

# 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: Vacant  
Councilmember: Vacant



Councilmember: Cheri Trinidad  
Councilmember: Brigitte Thomas  
Councilmember: Roger L. Wayson

*People, Parks and Prosperity*

## REGULAR CITY COUNCIL MEETING MINUTES

### \*\* NOTICE \*\*

The City Council held a regular meeting on Thursday, November 2, 2017 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	✓		
Councilmember Trinidad	✓		
Councilmember Thomas	✓		
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. Mayor & Park's Reports:**

Mayor Orr did not have a report. He presented one at the last meeting.

Parks and Recreation Committee report was presented by Bobby Herrin. The report covered bus shelter for the children options.

Councilmember Wayson commented that a message should be sent to the Parks and Recreation Committee showing that safety should be one of the most important issues in purchasing, design and location of a bus stop.

Lighting was also discussed for the locations for the bus stops where children gather. The cost of \$30.00 per street light (annually) was pointed out.

City Administrator / City Secretary Sheila C. Moore stated that the police have stepped up their patrol of the bus stops and streets where the children meet.

**6. Discussed and considered action on electing a Mayor Pro Tem.**

Mayor Orr asked the City Council for nominations for a Mayor Pro Tem.

Councilmember Wayson nominated Councilmember Trinidad for the position of Mayor Pro Tem.

**6.1.1. Motion to elect Councilmember Trinidad as Mayor Pro Tem**

**6.1.1.1. Motion:** Councilmember Wayson

**6.1.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
<b>Councilmember Trinidad</b>	✓		
<b>Councilmember Thomas</b>	✓		
<b>Councilmember Wayson</b>	✓		

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

**6.1.3. Motion: Passed**

**7. Consent Agenda**

**7.1. Minutes from the Regular Meeting of the City Council held on October 19, 2017.**

**7.1.1. Motion to approve the October 19 minutes.**

**7.1.1.1. Motion:** Mayor Pro Tem Trinidad.

**7.1.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
<b>Mayor Pro Tem Trinidad</b>	✓		
<b>Councilmember Thomas</b>	✓		
<b>Councilmember Wayson</b>	✓		

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

**7.1.3. Motion: Passed**

**7.2 Discussed and considered action on PUE relinquishment between lots 752, 753 and 754.**  
 Driftwood Section, Cottonwood Shores. *As requested by Vance Miller*

Councilmember Wayson questioned the easement between lots 753 and 754 stating there was utilities in this easement. After further discussion it was determined that there could be a PUE relinquishment between lots 752 and 753, but would not include the easement between lots 753 and 754.

Mayor Orr addressed the issue with the Millers stating they could combine the lots and have the property replatted but the easement will remain in effect between the two lots with the utilities. He informed them that if they wished to pay for the removal of the utilities then a relinquishment could be granted at a later date.

The Council also decided to extend the building permit prior to the replating of the properties.

**7.2.1. Motion to relinquishment the easement between lots 752 and 753, but maintain the easement between lots 753 and 754.** Driftwood Section, Cottonwood Shores.

**7.2.1.1. Motion:** Mayor Pro Tem Trinidad

**7.2.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

**7.2.3. Motion: **Passed****

**8. New Business:**

**8.1. Discussed and considered action on appointing a City Liaison to the CWS Volunteer Fire Department.** *As requested by Staff*

Mayor Orr asked the City Council if one of them would like to be appointed as the City Liaison to the Cottonwood Shores Volunteer Fire Department.

Mayor Pro Tem Trinidad stated that currently she was the alternate for that position and it seemed to be her duty to assume the responsibility.

Councilmember Wayson stated that he would assume the responsibility of alternate until May.

**8.1.1. Motion to appoint Mayor Pro Tem Trinidad as Liaison to the Cottonwood Shores Volunteer Fire Department and Councilmember Wayson as alternate.**

**8.1.1.1. Motion:** Councilmember Thomas

**8.1.1.2. Second:** Mayor Pro Tem Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

**8.1.3. Motion: **Passed****

**8.2. Discussed and considered action on adopting Resolution 708 (Signatories on City Depository Accounts).** *As requested by Staff*  
 Mayor Orr opened by stating this was to replace two signatories on the City depository.  
 Mayor Pro Tem Trinidad stated that this was standard practice.

**8.2.1 Motion to adopt Resolution 708 (Signatories on City Depository Accounts).**

**8.2.1.1. Motion:** Mayor Pro Tem Trinidad

**8.2.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

**8.2.3. Motion: Passed**

**8.3. Discussed and considered action on adopting Resolution 709 (Amending TexPool Representatives).** *As requested by Staff*  
 Mayor Orr stated that this was to define the signatories for TexPool.

**8.3.1 Motion to adopt Resolution 709 (Amending TexPool Representatives).**

**8.3.1.1. Motion:** Mayor Pro Tem Trinidad

**8.3.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

**8.3.3. Motion: Passed**

**8.4. Discussed and considered action on adopting Resolution 710 (Sale of Delinquent Tax Property).** *As requested by Burnet Central Appraisal District*  
 Mayor Orr presented the information regarding the Resolution for the sale of Lot 192, Scarlet Oaks, for delinquent taxes. He stated this was normal process for Burnet County.  
 It was asked if this was property discussed prior in meetings and were advised this was a different property.

