 since May 7th;
Minutes of Regular Meeting held May 10, 2021-page 3

CODE COMPLIANCE OFFICER’S REPORT (CONT.)
4- 3 notices were sent out for bulky waste problems;
5- checked on reports of trees being cut down on Pine, Bank, Oak and Cortez Streets;
6- non-residents are not taking care of mowing properties;
7- working on complaint of strong odor of animal waste and is working with property owner to get rid of the animals;
8- working on a complaint about work being done on building on Main Street without permit;
9- Waste Management did not pick up construction debris on Newton Drive, so he took care of this; and
10- is working with people on Newton Drive that had a tree come down during storm.

Council took a short break at 8:28 p.m. and reconvened at 8:39 p.m.

CONSIDER AND ACT UPON INCREASING WATER TAPPING FEES TO INCLUDE THE PRICE OF SMART METERS
City Secretary Josie Campa recommended that the water tapping fee be increased to $1,000.00 to make up for the cost of the new smart meters. Alderman Stone made the motion that Council increase the water tapping fee to $1,000.00. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON ADOPTION OF A RESOLUTION FINDING THAT AEP TEXAS INC.’S APPLICATION TO AMEND ITS DISTRIBUTION COST RECOVERY FACTORS TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH THE CITIES SERVED BY AEP TEXAS; AUTHORIZING HIRING OF LEGAL COUNSEL; FINDING THAT THE CITY’S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL
Alderman Cortez made the motion that Council adopt the resolution denying AEP’s request for increasing distribution rates. Seconded by Alderman Castro. Passed unanimously.

CONSIDER AND ACT UPON AACOG MUTUAL AID AGREEMENT
City Attorney Tom Cate told Council that the mutual aid agreement with AACOG was signed in 2015 and that he reviewed it and it renews automatically every year. He recommended a letter be sent to AACOG with an update of City contacts. No action was needed.

CONSIDER AND ACT UPON REPLACEMENT FOR MEMBER OF BEAUTIFICATION COMMITTEE
Alderman Emery made the motion that this item be tabled. Seconded by Alderman Castro. Passed unanimously.
CONSIDER AND ACT UPON REPLACEMENT FOR MEMBER OF ZONING COMMISSION
Alderman Cortez made the motion that this item be tabled for next meeting. Seconded by Alderman Castro. Passed unanimously.

CONSIDER AND ACT UPON APPROVAL OF PROPOSAL FROM HYDRO PRO FOR SMART WATER METERS, INITIAL SET-UP AND TRAINING
Council reviewed proposal, City Attorney Tom Cate told Council that since the price for this proposal is over $50,000.00, the city will have to go out for bids. After discussion Alderman Castro made the motion that Council table this item. Seconded by Alderman Emery. Passed unanimously.

CONSIDER AND ACT UPON GUIDELINES FOR CRF FUNDS TO BE DISTRIBUTED TO SMALL BUSINESSES
Alderman Cortez made the motion that Council appoint Alderman Emery to work with committee on setting up guidelines for small businesses asking for CRF funds. Seconded by Alderman Stone. Passed unanimously.

DISCUSS AND TAKE ACTION ON PROPOSAL FOR ENGINEERING SERVICES FROM KIMLEY-HORN TO ASSIST THE CITY OF LYTLE IN SUBMITTING DETAILED APPLICATION FOR TxDOT’S TA 2021 SIDEWALK GRANT PROGRAM-ALDERMAN CHARLES CATE
After discussion, Alderman Cortez made the motion that Council approve the proposal from Kimley-Horn for $22,900.00 and the budget be amended accordingly; and Mayor be authorized to sign agreement. Seconded by Alderman Emery. Passed unanimously.

CONSIDER AND ACT UPON DATE FOR FIRST BUDGET WORKSHOP
Mayor Gonzalez recommended to Council that the first budget workshop be called for Wednesday, May 26th. Alderman Emery made the motion that Council set a budget workshop on Wednesday, May 26th at 6:30 p.m. Seconded by Alderman Stone. Passed unanimously.

DISCUSS AND CONSIDER REQUIRING MONTHLY/QUARTERLY REPORTS FROM COUNCIL LIAISONS-ALDERMAN CHARLES CATE
Alderman Stone made the motion that Council liaison give reports on a quarterly reports. Seconded by Alderman Castro. Passed unanimously.

CONSIDER AND ACT UPON POLICY FOR VOLUNTEERS DRIVING CITY VEHICLES-ALDERMAN CHARLES CATE
Mayor gave a background on this item. After discussion Alderman Cortez made the motion that Council have a policy drawn up for volunteers driving city vehicles. Seconded by Alderman Castro. Passed unanimously.
CONSIDER AND ACT UPON REQUEST FROM FINANCE DIRECTOR FOR KEY TO CITY HALL BEFORE COMPLETING PROBATION
After lengthy discussion, Alderman Stone made the motion that Council wait until the Finance Director completes probation to give him keys to City Hall. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON AMENDMENT TO CURRENT EMERGENCY DECLARATION
Mayor Gonzalez told Council that Dr. Neel was asked questions about renting city venues after June 1st, and he said to go ahead and open up, and to encourage people to wear masks. He said that face masks should be encouraged when indoors, but if outdoors, they not be required. After review of all items in Exhibit A, Alderman Emery made the motion that Council allow the City Attorney to work on Exhibit A for the next meeting. Seconded by Alderman Castro. Passed unanimously.

Alderman Cortez made the motion that Council table the next five (5) items. Seconded by Alderman Castro. Passed unanimously.

INFORMATIONAL ITEMS
Mayor Gonzalez gave Council information on the following items:

1. Chief sent out alert to ask people to sign up for emergency alerts;
2. Chief and Matt Dear working with Ronnie Brown to get sirens fixed;
3. auction will be held Saturday May 15th at center parking lot;
4. Nursing Home will be having a drive-by parade and he will issue a proclamation on that same day;
5. congratulated newly-elected Council members;
6. thanked Alderman Castro for service; and
7. thanked City Attorney for help with problem.

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

Meeting adjourned at 10:15 p.m.