

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: Tony Satsky



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, September 18, 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 Satsky			√
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson		Arrived at 6:33pm	

City Administrator/City Secretary Sheila Moore announced that a quorum was present.

3. Pledge of Allegiance to U.S. and Texas flags was led by Mayor Orr
4. PUBLIC HEARING – 6:01pm

THE CITY OF COTTONWOOD SHORES CITY COUNCIL WILL HOLD A PUBLIC HEARING ON THE NOTICE OF ADOPTION OF THE FISCAL 2014-2015 TAX RATE AND BUDGET

4.1. ORDINANCE 11083

AN ORDINANCE OF THE CITY OF COTTONWOOD SHORES, TEXAS, LEVYING TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF COTTONWOOD SHORES, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014, AND ENDING SEPTEMBER 30, 2015; PROVIDING PENALTY AND INTEREST FOR DELINQUENT TAXES; PROVIDING FOR THE COLLECTION OF DELINQUENT TAXES; AND DECLARING AN EFFECTIVE DATE

4.2. ORDINANCE 11084

AN ORDINANCE OF THE CITY OF COTTONWOOD SHORES, TEXAS

Minutes of a Regular Meeting of the City Council held on September 18, 2014

ADOPTING THE BUDGET FOR THE CITY OF COTTONWOOD SHORES, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 AND ENDING SEPTEMBER 30, 2015 AND DECLARING AN EFFECTIVE DATE.

Public Hearing Closed at 6:03pm with no public comments

5. 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.

Manny Trinidad spoke regarding the letter sent out to residents on the sewer clean outs. He felt that caps are not the issue, but manholes are the problem. They are old and cracked, need to be checked and replaced.

Charles Keaton spoke regarding the trash, junk cars, and trashcans littering the City. Why aren't the ordinances being enforced in regard to this problem. He does not see the police writing citations to the owners of these properties. He asked who would buy property in CWS when it looks like this. Homeowners should be responsible for mowing all the way to the street. Roadways need to be cleaned. Call him or come by and he will be happy to show what he is concerned about.

6. Administrative Reports: City Administrator provided reports for Grants, Public Works, Municipal Court and Building Official – see attached.

Chief Piatt reported on the PD – see attached

Judy Pace reported on the VFD – see attached

7. Consent Agenda:

7.1. Minutes from a Regular Meeting of the City Council held on September 4, 2014

7.1.1. Motion to approve September 4 minutes with one change

7.1.1.1. Motion: Mayor Pro-Tem Sherry

7.1.1.2. Seconded: Councilmember Trinidad

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

7.1.2. Vote: Yea: 3 Nay: 0 Abstain: 0

7.1.3. Motion: Passed

8. Old Business:

8.1. Discuss and considered action on Volunteer Fire Department Contract. *As requested by Staff VFD Board President reported that the Contract submitted by the City had been passed with a full vote at the Special Meeting held on 9/16, along with certifications and goals to come. The VFD will start negotiating next year's contract with the City expeditiously.*

8.1.1. Motion to take no action

8.1.1.1. Motion: Mayor Pro-Tem Sherry

8.1.1.2. Seconded: Councilmember Porter

NAME	Yea	Nay	Abstain

Mayor Pro-Tem Sherry	√		
Councilmember Satsky			
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson			

8.1.2. Vote: Yea: 3 Nay: 0 Abstain: 0

8.1.3. Motion: **Passed**

8.2. Discussed and considered action on amending Personnel Policy as it applies to vacation policies and the Personnel Director. *As requested by Staff*

8.2.1. Motion to accept policy as modified

8.2.1.1. Motion: Councilmember Porter

8.2.1.2. Seconded: Mayor Pro Tem Sherry

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

8.2.2. Vote: Yea: 3 Nay: 0 Abstain 0

8.2.3. Motion: **Passed**

8.3. Discussed and considered action on verbiage for a Culvert Ordinance. *As requested by Councilmember Porter*

8.3.1. Motion to postpone until next meeting

8.3.1.1. Motion: Councilmember Porter

8.3.1.2. Seconded: Councilmember Trinidad

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

8.3.2. Vote: Yea: 3 Nay: 0 Abstain: 0

8.3.3. Motion: **Passed**

9. New Business:

9.1. Discussed and reviewed CastleRock or Cottonwood Shores Market and Art Bazaar. *As requested by Mark and Carla Love.*

Shooting for October 28th. Problem is solicitor's permit. Are requesting a blanket permit for all vendors. Galloway Insurance is taking care of the bond, per specifications. Doesn't know if it will be Sat only or Sat and Sun. Will get with the City Admin and Mayor next week to flesh out the issues.

