

# CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657  
Office: (830) 693-3830 [www.cottonwoodshores.org](http://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, March 19, 2015 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. Call to Order: 6:00 p.m.
2. Roll Call:

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Mayor Orr	✓		
Mayor Pro-Tem Sherry		✓	
Councilmember Satsky	✓		
Councilmember Trinidad		✓	
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

3. Pledge of Allegiance to U.S. Flag and Texas Flag: Led by Mayor Donald Orr

**Texas Flag Pledge:** Honor the Texas Flag. I pledge allegiance to Thee, Texas, one state under God, one and indivisible.

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.*

*Citizen Wendy Wayson commented that the grass at the Cottonwood Shores Police Department was really high and needed to be mowed and trimmed, as well as around the signs at the entrance to the City. She also stated a light in the back of the fenced area was staying on and the city may want to check it out. Mayor Orr informed Ms. Wayson that these matters would be forwarded to the proper department*

5. Administrative Reports:

*City Administrator / City Secretary Sheila C. Moore presented the following reports: Building Permits, Grant Report, Court Report, Public Works Report, Animal Control Report and a Code Enforcement Report (see attached).*

**Minutes of the Regular Meeting of the City Council held on March 19, 2015**

The Cottonwood Shores Volunteer Fire Department Fire Chief Travis Hockensmith presented a report for the fire department and also some training information as well as his Certifications for both firefighting and EMT.

Parks and Recreation Commission report was presented by Commissioner Wendy Wayson and a request to the council for action. The action request was reversed to Commissioner Wendy Wayson to present to the parks and recreation commission instructing them to put together the information and cost analysis in a master plan then bring it back to be placed on the agenda.

**Mayors Report:** Mayor Orr presented his report and affirmed his concern about the legislature planning to increase Homestead Taxes rebate which would reduce the City's property tax income. Mayor Orr also updated the council as to the server installation and the cost there of. He said it was at this time under budget (\$7,600.00) and appeared it was only going to cost around \$750.00 to \$1,000.00 more in labor, which would be well under the budgeted limit. He also stated that he was investigating into an integrated accounting system for the city. He informed the council that the water and wastewater rates needed to be discussed in a workshop before the 1<sup>st</sup> meeting in April. He implied he would not suggest an increase in the water rate but the city may need to check the sewer rate which has not seen an increase in several years. As requested by Citizen Doris Basham, Mayor Orr presented his findings and also discussed the street light situation throughout the city. He informed the council of the need to install several lights. Councilmember Wayson requested that the new Dollar General be advised of the new outdoor lighting requirements of the city so they can be met. Mayor Orr agreed and will inform the contractor for the Dollar General.

**6. Consent Agenda:**

**6.1. Minutes from a Regular Meeting of the City Council held on March 5, 2015.**

**6.1.1. Motion to approve March 5, 2015 minutes**

**6.1.1.1. Motion:** Councilmember Porter

**6.1.1.2. Seconded:** Councilmember Satsky

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

**6.1.2. Vote: Yea: 2    Nay: 0    Abstain: 1**

**6.1.3. Motion: Passed**

**7. Old Business:**

**7.1. Discussed and considered action amending Ordinance 3003 (Permits) regarding Plan Review Process for residential and commercial projects. *As requested by Councilmember Porter***

*Councilmember Sherry's comments were ready by the City Administrator stating his concerns regarding the excessive verbosity of the changes and that they would be an impediment to those who are not hiring architects or builders. Councilmember Porter discussed his concerns regarding any reduction in the requirements. Mayor Orr commented if they changed this ordinance then it would also affect Ordinance 14000 (Planning and Zoning) and more consideration may want to be taken. Councilmember Satsky suggested the council may want to have a workshop on this project to get all members of the councils input. Mayor Orr suggested that Mayor Pro-Tem Sherry, Councilmember Porter and City Administrator / City Secretary Sheila C. Moore work on this project and bring it back to the council.*

**7.1.1. Motion to postpone to the next meeting**

**7.1.1.1. Motion:** Councilmember Porter

**7.1.1.2. Seconded:** Councilmember Satsky

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: Postponed**

**7.2. Discussed and considered action on adopting Resolution 680 (Permit Fees Rebate). *As requested by Mayor Orr and Mayor Pro-Tem Sherry.***

