1. CALL TO ORDER
Mayor Ruben Gonzalez called the meeting to order at 6:30 PM

ROLL CALL

Alderman Sam Cortez arrived late.

Staff Present: City Secretary Josie Campa, Asst. City Secretary Paola Rios, Finance Director LaNet Hester, Animal Control Director Santiago Morantez, Police Chief Richard Priest, Interim City Administrator Matthew Dear, Library Director Cassandra Cortez, Code Compliance Officer Skip Traeger and City Attorney Jessie Lopez. Public Works Director James McGrath arrived late.

2. PLEDGE OF ALLEGIANCE
   Led by Mayor Ruben Gonzalez

3. CITIZENS TO BE HEARD
   There were no visitors or citizens to be heard.
4. PRESENTATION OF PLAQUE TO OUTGOING ALDERMAN JERRY STONE
Mayor Ruben Gonzalez presented a Certificate of Recognition to Robert Wagner for 6th place finish in the 800-meter run in the 2022 State Meet.
Mayor Ruben Gonzalez presented a plaque to Jerry Stone for his 16 years of service to the City Council and City of Lytle.

5. OPEN SECCION – ACTION ITEMS
   a. Consider and Act upon adopting resolution approving an agreement between the Devine Housing Authority and the City of Lytle for Section 8 Housing Program
      i. A motion was made by Alderman David Emery, Seconded by Alderman Joseph Morrow to adopt the resolution. A vote was taken (3 ayes: 2 nays) ending in a tie. Mayor Ruben Gonzalez voted nay and the motion failed.
   b. Consider and Act upon request from Ira Collins for variance of subdividing 11.12 acres located at 18506 Live Oak Street
      i. A motion was made by Alderman David Emery, Seconded by Alderman Michel Rodriguez to allow variance for up to six months for the process to proceed along with the understanding that still involves and engineering study. A vote was taken (5:0 all ayes) the motion carried by all present.
   c. Consider and Act upon request from Ira Collins for variance of City’s Code to allow Mobile Home Application Procedure to start before Re-Plat of 11.12 acres located at 18506 Live Oak Street is completed
      i. A motion was made by Alderman Joseph Morrow, Seconded by Alderman Charles Cate to take no action. A vote was taken (5:0 all ayes) the motion carried by all present.
   d. Consider and Act upon re-addressing of drainage issue at Lake Shore Estates (removal of existing BMA drainage piping to install “flow-over” floodway in its place at Lake Shore Estates)
      i. A motion was made by Alderman David Emery, Seconded by Alderman Joseph Morrow to take no action. A vote was taken (5:0 all ayes) the motion carried by all present.
   e. Presentation of Audit Report for 2020-2021 FY Armstrong, Vaughn & Associates
      i. Mrs. Fraser presented to Council the Audit for September 30th, 2021. Finance statement show with provision liability & other with $5.1 million in assets.
      ii. Reviewed balance sheet on page 16 with $1.9 million in assets.
      iii. Page 45 $3,277,600 revenue, $145,000 less.
v. Recommended that the interfund accounts be reconciled monthly to ensure completely correct financials and transfers to other funds should have supporting documentation when they’re made because you need backup for all journal entries.

vi. Recommended to set up a separate fund for all special revenues. The Library and Animal fund are not considered special revenues and should be moved to department funds. They did not have any entries to correct cash, last year and the year before they had a significant cash adjustment.

vii. Made recommendations to submit proper documentation when being reimbursed for mileage, when using the credit card and submitting the receipts.

f. Consider and Act upon approval of Audit Report for 2020-2021
   i. A motion was made by Alderman Charles Cate, Seconded by Alderman David Emery to approve the Audit Report for 2020-2021. A vote was taken (5:0 all ayes) the motion carried by all present.

g. Consider and Act upon appointment of Municipal Court Judge and Associate Municipal Court Judge for two-year term
   i. A motion was made by Alderman Sam Cortez, Seconded by Alderman Joseph Morrow. After further discussion a vote was taken (5:0 all ayes) the motion carried by all present.