9.2. Discussed and considered action on retaining a CPA firm to prepare the Fiscal 2013-2014 Audit based on results from the City's Audit Request for Qualifications. *As requested by Staff*
The City had 2 respondents to the Call for Qualifications. One had failed their peer review in the last 3 years. Staff is recommending Council retain Neffendorf, Knopp and Doss as they had no bad reviews and were cost effective.

9.2.1. Motion to retain Neffendorf, Knopp and Doss

9.2.1.1. Motion: Mayor Pro-Tem Sherry

9.2.1.2. Seconded: Councilmember Porter

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

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

9.2.3. Motion: **Passed**9.3. Discussed and considered action on adopting Ordinance 11083 (Tax Rate 2014-2015). *As requested by Staff*

9.3.1. Motion to adopt Ordinance 11083

9.3.1.1. Motion: Mayor Pro-Tem Sherry

9.3.1.2. Seconded: Councilmember Trinidad

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

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

9.3.3. Motion: **Passed**9.4. Discussed and considered action on adopting Ordinance 11084 (Budget 2014-2015). *As requested by Staff*

9.4.1. Motion to adopt Ordinance 11084

9.4.1.1. Motion: Councilmember Porter

9.4.1.2. Seconded: Mayor Pro-Tem Sherry

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

9.4.2. Vote: Yea: Nay: Abstain:

9.4.3. Motion: **Passed**9.5. Discussed and reviewed the value of a private interest group. *As requested by Councilmember Porter In relationship to the Development Committee – encourage residents, designers, musicians, artists, developers, etc. to be part of the Committee*9.6. Discussed and considered action on amending Ordinance 14000 (Zoning) as it relates to enforcement. *As requested by Chief of Police Piatt*

9.6.1. Motion to accept as amended with one verbiage change

9.6.1.1. Motion: Mayor Pro-Tem Sherry

9.6.1.2. Seconded: Councilmember Trinidad

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

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

9.6.3. Motion: **Passed**

10. 7:29 pm - Convened into Executive Session of the City Council of the City of Cottonwood Shores:

10.1 Convened into executive session, pursuant to Section 551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, or reassignment of:

City of Cottonwood Shores City Administrator/City Secretary

10.2 7:58 pm - Re-convened into open session and take action on Item 10.1:

10.2.1. Motion that Sheila Moore continue as City Administrator/City Secretary

10.2.1.1. Motion: Councilmember Porter

10.2.1.2. Seconded: Mayor Pro-Tem Sherry

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

10.2.2. Vote: Yea: Nay: Abstain:

10.2.3. Motion: **Passed**

11. Future agenda items:

- 11.1. Gray Water Ordinance
- 11.2. Land donated for CastleRock and Patschke Springs Parks
- 11.3. Ordinance 14000 (Zoning) – minimum square footage
- 11.4. Grinder Pump lids Ordinance 13001 Guidelines
- 11.5. Wildfire Ordinance
- 11.6. Festival Update
- 11.7. Bazaar update if necessary
- 11.8. Reviewing Council voting procedures

12. Adjournment: 7:59 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 September 18, 2014.

Attest:



A handwritten signature in blue ink that reads "Sheila C. Moore".

Sheila C. Moore
City Administrator/ City Secretary

CITY ADMINISTRATOR REPORT 9/18/2014

Clean outs Letter to the residents: has been working. In the first month of putting the check boxes on the bills, so far 95 residents have reported back. Of the 95, 28 had sewer caps that were repaired or replaced. 4 each on Aspen and Lakeview; 3 on Magnolia; 2 each on Birch, Cypress, Driftwood, Knights Row and Pecan; 1 each on Fir, 2147, Maple, Northwood, Oak, Westwood, and Willow. Obviously this is a City wide problem and only about 25% of the residents have responded.

Together with repairing the check valves on lift stations 1 and 3, the pumpage to Horseshoe Bay has been reduced a minimum of 20% which could equate to around \$2,000 savings a month. In fact, HSB has had their pumps recalibrated and have been trying to find out what was going on with the reduced flow. They were even going to send out an estimated bill until they could determine what the issue was.

National night out: October 7 at 7:00pm at the Fire Hall. Come out and support our First Responders and enjoy some food and fun.

Festival: Cottonwood Shores will have its first annual Cottonwood Rocks Festival on Saturday, October 18 on the grounds of Community Park and the fire hall. This is a major undertaking taken on by Mary Ann Plumley. There will be bbq cook-offs, vendors, food and music. Be sure to mark the 18th on your calendars and come out. Any proceeds will go to the Library and the VFD.

