

**MINUTES OF THE REGULAR MEETING
CITY OF COTTONWOOD SHORES
THURSDAY - DECEMBER 18, 1997**

1. **MAYOR DALE PICKENS CALLED THE REGULAR MEETING TO ORDER AT 7:05 P.M. AND A ROLL CALL WAS CONDUCTED: COMMISSIONER FRANK PFEIFER WAS PRESENT.**

THE MAYOR REFERRED TO THE RESIGNATION OF COMMISSIONER PAUL HANCOCK AND STATED THAT HE HAD TALKED TO SEVERAL CITIZENS REGARDING THEIR OPINIONS OF THE CITY'S GROWTH AND NEEDS, AND STATED THAT WHILE IT WAS NOT AN EASY DECISION TO MAKE, IN ACCORDANCE WITH THE MUNICIPAL GOVERNMENT RULES APPLICABLE TO FILLING A VACANCY ON A GOVERNMENT BODY, HE IS AT THIS TIME INTRODUCING MR. RAY WHITIS AND WITH THE CONCURRENCE OF COMMISSIONER PFEIFER HEREBY APPOINTS MR. WHITIS TO THE POSITION OF COMMISSIONER OF THE CITY OF COTTONWOOD SHORES. JUDGE JOANNE AUSTIN ADMINISTERED THE TWO OATHS NECESSARY TO ASSUME THE OFFICE . MAYOR PICKENS CONTINUED, SAYING RAY HAS BEEN IN THE BACKGROUND FOR SOME TIME AND HELPED WITH VOLUNTEERING AND SUPPORT TO THE CITY. A BUSINESSMAN, HE BRINGS NEEDED ADDITIONS TO THE ADMINISTRATION AND WILL DONATE HIS TIME TO SEE THAT WE MOVE FORWARD. RAY WHITIS SPOKE BRIEFLY, STATING THAT HE AND HIS WIFE AND TWO CHILDREN HAVE LIVED ON LAKEVIEW FOR TWO YEARS NOW AND THAT HE APPRECIATES THE OPPORTUNITY AND CONFIDENCE GIVEN TO HIM WITH THIS APPOINTMENT.

2. **CONSENT AGENDA:**

A. COMMISSIONER PFEIFER MOVED TO PASS THE MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 20, 1997 AND WAS SECONDED BY COMMISSIONER WHITIS. THE MOTION PASSED ON MAJORITY VOTE.

B. FINANCIAL STATEMENT FOR NOVEMBER, 1997, WAS TABLED FOR FURTHER REVIEW BY THE COUNCIL AND MAYOR.

3. **DISCUSSION/ACTION AGENDA:**

A. THE MAYOR INTRODUCED MR. J. GANDOLF BURRUS WHO GAVE A PRESENTATION ON THE SERVICES OF HIS FIRM. IN BUSINESS FOR FOURTEEN YEARS, THE FIRM HAS COMPLETED OVER 80 GRANT CONTRACTS THROUGHOUT THE AREA. HE STIPULATED THAT THERE ARE NO DOLLARS PAID BY THE CITY UNTIL THE GRANT DOLLARS ARE ON THE TABLE. HE CONFIRMED THAT THE FIRM ADMINISTERS THE GRANT WHICH RELIEVES CITY STAFF OF A LARGE BURDEN. HE REFERRED TO MANY OF THE SUCCESSFUL GRANTS HANDLED BY HIM AND HIS PARTNER, MS. KATRINA DITMORE, WHO WAS ALSO PRESENT AT THIS MEETING. MS. DITMORE SPECIALIZES IN HOUSING, MORTGAGE BANKING, TECHNICAL AND BOOKWORK ON THE GRANTS. MR. BURRUS IS FROM A MANAGEMENT BACKGROUND, TAUGHT AT THE UNIVERSITY OF TEXAS AND THEY WORK BASICALLY OUT OF AUSTIN BECAUSE THAT IS WHERE THE GRANT

FUNDING AGENCIES ARE AND 99% OF THE TIME, THEIR GRANT DOCUMENTS ARE HAND CARRIED AND PERSONALLY PRESENTED ON BEHALF OF THE CITY.

