



**MINUTES
CITY OF LYTLE
REGULAR CITY COUNCIL MEETING
JULY 11, 2022**

CALL TO ORDER

Mayor Ruben Gonzalez called the meeting to order at 6:30 PM

ROLL CALL

Mayor Ruben Gonzalez, Alderman David Emery, Alderman Sam Cortez, Alderman Joseph Morrow, Alderman Michael Rodriguez and Alderman Charles Cate were present

Staff Present: Interim City Administrator Matthew Dear, City Secretary Paola Rios, Animal Control Director Santiago Morantez, Library Director Cassandra Cortez, Code Compliance Officer Skip Traeger and City Attorney Jesse Lopez.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

Led by Mayor Ruben Gonzalez

CITIZENS TO BE HEARD

Mayor Gonzalez opened up by reading a Thank You card from one of the city's employee, Wayne Newman, thanking council on the donation that was made to help for the services when his mother passed away.

Sheryl Kennedy spoke to council in regards to working on a project, that project being dog that are at large. She gave council a copy of what could be an ordinance to have council go over it.

Charles Valdez introduced himself to city council and talked to them about council having options about trash pick-up. Mr. Valdez stated he had left his information and if they had any questions to contact him.

CONSENT AGENDA

Approval of Minutes

Approval of Payments of Bills

- i. A motion was made by Alderman Michael Rodriguez, seconded by Alderman David Emery to approve the Minutes and Payment of Bills. A vote was taken (5:0 all ayes) the motion carried by all present.

OPEN SESSION – ACTION ITEMS

- a. Consider and Act on Traffic Impact Analysis (TIA) Ordinance Professional Services Agreement with Kimley-Horn and Associates
 - i. A motion was made by Alderman David Emery, seconded by Alderman Sam Cortez to approve the item. After further discussion, a vote was taken (5:0 all ayes) the motion carried by all present.
- b. Consider and Act upon resolution authorizing and approving publication notice of Notice of Intention to issue the City's Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2022 in a maximum aggregate principal amount not to exceed \$8,500,000; and providing for an effective date
 - i. A motion was made by Alderman Charles Cate, seconded by Alderman David Emery to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.
- c. Consider and Act upon proposal from TRC for Plat Review for Lytle LD Cromer (14800 blk. Main St.)
 - i. A motion was made by Alderman Michael Rodriguez, Seconded by Alderman Sam Cortez to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.
- d. Consider and Act upon request from D&D Contractors for a water meter on a fire hydrant for construction of Saddle Ridge Estates Phases 2 & 5
 - i. A motion was made by Alderman Sam Cortez, seconded by Alderman Michael Rodriguez to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.
- e. Consider and Act upon increase to the Hourly Security Rate for the Lytle Community Center
 - i. A motion was made by Alderman David Emery, seconded by Alderman Joseph Morrow to approve the item. After further discussion, a vote was taken (5:0 all ayes) the motion carried by all present.
- f. Consider and Act upon next steps for retaining City Attorney
 - i. A motion was made by Alderman Joseph Morrow, seconded by Alderman David Emery to approve the item. A vote was taken (4 ayes: 1 nay) the motion carried by all present.
- g. Consider and Act upon an Ordinance of the City of Lytle approving an agreement with the Texas Department of Transportation providing for the maintenance of certain State Highways and/or portions of State Highways located in the City of Lytle, Atascosa, Bexar and Medina Counties, Texas; Authorizing the Mayor to execute the agreement; incorporating recitals, including a repealer and setting an effective date
 - i. A motion was made by Alderman Michael Rodriguez, seconded by Alderman Joseph Morrow to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.
- h. Consider and get direction regarding Waste Management Agreement
 - i. A motion was made by Alderman Michael Rodriguez, seconded by Alderman Charles Cate to approve the item. After further discussion, a vote was taken (5:0 all ayes) motion carried by all present.
- i. Consider and Act upon appointing a voluntary advisor to the Planning & Zoning Commission
 - i. A motion was made by Alderman David Emery, Seconded by Alderman Joseph Morrow to appoint Brad Boyd as the voluntary advisor to the Planning & Zoning Commission. After further discussion, Alderman David Emery amended his motion to appoint Brad Boyd as the voluntary advisor and knows the conflicting basis and that we seek other volunteers, seconded by Alderman Joseph Morrow. A vote was taken (5:0 all ayes) the motion carried by all present.
- j. Consider and Act upon the City applying for membership of Sourcewell Competitive Purchasing Program
 - i. A motion was made by Alderman Joseph Morrow, Seconded by Alderman Michael Rodriguez to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.