Library: As you may or may not know, Sherry Henderson, our volunteer librarian has had some health issues and is not able to be at the library all day every day any longer. There has been a huge demonstration of community spirit as a result. Many of our residents have come together and developed a Library Volunteer Calendar to schedule days to work to help Sherry when she is there and to man the Library when she isn't. This group is being organized by Sylvia Breen and Suzan Orr and includes Doris Basham, LaNelle Cosby, Ethel Bawlik, Marti Good, Debbie Holloway, Ann Kay, Rita Schuester, Cindy Speece, and JoAnne McMillian. This is just another example of what Community involvement can do and is so inspiring. Thank you.

Award: Speaking of community involvement, we have a resident who is with us tonight who has devoted countless volunteer hours to the compliance work at Aspen Park. From running heavy machinery, pouring concrete, overseeing and offering advice, William David Reynolds is an inspiration to us all. I would like to publicly acknowledge him with this plaque. It certainly cannot repay him for his gift to the City, but the City would like him to know how much he is appreciated. The plaque reads: William David Reynolds. In appreciation for your selfless volunteer time to your community, the City of Cottonwood Shores awards to you, with honor, the HUMANITARIAN AWARD. September 2014.

Mulch: We have chipped a great deal of brush resulting in quite a bit of mulch on the lot across the street from City Hall. Anyone who would like to have the mulch is welcome to come haul it away.

Administrative Report

September 18, 2014

Karrie Cummings

The Boat Ramp Grant - After compiling a spreadsheet and speaking with our grant administrator for the boat ramp I have found that the City is going to have a new out of pocket expense that was not previously known. We are still obligated to the original 25% of the \$189,540.00 which is \$47,390.00, but will have an additional cost of \$4,052.80. The reason for this; is that we have used all of our professional service funds of the grant, which is 12% of the total construction cost of \$174,560.00 totaling \$20,947.20. The city signed a contract with Langford Community Management Services prior to April of 2013 in the amount of \$8,000.00 and one with SD Kallman Engineering for \$17,000.00. I received an email confirmation in January of this year from our grant administrator stating that \$25,500.00 is available for professional services. After talking with LCMS on Tuesday I found that she had made an error in that email and she apologized and said that she has no idea where she got that number from and corrected herself. She also said that it was always going to be that way, that the city would pay that money outside of the grant LCMS, the extra \$4,000.00. The professional service invoices that will be left unpaid by the grant are \$4,000.00 for LCMS and \$52.80 for SD Kallman Engineering, totaling \$ 4,052.80.

On another note we will have a balance of \$ 1,616.43 available in our construction fund if we need anything else construction wise for the project. We have already spent an additional \$ 3,135.82 to move light poles and 650.00 to trim trees, both items should be reimbursed at 75%. I sent an email to LCMS on Tuesday for confirmation on these numbers but have not heard back from them.

On Monday PEC removed and relocated three light poles at the boat ramp to allow for the paving to be done. We had Oscar Perez come out and trim the trees so PEC could do their job.

The Sludge Grant – We had an option pre-bid meeting held at 11am on Tuesday the 16th of September at city hall. This meeting was designed to answer any questions or concerns that a contractor bidding the construction might have. We will be accepting bids until September 23rd at 3pm and will have the bid opening following at 3pm city hall.

STEP Grant 711036 – TDA Monitoring went well with the exception of one uncorrectable issue, a corrective action has been sent in. The City executed the administrative and the engineering services contracts prior to the date of the HUD environmental exemption determination (TDA form A302) for those activities and by doing so committed funds before getting the required clearance for administrative and engineering services. The City executed the contracts on April 5, 2012 and signed the HUD exception certification on June 5, 2012

PUBLIC WORKS REPORT

Work Orders Completed

8/14/14 to 9/16/14

Water Department

Water leaks: 5

Sewer leak/Stoppages: 1

Connects: 13

Disconnects: 7

Disconnects for non- payment of services: 22

Re-establishment of service: 20

Misc. calls for water dept.: 10

Billing Problems/Water Audits: 1

Sewer Taps: 0

Water Taps: 0

Lift Stations: 0

Replace cleanouts: 22

Meter Head Change outs: 38

Public Works

Potholes: 6

Signs: 4

Misc. Calls: 6

Road Work: 1

We are currently working on oak park and twin oaks dr. fixing the ditches ,culverts , and road width