MR. BURRUS STATED THAT THE FIRM WOULD LIKE TO REPRESENT THE CITY OF COTTONWOOD SHORES IN ITS INFRASTRUCTURE ENDEAVORS. THERE IS A "HARD COPY" FEE OF A MAXIMUM OF \$250.00 PER GRANT. HE STATED THAT ANOTHER ADVANTAGE HIS FIRM OFFERS IS THAT THEY WILL APPROACH ALL AGENCIES IN THEIR EFFORTS FOR THE CITY. HE PRESENTED A SHORT LETTER OF AGREEMENT TO THE CITY COUNCIL AND MAYOR OUTLINING INITIAL DETAILS, INCLUDING SUCH AS WHO THE PARTIES TO THE AGREEMENT ARE, THE PURPOSE - WATER INFRASTRUCTURE ; THE TIME OF SERVICE...APPROXIMATELY SIX MONTHS, DOOR TO DOOR SURVEYS, WORKING WITH THE ENGINEER CHOSEN BY THE CITY. THE BASIC RULES OF GRANT CONSIDERATION WERE TOUCHED ON: AN AGENCY RECEIVES ROUGHLY 35 APPLICATIONS, \$250,000 IS THE MAXIMUM GRANT AWARDED PER APPLICATION; 70% OF THE SCORING IS THE DESIGN OF THE GRANT WITH 30% SCORING BASED ON THE PRESENTATION GIVEN BY THE CITY. THE FIRM WILL SUPERVISE THE HIRING OF A PROFESSIONAL CONTRACTOR AND MONITOR THE PAPERWORK. THE FIRM CONTRACTS FOR ONE PROJECT GRANT CYCLE AT A TIME.

JUDGE JOANNE AUSTIN HAD SOME RELEVANT QUESTIONS: DOES THE FIRM RESEARCH FOR THE CITY AND MAKE RECOMMENDATIONS TO THE CITY FOR WHICH NEEDS SHOULD BE ADDRESSED FIRST? RESPONSE: NO, WE PREFER THE CITY MAKES THAT DECISION. QUESTION: WHO LOBBIES FOR THE CITY? RESPONSE: IT'S NOT LOBBYING! WE EXCHANGE FAVORS...WE WORK WITH PERSONS WHO SCORE THE APPLICATIONS...WE ASK FOR TECHNICAL ADVICE...THE SCORER GETS "USED" TO THE APPLICATION AND HAS "ASSISTED" US. AN OFFICIAL OF THE CITY SPEAKS AT THE GRANT COMPETITION (PRESENTATION)...WE ARE THERE WITH VISUAL AIDS. QUESTION: WHAT IS INVOLVED IN "ADMINISTERING THE GRANT"? RESPONSE: WE DO THE (1) PAPERWORK, (2) CLOSING OUT AND (3) FIELD SUPERVISION. (AT THIS POINT, MR. BURRUS HANDED THE MAYOR OF A LIST OF TASKS THEY PROPOSE TO DO IF HIRED AS THE CITY'S GRANT WRITERS.) MR. BURRUS CONTINUED, STATING THAT APPROXIMATELY 300 FILE FOLDERS WILL ENCOMPASS THE GRANT WORK. MARGIE PHIPPS INQUIRED ABOUT FUNDING FOR ROADS AND MR. BURRUS STATED THAT AGENCIES UNANIMOUSLY DISREGARD THIS, FOCUSING ON "QUALITY OF LIFE" PROJECTS FOR A CITY (WATER, SEWER, ETC.). FRANK PFEIFER REMINDED THE ATTENDEES THAT THE CITY IS REQUIRED TO PROVIDE A 10% CASH MATCH TO ANY GRANT IT IS AWARDED AND MR. BURRUS ADDED THAT THIS 10% WOULD BE DIRECTED TO HIRE GRANT ADMINISTRATORS SUCH AS HIS FIRM, BUT THAT THE CITY OF COTTONWOOD SHORES 10% WILL BE PRORATED OVER THE LIFE OF THE CONTRACT BECAUSE THE MAJORITY OF THE PAPERWORK TAKES PLACE AT THE BEGINNING OF THE CONTRACT. MR. BURRUS EXPLAINED AS TO FIELD SUPERVISION OF THE PROJECT THAT THE ENGINEER WAS RESPONSIBLE FOR THE QUALITY OF THE WORK AND MONITORING THE JOB. THE FIRM WATCHES THE DAVIS-BACON REQUIREMENTS, RECEIVES THE PAYROLL REQUESTS FOR REVIEW AND PRESENTS THEM TO THE CITY COUNCIL FOR PAYROLL DRAWS. MR. SMYRL ASKED IF THE GRANT FIRM CHOOSES THE ENGINEER AND MR. BURRUS

