

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 21, 2016 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		Arrived at 6:31	
Councilmember Porter	✓		
Councilmember Wayson	✓		

City Administrator/City Secretary Sheila C. 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.

No Citizen Comments

5. Administrative Reports:

City Administrator / City Secretary Sheila C. Moore presented reports for Code Enforcement, Public Works, Municipal Court, and Building Permits (see attached). Ms. Moore reported that early voting would start on Monday. She also informed the council of the need to have a special meeting on May 12th for canvassing votes.

Mayor Orr reported the status of the budget to the council. He then reported the results of a meeting that had taken place with Kallman Engineers in regards to a new water facility. Present were Steve Kallman, Larry Jezek, Councilmember Wayson, Public Works Director Joey Krueger, City Administrator / City Secretary Sheila C. Moore, and Mayor Orr. They concluded the approximate cost would be around \$1,000,000.00 for the water plant. The city would possibly have to match around \$300,000.00. The city also has possible means to obtain some additional grant funding in the neighborhood of \$200,000.00.

John Marr presented the Cottonwood Shores Volunteer Fire Department Report (see attached).

6. Consent Agenda:

6.1. Minutes from a Regular Meeting of the City Council held on April 7, 2016.

6.1.1. Motion to approve the April 7, 2016 minutes

6.1.1.1. Motion: Councilmember Porter

6.1.1.2. Second: Councilmember Satsky

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

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

6.1.3. Motion: **Passed**

Adjourned regular meeting at 6:17pm

7. Convened into Workshop at 6:17 pm

7.1.1. Discussion on amending Ordinance 3002 (Recreational Vehicles). *As requested by Staff*

Discussion included changes to the Recreational Vehicle ordinance.

It was decided another workshop for this ordinance would be needed.

Mayor Orr closed the workshop at 7:27 p.m.

Mayor Orr re-opened the regular meeting at 7:27 p.m.

8. Unfinished Business

8.1. Discussed and considered action on amending Ordinance 3002 (Recreational Vehicles). *As requested by Staff*

Additional discussion needed within the ordinance.

8.1.1. Motion to take no action.

8.1.1.1. Motion: Mayor Pro-Tem Sherry

8.1.1.2. Second: Councilmember Satsky

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

Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

8.1.3. Motion: **Passed**

9. New Business

9.1. Discussed and considered action on amending Ordinance 14000 (Zoning) in regard to commercial zoning conditions and limitations. *As requested by Staff*

Discussed recommended amendments including hours of business for entities in commercial zoning and the ability to request a Conditional Use Permit from Council if desired.

9.1.1. Motion to accept Ordinance 14000 (Zoning) as presented

9.1.1.1. Motion: Councilmember Porter

9.1.1.2. Second: Councilmember Trinidad

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

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

9.1.3. Motion: **Passed**

9.2. Discussed and considered action on Rumble at the River Car Show and Concert. *As requested by Mary Ann Plumley*

9.2.1. Motion to allow the Rumble at the River Car Show and Concert to take place.

9.2.1.1. Motion: Councilmember Wayson

9.2.1.2. Second: Mayor Pro-Tem Sherry

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

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

9.2.3. Motion: **Passed**

9.3. Discussed and considered action on accepting Neffendorf & Knopp's letter of engagement for the 2016 CWS Audit. *As requested by Staff.*

Mayor Orr presented the information in regards to the letter of engagement for the 2016 CWS Audit by Neffendorf & Knopp.

9.3.1. Motion to accept the Neffendorf & Knopp's letter of engagement for the 2016 CWS Audit.

9.3.1.1. Motion: Mayor Pro-Tem Sherry

9.3.1.2. Second: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		

Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

9.3.3. Motion: **Passed**

9.4. Discussed and considered action on appointing alternate City liaison(s) to the CWSVFD. *As requested by Staff.*

Mayor Orr opened the discussion suggesting the council designate an alternate to attend the VFD meetings. After further discussion it was decided that the City Liaison Roger Wayson would be able to utilize any of the council members to fill in at a meeting if he was unable to attend. Councilmember Trinidad and Councilmember Satsky both were in agreement to assist. Councilmember Wayson decided he would utilize Councilmember Trinidad first and then Councilmember Satsky second, and in their absence he could use another alternate council member. This alternate would only be utilized at the VFD meetings; they would not decide or approve the meeting of goals as dictated in the contract between the City and the Fire Department.

9.4.1. Motion to allow Roger Wayson to utilize any city council member available; Councilmember Trinidad 1st; Councilmember Satsky 2nd; and so on

9.4.1.1. Motion: Councilmember Porter

9.4.1.2. Second: 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: 5 Nay: 0 Abstain: 0

9.4.3. Motion: **Passed**

9.5. Discussed and considered action on approving CWSVFD \$500 invoice for contract goal 11.b.11 second quarter financial. *As requested by CWSVFD.*

Mayor Pro-Tem Sherry questioned if all of the requirements for the goal had been achieved. After confirmation of the goals a motion was made.

