

**SPECIAL MEETING OF THE CITY COUNCIL  
OF THE CITY OF COTTONWOOD SHORES, TEXAS  
MONDAY, OCTOBER 8, 2007 AT 4:00 P.M.  
PFEIFER CENTER – 4111 COTTONWOOD DRIVE**

 ORIGINAL

**MINUTES**

1. Call to Order by Mayor Breen at 4:05 pm.
2. Roll call by Asst. City Secretary Schwertner for Mayor Breen, Councilmember Whitis, Councilmember Ortiz not present, Councilmember Adams, Councilmember Patschke, and Councilmember Orr. A quorum is present.
3. Discuss CDBG Grant as requested by Grant Services/Mayor Breen began with Gandolf Burrus of Grant Services speaking about the correction that had been made to lift station #3. Councilmember Patschke questioned about the repair and documentation. Gandolf Burrus explained the grant for last years work was on lift station #3 the main station going into Horseshoe Bay. City Engineer Steve Kallman reported the grant work from last year was done to repair a TCEQ citation received. The new grant would be for the main line lift station #3 for a backup generator in case electricity goes out. The grants can be amended as long as certified by City Engineer. Katrina Dittmore with Grant Services remarked the grant wording is vague, and contract would not begin until May 2008. Councilmember Whitis inquired as to when contract must be submitted. Gandolf Burrus replied must be in by March, 2008. There was discussion about the outside of city residents on septic in LBJ Estates being brought into the city and they be connected to our sewer lines. Supervisor Tim McClain questioned if there was a need for a new lift station for a first time service could it be worked into the grant if necessary. Gandolf Burrus replied the city could, if there were enough people from that street or area listed on the grant for the service to be worked on.
4. Discuss the submission for the CCN as requested by Mayor Breen, it has become apparent that our east/west boundaries is what is of concern on our map which was thought that our ETJ encircled our entire area was correct. City Engineer Steve Kallman reported this is what was brought to his attention by Marble Falls. Councilmember Adams who was appointed to do this reported that she and Steve Kallman spoke with Marble Falls about working on the CCN and they would not relinquish any of the property that they were claiming as their ETJ when Steve Kallman and she had a meeting with Mr. Russell. Councilmember Adams

reported that the CCN should be submitted with the one-half mile ETJ designated and that it should force negotiations and a determination. Steve Kallman reported that the City still had some paperwork that was not completed that was to be sent in along with CCN map. Steve was asked to send to City for completion. Councilmember Patschke commented that it seems strange how lines have moved with Marble Falls ETJ, but now this appears.

Councilmember Orr said he has measured where the Marble Falls sign is, and measured 2 miles. City Engineer Kallman asked about the Horseshoe Bay properties surrounding Castle Acres area that has been relinquished to them. Councilmember Orr made a motion to get CCN turned in including on East side ½ mile is our ETJ, and West side to be set as was agreed to in 2005. Councilmember Orr made the motion to submit the CCN. Motion was 2<sup>nd</sup> by Councilmember Whitis. All approved. Motion carried.

5. Discuss Parks Master Plan as requested by Park Committee President Wayson began with Councilmember Orr who was concerned about the wording of the tennis area in #8. The City can support the tennis wording of underprivileged youth. Councilmember Orr will still be requesting for dollar amounts the city will need to process. Mayor Breen reported that all council members could attend the public hearing for parks because she would make an announcement that the council would not be taking action on any item. Parks Committee public hearing meeting will be Tuesday Oct. 16<sup>th</sup>, 2007 at 5:30 pm.
- 6 Discuss the Code Enforcement Implementation language as requested by Councilmember Whitis is to do reinforcement. This plan is a work in progress, and violators will be dealt with. Not only will the resident be notified, but if a renter, the landlord, or owner of record will also be notified. The process will be including those citizens assisting the city, meter readers, and Councilmembers to turn in addresses on those violators. Councilmember Whitis made the motion for the Council to accept the Code Enforcement Implementation Plan. Motion was 2<sup>nd</sup> by Councilmember Orr. All approved. Motion carried.
7. Discussion of Personnel Policy as requested by Mayor Breen speaking about salary/wage personnel. Councilmember Orr spoke of the terms of Supervisor; a Supervisor leads the people who work in his department and does the hiring. A supervisor works under a salary wage. Councilmember Whitis agreed the change from hourly to salary on Tim McClain, and Jerrial Wafer made sense since both are in Supervisor positions. Councilmember Orr spoke about hiring a secretary part time. Council had the discussion of bringing in a City Secretary, but need a job description of what is needed from that person to work effectively, and how that person will work through office if hired as full time personnel.

