

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, April 16, 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		6:02pm	
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.

Doris Basham spoke about street lights and her concern regarding how long there would be a Castle Terrace HOA. Requested that the City take over paying for the street lights at entrance.

Jean Langendorf spoke about her disappointment on how the Chief of Police situation was handled by the City. Has spoken to many women in the City and they were all disappointed. Should never have gone on as long as it did. She mentioned that the 2 patrol officers that we have are kind and respectful and hope they will not be affected by the situation.

Sylvia Breen stated that she was totally shocked when she heard about the Chief situation and that the City's current officers do a great job.

Minutes of the Regular Meeting of the City Council held on April 16, 2015

5. Administrative Reports:

*City Administrator/ City Secretary reported that Lieutenant Bieze would be the Interim Chief of Police and the City has hired a part time patrol officer to ensure adequate coverage until a new Chief is hired.
Dollar General water and sewer taps are installed.
Gave reports for Public Works, Code Enforcement, Building Inspections and the Library (attached).*

VFD Chief Hockensmith gave the Fire Department's report (attached). Councilmember Sherry asked if Chief Hockensmith would provide a complete Audit to the City. Councilmember Wayson asked about external training for wildfires. Chief Hockensmith responded to both Councilmembers.

Interim Chief Bieze gave the Police Department's report (attached).

Mayor Orr advised there would be a complete financial report and budget amended discussion at the next Council Meeting during a workshop. Requested that the Council Meeting start at 5:30pm in order to cover business as well as the workshop.

6. Consent Agenda:

**6.1. Minutes from a Special Workshop Meeting of the City Council held on March 31, 2015.
Minutes from a Regular Meeting of the City Council held on April 2, 2015.**

6.1.1. Motion to approve the March 31 and April 2, 2015 minutes with changes as noted

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 Satsky	✓		
Councilmember Trinidad			
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

6.2.3. Motion: Passed

7. Audit Presentation:

7.1 Discussed and considered action on accepting the 2013 -- 2014 Audit. *As presented by Neffendorf, Knopp, Doss and Company, CPA.*

Keith Neffendorf presented the CWS 2013-2014 audit to Council and stated that it was a good, clean audit.

7.1.1. Motion to accept the audit with the 10 day review

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 Satsky	✓		
Councilmember Trinidad			
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

7.2.3. Motion: Passed

8. Unfinished Business:

8.1. Discussed and considered action on Policy for Lot Combinations. *As requested by Staff*

8.1.1. Motion to postpone until next meeting

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: 4 Nay: 0 Abstain: 0

8.1.3. Motion: **Postponed**

- 8.2. Discussed and considered action on amending Ordinance 3010 (Building Regulations) as it pertains to lot combinations. *As requested by Staff.*

8.2.1. Motion to postpone until next meeting

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: 4 Nay: 0 Abstain: 0

8.2.3. Motion: **Postponed**

9. New Business:

- 9.1 Discussed and considered action on accepting Chief Tom Williams' resignation. *As requested by Staff.*

9.1.1. Motion to accept resignation of Chief Tom Williams

9.1.1.1. Motion: Councilmember Wayson

9.1.1.2. Seconded: Councilmember Satsky

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

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

9.1.3. Motion: **Passed**

- 9.2. Discussed and considered action on Citizen's Discussion at the end of Meetings. *As presented by Mayor Orr.*

Mayor Orr stated that Citizens are given the opportunity to make comments at the beginning of each meeting and on each agenda item, He felt there was no need to end the meetings with public comments as well.

Mayor Pro Tem Sherry advised that there is no discussion after a vote is taken though. An additional opportunity to comment at the end of a meeting would allow the public to voice their opinion regarding the votes.

Councilmember Porter stated that anyone can come and talk to Councilmembers individually at the end of a meeting if they wish.

Councilmember Wayson said that the public may not think about a comment during the discussion until later on in the meeting. Would prefer that citizen's not come to them individually at the end of a meeting.

John Marr suggested having Town Hall meetings.

9.2.1. Motion to take no action

9.2.1.1. Motion: Councilmember Porter

9.2.1.2. Seconded: Councilmember Satsky

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

9.2.2. Vote: Yea: 3 Nay: 1 Abstain: 0

9.2.3. Motion: **Passed**

9.3. Discussed and considered action on changing the acronym CWS (Cottonwood Shores) to CCS (City of Cottonwood Shores). *As requested by Staff.*

Councilmember Wayson said he looked up the acronym CCS and there were over 500 entries, but none were offensive.

