

Workshop Meeting of the City Council  
Civic Center 4111 Cottonwood Drive  
City of Cottonwood Shores, Texas  
Thursday June 15, 2006 5:00 p.m.

MINUTES

1. Call to Order by Mayor Breen at 5:15 pm.
2. Roll Call by Cynthia Schwertner for Mayor Breen, Councilman Pfeifer, Councilwoman Adams, Councilwoman Lauby. Councilman Hildebrand arrived at 5:17 pm. Councilwoman Logan absent.
3. Discussion between City employees and City Council members regarding job duties and descriptions
  - Mayor Breen asked Belinda Gonzalez if she was feeling overwhelmed with all your different positions.
  - Belinda reported there are times that yes there are too many and there are only the 2 of us.
  - Tim McClain reported that there are times Belinda will be working one project, get called on another, and she can't complete any.
  - Mayor Breen said hopefully Trent Tucker will be back in August.
  - Trent replied that could not be soon enough.
  - Councilwoman Lauby asked for each employee to write their job duties, and descriptions.
  - Tim McClain brought out, you know that could backfire. Someone new may come in with the attitude "that's not my job".
  - Mayor Breen reported IT Person to be working on website.
  - Councilwoman Lauby asked if anyone is having problems with their computers to please call her, she will help with any problem.
  - Darla Zell reported problems with the phone systems at City Hall.
  - Steve Hallman reported a fax line is needed at PD, especially when reports are coming through that are confidential.
  - Councilwoman Adams asked Jerrial Wafer about personnel hiring. How were Christine Widmer, Theresa Schweiger and a few others hired. Were they not brought before Council.
  - Jerrial reported they were brought on as Contract Labor.
  - Mayor Breen said she had a question from Tim and Belinda if they could come in earlier to work 6 am – 3 pm, with no lunch for the summer time because of the heat of the day.
  - Councilman Hildebrand said someone needs to be available for the 5 pm closing.
  - Mayor Breen said it starts really getting hot about 3 pm.
  - Belinda said they would rather not eat when it gets hot, because they get sick when they have to go back out in the heat.
  - Darla asked if we can have some kind of fun functions.
  - Councilwoman Lauby brought up an employee appreciation dinner.

- Councilwoman Lauby said she was approached by a group of Texas Retired City people that could help an office get streamlined or organized. They have City Officers, City Secretary, and even retired Reserve Officers.
- Jerral asked if they are paid or volunteers.
- Councilwoman Lauby said this is a pay as need. If you need a part time, or full time. Granite Shoals is doing this now, Marble Falls used this group earlier.
- Steve spoke up that for a Reserve Officer this requires a lot of paperwork, and time. Uniforms, and much more to get them set up.
- Chief Reeh spoke about how much they would rather not have a Reserve Officer, but one more full time officer.
- Jerral brought attention to Tim who had mentioned if we could have 1 large burn down at the old burn dump area.
- Councilman Hildebrand said that area had been closed, because people were dumping and burning, and City not knowing what was in bags. State Law now does not permit any dumping or burning near Water Ways.
- Councilman Hildebrand asked Tim about asphalt at Bob's.
- Tim said was received fresh.
- Jerral asked if Council would be doing interviews for Public Works, and who would be checking references.
- Mayor Breen said yes to interviews, and she would be checking the references.
- Mayor Breen asked if any other questions.
- No response

4. Adjournment

Mayor Breen adjourned meeting at 6:05 pm.

  
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 Sylvia H. Breen, Mayor

ATTEST:

  
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 Cynthia Schwertner City Clerk

Approved as to Form by Alan P. Petrov, City Attorney

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Agenda

1. Call to Order
2. Roll Call
3. Discussion between City employees and City Council members regarding job duties and descriptions
4. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 12<sup>th</sup> day of June, 2006 at 5 p.m.

  
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Sylvia H. Breen, Mayor

ATTEST:

  
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Cynthia Schwertner, City Clerk

Approved as to Form by Alan P. Petrov, City Attorney





CITY OF COTTONWOOD SHORE  
3808 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TX 78657

# MANDATORY

## EMPLOYEE/STAFF MEETING

Thursday June 15, 2006

@ the Civic Center 5:00pm

Sign next to name

Chief Reinhard Reeh

*Reinhard Reeh*

Sgt Steven Hallman

*Steven Hallman*

Jerral Wafer

*Jerral Wafer*

Darla Zell

*Darla L. Zell*

Belinda Gonzalez

Tim McClain

Trent Tucker

Cynthia Schwertner

*Cynthia Schwertner*