RESPONDED NO, THE CITY DOES. AS ANOTHER QUESTION CAME UP ABOUT STREETS FROM THE AUDIENCE, MR. BURRUS SAID THAT PRACTICALLY SPEAKING, IT HAS BEEN FIVE YEARS SINCE AGENCIES PLACED A PRIORITY ON STREETS. THE MAYOR STATED THAT THE WATER TANK PRESENTLY IN USE IS UNDER CAPACITY AND IN VIOLATION OF TNRCC REQUIREMENTS OF QUANTITY PER CONNECTION. AT THE CONCLUSION OF THE PRESENTATION, THE COUNCIL DISCUSSED AMONG THEMSELVES BRIEFLY AND THE MAYOR EXPRESSED APPRECIATION TO MR. BURRUS AND MS. DITMORE FOR ATTENDING THE MEETING, PROMISING TO GET BACK IN TOUCH WITH THEM IN A FEW DAYS. BOTH MR. BURRUS AND MS. DITMORE EXPRESSED APPRECIATION FOR THE OPPORTUNITY. THE MAYOR RESPONDED THAT THE COUNCIL WOULD REVIEW THE AGREEMENT AND CALL A SPECIAL MEETING OF THE COUNCIL TO VOTE.

(OUT OF LINE WITH AGENDA)

E. MR. DAVID HERNANDEZ REQUESTED THAT HE NOT BE REQUIRED TO PAY A NEW PERMIT FEE FOR THE CONSTRUCTION HE NOW EXPECTS TO GET UNDERWAY SOON. HE HAD PAID A PERMIT FEE OVER A YEAR AGO AND FAILED TO BEGIN CONSTRUCTION WITHIN THE SIX MONTHS PER BUILDING ORDINANCE. AFTER DISCUSSION, COMMISSIONER FRANK PFEIFER MOVED TO ONLY REQUIRE A \$50.00 PERMIT FEE. SECONDED BY COMMISSIONER WHITIS AND PASSED ON VOTE. THE MATTER OF THE SEWER LINE ON MR. HERNANDEZ'S PROPERTY WAS TABLED PENDING ADDITIONAL RESEARCH.

B. MARGIE PHIPPS GAVE A CHRISTMAS COMMITTEE REPORT: 148 PEOPLE ATTENDED THE CHRISTMAS PARTY AND 82 CHILDREN RECEIVED GIFTS FROM THE RESIDENT SANTA CLAUS (BURT BURTON). THANKS WERE EXPRESSED TO HELPERS ANNIE MERCER, HEB FOR THE TURKEY, JUDY PACE, WALMART AND OTHERS. THE MAYOR ANNOUNCED WINNERS OF THE DECORATIONS CONTEST: FIRST PLACE - THE BAGGETT FAMILY; SECOND PLACE - THE MAURY GANDY FAMILY AND THIRD PLACE - THE DAVID HERNANDEZ FAMILY.

