

**WORKSHOP MEETING OF THE CITY COUNCIL  
MONDAY, SEPTEMBER 24, 2007 AT 5:00 P.M.  
CITY HALL – 3808 COTTONWOOD DRIVE  
CITY OF COTTONWOOD SHORES, TEXAS**

 ORIGINAL

**MINUTES**

1. **Call to Order by Mayor Breen at 5:14 pm.**
2. **Roll Call by Acting Asst. City Secretary Schwertner for Mayor Breen, Councilmember Whitis, Councilmember Ortiz, Councilmember Patschke, Councilmember Adams, and Councilmember Orr. A quorum is present.**
3. **Discussion of Meeting Decorum Ordinance moved into place #4. Mayor Breen brought a pro and con sample sign in sheet from another city council meeting for those who wish to speak during a meeting concerning an issue. Councilmember Orr stated the Mayor needs to use that gavel with force, stop the repetitive issues and keep time limit in control of 3 minutes per speaker. The sign in sheet needs person's printed name, address and the agenda motion they wish to speak about. The agenda will be discussed by the Council. After discussion by the Council the Mayor will call the person, if someone has signed in. That speaker will be called upon, and speaker will come to the front to stand before the Council, and speak of item to be discussed for 3 minutes. The agenda item will then be voted on by the Council. Councilmember Whitis inquired about the agenda minutes info. Councilmember's looking over the meeting and decorum discovered that the book still had the City name of Boerne listed from the example and wording had not been changed naming the City of Cottonwood Shores name. The meeting and decorum book will have to be reworked with correct wording.**  
  
**\*\* Councilmember Ortiz left at 6:20pm.**
4. **Discussion of Personnel Policy moved into place #5. The personnel policy question was raised by Supervisor McClain as to what exactly is his job description. Councilmember Whitis inquired if another or 2<sup>nd</sup> class B personnel would be needed? Would a 2<sup>nd</sup> class B person really be necessary? What is needed is a class C that would be set with the budget, and then Tim can be the Supervisor he needs to be. Personnel policy needs correction as to wording of time accrued not time earned. As for an employee using sick time, and personal time, a Supervisor needs to supervise his employees if using or abusing his time. Councilmember Adams stated in her opinion that if the weather is severe enough to close the roads or put the employee's life in jeopardy coming to work then the employee should be granted Administrative leave rather than it being charged to the employee's leave or personal days. Councilmember Adams reported such as, if a Councilmember is absent from 3 Council meetings there are consequences. Personnel Policy will need to be updated and reworded.**
5. **Discussion of Code Enforcement Ordinance moved into place #3. Councilmember Whitis reported the new implementation plan of change. This will include the employees working outside, Councilmembers, residents assisting with the code enforcement, and residents**

making complaints. A letter will go out to the resident or the commercial business to clean up, they will be given the (10) ten working days to do so, or call the City Hall for extra time. If after the given time they do not do so a second certified letter will go out. From the time of signature, or return with no signature a 10 working day process will be in effect unless resident or commercial business will either be issued a citation or city can clean up the property placing a lien against the property until payment of cleanup. Chief Reinhard will be working on the process with the City Hall office, and handling the difficult residents or commercial businesses that have a nuisance problem. Most important our city needs to clean up our ordinances, residents or commercial business need to see that it is essential to clean up their property, and keep it clean. Councilmember Orr offered if we could get a collection for tires to be hauled out that would be a great big job.

6. Discussion review of Parks Master Plan began with Councilmember Whitis inquired Councilmember Orr what he needs to push this Parks Master Plan through. Councilmember Orr replied he wants a full Performa, more info, and have it available to pick for questions at the Parks Committee meeting. Councilmember Orr commented when you work with the plan from the inside you may miss something. So when you see the plans from the outside as far as dollar amounts they need to be looked over and reviewed.
- \* Councilmember Orr reported Waste Contract settlements are almost completed.
7. Adjournment motion made by Councilmember Orr. Motion was 2<sup>nd</sup> by Councilmember Patschke. All approved. Motion carried. Meeting adjourned at 8 pm.

  
Sylvia H. Breen Mayor

ATTEST:  
  
Cynthia Schwertner Acting Asst. City Secretary



**WORKSHOP MEETING OF THE CITY COUNCIL  
MONDAY, SEPTEMBER 24, 2007 AT 5:00 P.M.  
CITY HALL – 3808 COTTONWOOD DRIVE  
CITY OF COTTONWOOD SHORES, TEXAS**

**ORIGINAL**

**AGENDA**

1. Call to Order
2. Roll Call
3. Discussion of Meeting Decorum Ordinance
4. Discussion of Personnel Policy
5. Discussion of Code Enforcement Ordinance
6. Discussion review of Parks Master Plan
7. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 21<sup>st</sup> day of September, 2007 at 5 p.m.



Sylvia H. Breen

Mayor

ATTEST:



Cynthia Schwertner Acting Asst. City Secretary

