Minutes of Regular Meeting held May 24, 2021

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


CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Mayor Gonzalez opened the meeting at 6:31 p.m. and led everyone in the pledge.

VISITORS'/CITIZENS' COMMENTS
City Secretary Josie Campa presented Virginia Medina with a plaque for twenty (20) years of service to the City. Mayor Gonzalez thanked Virginia for her work and told Council she goes above and beyond.

Betty Kroeger told everyone that Bella’s Pantry is Saturday and help is needed.

Jerry Stone asked about street lights and Alderman Cate told Council that he would be going around town to check areas needing lighting and asked Council members for a list of lights needed in their districts.

Alderman Guadalupe Castro told Council that he will be stepping down as District 1 Councilman due to medical issues. He said he would have to miss meetings and he feels he needs to step back.

Mayor Gonzalez presented Alderman Castro with a plaque for his service to the Council and the city, and thanked him for his time and efforts.

CONSIDER AND ACT UPON REPLACEMENT FOR MEMBER OF BEAUTIFICATION COMMITTEE
Alderman Emery made the motion that Council appoint Christopher Bowen to serve the year left on Kevin Englehart’s term on the Beautification Committee. Seconded by Alderman Cate. Passed unanimously.

CONSIDER AND ACT UPON REPLACEMENT FOR MEMBER OF ZONING COMMISSION
Alderman Stone made the motion that Council appoint Albert Medina to fill the spot vacated by David Emery on the Zoning Commission. Seconded by Alderman Cortez. Passed unanimously.
CONSIDER AND ACT UPON APPROVAL OF PROPOSAL FROM HYDRO FOR SMART METERS, INITIAL SET-UP AND TRAINING
After review, Alderman Stone made the motion that Council accept the proposal from Hydro Pro for $49,884.00 for 141 smart meters, read unit, set-up and training. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON AMENDMENTS TO CURRENT EMERGENCY DECLARATION’S EXHIBIT A
Alderman Emery made the motion that the Emergency Disaster Declaration be extended thirty (30) days to July 1st. Seconded by Alderman Cortez. Passed unanimously.

Alderman Cortez made the motion that Council adopt the new declaration with the changes made to include today’s date (May 24th) and the number of cases reported and fatalities in Texas. Seconded by Alderman Stone. Passed unanimously.

CONSIDER AND ACT UPON POLICY FOR VOLUNTEERS DRIVING CITY VEHICLES—ALDERMAN CHARLES CATE
Alderman Cate made the motion that this item be tabled until the personnel policy is revised to incorporate volunteers into this policy. Seconded by Alderman Stone. Discussion. Passed unanimously.

CONSIDER AND ACT UPON COST ESTIMATE FOR REPLACING BOLLARDS ON N. SOMERSET STREET WITH GUARDRAIL(S)
Alderman Stone made the motion that this item be tabled until an estimate is obtained. Seconded by Alderman Emery. Passed unanimously.

CONSIDER AND ACT UPON THE STREETS FOR THE CAPITAL STREET IMPROVEMENT PROJECT
Alderman Cate told Council that he has had input from some Council members and said he could have the list of streets ready for the next Council meeting. Alderman Cate made the motion that this item be tabled for the next meeting. Seconded by Alderman Cortez. Passed unanimously.

Council took a break at 7:48 p.m. and reopened the meeting at 8:04 p.m.

REVIEW OF ALL CITY BANK ACCOUNTS (REGULAR AND CD FUNDS)
Council reviewed the lists of bank accounts provided by the Finance Director and City Secretary. No action was taken.

REVIEW ON FUNDING FOR COMPLETION OF WATER WELL #4 PROJECT
Council discussed the bank accounts that were earmarked for helping pay for the next phase of the water well, and determined that with the CRF funds of $76,580.00 there is a total of about $535,430.00 available for paying for this project. No action was taken.
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**UPDATE ON TWIN LAKES ROADS AND TRASH PROBLEM**
Alderman Cortez told Council that he feels the trash along CR 6843 in Twin Lakes needs to be cleaned up, but this trash is coming from out of the city. After discussion, no action was taken on this item.

**CONSIDER AND ACT UPON WHAT TO DO WITH LEFTOVER ITEMS FROM AUCTION**
Alderman Cortez made the motion that the Council have the City Secretary get someone to look at the leftover items and give a price for it. Seconded by Alderman Emery. Passed unanimously.

**UPDATE ON COVID LEAVE POLICY**
City Attorney Tom Cate gave Council a copy of the revised COVID-19 Leave policy they had voted to approve at the April 26th meeting with amendments. No action was needed.

**CONSIDER AND ACT UPON WHETHER TO HAVE QUARTERLY DISTRICT REPORTS FROM COUNCIL MEMBERS IN CONJUNCTION WITH LIAISON REPORTS**
Mayor asked Council members to consider whether they wanted to add a district report to the liaison report they had approved at the last meeting. After discussion, Alderman Cate made the motion that this item be tabled until liaisons are determined. Seconded by Alderman Stone. Passed unanimously.

**UPDATE ON SANITARY EASEMENT FOR WELL #4**
City Attorney Tom Cate gave Council an update on the sanitary easement for Well #4. He told them he is hoping to have this done before the well goes on-line. No action was taken.

