

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, May 1, 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.

John Taylor from the Birth of Hope Baptist Church gave an update on the Youth Ministry coming to CWS in June. The group wants to help the community in any way they can. Part of the group will be working to complete P-Squared Park and the bmx trail. Another group will be working in the Nature Preserve. They will paint the PD and maybe City Hall.

Karen Marshall from PEC gave her quarterly update.

5. Mayor's Report: *No Report*
6. Consent Agenda:
 - 6.1. Minutes from a Regular Meeting of the City Council held on April 17, 2014

Minutes of a Regular Meeting of the City Council held on May 1, 2014

- 6.1.1. Motion to accept April 17 minutes
 - 6.1.1.1. Motion: Councilmember Porter
 - 6.1.1.2. Seconded: Mayor Pro-Tem Sherry

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

- 6.1.2. Vote: Yea: 4 Nay: 0 Abstain: 0
- 6.1.3. Motion: **Passed**

7. New Business

- 7.1. Discussed and considered action on Agenda protocol. *As requested by Councilmember Wayson Councilmember Wayson reported that there were a couple of agenda snafus in the past and would like Staff to follow protocol already set up in Ordinance.*

- 7.1.1. Motion to take no action, follow established protocol
 - 7.1.1.1. Motion: Councilmember Wayson
 - 7.1.1.2. Seconded: Mayor Pro-Tem Sherry

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

- 7.1.2. Vote: Yea: 4 Nay: 0 Abstain: 0
- 7.1.3. Motion: **Passed**

- 7.2. Discussed and considered action on amending Ordinance 1007 (Boards and Commissions). *As requested by Staff*

Councilmember Wayson felt that the Ordinance should be edited stating that nominations to Boards and Commissions should be sent to the City Secretary a week prior to the Council Meeting so she could send to all Councilmembers giving them the opportunity to review before voting on an appointment.

- 7.2.1. Motion to amend Ordinance 1007 as stated
 - 7.2.1.1. Motion: Mayor Pro-Tem Sherry
 - 7.2.1.2. Seconded: Councilmember Porter

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

- 7.2.2. Vote: Yea: 3 Nay: 1 Abstain: 0
- 7.2.3. Motion: **Passed**

7.3. Parks and Recreation Commission

7.3.A. Discussed and considered action on accepting Richard Frazier and Richard Long's resignations from the Parks and Recreation Commission. *As requested by Staff*

7.3.A.1. Motion to accept Richard Frazier and Richard Long's resignations

7.3.A.1.1. Motion: Mayor Pro-Tem Sherry

7.3.A.1.2. Seconded: Councilmember Porter

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

7.3.A.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.3.A.3. Motion: **Passed**

7.3.B. Discussed and considered action on changes to membership of Parks and Recreation Commission including removal and nomination of membership replacements. *As requested by Councilmember Wayson*

ITEM 7.3.B. STRUCK FROM AGENDA BY MAYOR ORR

7.3.C. Discussed and considered action on amending Ordinance 1121 (Parks and Rec.). *As requested by the Parks and Recreation Commission*

Discussion included Commissions vs. Committees. Commissions responsible for overall planning. Committee acts on and fulfills the plans.

7.3.C.1. Motion to accept amended Ordinance 1121 as stated and adding meeting time change

7.3.C.1.1. Motion: Mayor Pro-Tem Sherry

7.3.C.1.2. Seconded: Councilmember Trinidad

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

7.3.C.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.3.C.3. Motion: **Passed**

7.3.D. Council to present their nominations to fill vacancies on the Parks and Recreation Commission. *As requested by*

Mayor Pro-Tem Sherry nominated Wendy Wayson

Councilmember Wayson nominated Ray Whitis

7.3.E. Discussed and considered action on appointing new members to the Parks and Recreation Commission. *As requested by*

7.3.E.1. Motion to appoint Ray Whitis and Wendy Wayson to the P&R Board

7.3.E.1.1. Motion: Mayor Pro-Tem Sherry

7.3.E.1.2. Seconded: Councilmember Porter

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

7.3.E.2. Vote: Yea: 3 Nay: 0 Abstain: 1

7.3.E.3. Motion: **Passed**

7.4. Discussed and reviewed sewer rates. *As requested by Financial Officer*
Average 6,200 gallons water used per month, per meter. Discussion included having a tier level like the water rate structure for sewer rates; comparison of rates in other cities; historical info on how the current flat rate was established; tiers would encourage conservation; possibly provide credits for conservation.

