

**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL  
OF THE CITY OF COTTONWOOD SHORES, TEXAS  
3808 COTTONWOOD DRIVE – CITY HALL  
WEDNESDAY, JUNE 30, 2004 AT 5:30 P.M.**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Santee called the special meeting to order at 5:33 PM with Council Members Hildebrand, Beyer, Plumley, Pfeiffer and Carusi in attendance. A quorum was present.
2. **CONSIDER AND POSSIBLY TAKE ACTION ON ADOPTING RULES OF PROCEDURE, CONDUCT AND DECORUM AT MEETING OF THE COTTONWOOD SHORES CITY COUNCIL.**

Councilman Hildebrand made the motion to postpone taking action on adopting rules of procedure, conduct and decorum at the meetings of the Cottonwood Shores City Council. Councilwoman Beyer seconded the motion and was carried.

3. **CONSIDER AND POSSIBLY TAKE ACTION ON ADOPTING AN ORDINANCE CREATING THE OFFICE OF CITY TREASURER FOR THE CITY OF COTTONWOOD SHORES, TEXAS.**

Councilman Carusi made a motion on adopting an ordinance creating the office of City Treasurer for the City of Cottonwood Shores, Texas. The motion was seconded by Councilman Plumley and carried.

4. **CONSIDER AND POSSIBLY TAKE ACTION ON APPOINTING A MAYOR PRO-TEM FOR THE CITY OF COTTONWOOD SHORES, TEXAS PURSUANT TO L.G.C. § 22.037.**

Mayor Santee made a motion to appoint Councilman Frank Pfeiffer as Mayor Pro-Tem for the City of Cottonwood Shores, Texas. The motion was seconded by Councilman Plumley and carried.

5. **CONSIDER AND POSSIBLY TAKE ACTION ON ADOPTING RESOLUTION NO. 063004, A CORPORATE SIGNATORY AUTHORIZATION RESOLUTION FOR ALL FINANCIAL TRANSACTIONS ENTERED INTO BY AND FOR THE CITY OF COTTONWOOD SHORES, TEXAS.**

Councilman Hildebrand made the motion to grant Mayor Santee authority to sign checks. The motion was seconded by Councilwoman Beyer and carried.

Councilman Hildebrand made the motion to delete Dale Pickens' authority to sign checks. The motion was seconded by Councilman Plumley and carried.

Councilman Plumley made the motion to grant Councilwoman Beyer authority to sign checks. The motion was seconded by Councilman Pfeiffer and carried.

6. **CONSIDER AND POSSIBLY TAKE ACTION ON A REQUEST BY VERNON AND BARBARA SCHRADER FOR A VARIANCE TO THE FIVE FOOT UTILITY EASEMENT AND SETBACK REQUIREMENT AS RECORDED IN VOLUME 141, PAGE 434, BURNET COUNTY DEED RECORDS ON LOTS 334 AND 335, YELLOWSTONE SECTION, COTTONWOOD SHORES, TEXAS AS RECORDED IN VOLUME 1, PAGE 188, BURNET COUNTY PLAT RECORDS TO ALLOW FOR THE CONSTRUCTION OF A NEW HOME OVER AND UPON SAID UTILITY EASEMENT AT 840 PINE LANE, COTTONWOOD SHORES, TEXAS.**

Councilman Hildebrand made the motion to grant the request by Vernon and Barbara Schrader for a variance to the five foot utility easement and setback required as recorded in Volume 141, Page 434,

Burnet County deed records on lots 334 and 335, Yellowstone section, Cottonwood Shores, Texas, as recorded in Volume 1, Page 188, Burnet County plat records to allow for the construction of a new home over and upon said utility easement at 840 Pine Lane, Cottonwood Shores, Texas. Councilman Carusi seconded and the motion passed.

**7. MAYOR'S REPORT:**

**a) UPDATE ON C.D.B.G. GRANT FROM O.R.C.A. FOR WATER DISTRIBUTION IMPROVEMENTS.**

The mayor reported that improvements are complete. He met with Steve Kallman and that Councilman Pfeiffer went for the final inspection.