C. CHIEF WALTER ELLIS REPORTED A DRUG BUST AND CRIMINAL MISCHIEF CASE, WITH FIVE JUVENILES BEING ARRESTED LAST SATURDAY AT 1:00 A.M. O'CLOCK. IN THE HOLIDAYS, JUVENILE CRIME IS AGAIN ON THE RISE, THERE ARE GROUPS WHICH CAN BE CLASSIFIED AS GANGS, A PROBLEM WITH CURFEW VIOLATIONS AND TWO BURGLARIES, TWO DAYS IN A ROW. THE CHIEF CALLED FOR AN ORDINANCE REVIEW TO ADDRESS THE CURFEW OF MINORS NOT IN SCHOOL DURING SCHOOL HOURS. HE TALKED ABOUT HIS CONTINUING EFFORTS ON EQUIPMENT ETC. AND THEN TOLD THE GROUP THAT HE HOPED TO START WORK ON COMMUNITY PROGRAMS FOR CHILD ADVOCACY, NEIGHBORHOOD WATCH AND CRIMESTOPPERS. HE STRESSED THE NEED FOR COMMUNITY HELP TO IDENTIFY PEOPLE CAUSING CRIME IN THE CITY.

D. MIKE BUTLER, THE SPOKESPERSON FOR THE VOLUNTEER FIRE DEPARTMENT, ADDRESSED THE COUNCIL REGARDING THE NEGOTIATION OF THE CONTRACT BETWEEN THE VFD AND THE CITY, SPEAKING OF CONTRACTS IN THE PAST. COMMISSIONER RAY WHITIS ASKED WHAT THE OPTIONS WERE AND MR. BUTLER RESPONDED THAT THE CITY OF COTTONWOOD SHORES HAS BUDGETED \$1,000 FOR THE DEPARTMENT. HE STATED THAT THE DEPARTMENT VOTED UNANIMOUSLY THAT THIS IS NOT ENOUGH. HE STATED THAT YOU GET WHAT YOU PAY FOR AND THE DEPARTMENT HAS SERIOUS EQUIPMENT NEEDS. COMMISSIONER WHITIS ASKED IF THERE IS A STANDARD SET FOR LEARNING THE ART OF FIRE FIGHTING. CERTIFICATION...MIKE REPLIED THAT THERE IS A STATE CERTIFICATION BUT THE DEPARTMENT HAS NO RESOURCES FOR THIS. HE STATED THAT THEY UTILIZE OTHER AVAILABLE TRAINING PROGRAMS, SUCH AS PROVIDED BY THE FOREST SERVICE. HE STATED THE DEPARTMENT STRIVES TO COMPLY WITH THE NATIONAL FIRE FIGHTING STANDARDS. ASKED ABOUT INSURANCE COVERAGE, MR. BUTLER STATED THE DEPARTMENT HAS LIABILITY AND COMPREHENSIVE ON THREE PIECES OF EQUIPMENT, LIABILITY ONLY ON ONE VEHICLE, A BLANKET POLICY WITH WORKER'S COMPENSATION AND GENERAL LIABILITY OF \$100,000 COVERAGE. THE CITIZENS HAD QUESTIONS, TOO: MR. SMYRL.....FUND RAISERS BY CASSIE VFD SEEM NON-STOP....FRANK SMITH - WHERE IS MY FIRE CHIEF? I APPRECIATE THE EFFORTS (OF MIKE) BUT...LET'S MEET THE CHIEF. MIKE STATED THAT HE WAS THE ASSISTANT FIRE CHIEF AND SPOKESMAN FOR THE DEPARTMENT, BUT MR. SMITH AGAIN STATED HE WANTED TO SEE THE FIRE CHIEF.....MR. BUTLER RESPONDED TO MR. SMYRL'S NEXT QUESTION:"BURNET COUNTY PAYS THE VFD \$6,200 ANNUALLY". MIKE STATED THAT 10% OF THE FUNDS ARE DERIVED FROM FUND-RAISERS AND 10% FROM DONATIONS. THEY RESPOND TO FIRES, EMS CALLS, WRECKS...THE MAYOR POINTED OUT THAT NO ONE REPRESENTING THE VFD ATTENDED THE BUDGET WORKSHOPS WHICH WERE OPEN TO THE PUBLIC.