**8.4.1 Motion to adopt Resolution 710 (Sale of Delinquent Tax Property).**

**8.4.1.1. Motion:** Mayor Pro Tem Trinidad

**8.4.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		

Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

8.4.3. Motion: **Passed**

**8.5. Discussed and considered action** on officially naming the street directly east of Huey O's. *As requested by Staff*

Mayor Orr opened the discussion presenting a letter from Marley Porter requesting the name of the street to be Castle Rock Avenue.

Mayor Orr stated that this has been the name of the street for a long time.

Councilmember Wayson asked if maybe we wanted to name it after the City like Cottonwood Avenue, etc. He stated that Castle Rock is just a name of the property owners not the section.

Councilmember Wayson stated possibly something that favored the City

Mayor Orr asked if one of the Councilmembers would like to take this to Marley Porter and get some additional input.

Councilmember Wayson stated that he would take this up with Mr. Porter.

Mayor Pro Tem Trinidad stated that we may need more time for consideration.

**8.5.1 Motion to postpone until next meeting**

8.5.1.1. Motion: Mayor Pro Tem Trinidad

8.5.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

8.5.3. Motion: **Passed**

**8.6. Discussed and considered action** on amending Ordinance 1109 (Meetings and Decorum) as it pertains to Council meeting dates. *As requested by Staff*

Mayor Orr opened by advising the City Council that due to the lack of Councilmembers the City could not have a special meeting that required more than three Councilmembers. This change would allow the City Council to hold regular meetings weekly if needed and if one was not required it could be canceled.

Councilmember Wayson stated that he agreed but does not want the City to get a reputation of always canceling meetings.

Mayor Pro Tem Trinidad asked if this would make a meeting every week and was informed by the mayor only when needed but normally the meetings would still be on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month.

**8.6.1 Motion to amend Ordinance 1109 (Meetings and Decorum) as it pertains to Council meeting dates.**

8.6.1.1. Motion: Mayor Pro Tem Trinidad

8.6.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

8.6.3. Motion: **Passed**

**8.7. Discussed** Burnet County Hunger Alliance needs during the Holidays. *As requested by Councilmember Trinidad*

Mayor Pro Tem Trinidad gave a presentation to the City Council. She stated that they had approached the Local Fire Departments, County, and cities in the area for support.

She said they have already received commitments for breakfasts and dinners on December 30<sup>th</sup>.

They will have posters and flyers.

The average cost is around \$150.00. she would like for the City to consider assistance.

**8.8. Discussed and considered action** on adopting Resolution 711, Election of BCAD Directors for 2018-2019. *As requested by Stan Hemphill*

Mayor Orr explained the Resolution to the City Council. It was questioned as to when the votes needed to be placed. The votes have to be at Burnet County no later than December 15, 2017.

The City Council asked is anyone knew the candidates. The reply was negative. Question arose as to who to apply votes to and how many per candidate or all for one. After further discussion it was decided that more consideration was needed as to casting the votes.

**8.8.1 Motion** to postpone until next meeting

8.8.1.1. Motion: Mayor Pro Tem Trinidad

8.8.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

8.8.3. Motion: **Passed**

**9. Workshop**

**9.1. Workshop** on Personnel Policies, Ordinance 9011 (Coordinated Management) and Ordinance 1005 (Financial Management)

The Mayor opened Workshop at 6:49 p.m.

Mayor Orr presented a handout to the Councilmembers indicating his proposed order of assessment. Councilmember Wayson commented that after reading the mayor's proposal he has an alternate proposal.

Ordinance 9001 and Ordinance 1005 were both discussed covering multiple areas.

Councilmember Wayson stated that the officers could only be appointed and terminated by the City Council. He asked if duties of officers are bestowed upon others, how could that be done?

Mayor Orr that officers needed assistants or deputies to handle situations when they were absent. Mayor Pro Tem Trinidad questioned if a person could not be terminated could they be put on some type of leave. After discussion on the various policies Councilmember Wayson suggested the possibility of taking the process to TML for legal advisement.

Closed Workshop at 8:01 p.m.

**10. Old Business:**

**10.1. Discussed and considered action on amending Ordinance 1005 (Financial Management). As requested by Staff**

In consideration to the material covered within the workshop.

- 10.1.1. Motion to postpone until next meeting
- 10.1.1.1. Motion: Mayor Pro Tem Trinidad
- 10.1.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Councilmember Thomas	√		
Councilmember Wayson	√		

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

10.1.3. Motion: **Passed**

**10.2. Discussed and considered action on amending Ordinance 9011 (Coordinated Management). As requested by Staff**

In consideration to the material covered within the workshop.

- 10.2.1. Motion to postpone until next meeting
- 10.2.1.1. Motion: Mayor Pro Tem Trinidad
- 10.2.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Councilmember Thomas	√		
Councilmember Wayson	√		

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

10.2.3. Motion: **Passed**

**11. Future agenda items**

- 11.1. Water Plant Fence Planting
- 11.2. Deer Education Program
- 11.3. Election of BCAD Directors for 2018-2019. As requested by Stan Hemphill
- 11.4. Officially naming the street directly east of Huey O's. As requested by Staff
- 11.5. Ordinance 1005 (Financial Management). As requested by Staff



11.6. Ordinance 9011 (Coordinated Management). *As requested by Staff*

**12. Adjournment: 8:04 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 November 2, 2017.

Attest:



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

Sheila C. Moore  
City Administrator / City Secretary