*Mayor Orr addressed the council and reaffirmed his concern not to utilize all of the monies from water and sewer taps. He indicated he would still like to keep the \$1,000.00 from each to go into the growth account. However he advised he did not mind if the council decided to reduce or rebate the other permit fees. Councilmember Wayson indicated that by reducing the fees, the City would lose money on related staff time costs. Councilmember Satsky implied the costs were not that great and the city should leave them the way they are. Councilmember Porter implied that fees for the City of Cottonwood Shores were more expensive than the City of Marble Falls. Mayor Orr requested that Mayor Pro-Tem Sherry and Councilmember Porter could work together and come up with a plan.*

**7.2.1. Motion to postpone**

**7.2.1.1. Motion:** Councilmember Satsky

**7.2.1.2. Seconded:** Councilmember Porter

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

**7.2.2. Vote: Yea: 3 Nay: 0 Abstain: 0**

**7.2.3. Motion: Postponed**

**8. New Business:**

**8.1. Discussed and considered action on a policy for lot combinations. *As presented by Councilmember Wayson and BOA Boardmember Jim Bristow***

*Discussion was opened with Councilmember Wayson addressing the legality of the definitions being utilized in connection with the action of "lot combinations". He also indicated he would like to change ordinance 3010 using the verbiage of "relinquishment of easements" vs. lot combination. Councilmember Porter stated that the verbiage of lot combination to him was incorrect and we should be utilizing re-plat instead. Councilmember Wayson stated the property owner should re-plat the lots in question, have them re-surveyed and submitted to the county for a replat. A copy could then be submitted to the Council who would then consider relinquishing the easements in question, thus having a permanent record of the process. To appeal the Council's decision, a resident could present their case to the Board of Adjustment and further up to the Municipal Court. Board of Adjustment Member Jim Bristow concurred. Mayor Orr suggested that Councilmember Wayson get with City Administrator / City Secretary Sheila C. Moore and work up the verbiage and changes required. Ms. Moore informed the council that the city already had a check sheet for this and suggested that Councilmember Wayson possibly would like to take the existing document and update or modify it to work. Councilmember Wayson agreed.*

**8.1.1. Motion to alter Ordinance 3010 and redo the verbiage on the lot combination document**

**8.1.1.1. Motion:** Councilmember Wayson

**8.1.1.2. Seconded:** Councilmember Satsky

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

**8.1.2. Vote: Yea: 2 Nay: 1 Abstain: 0**

**8.1.3. Motion: Passed**

**8.2. Discussed and considered action on adopting Ordinance 1125 (Canceling the 2015 Election). *As requested by staff.***

*With minimal discussion a motion was made.*

**8.2.1. Motion to adopt Ordinance 1125.**

**8.2.1.1. Motion:** Councilmember Porter

**8.2.1.2. Seconded:** Councilmember Satsky

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 a provision for public discussion at the end of Council Meetings. As requested by Councilmember Porter.**

*Councilmember Porter showed his concern that at the end of the meetings there are citizens that would like to re-address concerns or comments to the council. Mayor Orr indicated that we have a section at the beginning of the meetings for Citizen's comments. Councilmember Wayson believed it could be helpful for the audience to be able to have a final citizen's comment after the meetings in regards to issues being addressed during the meeting. Mayor Orr addressed that all through the meeting; even on the voting items he always asked the council as well as audience if there were any more questions. Mayor Orr clarified that during the meetings it has always been his policy to include the councilmembers as well as guests in the procedures. Councilmember Wayson mentioned if this policy does not work it can always be reversed.*

**8.3.1. Motion to take no action**

**8.3.1.1. Motion:** Councilmember Porter

**8.3.1.2. Seconded:** No Second

Motion dies for lack of a second

**8.3.1.A Motion for the Mayor to take into consideration and bring back to the council**

**8.3.1.A.1. Motion:** Councilmember Wayson

**8.3.1.A.2. Seconded:** Councilmember Satsky

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

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

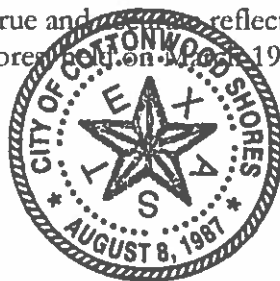
8.3.3.A Motion: **Passed**

**9. Future agenda items:**

- 9.1. Ordinance 3010
- 9.2. Ordinance 3003
- 9.3. Resolution 680
- 9.4. Review of Water/Wastewater rates
- 9.5. Permit Fees Rebates

**10. Adjournment: 7:43 pm**

The preceding document is a true and correct reflection of the minutes of the Regular City Council Meeting of the City of Cottonwood Shores on March 19, 2015.



