

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF COTTONWOOD SHORES, TEXAS  
4111 COTTONWOOD DRIVE – CIVIC CENTER  
THURSDAY, JULY 21, 2005 AT 7:00 P.M.**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Breen called the meeting to order at 7:02 PM with Council Members Carusi, Logan, Beyer, Plumley and Hildebrand in attendance; a quorum was present.
2. **CONSENT AGENDA:**
  - a) **MINUTES OF REGULAR MEETINGS ON JANUARY 20, FEBRUARY 17 AND JULY 7, 2005, A SPECIAL MEETING AND WORKSHOP ON FEBRUARY 15, 2005, AND A SPECIAL MEETING ON JUNE 30, 2005.**

Councilman Plumley made a motion to accept the minutes. Councilman Carusi seconded the motion and the motion passed unanimously.

**b) MONTHLY ACTIVITY REPORTS:**

1. **POLICE DEPARTMENT.**
  - a. **ACTIVITY LOG.**  
Chief Reeh read the monthly report.
2. **PUBLIC WORKS.**
  - a. **WATER & SEWER PERFORMANCE & USAGE.**  
Mr. Tim McClain, Water and Waste Supervisor, gave an oral report on the four days that he has been on the job.
  - b. **ANIMAL CONTROL.** Mayor Breen reported that the police department and water department had been handling the animals since the city still did not have an animal control officer.
3. **VOLUNTEER FIRE DEPARTMENT.** Mr. Lanny Atchley gave the monthly report.

Councilman Plumley made a motion to accept the monthly activity reports. Councilwoman Logan seconded the motion and the motion passed unanimously.

3. **CONSIDER AND POSSIBLY TAKE ACTION ON A REQUEST BY MAYOR BREEN TO CREATE A BEAUTIFICATION COMMITTEE FOR COTTONWOOD SHORES, TEXAS.**

Mayor Breen presented her ideas on the beautification committee for the City of Cottonwood Shores and that she believed that the residents would take more pride in the area if there were some sort of incentive that was offered such as yard or the month or most improved yard of the month.

Mr. Ken Nichols suggested a cleanup day to pick up the trash on the streets. Mr. Marley Porter volunteered to make the a box for City Hall for the complaints and votes for best improvement to the yard.

Councilman Hildebrand made a motion to approve the beautification suggestion box as opposed to a committee. Councilwoman Logan seconded the motion and the motion passed unanimously.

4. **CONSIDER AND POSSIBLY TAKE ACTION TO RELEASE MR. GEORGE BURRUS AS CLASS B OPERATOR FOR COTTONWOOD SHORES.**

Councilman Hildebrand made a motion to approve the release of Mr. Burrus. Councilman Plumley seconded the motion and the motion passed unanimously.

5. **CONSIDER AND POSSIBLY TAKE ACTION ON A REQUEST BY MR. RICKY ROWE TO ENTER INTO A CONTRACT FOR REPAIR AND MAINTENANCE OF STREETS WITHIN COTTONWOOD SHORES.**

Mr. Rowe addressed the council regarding the streets and gave preliminary prices of the cost and what was involved to fix the streets of Cottonwood Shores.

Councilman Plumley made a motion to discuss further with Mr. Rowe regarding the roads. Councilman Hildebrand seconded the motion and the motion passed unanimously.

6. **CONSIDER AND POSSIBLY TAKE ACTION ON FILLING THE VACANCY IN THE PUBLIC WORKS DEPARTMENT.**

City Secretary Collier made the recommendation to hire Chris Gonzales. Councilman Hildebrand asked if the references were checked. Councilwoman Logan asked if Mr. Gonzales agreed to the \$8 per hour and City Secretary Collier said yes.

Councilman Plumley made a motion to fill the public works vacancy with Chris Gonzales. Councilman Carusi seconded the motion and the motion passed unanimously.

7. CONSIDER AND POSSIBLY TAKE ACTION ON ADOPTING AN OVERSIGHT COMMITTEE TO ACT AS IN LIEU OF A CITY MANAGER TO ACT AS A GO BETWEEN FOR CITY STAFF AND CITY COUNCIL.