MIKE BUTLER STATED THAT THE VFD DID KEEP RESPONSE RECORDS. THE MAYOR ASKED HOW MANY PEOPLE WERE IN THE FIRE DEPARTMENT AND MR. BUTLER RESPONDED, ELEVEN. THERE IS A ROSTER AND THEY JOIN ON PROBATION AND UNDERGO TRAINING. AS THE DISCUSSION CONTINUED, POINTS RAISED INCLUDED: THE CITY PROVIDES FREE WATER FOR THE EQUIPMENT AND MUCH OF IT IS USED IN THE COUNTY RESPONSES, LAST TIME ELECTED OFFICERS OF THE VFD CHANGES, READING OF THE NON-PROFIT CORPORATION STIPULATION THAT THE COTTONWOOD VFD WAS TO PROVIDE EXCLUSIVE(LY) TO COTTONWOOD SHORES.....AND REMAINS A NON-PROFIT ORGANIZATION ONLY SO LONG AS (STATED) PURPOSE REMAINS (TRUE). MAYOR PICKENS SAID HE WOULD LIKE TO SEE THE VFD WORK WITH THE CITY...HE WOULD LIKE TO SEE THE ENTIRE BOARD MEET WITH THE CITY ADMINISTRATION. COMMISSIONER WHITIS ADDED THAT WE HAVE A LONG WAY TO GO...LET'S GET STARTED. COMMISSIONER PFEIFER TOLD MR. BUTLER IF THE \$1,000 CONTRACT WAS NOT ACCEPTABLE, THAT'S IT. ITEM WAS TABLED AT THIS TIME.

4. MAYOR'S UPDATE. MAYOR PICKENS SAID THE CITY WAS RUNNING AS WELL AS CAN BE EXPECTED WITH EDDIE PROCTOR'S RETURN AT LEAST 30 DAYS AWAY. HE STATED THAT EDDIE AND HIS FAMILY ARE RUNNING OUT OF

MONEY AND SET UP A FUND FOR THEM DONATIONS AT CITY HALL. (JIM SMYRL BROUGHT THE FIRST DONATION OF \$10.00 TO THE COUNCIL TABLE AT THIS ENTREATY.) LABORER ALBERT SOLIS IS OFF WITH A POSSIBLE HERNIA REQUIRING SURGERY...NO REPORT YET ON THAT, STATED THE MAYOR.

5. OPEN DISCUSSION. MR. SMYRL APPRECIATED THE GRANT WRITING PRESENTATION, IN FAVOR OF BUILDING A TAX BASE IN THE CITY, TOO MANY VACANT LOTS...NEED TO OPEN UP COTTONWOOD SHORES SOUTH OF BROOKWOOD. MR. SMYRL STRONGLY SUPPORTS THE NEW DOUBLE WIDE MANUFACTURED HOMES, WHICH ARE ON PIERS, TIED DOWN, WON'T MOVE, ARE SO WELL PUT TOGETHER THAT THEY APPEAR TO BE CONSTRUCTION-BUILT HOMES. SEE THOSE IN HORSESHOE BAY, HE URGED. HE HAS A LETTER FROM BOB PARSONS OF DISCOUNT HOMES INVITING US TO A TOUR AND VIEWING OF A VCR TAPE OF HIS PROJECT. MR. SMYRL REITERATED THESE ARE NOT MOBILE HOMES, BUT A HOUSE, AND NOT CHEAP.....HE INVITED PEOPLE TO COME AND SEE THE NEW ONE HE NOW LIVES IN. MR. SMYRL BELIEVES THEY SHOULD BE ENCOURAGED TO COME INTO THE CITY WITH THE RESTRICTION THAT THEY ARE OWNER-OCCUPIED ONLY. THE MAYOR SUGGESTED EXPLORING THIS AND ASKING MR. PARSONS BRING THE VIDEO....ALSO KEN BROWN AT FLEETWOOD. THE MAYOR SUGGESTED WE LET THE CITY SEE WHAT THE INDUSTRY HAS TO OFFER AND A PUBLIC HEARING WOULD BE HELD BEFORE ANY CHANGES WOULD BE ENACTED. JUDGE AUSTIN SUPPORTED THE IDEA, STATING THAT THERE IS A MISCONCEPTION ABOUT MOBILE HOMES IN SOME CASES, AND THE MAYOR STATED THAT HE WOULD WORK WITH JIM SMYRL ON GETTING A PRESENTATION. WATER OPERATOR LARRY LETT ALSO SUPPORTED THE INCREASE IN POPULATION FOR THE CITY, BUT CAUTIONED EVERYONE TO REMEMBER THAT STORAGE CAPACITY OF WATER IS ALREADY UNDER THE GUN. CURRENT EFFORTS TO INCREASE STORAGE SHOULD LOOK TO THE FUTURE, NOT JUST MEETING CURRENT REGULATION. IT WAS STATED THAT CONTINUED ISSUANCE OF BUILDING PERMITS NEEDS TO DEPEND ON CONNECTIONS (WATER CAPACITY) AVAILABLE.

