

**MINUTES OF SPECIAL MEETING  
CITY OF COTTONWOOD SHORES  
JANUARY 5, 1998  
3915 COTTONWOOD DRIVE**

1. **MAYOR PICKENS CALLED THE MEETING TO ORDER AT 10:18 A.M.  
ROLL CALL: COMMISSIONER FRANK PFEIFER AND COMMISSIONER  
WHITIS PRESENT.**

2. **CONSENT AGENDA:**

**FINANCIAL STATEMENT, NOVEMBER 1997: MAYOR PICKENS ADVISED  
THE COUNCIL THAT CORRECTIONS HAD BEEN TAKEN CARE OF - PRIMARILY IN  
THE AREAS OF THE POLICE DEPARTMENT AND COURT DEPARTMENTS. THERE  
WAS GENERAL DISCUSSION OF THE BUDGET, CONTRACT LABOR,  
SUGGESTIONS OF A QUARTERLY BUDGET REVIEW AND OTHER  
PRECAUTIONARY STEPS TO ENHANCE BUDGET CONTROL OF THE CITY'S  
FINANCES. COMMISSIONER MOVED TO ACCEPT THE STATEMENT AS  
PRESENTED. COMMISSIONER WHITIS SECONDED THE MOTION WHICH CARRIED  
ON VOTE.**

3. **DISCUSSION AGENDA:**

A. **THE TML INTERLOCAL AGREEMENT. THE MAYOR ADVISED THAT  
HE HAS REVIEWED THIS DOCUMENT IN COMPARISON WITH ONE CURRENTLY  
ON FILE AND THAT A REVISION OF THE FORM IS NECESSITATING RE-EXECUTION  
BY THE CITY AND TML. THE CITY SECRETARY IS DESIGNATED AS THE FOCAL  
CONTACT ON THE AGREEMENT. COMMISSIONER MOVED TO APPROVE THE  
DOCUMENT. SECONDED BY COMMISSIONER RAY WHITIS, PASSED ON VOTE.**

**THE MAYOR ALSO DISCUSSED WITH THE COUNCIL THE TML SALARY AUDIT  
RESULTS. RISK POOL RATES AND COVERAGES HAVE INCREASED SHARPLY AND  
THERE ARE VARIOUS AREAS IN QUESTION. THE FIGURES WILL BE DISCUSSED  
WITH THE CPA FIRM.**

B. **BANK RESOLUTION - SIGNATURE CARDS.**

**THE MAYOR WAS GIVEN AN INCOMPLETED RESOLUTION FORM  
RECEIVED FROM THE BANK. THE CITY SECRETARY ADVISED THAT THE BANK  
CONTACT HANDLING THE MATTER REQUIRES ONE RESOLUTION BUT ALL  
SIGNATURES WILL HAVE TO BE RESIGNED BY EVERYONE TO BE AUTHORIZED  
TO CO-SIGN CHECKS ON ALL ACCOUNTS. COMMISSIONER PFEIFER DISAGREED  
WITH THIS INFORMATION. THE MAYOR TABLED THE MATTER AS THE FORM WAS  
NOT COMPLETED.**