Councilman Carusi made a motion to have a line item added to the Agenda for the City Secretary to provide a written status report on action items placed on the list by the City Council. These items will include those from the written reprimand with the option to add others as times goes on. This list may be updated with additions, deletions, or corrections at each council session by a majority vote of the City Council as to keep it an ongoing status of specific tasks assigned to the City Secretary and a time limit can be assessed on items. Councilman Plumley seconded the motion and the motion passed with three ayes and 2 nays. Councilman Hildebrand and Councilwoman Beyer voted nay.

8. CONSIDER AND POSSIBLY TAKE ACTION ON CHANGING THE CHAIN OF COMMAND TO REFLECT THE OVERSIGHT COMMITTEE ACTING AS LIASON BETWEEN CITY STAFF AND CITY COUNCIL.

Councilman Carusi made a motion to take no action. Discussion was held within the motion. Mayor Breen stated that there was a motion on the table. Councilman Plumley seconded the motion and the motion passed unanimously.

9. CONSIDER AND POSSIBLY TAKE ACTION TO AUTHORIZE THE MAYOR TO SUPERVISE THE DUTIES AND RESPONSIBILITIES OF CITY SECRETARY AND REPORT TO COUNCIL CONCERNING SAME.

Councilwoman Logan stated that she would like to make a motion to authorize the Mayor to be assigned the responsibility to oversee the personnel files using the format and making sure that the packet is up-to-date including signed acknowledgement policy procedures; insurance applications; current status sheets; evaluations and reviews; disciplinary actions, signed for; and personnel file checklist. The checklist will contain the policy updates and the dates; the initials of the person who performed the update and what items were deleted or added. Additionally authorize the Mayor the responsibility of updating and organizing the city ordinance records manual which has not been updated since 2002, to make this manual completely accessible to the city staff and to the public. Councilwoman Logan stated that the ordinance records manual was noted as a deficiency by the auditor's report to the Council. Councilman Carusi seconded the motion and the motion passed. The motion carried with 4 ayes and 1 nay. Councilman Hildebrand voted nay.

10. CONSIDER AND POSSIBLY TAKE ACTION TO CHANGE THE CHAIN OF COMMAND TO REFLECT THE MAYOR SUPERVISING THE CITY SECRETARY.

Councilman Hildebrand made a motion to table item No. 10 until August 4, 2005. Councilwoman Beyer seconded the motion and the motion passed. The motion carried with 4 ayes and 1 nay. Councilman Carusi voted nay.

11. CONSIDER AND POSSIBLY TAKE ACTION ON A REQUEST FROM MR. CURTIS RITTMAN TO ESTABLISH WRITTEN POLICY & PROCEDURES TO BE ADHERED TO REGARDING THE USE OF VOLUNTEERS WITHIN THE CITY OFFICES.

Mr. Curtis Rittman present his case regarding the volunteers and that a written policy should be prepared by the Council.

Mayor Breen stated that the points are well taken.

Councilman Carusi made a motion to table the policy on volunteers until August 18, 2005. Councilman Plumley seconded the motion and motion carried unanimously.

12. CITIZEN COMMENTS.

Councilman Carusi addressed the concern regarding information out of the computers but stated that 80% of stolen identities come out of the trash. Ms. Billie Parker reported that former bank employees stole credit card numbers and that was regular employees and not volunteers.

Mr. Gregg Widmere thanked everyone for coming to the garage sale and reported that they made \$2,200. Mr. Widmere also reported that a engine was blown and that they were trying to get a grant from the forestry service.

Ms. Joanne Austin reported that when she worked at the City Hall there was a computer problem that was caused by a former employee that became disgruntled and screwed up big time so it is real important and access should be stopped until you can get policy and procedures in place. Mr. Marley Porter stated that no one is pointing fingers but it can happen.

Mr. Frank Pfeifer stated that on the last council meeting on the 7<sup>th</sup> that the City Council was going to have a workshop to review the ordinance on the Mayor to come up with some changes, and two weeks have gone by and there has not been any workshop and asked the Council if they still planned to do something or if they were just going to let it go by. Councilwoman Logan stated that she had



RECEIVED

JUL 22 2005

I would like to say thank you for allowing me to serve as chairperson to the Ladies Welcome Committee. It has been a pleasure to meet the new residents of Cottonwood Shores. It has also been a honor to work with Mrs. Sylvia Breen.