6. THE MAYOR ADJOURNED THIS MEETING AT 9:40 P.M.

DALE PICKENS, MAYOR

ATTEST:

SUE PORTER, CITY SECRETARY

12-18-97

J Anne Austin
Ray Whitis
Marjorie Phipps
Evelyn Phipps
Frank + Anne Smith
David Austin
Jim Smyel
John Smith
Leslie Kirk
Mr David Hernandez

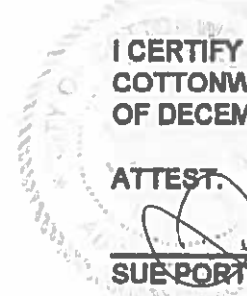
**REGULAR MEETING
OF THE CITY COUNCIL OF COTTONWOOD SHORES
4111 COTTONWOOD DRIVE - CIVIC CENTER BUILDING
THURSDAY - DECEMBER 18, 1997 - 7:00 P.M.**

AGENDA

1. CALL TO ORDER AND ROLL CALL.
2. COMMISSIONER - NOMINATION AND APPOINTMENT.
3. CONSENT AGENDA:
 - A. MINUTES OF THE REGULAR MEETING, NOVEMBER 20, 1997.
 - B. FINANCIAL STATEMENT FOR NOVEMBER, 1997.
3. DISCUSSION/ACTION AGENDA:
 - A. PRESENTATION ON GRANT SERVICE - AUDIENCE PARTICIPATION ENCOURAGED. **SPEAKER: J. GANDOLF BURRUS FROM GRANT DEVELOPMENT SERVICES.**
 - B. CHRISTMAS COMMITTEE REPORT.
 - C. POLICE DEPARTMENT REPORT.
 - D. CONTRACT FOR FIRE PROTECTION SERVICES.
 - E. REQUEST OF DAVID HERNANDEZ, SR (LOTS 171 AND 172, DRIFTWOOD) REGARDING SEWER LINE AND PERMIT FEES.
4. MAYOR'S UPDATE.
5. OPEN DISCUSSION.
6. ADJOURNMENT.

I CERTIFY THAT THE ABOVE NOTICE WAS POSTED AT CITY HALL, 3915 COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS ON THIS THE 15TH DAY OF DECEMBER 1997 AT 4:30 P.M.

ATTEST.


Sue Porter
SUE PORTER, CITY SECRETARY

Dale Pickens
DALE PICKENS, MAYOR

{THIS FACILITY IS WHEELCHAIR ACCESSIBLE WITH ACCESSIBLE PARKING. REQUESTS FOR ACCOMMODATIONS FOR INTERPRETIVE SERVICES MUST BE MADE 48 HRS PRIOR TO MEETING. CALL 693-3830.}