City Council Took a Break at 8:05 p.m.
City Council Reconvene at 8:17 p.m.

h. Consider and Act upon GASB for Incode Reconstructure Training for Finance Director
   i. A motion was made by Alderman David Emery, Seconded by Alderman Charles Cate to approve training for finance director. A vote was taken (5:0 all ayes) the motion carried by all present.

i. Consider and Act upon hiring Part-time Court Clerk
   i. A motion was made by Alderman Joseph Morrow, Seconded by Alderman Sam Cortez to hire Neyda Martinez at $13 per hour. A vote was taken (5:0 all ayes) the motion carried by all present.

j. Consider and Act upon replacing Jeanie Simmons on Keep Lytle Beautiful Committee
   i. A motion was made by Alderman Charles Cate, Seconded by Alderman Sam Cortez to appoint Lorri Schmidt to the Keep Lytle Beautiful Committee. A vote was taken (5:0 all ayes) the motion carried by all present.
k. Consider and Act upon job description for City Administrator, City Secretary and Finance Director
   i. Alderman David Emery told council that he worked with the new Attorney and asked to assist with the job descriptions. Once Council makes changes, he will give them back to the Attorneys for review. Alderman David Emery reviewed each job description with Council. A motion was made by Alderman David Emery, Seconded by Alderman Joseph Morrow to approve the job descriptions for City Administrator, City Secretary and Finance Director. After further discussion a vote was taken (5:0 all ayes) the motion carried by all present.

l. Consider and Act upon City Administrator being given permission to be Incode Administrator
   i. A motion was made by Alderman David Emery, Seconded by Alderman Joseph Morrow to give permission to City Administrator to be Incode Administrator. A vote was taken (5:0 all ayes) the motion carried by all present.

m. Consider and Act upon appointment of Mayor Pro-Tem for one year term
   i. A motion was made by Alderman Joseph Morrow, Seconded by Alderman Michael Rodriguez to appoint Alderman David Emery as Mayor Pro-Tem for one year term. A vote was taken (5:0 all ayes) the motion carried by all present.

n. Consider and Act upon Renewal of Gas CD
   i. Finance Director LaNet Hester told Council that $250K CD that needs to be renewed by Friday or figure out what Council want to do with that money, there is no penalty for early withdrawal. The city can pull some money out for upcoming projects. A motion was made by Alderman Charles Cate, Seconded by Alderman Sam Cortez to renew the Gas CD. A vote was taken (5:0 all ayes) the motion carried by all present.

o. Update on Street Improvement Project
   i. Public Works Director told Council that the contractor will be to work on it in July, 5-6 days after the 4th of July. Mayor Ruben Gonzalez suggested that customers in the area on streets that will be paved should be notified. Also, he wants to make sure we have the money to do the project. He also mentioned that Medina County will be taking care of CR 681.

p. Consider and Act upon eligibility requirements for Annual Citizenship Award
   i. A motion was made by Alderman Charles Cate, Seconded by Alderman Sam Cortez to table this item to the first Council Meeting in June. A vote was taken (5:0 all ayes) the motion carried by all present.
q. Consider and Act upon proposal from TRC for Rosewood Estates for contract amendments and authorize payment to TRC
   i. A motion was made by Alderman Joseph Morrow, Seconded by Alderman Michael Rodriguez to approve the proposal of $8,460. A vote was taken (5:0 all ayes) the motion carried by all present.

r. Consider and Act upon Hiring Part-time Kennel Tech
   i. A motion was made by Alderman Sam Cortez, Seconded by Alderman Michael Rodriguez to hire Maria Villarreal for $11 per hour. A vote was taken (5:0 all ayes) the motion carried by all present.

s. Consider and Act upon Request to have installation of outdoor triangular sunshade donated by Pam Harris approved for Animal Control Facility
   i. A motion was made by Alderman David Emery, Seconded by Alderman Sam Cortez to approve the installation of the outdoor sunshade. A vote was taken (5:0 all ayes) the motion carried by all present.

t. Update from city staff on Financing Infrastructure Projects
   i. Finance Director LaNet Hester talked to Council about number after the audit and having a realistic mind on how much money the city needs to be able to move forward on projects. The city will need to raise taxes and utilities. Finance Director told council that Finance Committee needs to meet.