Attest:

*Sheila C. Moore*

Sheila C. Moore

City Administrator/City Secretary

## Code Enforcement Violations

From January 1, to date;

**Total Violations Entered 22**

Defendants Complied	4	
Obtained Permits	4	Which are complying
Warrants Issued	0	
In Legal Process	7	(Have 10 days to respond)
Pending Court	7	(Have not responded to court

We are also obtaining verbal reports of other citizens that have not been served violation notices already cleaning up their lots or property.

# February 2015

## Building Permits

<b>2/4/2015</b>	<b>Carin Farris</b>	<b>050215</b>	<b>Inspections/Certificate of Occupancy</b>	<b>\$100</b>
<b>2/23/2015</b>	<b>Keith Larue</b>	<b>230215</b>	<b>Storage Building</b>	<b>\$525.00</b>
<b>2/25/2015</b>	<b>Dwight Wilfong</b>	<b>250215</b>	<b>Interior Remodel</b>	<b>\$500.00</b>

## **Administrative Report**

**February**

**Karrie**

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- 1. Our engineering firm is working on a couple TDLR pending violations at the Boat Ramp from our inspection. This should be resolved soon.**
- 2. I will be going to grant writing classes in San Antonio on April 13<sup>th</sup> and 14<sup>th</sup>.**
- 3. We are working on spending our last 3,500.00 extra monies left for the sludge grant. Joey is working with Larry Jeseke on making the most for our money.**
- 4. We applied for a new CDGB Grant for distribution on February 27<sup>th</sup>.**

**Municipal Court**

**March 2015**

<b>Description</b>	<b>Retained</b>	<b>Disbursed</b>	<b>Total Collected</b>
Cash & Checks Collected	\$718.01	\$174.99	\$893.00
Jail Time Credit:	\$0.00	\$0.00	\$0.00
Credit Card Payments:	\$312.53	\$108.47	\$421.00
	<hr/>		
Totals:	\$1,030.54	\$283.46	\$1,314.00



# PUBLIC WORKS REPORT

## Work Orders Completed

2/18/15 to 3/12/15

## Water Department

Water leaks: 2

Sewer leak/Stoppages: 0

Connects: 9

Disconnects: 4

Disconnects for non- payment of services: 15

Re-establishment of service: 14

Misc. calls for water dept.: 9

Billing Problems/Water Audits: 1

Sewer Taps:

Water Taps:

Lift Stations:

Check/Replace cleanouts: 1

Meter Head Change outs: 0

Relocated a water line at 3801-3803 hwy. 2147 west for Tx-Dot , pot holed 7 area's for Tx-Dot so they can shoot grade for redesign of drainage area's

Meter reading: 1.5 days

## Public Works

Potholes: 2

Signs: 2

Misc. Calls: 6

**Road Work:** due to rain and Tx-Dot we haven't been able to work too much on the road's due to using the some of the same equipment needed to work on roads

We are still working on stockpiling granite gravel from lots on maple to put on fir and pine to offset cost of material needed for roads as we can