**CONSIDER AND ACT UPON ADVERTISING FOR BIDS ON BRUSH PICK-UP SERVICE**
Alderman Stone made the motion that Council have the Secretary advertise for bids on brush pick-up service sooner than year’s past. Seconded by Alderman Cate. Passed unanimously.

**CONSIDER AND ACT UPON WASTE MANAGEMENT RATE INCREASE**
Alderman Stone made the motion that Council pass on the 3.8% rate increase that Waste Management has made to the city’s garbage rates effective July 1st invoicing. Seconded by Alderman Emery. Passed unanimously.

**CONSIDER AND ACT UPON REQUEST FROM SAN ANTONIO FOOD BANK TO USE COMMUNITY CENTER PARKING LOT FOR A FOOD DISTRIBUTION POP-UP ON JUNE 25th**
After discussion, Alderman Cate made the motion that Council grant the request from the San Antonio Food Bank to use the Community Center parking lot for a food give-a-way pop-up on June 25th. Seconded by Alderman Cortez. Passed unanimously.
CONSIDER AND ACT UPON REVIEWING AND FINALIZING
EMPLOYEES/DEPARTMENT HEADS EVALUATION FORM AND CONDUCTING
EMPLOYEE EVALUATIONS AND ANY OTHER RECOMMENDATIONS FROM THE
EMPLOYEE EVALUATIONS COMMITTEE FORMED IN 2019
Alderman Stone made the motion that evaluations for department heads be done on a calendar
year basis. Seconded by Alderman Cortez. Passed unanimously.

Alderman Emery made the motion that these evaluations be done at a special meeting. Seconded
by Alderman Cortez. Passed unanimously.

DISCUSS AND CONSIDER TAKING ACTION ON PROJECT SPONSOR
RESOLUTION IN SUPPORT OF TXDot’s 2021 TRANSPORTATION ALTERNATIVES
SET-ASIDE (TA) CALL FOR PROJECT-ALDERMAN CHARLES CATE
Alderman Cortez made the motion that Council adopt the resolution in support of TXDot’s 2021
Transportation Alternatives Set-Aside (TA) call for project. Seconded by Alderman Emery.
Passed unanimously.

DISCUSS FORMATTING OF CITY SECRETARY’S MINUTES OF MEETINGS, THEN
CONSIDER TAKING ACTION ON ESTABLISHING STANDARD FORMATTING OF
MINUTES TO INCLUDE ONLY AGENDA ITEM AND ACTION TAKEN-ALDERMAN
CHARLES CATE
Alderman Cate told Council that they had addressed this item before and since he is wanting time
to be managed better he feels the City Secretary just needs to list the topic and motion in the
minutes. No action was taken on this item.

DISCUSS AND TAKE ACTION ON SETTING DEADLINE FOR SUBMITTING
AGENDA ITEMS TO APPEAR BEFORE THE COUNCIL FOR REGULARLY
SCHEDULED MEETINGS OF THE CITY COUNCIL OF LYTLE-ALDERMAN
CHARLES CATE
Alderman Cate made the motion that the deadline for agenda items be set at 10 a.m. on the
Friday the agenda will be posted. Seconded by Alderman Emery. Passed unanimously.

DISCUSS AND CONSIDER TAKING ACTION FOR THE HIRING OF A SECRETARY
FOR THE MAYOR OF LYTLE-ALDERMAN CHARLES CATE
Alderman Cate made the motion to hire a secretary for the Mayor. Motion died for lack of a
second.

Alderman Emery made the motion that this item be tabled to allow for the City Hall work load to
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DISCUSS AND CONSIDER TAKING ACTION ON THE CREATION OF A RUBBER STAMP/ELECTRONIC SIGNATURE FOR THE MAYOR OF LYTLE-ALDERMAN CHARLES CATE
Alderman Cate made the motion that Council require the Mayor of Lytle to have an electronic signature of facsimile rubber stamp signature to be kept by the City Secretary to be used in cases where the mayor is absent or otherwise unavailable for his or her authorized signature. Included in this motion, is the directive that neither the electronic signature, nor the rubber stamp, shall be used in the event the mayor has exercised his/her power to veto a city ordinance by his/her refusing to sign said ordinance. Seconded by Alderman Cortez. Discussion. VOTE: FOR motion-Aldermen Cate, Cortez and Emery; AGAINST motion-Alderman Stone. Motion carried.

UPDATE ON SUCCESSION PLAN-ALDERMAN CHARLES CATE
Alderman Emery made the motion that Council have the Department Head reports given at the second meeting of the month. Seconded by Alderman Stone. Passed unanimously.

Alderman Cate made the motion that the meeting be adjourned at 10:05 p.m. Seconded by Alderman Cortez. Passed unanimously.

INFORMATIONAL ITEMS
Mayor Gonzalez gave Council the following information:

1 - sirens will be going off due to testing;
2 - Budget workshop will be held Wednesday, May 26th;
3 - last week of school;
4 - Memorial Day - VFW will be setting out flags at cemeteries;
5 - James McGrath and Matt Dear have birthdays coming up.

Meeting adjourned at 10:06 p.m.