u. Discuss and Consider Alderman Cate’s request to participate via Zoom/Microsoft Teams/Virtually for any City Council Regular or Special Meeting, Workshops, or pertinent city business from July 25, 2022, until is returned to Lytle
   i. Alderman Charles Cate told council he will be deploying in a couple of months for 6 months. He will have good internet to be able to participate in meetings. A motion was made by Alderman Sam Cortez, Seconded by Alderman David Emery to approved Alderman Charles Cate’s request to participate via Zoom for any City Council Meetings. After further discussion, a vote was taken (5:0 all ayes) the motion carried by all present.

v. Discuss, Consider and Act upon the use of portable buildings as Commercial Storefronts along Main Street, McDonald Street, IH 35 Frontage Road and all other matters related thereto
   i. A motion was made by Alderman David Emery, Seconded by Alderman Charles Cate to prohibit portable buildings on Main Street. Alderman David Emery amended to prohibit within city limits and work with City Attorney to develop an ordinance. After further discussion, a vote was taken (5:0 all ayes) the motion carried by all present.
6. EXECUTIVE SESSION

a. Consider and Act upon establishing a Performance Improvement Plan for Animal Control Director (closed session in accordance with Section 551.074 – Personnel Matters)
b. Consider and Act upon terminating Finance Director’s probationary period prior to six months (closed session in accordance with Section 551.074 – Personnel Matters)
c. Discussion regarding how to proceed with employee complaint in accordance with Sections 551.071 (Attorney/Client Consultation and 551.074 – Personnel Matters)

Council went into closed session at 9:49 p.m.

Council reopened at 10:27 p.m. No Action taken

a. Discussion and take possible action on items discussed in Execute Session
   i. Alderman Michael Rodriguez made the motion, Seconded by Alderman Joseph Morrow to purchase a cellphone to be administered by Animal Control Director and to coordinate communication procedures for on-call personnel with the Police Department and the City Administrator. A vote was taken (5:0 all ayes) the motion carried by all present.
   ii. Alderman David Emery made the motion, Seconded by Alderman Joseph Morrow to terminate the Finance Director’s probationary period affected immediately. After further discussion, a vote was taken (5:0 all ayes) the motion carried by all present.
   iii. Alderman David Emery made the motion, Seconded by Alderman Charles Cate to place the City Secretary on paid administrative leave for the duration of an investigation to be conducted by our city attorney’s offices. After further discussion, a vote was taken (5:0 all ayes) the motion carried by all present.

7. DEPARTMENT REPORTS

a. Due to the time taken during the council meeting and being late and most of the department heads had already emailed the reports to council, Mayor Ruben Gonzalez went ahead and asked council if there were any questions or concerns that they had to follow up on.
8. ANNOUNCEMENTS FROM CITY COUNCIL AND CITY STAFF

1. Kennels are up, a few parts were needed;
2. Congratulated Michael Rodriguez and Charles Cate on their election;
3. Governor reviewed Covid Proclamation;
4. TxDOT project frontage delayed;
5. Thanked Finance Director for getting the audits caught up;
6. Thanked Alderman David Emery and City Administrator for taking care of the old radio antenna;
7. Thanked Public Works and City Administrator for attracting some of the open items;
8. Thanked Animal Control Care and Control on the transition to new kennels and finding new homes for pets in need;
9. Thanked city hall staff for stepping up and helping each other as we get new staff on board;
10. Thanked the library for offering options to our citizens to meet their needs;
11. Thanked Chief Priest and the Police Dept. for no deficiencies, a partial audit from the Texas Commission of Law Enforcement, it consisted a review of personnel files that contain specific items that the Chief is required to maintain, keep current and have available for inspection;
12. Special thanks to Jessie Lopez, Molly and Frank Garza for assisting the city in the transition;
13. Special thanks to Lytle Chamber for the Food Truck Rally for the scholarships, it was a great turn out;
14. Special thanks to United Methodist Church, St. Andres’s Church for assisting the local citizens in need;
15. Mayor challenged everyone to reach out to school district staff and thank them for a great job they have done taking care of our kids;
16. Coming up birthdays, Matt and James;
17. Mayor gave an update on Wayne Hurl; he is doing much better now;
18. Lastly, Memorial Day weekend, remember and reflect for those who paid the ultimate sacrifice.

ADJOURNMENT
A motion was made by Alderman David Emery, Seconded by Alderman Sam Cortez to adjourn the meeting at 10:40 p.m. A vote was taken (5:0 all ayes) the motion was carried by all present.