

# 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: 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, May 18, 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	✓		
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky		✓	
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.*

**Citizen – Mary Ann Plumley** addressed the Council and requested to be placed on a future agenda to discuss with the City various ways that she feels the City could save money with the state.

**Citizen – Wendy Wayson** addressed the Council and requested that the City mow and weed eat Community Park before the Memorial Day weekend. Celebration for the opening of the Splash Pad will include hot dogs, T-shirts and more.

**Citizen – Sylvia Breen** addressed the Council and stated on May 31, 2017 the City had agreed to let the Parks Committee utilize the wood chipper at Aspen Park. It was discussed the size and type of wood that could be brought. The mulch will be used to assist in the elimination of the grass burrs within the park.

**Citizen – Cheri Trinidad** addressed the Council and the audience reminding them of the benefit Rodeo Bull Riding Event this weekend to help fund scholarships for the youths in the area.

**Citizen – Liaison for the Cottonwood Shores Volunteer Fire Department John Marr** addressed the Council and audience informing them of the upcoming Car Show to be held at the fire station.

**Councilmember Roger Wayson** addressed the City Council and audience reminding them of the T-shirts to be given away to the children at the opening of the splash pad.

**5. Swearing in of Mayor, and 2 Councilmembers;**

The Honorable Judge Don G. Adams was present and administered the Oath of Office and Affirmation to newly elected Councilmembers.

Donald Orr	Position of Mayor
Stephen Sherry	Position of Councilmember
Brigitte Thomas,	was not present

**6. Public Hearings: MAYOR ORR STRUCK ITEMS 6.1; 6.2; 9.4, 9.5, FROM THE AGENDA**

After investigation it was discovered that lots 731-733 in Scarlet Oaks and Lot 24 in Bluffview were never officially rezoned from R-1 and PUD to OS. Per the City Attorney, the lots do not need to be rezoned and would remain as they were before being donated to the City.

Mayor Orr stated if any of the parties involved would like a letter of explanation he would send them one.

Marley Porter (one party involved) requested a letter.

~~6.1. Hearing on Proposed zoning of Lot Nos. 731, 732 and 733 Scarlet Oaks Section, Cottonwood Shores, a subdivision in Burnet County, Texas as shown on the Plat recorded in Volume 1, Page 184, Plat Records of Burnet County, Texas, from zoning category OS, Open Space to zoning category R-1, Single Family Residential.~~

~~6.2. Hearing on Proposed zoning of Lot No. Twenty-Four (24), Cottonwood Shores, Bluffview Section, a subdivision located in the City of Cottonwood Shores, Burnet County, Texas, as shown on the plat recorded in Volume I, Page 200, also referenced in Cabinet 1, Slide 46-A, Plat Records of Burnet County, Texas, from Zoning OS Open Space to Zoning PUD Planned Unit Develop~~

**7. Administrative Reports:**

City Fire Department Liaison Stephen Sherry gave a report to the City Council.

Cottonwood Shores Volunteer Fire Department John Marr presented a report for the fire department.

Bobby Herrin gave the Municipal Court report;

City Administrator / City Secretary Sheila C. Moore gave reports on Code Enforcement, Service Orders, Public Works, Water Department, and Animal Control

Chief Greg Palmer gave a report for the police department.

City Administrator / City Secretary Sheila C. Moore presented a total voter canvass of the May 6 Election. All in all there were a total of 23 people that voted in Cottonwood Shores out of 641 registered voters or 3.59% voting.

**8. Consent Agenda:**

**8.1. Minutes from a Regular Meeting of the City Council held on May 4, 2017.**

Mayor Pro Tem Sherry requested one change in the minutes.

**8.1.1. Motion to accept minutes from the Regular City Council meeting held on May 4, 2017 with change.**

**8.1.1.1. Motion:** Mayor Pro Tem Sherry

**8.1.1.2. Second:** Councilmember Trinidad

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

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

**8.1.3. Motion: Passed**

**9. New Business:**

**9.1 Discussed and considered action on electing Mayor Pro Tem. *As requested by Staff***

Mayor Orr opened discussion by nominating Stephen Sherry for Mayor Pro Tem.

Councilmember Trinidad also agreed to Stephen Sherry;

Councilmember Wayson made it unanimous and suggested Stephen Sherry;

Stephen Sherry accepted the nomination.

**9.1.1. Motion to elect Stephen Sherry as Mayor Pro Tem.**

**9.1.1.1. Motion:** Councilmember Wayson

**9.1.1.2. Second:** Councilmember Trinidad

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

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

**9.2.3. Motion: Passed**

**9.2 Discussed and considered action on adopting Ordinance 1132 (Canvassing of the Special Election).**

*As requested by Staff*

After discussion a motion was made.

**9.2.1. Motion to adopt Ordinance 1132 (Canvassing of the Special Election).**

**9.2.1.1. Motion:** Mayor Pro Tem Sherry

**9.2.1.2. Second:** Councilmember Trinidad

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

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

**9.2.3. Motion: Passed**

**9.3 Discussed and considered action on PUE relinquishment request between lots 132 and 133, Magnolia Lane, Yellowstone Section. *As requested by Christine Gallik, 808 Magnolia Lane, Cottonwood Shores***

Christine Gallik submitted her request for the PUE relinquishment between the lots in question. She stated she had intentions of building a fence around the lots.