**8. CITIZEN COMMENTS.**

**9. ADJOURNMENT.** Mayor Santee adjourned this meeting at 7 PM.

ATTEST:

  
TENA COLLIER, CITY SECRETARY



**Rules of Procedure, Conduct, and  
Decorum at Meetings of the  
Cottonwood Shores City Council**

**Adopted June 30, 2004**

**Rules of Procedure, Conduct and Decorum at  
Meetings of the Cottonwood Shores City Council**

- I. All Regular, Special, Emergency and Executive Session Meetings of the City of Cottonwood Shores city Council will be called and conducted in accordance with the provisions of the Texas Open Meeting Act, Chapter 551, Government Code.
- II. Regular, Special and Emergency Meetings of the City of Cottonwood Shores are open to the public and to representatives of the press and media. Executive Sessions of the City Council are not open to the public, the press or the media and only those individuals expressly requested or ordered to be present are allowed to attend Executive Session.
- III. The City of Cottonwood Shores City Council meets in regular sessions on the third Thursday of each month. In order for a matter or an issue to appear as an agenda item on the Agenda of any Regular Meeting of the City Council, a request must be filed with the City Secretary by 12:00 p.m. (noon) on the Monday immediately preceding the Regular Meeting of the Council. Agenda items must receive approval of the Mayor and one (1) council person before being placed on the agenda.
- IV. The business of the City of Cottonwood Shores is conducted by and between the members of the City Council and by those members of the Cottonwood Shores City staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate.
  - A. It is the intention of the Council to provide an open access to the citizens of Cottonwood Shores to address the City Council and express themselves on issues of City Government. Members of the public are reminded that the Cottonwood Shores city council possesses the power to issue a citation under Section 42.05 (Class B) and section 38.13 (Class A) of the Texas Penal Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency Meeting of the Council shall conduct themselves with proper respect and

decorum in speaking to, and/or addressing the Council in participating in public discussions before the Council; and in all actions in the presence of the Council. Those members of the public who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting. Refusal to abide by the Council's Order and/or continued disruption of the meeting may result in an Contempt of Court Citation.

- B. It is not the intention of the City of Cottonwood Shores to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the Council to allow a member (or members) of the public to insult the honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence and/or racial, ethnic or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following sanctions:
1. Cancellation of the speaker's remaining time
  2. removal from the City Council room
  3. a Contempt Citation; and/or
  4. such other civil/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.
- V. The Mayor is the presiding officer of the Cottonwood Shores City Council and is a fully participating member thereof. In the event of the absence of the Mayor, the Mayor Pro-tem shall preside. However, nothing herein shall prevent the Mayor Pro-tem of this Council from delegating this duty to another member of the City Council.
- VI. The Mayor (or the designated Mayor Pro-tem of the City Council), as presiding officer of the City Council, is responsible for conducting all meetings. All participating members of the Public must be recognized before they will be allowed to address the Council.

- VII. The Chief of Police of the City of Cottonwood Shores, Texas, or his/her designated Officer shall serve as the Bailiff at all Regular, Special and Emergency Meetings of the Council. However, in the event of the absence of the Chief, or in the event that there exists a conflict of interest between the Chief, any member of the Police Department, and the City Council, or in the event of an Executive Session of the Court in which the Chief is not an authorized participant, then in such event, the Council shall appoint such other commissioned peace officers to serve as Bailiff as may be necessary.
- VIII. From time to time, the City Council shall conduct public hearings. These rules of procedure, conduct and decorum shall also apply to such public hearings, however, the City Council may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient and proper manner.
- IX. These rules of procedure, Conduct and Decorum at Meetings of the City of Cottonwood Shores City Council shall be efficient immediately upon adoption by the Council and shall remain in full force and effect until amended or repealed by a majority vote of the City Council.

Adopted June 30, 2004 by Majority Vote of the  
Cottonwood Shores City Council



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OF THE CITY OF COTTONWOOD SHORES, TEXAS  
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AGENDA

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7. MAYOR'S REPORT:
  - a) UPDATE ON C.D.B.G. GRANT FROM O.R.C.A. FOR WATER DISTRIBUTION IMPROVEMENTS.
8. CITIZEN COMMENTS.
9. ADJOURNMENT.

I CERTIFY THAT THE ABOVE NOTICE WAS POSTED AT CITY HALL, 3808 COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS ON THIS 26<sup>TH</sup> DAY OF JUNE, 2004 AT 4:30 P.M.

ATTEST:

  
TENA COLLIER, CITY SECRETARY

