

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657
 Office: (830) 693-3830 www.cottonwoodshores.org Fax: (830) 693-6436

Mayor: Donald Orr
 Mayor Pro-Tem: Stephen Sherry
 Councilmember: Travis Hockensmith



Councilmember: Cheri Trinidad
 Councilmember: Marley Porter
 Councilmember: Roger L. Wayson

People, Parks and Prosperity

REGULAR CITY COUNCIL MEETING MINUTES

**** NOTICE ****

The City Council held a regular meeting on Thursday, February 6, 2014 at 6:00 p.m.
 The meeting was held at the Cottonwood Shores City Hall located at:
 3808 Cottonwood Drive in Cottonwood Shores, TX 78657

AGENDA

1. Regular Meeting Called to Order: 6:00 pm
2. Roll Call:

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Mayor Orr	√		
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

City Secretary Sheila Moore announced that a quorum was present.

3. Pledge of Allegiance to U.S. and Texas flags was led by Mayor Donald Orr
4. Citizen's Comments:

This is the opportunity for the public to address the City Council. Please sign up to speak and indicate the subject you intend to address. Speakers will be recognized in their order of sign-up. City Council may not discuss or act on any issue not posted on the agenda for this meeting. (Attorney General Opinion JC-0169). Citizen's comments will be limited to 3 minutes after they have been acknowledged to speak by the chair of the meeting. If the Citizen wishes to make comments about an item that is already on the agenda, discussion will be deferred until the item comes up.

No comments.

5. Mayor's Report: *See attached.*

6. Consent Agenda:

- 6.1. Minutes from a Regular Meeting of the City Council held on January 2, 2014
 - 6.1.1. Motion to accept January 2 minutes with one change

Minutes of a Regular Meeting of the City Council held on February 6, 2014

6.1.1.1. Motion: Mayor Pro Tem Sherry
6.1.1.2. Seconded: Councilmember Porter

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith			Voted Present
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

6.1.2. Vote: Yea: 4 Nay: 0 Abstain: 0 Present: 1

6.1.3. Motion: Passed

7. Old Business:

7.1. Discussed and considered action on nominations for an alternate member on the Board of Adjustments. *As requested by Staff*

The Council was unable to find any volunteers to fill the vacant positions. Mayor Pro Tem Sherry suggested placing a Call for Volunteers on the City website and Facebook.

7.1.1. Motion to postpone until next meeting

7.1.1.1. Motion: Councilmember Wayson

7.1.1.2. Seconded: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

7.1.2. Vote: Yea: 5 Nay: 0 Abstain: 0

7.1.3. Motion: Postponed

8. New Business:

8.1. Discussed and reviewed City financials. *As requested by Mayor Orr*

Finances are in decent shape. The 2013 audit has begun. Discussion included closing out 2 Grants – Parks and Step. Question was asked if there could be a breakdown of sales tax by entity.

8.2. Discussed and considered action on setting date for public workshop on a Citywide Fire Control Plan. *As requested by Staff*

Discussion included that the Council needs to prepare information on what a fire control plan is to present to the public. Councilmember Porter felt Council should have workshop to put something together. Cannot put a plan into place without the VFD's support.

8.2.1. Motion to put off setting date until VFD is contacted.

8.2.1.1. Motion: Mayor Pro Tem Sherry

8.2.1.2. Seconded: Councilmember Porter

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

8.2.2. Vote: Yea: 5 Nay: 0 Abstain: 0

8.2.3. Motion: **Passed**

8.3. Discussed and considered action on filling the Code Enforcement Officer vacancy. *As requested by City Administrator Sheila Moore*

Mayor asked to strike since Chief of Piatt was not able to attend meeting.

8.3.1. Motion to

8.3.1.1. Motion:

8.3.1.2. Seconded:

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry			
Councilmember Hockensmith			
Councilmember Trinidad			
Councilmember Porter			
Councilmember Wayson			

8.3.2. Vote: Yea: Nay: Abstain:

8.3.3. Motion: **Passed**

8.4. Peddlers and Itinerant Vendors

8.4.1. Discussed and considered action on adopting Ordinance 4009 (Peddlers and Itinerant Vendors). *As requested by City Administrator Sheila Moore*

8.4.1.1. Motion for Council to review and send Sheila individual comments. Sheila to select a Councilmember to work with her on integrating comments and then represent to Council.