9.5.1. Motion to approve the Cottonwood Shores Volunteer Fire Department \$500 invoice for contract goal 11.b.11 second quarter financial.

9.5.1.1. Motion: Mayor Pro-Tem Sherry

9.5.1.2. Second: Councilmember Porter

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

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

9.5.3. Motion: **Passed**

Mayor Orr moved item 11 up before item 10.

11. Future agenda items:

- 11.1. Special Meeting to canvass the election and swear in newly elected council – May 12
- 11.2. RV Ordinance
- 11.3. Budget Amendment

Councilmember Porter requested to excuse himself from the executive session.

Mayor Orr granted the request.

Adjourned from regular meeting at 7:53pm.

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

- 10.1. 8:50pm Convened into Executive Session pursuant to Section 551.071 of the Texas Local Government Code to discuss procedural matters within the Attorney/Client Privilege in regard to the exchange, lease, or value of real property
- 10.2. 9:25 pm Re-convened into open session and took action on Item 10.1.

10.2.1. Motion to take no action

- 10.2.1.1. Motion: Mayor Pro Tem Sherry
- 10.2.1.2. Second: Councilmember Satsky

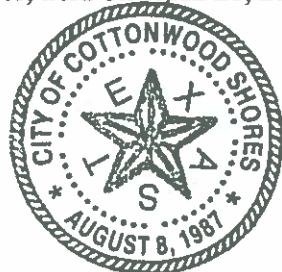
NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter			
Councilmember Wayson	✓		

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

10.2.3. Motion: **Passed**

12. Adjournment: 9:26 p.m.

The preceding document is a true and accurate reflection of the minutes of the Regular Council Meeting of the City of Cottonwood Shores, held on April 21, 2016.



Attest:

Bobby Herrin

Bobby Herrin
Deputy City Secretary

CODE ENFORCEMENT

March

10 warnings issued

10 re inspections

4 citations

5 complied

1 different owner

City Hall did 12 inspections while I was out and complied

22 re inspections for March court

12 contacts

April

13 inspections

13 warnings

4 contacts for March violations

PUBLIC WORKS REPORT

Work Orders Completed

2/17/16 to 4/15/16

Water Department

Water leaks: 7

Sewer leak/Stoppages: 2

Connects: 3

Disconnects: 2

Disconnects for non- payment of services: 8

Re-establishment of service: 7

Misc. calls for water dept.: 4 that required work orders

Billing Problems/Water Audits: 1

Sewer Taps: 2

Water Taps: 0

Lift Stations: 2

Check/Replace cleanouts: 1

Meter Head Change outs: 0

Meter reading: 3 days

Utility locates: 3

Public Works

Blocks graded: 2

Potholes: birch lane, cypress lane (not including the ones filled in on gravel roads) done without work orders

Signs: 1

Misc. Calls: 6 known

Culverts cleaned –repaired-installed or replaced: 15

Road Work: started prep work on magnolia lane fixing drainage and replacing culverts in the 600 block

