

**MINUTES OF THE WORKSHOP MEETING
OF THE CITY OF COTTONWOOD SHORES, TEXAS,
AT CITY HALL - 3808 COTTONWOOD DRIVE
THURSDAY, JULY 8, 2004, AT 5:30 PM**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Santee called the workshop meeting to order at 5:30 PM with Council Members Hildebrand, Beyer, Plumley, Pfeiffer, and Carusi in attendance. A quorum was present.
2. **DISCUSSION REGARDING ADOPTING RULES OF PROCEDURE, CONDUCT AND DECORUM AT MEETING OF THE COTTONWOOD SHORES CITY COUNCIL.**

A point was discussed regarding the fact that the Mayor was the only person who could approve the items placed on the agenda.

Ms. Jo Ann Austin stated that it was a waste of time to have another council person involved to approve what is placed on the agenda and felt the Mayor should have that authority alone. Ms. Austin felt that the council should guard against adding too many layers to the administration for a city of this size, just need to keep things simple and clear cut without adding in a lot of extra items that are not necessary. Ms. Austin stated that the Mayor should be able to prioritize the agenda items and if some are not put on the agenda for one meeting, put them on the agenda for the next meeting so that the meetings do not last until MID.

Mayor Santee asked Councilman Plumley if his proposal was to delete the words, "and one council person" so the ordinance as passed would read, "the agenda items must receive approval of the mayor." The council members all answered that this was what they wanted to do.

Councilman Carusi made a motion that entire last sentence of Paragraph 3 be deleted. The motion was seconded by Councilman Plumley and was carried.

The council discussed the legalities of the executive session as to who and who could not attend the sessions.

Mayor Santee stated that upon extensive discussion of Paragraph 2, no motions were made to change or alter the language of Section 2; therefore Section 2 remains as is in the proposed ordinance.

Councilman Plumley stated that he would like to see the citizens at the council the meeting limit their discussions for 3 to 5 minutes. Ms. Austin stated that by Roberts Rule of order that it would be up to the discretion of the chair to control the meeting.

Ms. Janet Taylor-Carusi reported that CAPGOG stated that the way that they handled the minutes should have the exact way that it was written on the agenda and then it would say the motion and who made the motion, second and who made the second and the disposition. It was further reported that the only time that they went into great detail and completely transcribed the recordings was if it was something that they felt would come back to bite them later; otherwise they made it short and sweet and moved on; kept the tapes permanently for reference back to later.

Ms. Austin stated that no secretary is to transcribe the entire minutes. The minutes only record the motions, the action taken and that is it. Mayor Santee agreed that it was only the affirmative or negative action taken, a yes or no vote.

City Secretary stated that she would make the changes to the ordinance and put it on the agenda for the next council meeting. The council were all in agreement.

3. DISCUSSION REGARDING THE PERSONNEL POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.

The council agreed that the new document takes the mayor's responsibility to place extra burden on the City Secretary.

The matter of punching a time clock and standby time was discussed. Mayor Santee stated that there seem to be a lot of vagueness and a lot of open ends in this proposal and in order to move things along he wanted to know if there was any further discussion on any other matters besides the time clock.

Mayor Santee stated that the chair would entertain a motion to postpone discussion on this personnel policy and discuss the policy when the document has been thoroughly amended to satisfy the council's agenda.

Councilman Hildebrand made the motion to postpone discussion on this personnel policy until the document has been amended. Councilman Pfeiffer seconded the motion and was passed.

The council discussed the job duties of the treasurer which will be governed by the Statutes of the State of Texas and enumerated by the City Council. The City Treasurer will take charge of all of the financial affairs of the city including the accounts payable, accounts receivable, the time clock, the time sheets, the inventory of all the assets and be the total mogul of all the items related to finance.

The council discussed the building of Mr. Lee Plyhpic who requested reduced fees so that the city could have his business. The building is not the same as the original blueprints. Mayor Santee directed the City Clerk to give the blue prints to Mr. McCurdy and Councilman Pfeiffer to contact Mr. Plyhpic.

4. CITIZEN COMMENTS. None.


Mayor Santee that he stated that he was trying to create order out of chaos. Mayor Santee stated what he was over and clarified that under Texas Statutes, he has no control over the Police Department and that fell under the council's jurisdiction.

5. ADJOURNMENT. Mayor Santee adjourned the Workshop meeting at 7:35 PM.


DONALD SANTEE, MAYOR

ATTEST:

TENA COLLIER, CITY SECRETARY


Laurel Kant, City Secretary

Replaces Original Minutes
Dec. 22, 2005

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OF THE CITY OF COTTONWOOD SHORES, TEXAS
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AGENDA

1. CALL TO ORDER AND ROLL CALL.
2. DISCUSSION REGARDING ADOPTING RULES OF PROCEDURE, CONDUCT AND DECORUM AT MEETING OF THE COTTONWOOD SHORES CITY COUNCIL.
3. DISCUSSION REGARDING THE PERSONNEL POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.
4. CITIZENS' COMMENTS.
5. ADJOURNMENT.

I CERTIFY THAT THE ABOVE NOTICE WAS POSTED AT CITY HALL, 3808 COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS, IN THIS 1ST DAY OF JULY, 2004 AT 8:00 P.M.

ATTEST:


TENA COLLIER, CITY SECRETARY