I regrettably have to resign from this position. My belief is that the agenda item number 11 of July 21,2005 was a personal attack on a City Volunteer. The response of the City Council, in my opinion did not support its volunteer. So I do not feel comfortable being a volunteer for the City at this time.

July 21,2005

*Dorothy Butler*  
Dorothy Butler

\*Please Remove me from your email.



CITY OF COTTONWOOD SHORES

3808 COTTONWOOD DRIVE

COTTONWOOD SHORES, TX 78657

(830) 693-3830 FAX: (30) 693-6436

RECEIVED

JUL 18 2005



*CANCEL*

AGENDA ITEM REQUEST

I hereby request the following subject be placed on the Agenda for the next Regular Meeting of the City Council of the City of Cottonwood Shores, Texas:

Date of next Regular Meeting: July 21

Subject to be Addressed:

DRAINAGE from H<sub>2</sub>O tower  
AND RUN-OFF @ 140 Duice Drive  
(Castle Terrace)

Informational Presentation: Yes X No     

Requires Action By Council: Yes X No     

Name(s) of Requester: KATHY

Address: 140 Du  
7865

Phone No.: 512 78

Kathy Johnson  
Requester

TINA -  
I TALKED w/ Ed  
PADGETT and he  
SAID COTTONWOOD WAS  
IN charge of streets  
Not him - Can you advise  
my next step? KATHY JOHNSON  
512 7848246

Tina Collins  
Received by City Employee

7-8-05  
Date

10:00  
Time am/pm

CITY OF COTTONWOOD SHORES

3808 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TX 78657  
(830) 693-3830 FAX: (830) 693-6436



AGENDA ITEM REQUEST

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Date of next Regular Meeting: July 21

Subject to be Addressed:

DRAINAGE from H2O tower  
AND RUN-OFF @ 140 DUKE DRIVE  
(Castle Terrace)

Informational Presentation: Yes  No

Requires Action By Council: Yes  No



Name(s) of Requester: KATIEY JOHNSON

Address: 140 DUKE DR  
78657

Phone No.: 512 784 8246

Katiey Johnson 7-8-05  
Requester Date

Ma Collins 7-8-05 10:00  
Received by City Employee Date Time am/pm

	<b>CITY OF COTTONWOOD SHORES</b>  <b>AGENDA ITEM REQUEST</b>	
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I hereby request the following subject be placed on the Agenda for the next Regular Meeting or Special Called Meeting of the City Council of the City of Cottonwood Shores, Texas:

Date of next Regular Meeting: July 21, 2005

I would like for this to be on the Agenda if a Special Meeting is Called:  Yes  No

Subject to be Addressed:

" Consider and possibly take action to authorize the mayor to supervise the duties and responsibilities of city secretary and report to council concerning same. "

Informational Presentation: Yes  No

Requires Action By Council: Yes  No

Name(s) of Requester: Richard S. Carusi

Address: 709 Aspen Ln  
Cottonwood Shores, Tx 78657

Phone No.: (830) 693-2075

Richard S. Carusi 7-15-05  
Requester Date

Tom Coelen 7-15-05 4:00  
Received by City Employee Date Time am/pm



TRANSMISSION VERIFICATION REPORT

TIME : 07/15/2005 15:49  
NAME : CITYCOTTONWOODSHORES  
FAX : 8306936436  
TEL : 8306933830

DATE, TIME	07/15 15:48
FAX NO./NAME	6931414
DURATION	00:00:28
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

**CITY OF COTTONWOOD SHORES  
AGENDA ITEM REQUEST**

I hereby request the following subject be placed on the Agenda for the next Regular Meeting or Special Called Meeting of the City Council of the City of Cottonwood Shores, Texas:

Date of next Regular Meeting: 7/21/05

I would like for this to be on the Agenda if a Special Meeting is Called:  Yes  No

Subject to be Addressed: The establishment of written policy & procedures to be adhered to regarding the use of volunteers within the City offices.