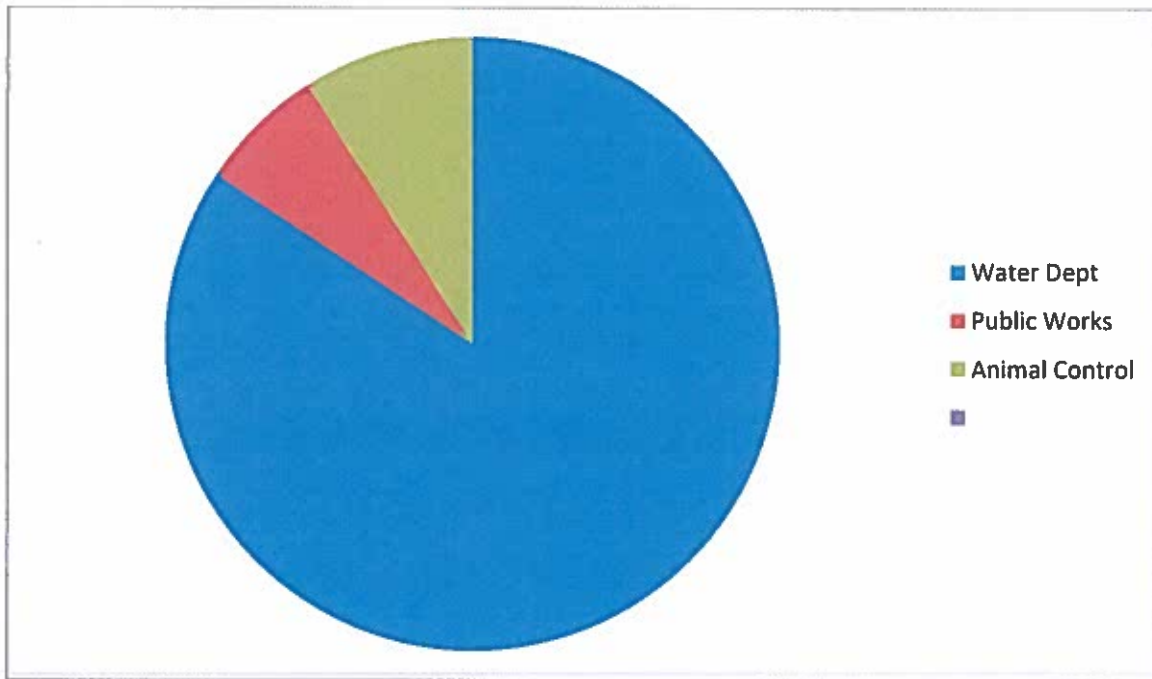
Animal Control

Dogs/Cats: 8

Dead Animals: 5

Misc.: 2

Just a note about the chart even though public works area is small does not mean there is no work being done in that area it takes more time to complete those projects then in the other areas.



Municipal Court

August 2014

Description	Retained	Disbursed	Total Collected
Cash & Checks Collected	\$1,848.06	\$688.44	\$2,536.50
Jail Time Credit:	\$0.00	\$0.00	\$0.00
Credit Card Payments:	\$512.81	\$146.29	\$659.10
	<hr/>		
Totals:	\$2,360.87	\$834.73	\$3,195.60

August 2014

Building Permits

8/1/2014	Cottonwood Shores	4101 Lakeview/Aspen	010814	ADA Rep.	\$0.00
8/5/2014	Mark Clinton	Lot 67 Queens Way	050814	New Residence	\$1,118.75
8/14/2014	CWS Vol. Dept. inc	610 Birch	140814	Foundation	\$0.00
8/29/2014	Bluline Construction	4005 Hwy 2147	290814	New Business	\$2,078.13
8/29/2014	Marilyn Hollingsworth	615 Dogwood	290814	Fence/Moving structure	\$75.00



City of Cottonwood Shores Police Dept.

Harold L. Piatt – Chief of Police

chief.piatt@cottonwoodshores.org

Report to Council
Aug 2014

TRAFFIC	3
ARRESTS	
DWI	2
DWLI	1
FV	1
REPORTS	11

Harold Piatt
Chief of Police

Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 9/17/2014 8:19:00 AM



Incident Type Count per Station for Date Range

Start Date: 08/01/2014 | End Date: 08/31/2014

INCIDENT TYPE	# INCIDENTS
Station: 1 - COTTONWOOD SHORES VFD	
100 - Fire, other	1
311 - Medical assist, assist EMS crew	7
324 - Motor vehicle accident with no injuries.	1
# Incidents for 1 - Cottonwood Shores VFD:	9

Only REVIEWED incidents included.