- k. Consider and Act upon Adopting an Ordinance instituting a homestead exemption from taxation for all residents of the City of Lytle in the amount of 20% of the appraised value of their homestead property, but not less than \$5,000, as provided by Texas Code Section 11.13(n)
 - i. A motion was made by Alderman Rodriguez, Seconded by Alderman Sam Cortez to approve the item. After further discussion a vote was taken (5:0 all ayes) the motion carried by all present.
- l. Consider and Act upon Preliminary Plat for Saddle Ride Estates Phases 2 & 5
 - i. A motion was made by Alderman Michael Rodriguez, Seconded by Alderman Cortez to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.
- m. Consider and Act upon change order for Lytle Farms Unit 1 Construction Plans, Final Plat Review and Engineering Services
 - i. A motion was made by Alderman David Emery, Seconded by Alderman Charles Cate to approve the item. After further discussion a vote was taken (5:0 all ayes) the motion carried by all present.
- n. Consider and Act upon hiring Ashlee Saunders as a Part-time Court Clerk and Part-time Utility Billing Clerk
 - i. A motion was made by Alderman David Emery, Seconded by Alderman Charles Cate to approve the hire Ashlee Saunders and give her a \$1 increase after a 6-month probation. A vote was taken (5:0 all ayes) the motion carried by all present.
- o. Consider and Act upon having twice a month council approval for Accounts Payable
 - i. A motion was made by Alderman David Emery, Seconded by Alderman Charles Cate to approve the item. After further discussion a vote was taken (5:0 all ayes) the motion carried by all present.
- p. Consider and Act upon customer service agreement with UniFirst
 - i. A motion was made by Alderman Sam Cortez, Seconded by Alderman Charles Cate to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.

Before taking a break, Mayor Ruben Gonzalez had everyone in the meeting sing Happy Birthday to Animal Control Officer Santiago Morantez, Alderman Sam Cortez and Alderman Joseph Morrow.

City Council Took a Break at 7:57 p.m.

City Council Reconvened at 8:16 p.m.

- q. Consider and Act upon adoption of new Utility Rates and Timeline
 - i. A motion was made by Alderman Charles Cate, Seconded by Alderman Sam Cortez that council direct City Administrator to adopt a utility rate study and report back to council of responding so council could establish a timeline on new rates in the future. A vote was taken (5:0 all ayes) the motion carried by all present.
- r. Consider and Act upon an Ordinance No. 22-02 amending Ordinance No. 98 and 140 City Secretary Powers and Duties and Section 2-127 of the City of Lytle Code of Ordinances; incorporating recitals; providing a repealer; providing for severability; and setting an effective date
 - i. A motion was made by Alderman David Emery, Seconded by Alderman Joseph Morrow to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.
- s. Consider and Act upon Ordinance No. 22-03 amending the City Administrator's Powers and Duties and related city ordinances; incorporating recitals; providing a repealer; providing for severability; and setting an effective date
 - i. A motion was made by Alderman David Emery, Seconded by Alderman Sam Cortez to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.

- t. Consider and Act upon Ordinance No. 22-04 amending the Finance Director's Powers and Duties and related ordinances; incorporating recitals; providing a repealer; providing for severability; and setting an effective date
 - i. A motion was made by Alderman David Emery, Seconded by Alderman Joseph Morrow to approve the item. A vote was taken (5:0 all ayes) the motion carried by all present.
- u. Discussion and Possible Action on preparations to recognize former City Secretary
 - ii. A motion was made by Alderman Charles Cate, Seconded by Alderman Michael Rodriguez to table the item. A vote was taken (5:0 all ayes) the motion carried by all present.

Executive Session

Council broke into executive session at 8:36 p.m.

- a. Proposed off-site drainage easement on city-owned property for Saddle Ridge Subdivision

RECONVENE IN OPEN SESSION

Council reconvened at 8:59 p.m.

DISCUSS AND CONSIDER APPROPRIATE ACTION RESULTING FROM THE EXECUTIVE SESSION

- i. A motion was made by Alderman Charles Cate, Seconded by Alderman David Emery to allow City Administrator to contact TRC to discuss off-site drainage easement on city-owned property for Saddle Ridge Subdivision. A vote was taken (5:0 all ayes) the motion carried by all present

ANNOUNCEMENTS FROM CITY COUNCIL AND CITY STAFF

1. Library Director Cassandra Cortez stated she will not be able to attend the meeting on Wednesday, the Library will be having an event.
2. Mayor thanked Wayne, Public Works, Police Department, City Hall employees, Fire Department for a successful 4th of July event. Also, the Chamber of Commerce for their Food Truck Success and the VFW.
3. Special Thanks to Finance Director Matthew Dear for a great success.
4. Thanked Public Works for a great tree trimming for getting the park ready for the 4th of July event.
5. Update on the well, still running and pumping good. Both Wells #2 & #4 are working great.
6. Update on projects with TX DOT.
7. In August, the Frontage Road are going to be one-way pass word around for everyone and for back to school.
8. Work on street, there's been a delay probably until the last week of the month. Please pass word around on the streets that are going to be worked on.
9. Update on new COVID cases around town, advised everyone to follow the normal protocols and take care of each other.
10. Special thanks to City Hall for a lot of significant changes around the office, thanked everyone for leading the effort to take care of all.
11. Thank Paola and LaNet for stepping up and taking care of a lot of phone calls and taking care of a lot of things. Specially Paola who's juggling a lot of jobs in between the City Secretary and trying to take care of the Tax Department and multitasking.
12. Special Thanks to PD for taking care of us and assisting with a lot of information with inside the city limits and outside.

13. Congratulated the girls Softball Team for District, the boys Baseball Team winning District and Little League for a second year in a row, also Jr. High student boys Summer League was recognized.
14. Wished Charles Cate the best on his deployment that's coming up and thanked him for serving the nation.

ADJOURNMENT

A motion was made by Alderman Charles Cate, Seconded by Alderman David Emery to adjourn the meeting at 9:12 p.m.
A vote was taken (5:0 all ayes) the motioned carried by all present.