8. Future Agenda Items by Councilmember Orr mentioned the 2<sup>nd</sup> Amendment for Horseshoe Bay waste water contract; the solid waste contract; and he also asked Councilmember Patschke on the status of the county for the roadwork in CWS; he pointed out that Mayor Breen needs to get the word out about CWS being on the move and what the City is doing. Mayor Breen reported that at the next meeting that the City might change the paper of record, and also Mike Light's contract. Councilmember Whitis will work on Voluntary Fire Department contract.
9. Adjournment motion was made by councilmember Orr. Motion was 2<sup>nd</sup> by Councilmember Patschke. All approved. Motion carried.  
Meeting was adjourned at 6:15 pm.

  
\_\_\_\_\_  
Sylvia H. Breen Mayor

ATTEST:

  
\_\_\_\_\_  
Cynthia Schwertner Asst. City Secretary





**CITY OF COTTONWOOD SHORES  
3808 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TX. 78657  
PHONE # (830) 693-3830 FAX # (830) 693-6436**

**CODE ENFORCEMENT**

**COPY**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

Section \_\_\_\_\_

Lot(s) \_\_\_\_\_

**FINAL NOTICE OF VIOLATION**

**This final notice is in regard to your property in the City of Cottonwood Shores. The property listed above by owner or occupant is in violation of City Ordinance(s) # as listed below.**

- 1. Your property is in Violation of Ordinance # 052093 concerning piled debris, trash, garbage, rubbish, high brush, and/or high weeds creating a Public Nuisance.**
- 2. Your property is in Violation of Ordinance # 071802 concerning Junk and/or Abandoned Vehicles including water vehicles and motors creating a Public Nuisance.**
- 3. Your property is in Violation of Ordinance # 061898 concerning Building and/or debris. On a building site a dumpster is to be in place before and after commencement of building.**

Violation is \_\_\_\_\_.

**These offenses may carry a punishable fine of up to but not to exceed \$200.00 per day if a person continues to commit an offense maintaining a public nuisance.**

**The City allows (10) ten days from receipt of this notice to remedy this violation. Should you have any further questions or need assistance to bring your property up to code, please notify City Hall. Office hours are Monday – Friday 8am-5pm.**

\_\_\_\_\_  
Chief Reinhard Reeh

CWSPD

\_\_\_\_\_  
Date

Your property will be reinspected on: \_\_\_\_\_.

**Thank you; your cooperation will be appreciated**

**Cottonwood Shores Security & Code Enforcement Implementation Plan**

**Scope**

The scope of this plan is to ultimately include all facets of ordinances, codes, courts, fines, police and security components within the city of Cottonwood Shores and its ETJ. The Plan is in essence a two-fold, simultaneous process of 1) clean up and implementation of existing procedures and processes, and 2) an expansion, starting with a few ordinances to ultimately include all ordinances encompassing the elements contained in the above.

**Goals & Objectives**

- Beautify the city; clean up of unsightly properties and components within the city
- Clarify, functionalise, and clean up of city ordinances
- Compel conformance to city ordinances
- Increase perception of Police presence and citizens sense of security
- Manage city business in an efficient and objective manner
- Improve citizen perception of city's operational efficiency

<u>Plan Components</u>	<u>Plan &amp; Timelines</u>	<u>Implementation</u>
<b><u>Security</u></b>		
Identify problems areas/issues within city		10/01/07 – 12/01/07*
Research/incorporate technology to enhance security		10/01/07 – 1/1/07*
Increase Police presence		11/01/2007 – 12/01/07
Utilize outsourcing		11/01/2007 – 11/01/07
Optimize configuration of patrol areas and times		11/01/2007 – 11/01/07
<b><u>Code Enforcement</u></b>		
Ordinance review		10/01/2007 - ongoing
Procedural review for ordinance violation		10/01/2007 – 1/1/07
Document new/revised Ordinances, Procedures		11/01/2007 – ongoing

This Plan is expected to be accomplished within the current 2008 fiscal budget range. Details of plan components have been discussed at previous council meetings and are available for further discussion on an individual basis. Your input is always wanted.

**If you have any last minute questions or issues, please advise Cynthia before the meeting so that they may be addressed without the risk of airing discretionary concerns contained within the plan.** I will be submitting a “motion to pass this implementation plan as has been previously discussed and is laid out in this document.”

\* - target date for initial completion but remains ongoing.



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**AGENDA**

1. Call to Order
2. Roll call
3. Discuss CDBG Grant as requested by Grant Services/Mayor Breen
4. Discuss the submission for the CCN as requested by Mayor Breen
5. Discuss Parks Master Plan as requested by Park Committee President Wayson
6. Discuss the Code Enforcement Implementation language as requested by Councilmember Whitis
7. Discussion of Personnel Policy as requested by Mayor Breen
8. Future Agenda Items
9. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 5<sup>th</sup> day of October, 2007 at 3:30 pm.

  
Sylvia H. Breen Mayor

ATTEST:

  
Cynthia Schwertner Asst. City Secretary