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

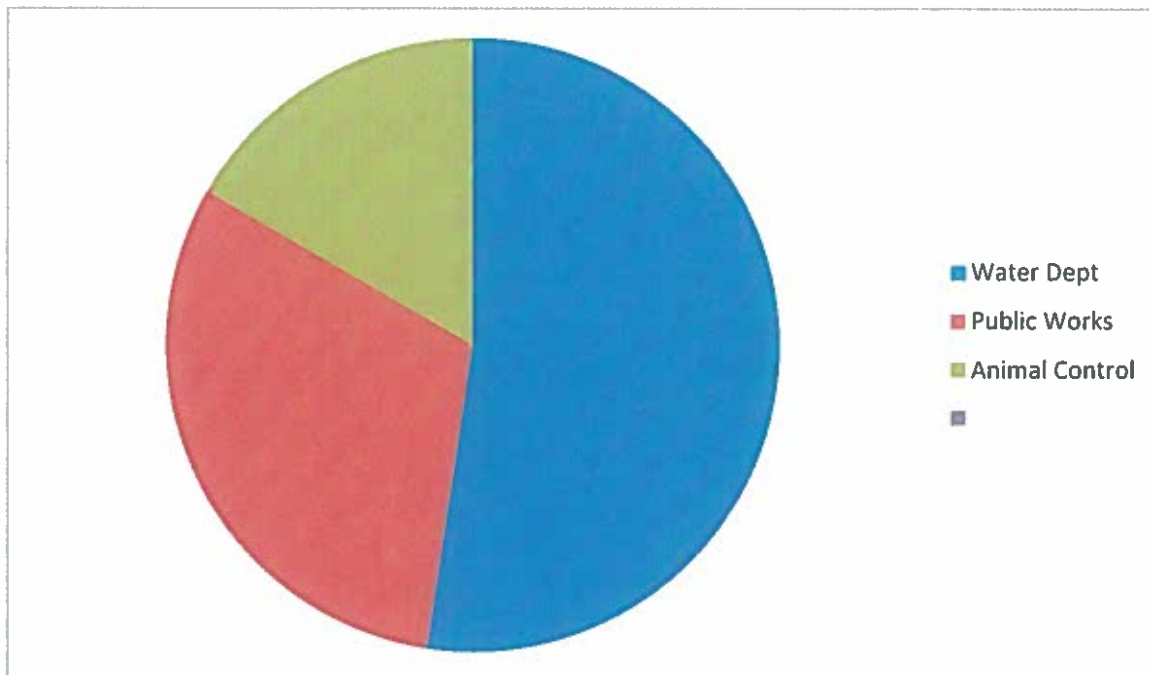
Animal Control

Dogs/Cats: 9 work orders called into to city hall had several PD calls

Dead Animals:2

Misc.: 3 work orders made

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.



**City of Cottonwood Shores
Municipal Court Monthly Report
Additional Activity**

Court: 720270600	Number Given	Number Requests for Counsel	
Month: 3 Year: 2016			
1. Magistrate Warnings			
a. Class C Misdemeanors	0		
b. Class A and B Misdemeanors	0	0	
c. Felonies	0		0
		Total	
2. Arrest Warrants Issued			7
a. Class C Misdemeanors			0
b. Class A and B Misdemeanors			0
c. Felonies			0
3. Capiases Pro Fine Issued			1
4. Search Warrants Issued			0
5. Warrants For Fire, Health, and Code Inspections			0
6. Examining Trials Conducted			0
7. Emergency Mental Health Hearings Held			0
8. Magistrate's Orders for Emergency Protection			0
9. Magistrate's Orders for Ignition Interlock Device			0
10. Other Magistrate's Orders Issued			0
11. Driver's License Denial/Susp /Revocation Hearing			0
12. Disposition of Stolen Property Hearing			0
13. Peace Bond Hearings Held			0
14. Fine and Court Costs Satisfied by Community Service			0
a. Partial Satisfaction			0
b. Full Satisfaction			0
15. Satisfied by Jail Credit			0
16. Waived for Indigency			0
17. Amount of Fines and Court Costs Waved for Indigency			\$0
18. Fines, Court Costs and Other Amounts Collected			
a. Kept by City			\$2163
b. Remitted to State			\$723
c. Total			\$2886

MARCH
2016

Total - 2,886.00

Kept - 2,163.00

State - 723.00

**March and April
2016
Building Permits**

3/4/2016	Dustin Hayes	855 Magnolia Lane	Fence Permit	40816	\$25.00
4/6/2016	Century Oak Plaza	4315 Hwy 2147	Temp. Building Permit	60416	\$0.00
4/6/2016	Julies Cocina	4319 Hwy 2147	Temp. Building Permit	60416	\$0.00

Cottonwood Shores Police Department
Monthly Activity Report

Police Activity	
Mar 9 Thru April 12	
911 Investigation (open line)	3
Abandon Vehicle	
Alarm Calls	2
Assaults	1
Assist EMS	4
Assist Other Agency	10
Burglary	
Citizen Req Assistance	36
Civil Issues	1
Collisions	2
Criminal Mischief	
Criminal Trespass	1
Disturbance	6
Deceased Person	
Drug Paraphernalia	
DWI / Public Intox	
Follow Ups	12
Fraud Reports	
Harassment	
Mental Health	
Missing Person	
Noise Disturbance	3
Public Relations	
Reckless Driver	1
Security Check	139
Stranded Motorist	
Suspicious Person	8
Traffic Stops	79
Theft	2
UUMV	
Violate City Ord	13
Violate Protective Order	
Warrant Service	1
Welfare Concerns	

Total Calls For Service

324

Cottonwood Shores Volunteer Fire Department, Inc.

Log Report March 2016

Calls: Total: 10; 9 Med; 1 MVA

Hours Training and Testing: 108

Action Training Certs: March: 31

Completed and ready to do skill testing: EMR-1; Hazmat-2; Extrication-1;

Hours Recordkeeping: 63

Hours Bookkeeping: 41

Grants submitted: Driver/Operator-2 and FF Phase 2-1

Grants rec'd: 3

Grant Admin Report:

FEPP: Wrapping up 5152

Fire School: rec'd voucher for Fire School July 2016

Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 4/6/2016 7:56:11 AM

Incident Type Count per Station for Date Range

Start Date: 03/01/2016 | End Date: 03/31/2016

INCIDENT TYPE	# INCIDENTS
Station: 1 - COTTONWOOD SHORES VFD	
311 - Medical assist, assist EMS crew	10
# Incidents for 1 - Cottonwood Shores VFD:	10

Only REVIEWED incidents included.