9.3.1. Motion to postpone until Councilmember Trinidad is in attendance

9.3.1.1. Motion: Mayor Pro Tem Sherry

9.3.1.2. Seconded: Councilmember Porter

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: **Postponed**

10. Executive Session of the City Council of the City of Cottonwood Shores:

10.1. 7:02 pm: Convened into Executive Session, pursuant to Section 551.071 of the Texas Government Code to discuss procedural matters within the Attorney/Client Privilege.

10.2. 8:13 pm: Re-convened into open session and take action on Item 10.1.

10.2.1. Motion to take no action

10.2.1.1. Motion:

10.2.1.2. Seconded:

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

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

10.2.3. Motion: **Passed**

11. Future agenda items:

- 11.1. Lot Combination Policy
- 11.2. Building Ordinance 3010
- 11.3. CCS vs. CWS acronyms
- 11.4. Financial workshop at 5:30pm

12. Adjournment: 8:15 pm

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 April 16, 2015.



Attest:

Sheila C. Moore

Sheila C. Moore
City Administrator/City Secretary

PUBLIC WORKS REPORT

Work Orders Completed

3/12/15 to 4/09/15

Water Department

Water leaks: 5

Sewer leak/Stoppages: 0

Connects: 12

Disconnects: 7

Disconnects for non- payment of services: 7

Re-establishment of service: 6

Misc. calls for water dept.: 7

Billing Problems/Water Audits: 1

Sewer Taps: 1

Water Taps: 4

Lift Stations: 0

Check/Replace cleanouts: 2

Meter Head Change outs: 0

Relocated a sewer line at wirtz dam rd. and hwy. 2147 west for Tx-Dot , pot holed 2 area's for Tx-Dot so they can shoot grade for redesign of drainage area's

Ran 6" line for dollar general store taps and set fire hydrant

Repaired 2- 2" valves and put back in service a 2" water line and repair blow off valve to service a new connection