7.5. Fiscal 2014 Budget

7.5.A. Discussed and reviewed Fiscal 2014 Budget Amendments. *As requested by Financial Officer*

7.5.B. Discussed and considered action on adopting Ordinance 11801 (Budget Amendment 2013-2014). *As requested by Staff*

7.5.B.1. Motion to adopt Ordinance 11801

7.5.B.1.1. Motion: Councilmember Porter

7.5.B.1.2. Seconded: Mayor Pro-Tem Sherry

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

7.5.B.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.5.B.3. Motion: **Passed**

7.6. City Roads

7.6.A. Discussion on roads to be paved in 2015

Councilmember Porter felt the Mayor should write a letter to residents explaining the reasoning behind paving Lakeview and Pecan this year. Recommendation was to pave Magnolia and Fir next year as they are the most populated.

7.6.B. Discussed and considered action on installing culverts. *As requested by Staff*
City needs to rethink the way culverts are installed. Some culverts are too small and fill in with dirt and debris very quickly. Will need to start at the bottom of the hill and work up. Properties in need of culverts will need to purchase. Will City install or can resident? Will need to be installed using specific guidelines. Councilmember Wayson and Porter to put together an Ordinance on how culverts will be handled and present at the June 5 meeting.

7.6.B.1. Motion to take no action until a plan is in place

7.6.B.1.1. Motion: Mayor Pro-Tem Sherry

7.6.B.1.2. Seconded: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		

Councilmember Hockensmith			
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

7.6.B.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.6.B.3. Motion: **Passed**

7.7. Discussed and considered action on accepting Richard Frazier's resignation from the Development Committee. *As requested by Staff*

7.7.1. Motion to accept Richard Frazier's resignation

7.7.1.1. Motion: Councilmember Porter

7.7.1.2. Seconded: Mayor Pro-Tem Sherry

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

7.7.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.7.3. Motion: **Passed**

7.8. Call for nominations for a Citizen at Large on the Development Committee. *As requested by Mayor Orr*

7.9. Discuss and consider action on accepting Richard Carusi's resignation from the Board of Adjustments. *As requested by Staff*

7.9.1. Motion to accept Richard Carusi's resignation

7.9.1.1. Motion: Councilmember Porter

7.9.1.2. Seconded: Mayor Pro-Tem Sherry

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

7.9.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.9.3. Motion: **Passed**

7.10. Call for nominations for a Boardmember on the Board of Adjustments. *As requested by Mayor Orr*

7.11. Discuss and consider action on sending out RFQs for Audit services for Fiscal 2014-2015. *As requested by Financial Director*

The City has used Alton Thiele, Inc. for 3 years and they have done a fantastic job. But in the interest of transparency the City should look at other firms.

7.11.1. Motion to send out RFQ's for Audit Services

7.11.1.1. Motion: Councilmember Trinidad

7.11.1.2. Seconded: Mayor Pro-Tem Sherry

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

7.11.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.11.3. Motion: **Passed**

8. Future agenda items:

- 8.1. Fire Control Plan
- 8.2. Festival
- 8.3. Design guidelines for residential and commercial new development
- 8.4. Nominate and appoint Citizen at Large to the Development Committee
- 8.5. Nominate and appoint a member to the Board of Adjustments
- 8.6. Fire Marshall Ordinance
- 8.7. Culvert Ordinance
- 8.8. Gray water Ordinance discussion
- 8.9. Master Plan
- 8.10. Parks Committee Resolution

9. Adjournment at 7:50 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 May 1, 2014.



Sheila C. Moore

Sheila C. Moore
City Administrator/City Secretary