Informational  
Presentation: Yes  No

Requires Action  
By Council: Yes  No

Name(s) of Requester: Curtis W. Rittman

Address: 730 Magnolia Lane  
MF TX 78657

Phone No.: 693-2727

Curtis W. Rittman 7/18/05  
Requester Date

Anna Cooper 7-18-05 11:50  
Received by City Employee Date Time am/pm

CITY OF COTTONWOOD SHORES

3808 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TX 78657  
(830) 693-3830 FAX: (830) 693-6436



AGENDA ITEM REQUEST

I hereby request the following subject be placed on the Agenda for the next Regular Meeting of the City Council of the City of Cottonwood Shores, Texas:

Date of next Regular Meeting: 7/21/05

Subject to be Addressed: Proposal to create a Beautification Committee for Cottonwood Shores. This will include volunteers from the community willing to

Informational Presentation: Yes X No     

Requires Action By Council: Yes X No     

Name(s) of Requester: SYLVIA BREEN

Address: 737 MAGNOLIA LANE  
CWS

Phone No.: 693-3718

Sylvia Breen 7/18/05  
Requester Date

[Signature] 7-18-05 12:10  
Received by City Employee Date Time [Signature]

*WALTER MARTIN*



CITY OF COTTONWOOD SHORES

AGENDA ITEM REQUEST



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Date of next Regular Meeting: July 21st

I would like for this to be on the Agenda if a Special Meeting is Called:  Yes  No

Subject to be Addressed:  
TO RELEASE GEORGE BURRIS AS  
CLASS B OPERATOR FOR COTTONWOOD SHORES

Informational Presentation: Yes  No

Requires Action By Council: Yes  No

Name(s) of Requester: William Shumley

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

William Shumley 6-30-05  
Requester Date

Jim Coover 7-1-05 8:10  
Received by City Employee Date Time (am/pm)

REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF COTTONWOOD SHORES, TEXAS  
4111 COTTONWOOD DRIVE - CIVIC CENTER  
THURSDAY, JULY 21, 2005 AT 7:00 P.M.

AGENDA

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  - b) MONTHLY ACTIVITY REPORTS:
    1. POLICE DEPARTMENT.
      - a. ACTIVITY LOG.
    2. PUBLIC WORKS.
      - a. WATER & SEWER PERFORMANCE & USAGE.
      - b. ANIMAL CONTROL.
    3. VOLUNTEER FIRE DEPARTMENT.
3. CONSIDER AND POSSIBLY TAKE ACTION ON A REQUEST BY MAYOR BREEN TO CREATE A BEAUTIFICATION COMMITTEE FOR COTTONWOOD SHORES, TEXAS.
4. CONSIDER AND POSSIBLY TAKE ACTION TO RELEASE MR. GEORGE BURRUS AS CLASS B OPERATOR FOR COTTONWOOD SHORES.
5. CONSIDER AND POSSIBLY TAKE ACTION ON A REQUEST BY MR. RICKY ROWE TO ENTER INTO A CONTRACT FOR REPAIR AND MAINTENANCE OF STREETS WITHIN COTTONWOOD SHORES.
6. CONSIDER AND POSSIBLY TAKE ACTION ON FILLING THE VACANCY IN THE PUBLIC WORKS DEPARTMENT.
7. CONSIDER AND POSSIBLY TAKE ACTION ON ADOPTING AN OVERSIGHT COMMITTEE TO ACT AS IN LIEU OF A CITY MANAGER TO ACT AS A GO BETWEEN FOR CITY STAFF AND CITY COUNCIL.
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9. CONSIDER AND POSSIBLY TAKE ACTION TO AUTHORIZE THE MAYOR TO SUPERVISE THE DUTIES AND RESPONSIBILITIES OF CITY SECRETARY AND REPORT TO COUNCIL CONCERNING SAME.
10. CONSIDER AND POSSIBLY TAKE ACTION TO CHANGE THE CHAIN OF COMMAND TO REFLECT THE MAYOR SUPERVISING THE CITY SECRETARY.
11. CONSIDER AND POSSIBLY TAKE ACTION ON A REQUEST FROM MR. CURTIS RITTMAN TO ESTABLISH WRITTEN POLICY & PROCEDURES TO BE ADHERED TO REGARDING THE USE OF VOLUNTEERS WITHIN THE CITY OFFICES.
12. CITIZEN COMMENTS.
13. ADJOURNMENT.

I CERTIFY THAT THE ABOVE NOTICE WAS POSTED AT CITY HALL, 3808 COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS ON THIS 18<sup>TH</sup> DAY OF JULY, 2005 AT 5:30 P.M.

ATTEST:

  
COLLIER, CITY SECRETARY



  
SYLVIA H. BREEN, MAYOR