Minutes of Regular Meeting held March 28, 2022

Regular meeting held with the following present: Mayor Ruben Gonzalez; Aldermen David Emery, Jerry Stone, Sam Cortez, Charles Cate; City Secretary Josie Campa; Finance Director LaNet Hester; Police Chief Richard Priest; Public Works Director James McGrath; Animal Control Director Santiago Morantez; Library Director Cassandra Cortez; Code Compliance Officer Scott Traeger; City Attorney Tom Cate; Assistant City Secretary Paola Rios; Fire Marshal Matt Dear.


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

PUBLIC HEARING
Mayor Gonzalez opened the public hearing at 6:34 p.m. and read the notice for the public hearing saying it was for the rezoning for Lytle Farms. Since no one was present for this hearing, the meeting was closed at 6:34 p.m.

CONSIDER AND ACT UPON AN ORDINANCE AUTHORIZING THE ISSUANCE OF THE CITY’S GENERAL OBLIGATION REFUNDING BONDS, SERIES 2022; LEVYING AN ANNUAL AD VALOREM TAX, WITHIN THE LIMITATIONS PRESCRIBED BY LAW, FOR THE PAYMENT OF THE BONDS; AND RESOLVING OTHER MATTERS INCIDENTAL AND RELATED THERETO
Alderman Cate made the motion that Council accept the bid from Amegy Bank and adopt an ordinance authorizing the issuance of the city’s general obligation refunding bonds, series 2022; levy an ad valorem tax within the limitations prescribed by law, for the payment of the bonds; and resolve other matters incident and related thereto. Seconded by Alderman Stone. Passed unanimously.

CONSIDER AND ACT UPON THE RECOMMENDATION OF THE ZONING COMMISSION ON THE RE-ZONING OF LYTLE FARMS PROPERTY
Alderman Emery made the motion that Council approve the recommendation from the Zoning Commission to approve the re-zoning of 40.4 acre tract out of Lytle Farms from R-1 to B-2. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON REQUEST FOR PROPOSALS TO DEVELOP A TRAFFIC IMPACT ANALYSIS ORDINANCE
Alderman Emery made the motion that Council go out for requests for proposals to develop a traffic impact analysis ordinance. Seconded by Alderman Cortez. Passed unanimously.
CONSIDER AND ACT UPON ADVERTISING FOR REQUEST FOR QUALIFIED ENGINEERING FIRMS TO PERFORM A REVIEW AND DIAGNOSTIC OF THE CODE OF ORDINANCES AND POLICIES-ALDERMAN CATE
Alderman Cate made the motion that the city advertise for RFQs from engineering firms to perform a review and diagnostic of the Code of Ordinances and Policies. Seconded by Alderman Stone. Passed unanimously.

CONSIDER AND ACT UPON REQUEST FOR VARIANCE FOR HEIGHT OF GAS STATION SIGN OFF OF THE IH 35 AND FM 3175-VICTORY SIGNS
Alderman Cate made the motion that Council table this item and ask for an artist rendering. Seconded by Alderman Stone. Passed unanimously.

CONSIDER AND ACT UPON CONTRACT FOR EMERGENCY MANAGEMENT PLAN WITH CUMORAH ELDREDGE
Alderman Emery made the motion to accept the contract with Cumorah Eldredge with the City Attorney’s changes. Seconded by Alderman Stone. After more discussion, the motion was amended to read that Council accept the contract with Cumorah Eldredge with the changes proposed by the City Attorney and for additional changes such as payment statute and other items that were left out. Seconded by Alderman Stone. VOTE: FOR motion-Aldermen Emery, Stone and Cortez, AGAINST motion-Alderman Cate. Motion carried.

CONSIDER AND ACT UPON REQUEST FROM THE ZAVALAS FOR AN EXTENSION ON BUILDING PERMIT DUE TO COVID
Alderman Stone made the motion that Council approve a six month extension to the Zavalas on their building permit. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON REQUEST FROM ST. ANDREW’S CATHOLIC CHURCH ON BUILDING PERMIT-MARIO ANDRADE
Alderman Cate made the motion that Council grant the St. Andrews’ Catholic Church an extension of eighteen (18) months on their building permit. Seconded by Alderman Stone. Passed unanimously.