Meter reading: 2 days

Public Works

Potholes: 2

Signs: 3

Misc. Calls: 3

Road Work: due to 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

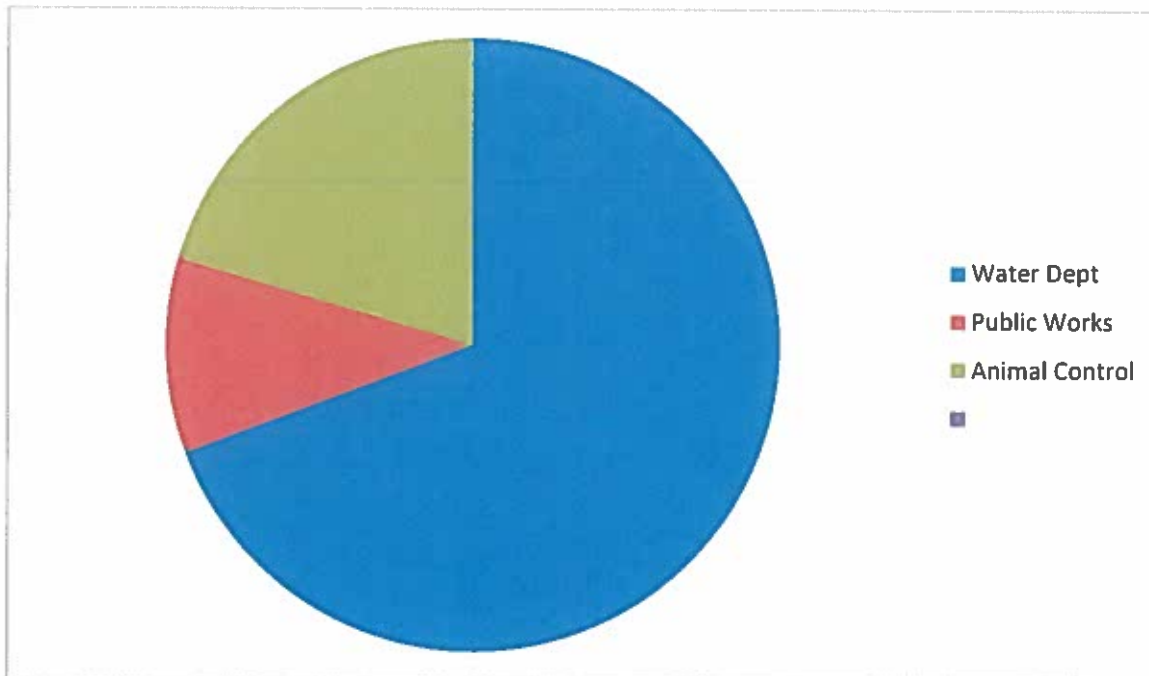
Animal Control

Dogs/Cats: 13

Dead Animals: 0

Misc.: 3

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**March 2015**

Description	Retained	Disbursed	Total Collected
Cash & Checks Collected	\$527.36	\$249.74	\$777.10
Jail Time Credit:	\$0.00	\$0.00	\$0.00
Credit Card Payments:	\$0.00	\$0.00	\$0.00
Totals:	\$527.36	\$249.74	\$777.10

INTEROFFICE MEMORANDUM

TO: CITY ADMINISTRATOR

FROM: SHERRY HENDERSON

SUBJECT: MONTHLY REPORT FOR February

DATE: 2/1/2015-2/28/2015

LIBRARY REPORT

Sherry Henderson, Librarian

2/3/2015

LIBRARY USAGE FOR THE MONTH OF January 2015

LIBRARY VISITORS

91

OTHER LIBRARY SERVICES

Bingo

Pot Lucks

Church services

Exercise classes and games

NEW PARTONS

4

BOOKS

24

VIDEOS

17

COMPTER ACTIVITY

10

WI-F USAGE LAPTOPS INSIDE AND OUTSIDE USAGE (estimate)

52

NEW MATERIALS

LIBRARY UPDATE:

Building Inspections

Week 11

1). Dollar General

A. need contractors information-pouring concrete without inspections

2).806 Magnolia – garage storage building

A. not able to do inspections, locked up

3). Castle rock Queensway lot 67

A. sewer and water yard line inspections,(passed)

4). Dollar General

A. spoke with Chad Connor Hartlan Construction, received pictures of rebar before wall built

Week 12

1).Dollar General

A). received several emails with pictures of rebar for slab, location of water line and ufer ground for electric

2). spoke with Keith LaRue about inspections on garage workshop/storage building on Magnolia

Week 13

1). 621 Magnolia church

A. framing ,electrical and plumbing rough inspection

B. plumbing needs wrapping where in contact with metal, cleanout outside upside down, need panel box labeled, need ADA backers in walls for handrails grab bars, vent the lavatory, seal where porch meets building

2). 808 Magnolia – building final

A). passed with flying colors,(very well built house)

3).747 Pecan Tousain house

A).walk through house to determine permit extension(approved)

Week 14

1).836 Southwood Mario Robledo

A). walk through for permit extension,(approved)

B). will be doing finals in phases as changing over from addition to old house

2). 650 Oak – garage conversion inspection to music room

A). electrical top out and wall framing (passed)

Week 15

1). Plan review for 505 Queensway lot 66 new house

2). Spoke with Fred Goff on church inspections

3). Spoke with Keith LaRue on 25 % masonry requirement on storage building

4). 614 Magnolia

A. spoke with Climate Control HVAC to arrange a date to do inspection of new heat pump system

5).621 Magnolia church re inspection

A. need to vent lavatory, take galvanized pipe out of copper water piping system

6). 4311 FM 2147-electrical wall inspection

A. walls at bathroom and storage room(passed)

7).748 Aspen-partial rebar inspection

A. layout and discussion on rebar size and spacing

8). Spoke with Julie Ribera on getting a permit for her new decking

9). 4311 FM 2147 Dollar General –plumbing rough

A. passed

10). 5116 FM 2147-plumbing rough

A. locked out

B. not in City Limits?

Code Enforcement

Week 11

1). Check Driftwood lots 478-482 Patricia Golden

A. complied

2).855 Magnolia (monitor)

A. trash in yard

B. trash trailer in driveway

3). Margaret Mendoza Scarlet Oaks lot 366-367

A. not complied

2). Burton Investments 729 Fir

A. not complied

B. living in house

4). 803 Magnolia Lino Guitierrez Jr.