8.4.1.1.A. Motion: Councilmember Porter

8.4.1.1.B. Seconded: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

8.4.1.2. Vote: Yea: 5 Nay: 0 Abstain: 0

8.4.1.3. Motion: **Passed**

8.4.2. Discussed and considered action on amending Peddlers and Solicitors Permit Application. *As requested by City Administrator Sheila Moore*

8.4.2.1. Motion *when Ordinance 4009 is complete, will update Application to match*

8.4.2.1.A. Motion: Councilmember Porter

8.4.2.1.B. Seconded: Mayor Pro Tem Sherry

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		

Councilmember Wayson	√		
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8.4.2.2. Vote: Yea: 5 Nay: 0 Abstain: 0

8.4.2.3. Motion: **Passed**

8.5. Discussed and considered action on amending Zoning Ordinance 14000 to remove text referring to Highway 290. *As requested by Staff*

8.5.1. Motion to amend as noted

8.5.1.1. Motion: Mayor Pro Tem Sherry

8.5.1.2. Seconded: Councilmember Hockensmith

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

8.5.2. Vote: Yea: 5 Nay: 0 Abstain: 0

8.5.3. Motion: **Passed**

8.6. Discussed and considered action on approving Preliminary Engineering Report for Sludge Thickener for Water Treatment Plant, TDA Grant Contract 713109. *As requested by Staff*

8.6.1. Motion to approve, but possibly add \$25K of improvements

8.6.1.1 Motion: Councilmember Wayson

8.6.1.2. Seconded: Mayor Pro Tem Sherry

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

8.6.2. Vote: Yea: 5 Nay: 0 Abstain: 0

8.6.3. Motion: **Passed**

8.7. Discussed and considered action on approving a City of Cottonwood Shores Public Library Rental Agreement. *As requested by City Administrator Sheila Moore*

8.7.1. Motion to approve with two changes on returning deposit in 10 days rather than 30 and alcohol only permissible outside the Library in the Pavilion

8.7.1.1. Motion: Councilmember Trinidad

8.7.1.2. Seconded: Mayor Pro Tem Sherry

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

8.7.2. Vote: Yea: 5 Nay: 0 Abstain: 0

8.7.3. Motion: **Passed**

8.8. **Discussed the possibility of the City purchasing a pneumatic roller compactor. *As requested by Staff***

Since the backhoe is now paid off, do need to keep up some debt service. Purchasing a roller is the difference between fixing the roads and fixing them right. Need to obtain equipment to start doing our own paving. Request staff to look at new and used rollers and consider a 6 foot rather than an 8 foot. Sheila to bring costs and options to future meeting.

9. Future agenda items:

- 9.1. Fire Control Plan
- 9.2. Discussion on neighborhood associations
- 9.3. Discuss and take action on the minimum square footage of new homes in the City
- 9.4. Discuss walking/jogging/biking trails
- 9.5. Review what other City's BOAs do
- 9.6. BOA alternate member nominations
- 9.7. Peddler and Vendor Ordinance and Permit Application
- 9.8. Pneumatic Roller Compactor
- 9.9. Code Enforcement Officer

10. Adjournment at 7:46 pm.

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on this agenda, as authorized by the Texas Government Code including, but not limited to Sections: 551.074 (Consultation with Attorneys), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts & Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues), and as authorized by the Texas Tax Code.

The preceding document is a true and accurate reflection of the minutes of the Regular City Council Meeting of the City of Cottonwood Shores, held on February 6, 2014.



Sheila C. Moore
City Administrator/City Secretary

Mayor's Report – 06 February 2014

1. We started the FY2013 audit last week. Planning to complete by end of March. The cleanup of our books has taken much more time than I imagined and been more wide spread. We have implemented SOPs and processes that should maintain the books balanced and consistent. Assuming we continue with using these SOPs, procedures and a disciplined approach to keeping our books, we should be in much better shape to begin an audit next year.
2. We have developed a problem with the raw water intake pump. There is probably a break in the intake pipe that has allowed material into the pump and eroded the impeller. Making plans to resolve this quickly.
3. We have "officially" completed the STEP grant – there are still a few questions open and a few things to complete. We should receive the final payment any time.
4. We are about to advertise for bids for the Boat Ramp Grant.
5. You have the approval for the Engineering plans for the Sludge Tank Grant on the agenda tonight.
6. We have received the 30% complete drawings for the 2147 Upgrade from TxDOT. We will be hosting a public meeting for TxDOT to discuss these plans with residents. I will send a letter to the 2147 commercial businesses saying the plans are available for review here at City hall.
7. I authorized using an electrical contractor to complete the wiring and lighting not completed with the SECO and LCRA grants for the Library. This is a City expense, because the grant has been closed for months. About \$3,000.
8. As of January we had three payments left on the Back Hoe. I have decided to pay it off now since we have collected the property tax I&S that will pay it off over the next several months.
9. As far as my financial reporting to the Council, unless requested otherwise, I will do a rigorous quarterly reporting to the Council (as I am doing tonight). On the "middle and beginning" months of the quarters, I will email the Council a less rigorous report that will include a commented budget to actual report for each company and a combined (no budgets) Income statement and Balance Sheet. These will be done in time for the first meeting of the month after the end of the quarter or month.
10. I am going to begin the FY15 budget process in early May after we review and possibly amend the FY2014 budget after reviewing the first half of FY2014.
- 11.