CONSIDER AND ACT UPON APPROVING FINAL PLAT FOR BELLA VISTA
Alderman Cortez made the motion that Council approve the final plat for Bella Vista Subdivision. Seconded by Alderman Cate. Passed unanimously.

CONSIDER AND ACT UPON REQUEST FROM PAPE-DAWSON ENGINEERS CONCERNING PROPOSED OFFSITE DRAINAGE EASEMENT TO THE SOUTH OF SADDLE RIDGE ESTATES
Alderman Stone made the motion that Council have proceedings started for the granting of a drainage easement requested by the engineers working on Saddle Ridge contingent upon further items being looked into for this easement. Seconded by Alderman Cate. Passed unanimously.
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CONSIDER AND ACT UPON APPROVAL OF STREET NAMES FOR SADDLE RIDGE ESTATES UNIT 1
Alderman Emery made the motion to table this item for the April 11th meeting. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON TRC PROPOSAL FOR SADDLE RIDGE PHASE 2 & 5
Alderman Cate made the motion that Council accept TRC’s proposal for reviewing plat’s for Saddle Ridge phase 2 & 5, not to exceed $15,245.00. Seconded by Alderman Emery. Passed unanimously.

Council took a short break at 7:58 p.m. and reconvened at 8:09 p.m. without Alderman Stone who had another engagement.

CONSIDER AND ACT UPON ELECTION CONTRACT WITH BEXAR COUNTY FOR MAY 7TH ELECTION
Alderman Cortez made the motion that Council enter into a contract with Bexar County as long as it does not exceed $2,000.00. Seconded by Alderman Emery. Passed unanimously.

CONSIDER AND ACT UPON EMPLOYMENT STATUS OF CHRIS ALCALA
Alderman Cortez made the motion that Council hire Chris Alcala as a regular employee with an increase of $1.00 per hour to his salary as per the Public Works’ Director’s recommendation. Seconded by Alderman Cate. Passed unanimously.

CONSIDER AND ACT UPON EMPLOYMENT STATUS OF RESERVE POLICE OFFICER LUIS DIAZ
Alderman Cortez made the motion that Council hire Luis Diaz as per Chief’s recommendation of $19.00 per hour effective April 21st with a 6-month probationary period. Seconded by Alderman Cate. Passed unanimously.

CONSIDER AND ACT UPON AUTHORIZING CITY ATTORNEY TO DRAW UP RESOLUTION FOR RE-CONFIGURING INTERSECTION OF FM 2790 N., N. PRAIRIE AND LAKE STREET
Alderman Emery made the motion that Council authorize the City Attorney to start work on a resolution to TxDOT for the re-configuration of the intersection of N. Prairie, Lake and FM 2790. Seconded by Alderman Cortez. VOTE: FOR motion-Aldermen Emery and Cortez. Alderman Cate abstained. Motion carried.

DISCUSS AND CONSIDER FORMING A COMMITTEE TO CREATE A STAND-ALONE CITY SOCIAL MEDIA POLICY-ALDERMAN EMERY
Alderman Emery made the motion that Council form a committee to include City Hall and Police Department heads like for the employee handbook for writing up a social media policy. Seconded by Alderman Cortez. Passed unanimously.
CONSIDER AUTHORIZING CITY ATTORNEY TO START NEGOTIATIONS ON 
RENEWAL OF CPS GAS O & M CONTRACT  
Alderman Emery made the motion that Council authorize the City Attorney to start negotiations 
on the renewal of the CPS O & M contract. Seconded by Alderman Cortez. VOTE: FOR motion-Aldermen Emery and Cortez; Alderman Cate abstained. Motion carried.

CONSIDER AND ACT UPON USE OF SCHOOL CROSSING GUARD FEES PAID BY 
BEXAR COUNTY  
Alderman Cate made the motion that this item be tabled until city figures out what the proper use 
for this crossing guard fee. Seconded by Alderman Emery. Passed unanimously.

CONSIDER AND ACT UPON LABOR LAWS FOR SALARIED EMPLOYEES  
Alderman Cate made the motion that no action be taken on this item. Seconded by Alderman 
Emery. Passed unanimously.