A. complied

5). Barry Swahn 844 Westwood

A. complied

6). 663 Driftwood Lino Guitierrez

A. complied

7). Sharon Lance Yellowstone lot 481-482

A. complied

8). John Mcfarland Yellowstone lot 528

A. not complied

9).Carolyn Stephens Yellowstone lot 458-459

A. complied

10).Leticia Puente Yellowstone lot 462-463

A. not complied

11). Castle Venture Ltd Castle Terrace lot 1 Unit 1

A. not complied

12). Castle Terrace Ltd Lot 76-77 Unit 2

A. not complied

13). Hallie Murphy Yellowstone lot 460-461

A. not complied

Week 12

1). 729 Fir Pat Burton

A. Called Pat Burton unable to leave a message

2). Called TDLR about Frasier case

A. case still under review

Week 13

1). Clifford Grubbs home on Oak Lane

A. drove by to check for compliance on single family residence

B. no evidence to show not a single family residence

2).815 Southwood

A. took pictures

3).612 Dogwood

A. trash built up in yard

4).3732 Northwood

A. junk in yard

5). 825 Southwood

A. junk and trash in yard

6).811 Westwood

A. junk in yard

7).658 Pecan

A. shed not repaired brush and trash still in yard

8). 815 Southwood

A. changed placard

B. broken windows

C. dogs living inside property

D. open skirting underneath

8). 612 Dogwood Scarlet Oaks lot 756-R

A. NOV issued-accumulation of junk and trash

9). 3732 Northwood Driftwood lot ½ of 84 and lot 85

A. NOV issued- accumulation of junk and trash

10). 811 Westwood Driftwood lots 66-70 Sec 2

A. NOV issued-accumulation of junk and trash

11).825 Southwood Driftwood lot 116 and 117 Sec 2

A. NOV issued-accumulation of junk and trash

Week 14

1).815 Southwood

A. Placed new Placard

B. dog in house-not able to enter

2).729 Fir

A. called Pat Burton left a voice message to meet at city hall on 4/2/15 at 4:30 pm (never showed up)

3). Lewis Valdez 600 block of Pine

A. building materials dumped on vacant lot

4). 606 Pine

A. trash brush in lot

5). 606 Fir

A. brush piles still in lot, NOV sent 2/19/15

Week 15

1). Called Fred Goff about church being used over Easter

A. explained that using the building before a C/O will result in NOV being issued, a stop work order issued and a delay of the certificate of occupancy

2). 815 Southwood

A. not able to enter structure

3). Lots on Maple from Lakeview to Brookwood

A. overgrown lots

4). Driftwood lot 117-118

A. NOV issued-high grass and brush

5). Driftwood lot 115-116

A. NOV issued-high grass and brush

6). Driftwood lot 113-114

A. NOV issued-high grass and brush

7). Driftwood lot 110-111

A. NOV issued-high grass and brush

8). Driftwood lot 108-109

A. NOV issued- high grass and brush

9). 600 block of Pine, Called Louis Valdez

A. he is to remove building materials

B. getting materials in a pile and looking for a place to take them to

Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 4/1/2015 10:07:52 PM

Incident Type Count per Station for Date Range
Start Date: 03/01/2015 | End Date: 03/31/2015

INCIDENT TYPE	# INCIDENTS
Station: 1 - COTTONWOOD SHORES VFD	
100 - Fire, other	1
311 - Medical assist, assist EMS crew	8
# Incidents for 1 - Cottonwood Shores VFD:	9

Only REVIEWED incidents included.

March 20th to April 16th	
911 Investigation (open line)	2
Abandon Vehicle	
Alarm Calls	1
Assaults	
Assist EMS	1
Assist Other Agency	9
Burglary	
Citizen Req Assistance	7
Civil Issues	6
Collisions	2
Criminal Mischief	2
Criminal Trespass	2
Disturbance	4
Deceased Person	
Drug Paraphernalia	
DWI	
Follow Ups	1
Fraud Reports	
Harassment	
Mental Health	
Missing Person	
Noise Disturbance	1
Public Relations	9
Reckless Driver	2
Security Check	33
Stranded Motorist	
Suspicious Person	2
Traffic Stops	27
Theft	
UUMV	
Violate City Ord	12
Violate Protective Order	
Warrant Service	6
Welfare Concerns	6

Total Calls For Service

135