C. LETTER OF AGREEMENT - GDS, INC.

THE MAYOR AND COUNCIL REVIEWED THE PROPOSED CONTRACT WITH J. GANDOLF BURRUS AND KATRINA DITMORE FOR GRANT WRITING SERVICES IN THE CITY'S EFFORT TO OBTAIN FUNDS FOR THE COMPLETION OF THE WATER IMPROVEMENTS INCLUDING ADDITIONAL STORAGE CAPACITY. THERE WERE SEVERAL CONCERNS INCLUDING AN INDICATION THAT THE FIRM WOULD ONLY APPROACH ONE FUNDING AGENCY AT A TIME, AS IT WAS BELIEVED THAT MULTIPLE APPLICATIONS WOULD BE PRESENTED TO THE VARIOUS AGENCIES AT THE SAME TIME, PROVIDING A GREATER CHANCE OF APPROVAL. ALSO NOT CLEAR WAS WHETHER OR NOT THE FIRM WILL PERFORM THE DOOR-TO-DOOR SURVEY, ACTUALLY ASSIST IN THE PRESENTATION. MEMBERS QUESTIONED THE TERM "LUMP SUM" IN REGARD TO THE FEE TO BE CHARGED IF THE GRANT IS AWARDED, RATHER THAN A PRORATED PAYOUT AS STATED IN THE VERBAL PRESENTATION. IT APPEARED UNCLEAR AS TO WHETHER OR NOT THIS LETTER OF AGREEMENT WAS INTENDED TO COVER THE ADMINISTERING SERVICES OF THE GRANT. THE MAYOR GAVE EVERYONE A COPY OF THE LIST OF SERVICES PROPOSED TO BE PROVIDED DURING THE ADMINISTRATION OF THE GRANT THROUGH CLOSING OUT. IT WAS NOTED THAT IT WAS DISCONCERTING TO HAVE A DOCUMENT IN HAND WHICH REFERRED TO OTHER CITIES - OBVIOUSLY THIS WAS A BASE AGREEMENT WHICH WAS NOT CAREFULLY AMENDED FOR THE COUNCIL'S CONSIDERATION. THE AGREEMENT ALSO REFERRED TO ADDITIONAL COMPENSATION THAT MIGHT BE REQUESTED IN THE EVENT THAT THE CITY REQUESTED CHANGES TO THEIR GRANT AGENCY CONTRACT, IF THAT CHANGE REQUEST RESULTED IN SUBMISSION OF AN AMENDMENT TO THE AGENCY. SUCH AMOUNT WOULD BE "NEGOTIATED" BASED ON THE SCOPE OF THE ADDITIONAL SERVICES TO BE PERFORMED. OTHER CONCERNS WERE EXPRESSED DURING THE DISCUSSION AND THE MAYOR STATED THAT HE WOULD CALL THE FIRM WITH THESE QUESTIONS AND RELAY THE COUNCIL'S CONCERNS, ALSO ASKING WHEN A WORKABLE DOCUMENT SPECIFIC TO THE CITY OF COTTONWOOD SHORES WOULD BE PRESENTED FOR THE CITY COUNCIL AND CITY ATTORNEY'S REVIEW. COMMISSIONER RAY WHITIS OFFERED TO TALK WITH THE CITY PEOPLE AT JOHNSON CITY IN REGARD TO THEIR OPINION OF THE HANDLING OF THE SEVERAL GRANTS OBTAINED THROUGH THIS FIRM FOR THAT CITY.

4. THE MAYOR ADJOURNED THIS MEETING AT 12:28 P.M. WITH THE CAUTION THAT FUTURE MEETINGS WOULD BE SECURED FROM MULTIPLE INTERRUPTIONS AS HAS OCCURRED AND LENGTHENED THIS SPECIAL MEETING.

ATTEST:

\_\_\_\_\_  
DALE PICKENS, MAYOR

BY \_\_\_\_\_  
SUE PORTER, CITY SECRETARY

**SPECIAL MEETING  
OF THE CITY COUNCIL OF COTTONWOOD SHORES  
3915 COTTONWOOD DRIVE  
CITY HALL BUILDING**

**MONDAY - JANUARY 5, 1998 -10:00 A.M.**

**A G E N D A**

1. CALL TO ORDER AND ROLL CALL.
2. CONSENT AGENDA:  
FINANCIAL STATEMENT FOR NOVEMBER, 1997.
3. DISCUSSION/ACTION AGENDA:
  - A. TML INTERLOCAL AGREEMENT.
  - B. BANK RESOLUTION - SIGNATURE CARDS.
  - C. LETTER OF AGREEMENT - GDS, INC. (GRANT WRITING FIRM).
4. ADJOURNMENT.

**I CERTIFY THAT THE ABOVE NOTICE WAS POSTED AT CITY HALL, 3915  
COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS, ON THIS THE 31ST DAY  
OF DECEMBER, 1997 AT 5:00 P.M.**

  
**DALE PICKENS, MAYOR**

**(THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING  
SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS FOR  
INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THE MEETING.  
PLEASE CONTACT THE CITY SECRETARY)**