CONSIDER AND ACT UPON EXTENSION OF DECLARATION OF PUBLIC HEALTH 
EMERGENCY  
Alderman Cate made the motion that Council extend the Declaration of Public Health 
Emergency another six (6) months. Seconded by Alderman Cortez. Passed unanimously.

ANIMAL CONTROL DIRECTOR’S REPORT  
Animal Control Director Santiago Morantez presented his monthly report with a power point 
presentation.

Mr. Morantez told Council the Animal Control department will be working with three (3) new 
rescues for transporting animals to be adopted.

The Animal Control Director told Council that Pam Harris will have spay/neuter mobile unit sent 
around to animal control facilities.

When asked for an update on the kennels, Mr. Morantez told Council he will ask around to see 
about contracting this work out to some company and will get prices.

The Animal Control Director asked Council about lowering the adoption fees and told Council 
that $1,580.45 had been made on the yard sale.

LIBRARY DIRECTOR’S REPORT  
Cassandra Cortez gave the Library Director’s monthly report with a power point presentation.

The Library Director told Council that work is being done on a grant for the Library and that she 
is also working on the annual report.
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**CODE COMPLIANCE OFFICER’S REPORT**
Code Compliance Officer Scott Traeger reported the following to Council:

1 - Waste Management missed about twenty (20) locations for bulky waste, but they came back to pick the waste up after being called;
2 - only eight (8) location had brush piled up too early this past month;
3 - removed bulky waste from sixteen (16) locations to clean up these streets;
4 - Tire Shop cleaned up tires, but they are building up again;
5 - Atascosa County will be trimming brush and trees along Railroad Street starting on Wednesday and they have asked Public Works for traffic control; and
6 - getting close to Stage 2 water restrictions.

**PUBLIC WORKS’ DIRECTOR’S REPORT**
James McGrath gave his monthly Public Works’ report with a power point presentation and reported the following:

- electric pole by Mayor’s office has been straightened; and
- Cruz is ready with materials for Wisdom Road water line and will get crew ready.

**POLICE CHIEF’S REPORT**
Police Chief Richard Priest gave his report with a power point presentation and told Council the department’s vehicles are ready and will be picked-up Monday, April 4th and will work on getting them out fitted.

**FINANCE DIRECTOR’S REPORT**
LaNet Hester told Council she has been working up numbers for Andrew Friedman and that the projects will need to be prioritized for Certificate of Obligation. She told Council the auditors will be here next Monday.

**CITY SECRETARY’S REPORT**
City Secretary Josie Campa gave her monthly report with a power point presentation.

**INFORMATION ITEMS**
Mayor Gonzalez gave Council the following information:

1 - Little League starts season next Saturday;
2 - fundraiser for Little League will be held, too;
3 - Missions’ game highlighted Little League Kids;
4 - April 8th is the day for the dedication ceremony for Ruiz-Foster Way;
5 - street clean-up will be held April 9th and Waste Management needs to contact us about bulky waste clean-up for April 23rd;
6 - Easter event will be held April 16th;
7 - prayers are needed for Wayne Newman, who lost his mother;
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INFORMATION ITEMS(CONT.)
8 - prayers are still needed for Wayne Herl; and
9 - April birthday for Alderman Emery, Judge Elias and Police Officer Gordon Hanson.

MAYOR’S REPORT
Mayor Gonzalez reported the following:

1 - Economic Development webinar open for Council on Wednesday from 8 a.m. - 12 noon;
2 - thanked City Secretary for arranging TML presentation of Longevity Award;
3 - IH 35 work will start next week;
4 - City Hall turn lane was looked at with TxDOT and rocks will need to be removed and Public Works will be raising a manhole and stabilizing a valve;
5 - thanked City Attorney for the sanitary easement;
6 - TxDOT might lower match for sidewalk grant;
7 - Big Ideas for Small Cities seminar in Fredericksburg and registration is $225.00 per person;
8 - Department Head evaluations will be done April 13th and they should be turned in by April 8th for April 11th packets;
9 - in June, a mayor’s luncheon will be hosted by Lytle; and
10 - thanked Public Works Department for work on projects. Fire Department for fighting several fires. Police Department for all the work done with traffic accidents.

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

Meeting adjourned at 10:00 p.m.