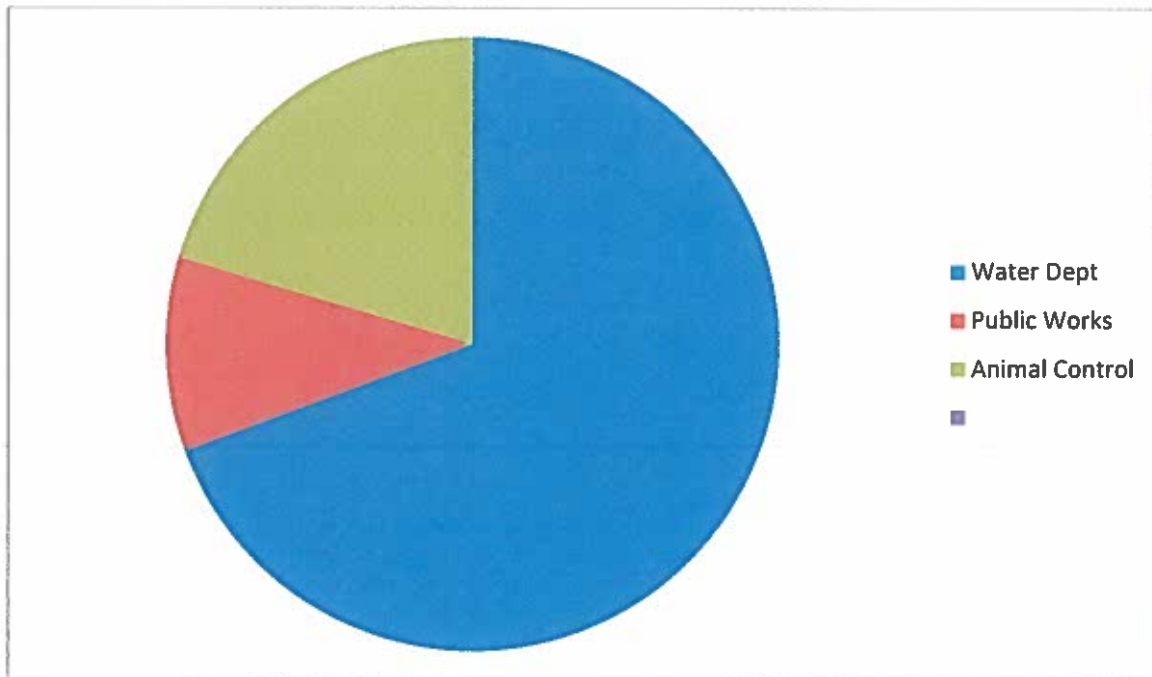
## **Animal Control**

**Dogs/Cats:** 8

**Dead Animals:** 0

**Misc.:** 1

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.



# Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 3/13/2015 10:09:39 AM

## Incident Type Count per Station for Date Range

Start Date: 02/01/2015 | End Date: 02/28/2015

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
311 - Medical assist, assist EMS crew	5
324 - Motor vehicle accident with no injuries.	1
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>6</b>

Only REVIEWED incidents included.

February 2015 Calls For Service 1st thru 28th	
911 Investigation (open line)	1
Abandon Vehicle	
Alarm Calls	2
Assaults	1
Assist EMS	2
Assist Other Agency	4
Burglary	
Citizen Req Assistance	12
Civil Issues	1
Collisions	2
Criminal Trespass	
Disturbance	1
Deceased Person	
Drug Paraphernalia	
DWI	1
Follow Ups	6
Fraud Reports	
Harassment	1
Mental Health	
Missing Person	
Noise Disturbance	
Public Relations	3
Reckless Driver	
Security Check	44
Stranded Motorist	
Suspicious Person	3
Traffic Stops	19
Theft	1
UUMV	
Violate City Ord	4
Violate Protective Order	1
Warrant Service	4
Welfare Concerns	1

Total Calls For Service

114

MARCH 2015 1ST THRU 12th	
911 Investigation (open line)	5
Abandon Vehicle	
Alarm Calls	
Assaults	
Assist EMS	
Assist Other Agency	
Burglary	1
Citizen Req Assistance	3
Civil Issues	
Collisions	
Criminal Trespass	
Disturbance	3
Deceased Person	
Drug Paraphernalia	
DWI	
Follow Ups	1
Fraud Reports	
Harassment	
Mental Health	
Missing Person	
Noise Disturbance	
Public Relations	3
Reckless Driver	
Security Check	10
Stranded Motorist	
Suspicious Person	2
Traffic Stops	15
Theft	1
UUMV	
Violate City Ord	5
Violate Protective Order	1
Warrant Service	
Welfare Concerns	1

Total Calls For Service

51