City Administrator / City Secretary Sheila C. Moore stated that a utility locate had been performed and there were no utilities within the easements in question.

**9.3.1. Motion to relinquish the easement between lots 132 and 133, Magnolia Lane, Yellowstone Section**

**9.3.1.1. Motion:** Councilmember Wayson

**9.3.1.2. Second:** Councilmember Trinidad

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

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

**9.3.3. Motion: Passed**

**9.4 Discussed and considered action on adopting Ordinance 14022 (Rezoning of Lot Nos. 731, 732 and 733 Scarlet Oaks Section, Cottonwood Shores from OS to R1). *As requested by Staff***

**9.5. Discussed and considered action on adopting Ordinance 14023 (Rezoning of Lot No. 24 Bluffview Section, Cottonwood Shores from OS to R1). *As requested by Staff***

**9.6 Discussed and considered action on adopting Ordinance 14021 (Recreational Vehicle Parks and Permanent Camping Sites). *As requested by Staff***

City Administrator / City Secretary Sheila C. Moore presented a draft ordinance for Recreational Vehicle Parks and Permanent Camping Sites. It was noted the draft was a good start to what was needed.

Mayor Orr commented and stated the ordinance needed some detail also, but felt there was a need to have this placed in a workshop session to clarify and work out the details.

Councilmember Wayson stated he thought it needed to be less detailed.

Citizen Marley Porter stated he agreed with both Councilmember Wayson and Mayor Orr.

Mayor Orr suggested a workshop to work out the details.

9.6.1. Motion to take no action

9.6.1.1. Motion: Councilmember Trinidad

9.6.1.2. Second: Councilmember Wayson

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

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

9.6.3. Motion: **Passed**

9.7 Discussed rezoning request of lots 2-21 Evergreen Section, excepting lot 3, from R1 Single Family Residential to PUD Planned Unit Development. *As requested by Marley Porter*

Developers Marley Porter and Bob Eveleth delivered a PowerPoint presentation on the development plans for these lots. He named his partners as Bob Eveleth and Keith Patschke.

The name of the project would be Castle Rock at Marble Falls. It would consist of various types of homes, tiny houses, glamping, tents, etc.

They indicated that the project would be built in stages.

Later in the stage would be a Motel, "Bob & Marley Dam Motel"

Some of the tiny homes could be constructed out of containers up to 40 feet tall.

They stated they would possibly have one entrance off of Wirtz Dam Road.

Citizen Billie Parker questioned the Wirtz Dam Road entrance.

Mayor Orr stated that this will be taken to the Development Committee for follow-up and then it would be brought back before the City Council.

9.8 Discussed and considered action on designating persons to negotiate the 2017-2018 Cottonwood Shores Volunteer Fire Department Contract. *As requested by Cottonwood Shores Volunteer Fire Department*

Liaison Stephen Sherry stated that he and Councilmember Wayson prepared the contract last time and believed there should be someone new this year.

Councilmember Wayson which stated he would like for someone else to participate as well.

Mayor Orr stated that the contract needed to be completed before the end of July if possible.

City Administrator / City Secretary Sheila C. Moore questioned, the negotiations request by the VFD. It is the City's opinion that the City develops the contract and presents it to the fire department for their acceptance.

**Motion:** Mayor Pro Tem Sherry and Councilmember Wayson to come up with a good contract.  
Died for Lack of Second.

**Motion:** Councilmember Trinidad

**Second:** Died to lack of second

9.8.1. Motion that the liaison and the alternate liaison develop this year's contract.

9.8.1.1. Motion: Mayor Pro Tem Sherry

9.8.1.2. Second: Councilmember Wayson

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

Councilmember Thomas			
Councilmember Wayson			√

9.8.2. Vote: Yea: 1      Nay: 0      Abstain: 2

9.8.3. Motion: **Passed**

**10. Unfinished Business**

**10.1 Discussed and considered action on amending Ordinance 8007 (Nuisance) for clarification. As requested by Staff**

Mayor Pro Tem Sherry and Councilmember Wayson presented a map to aid in the clarification of the areas to be enforced under the guidelines or Ordinance 8007.  
 Councilmember Wayson stated this should be considered a dynamic map.  
 Mayor Pro Tem Sherry indicated on the map the areas that were included as well as excluded from the Ordinance. Basically just the populated areas of the City will be enforced.  
 City Administrator / City Secretary Sheila C. Moore requested some additional clarification of some areas. The text within the ordinance will be changed to reflect the proposed map of enforcement.  
 The map will be attached as "Attachment A"  
 The map can be modified as new development occurs within the City without having to change the original ordinance.

**10.1.1. Motion to amend Ordinance 8007 as discussed.**

**10.1.1.1. Motion:** Mayor Pro Tem Sherry

**10.1.1.2. Second:** Councilmember Wayson

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

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

10.1.3. Motion: **Passed**

**10.2 Discussed on Deer Management.**

Mayor Orr stated that due to the lack of sufficient intestinal fortitude within the City he will take the item off of the agenda.

**10.3 Discussed Impact Fees.**

Councilmember Wayson presented his reasoning why he would like to see the implementation of impact fees within the City of Cottonwood Shores.  
 Impact fees can help improvement and future development.  
 Some of the items regarding impact fees included in the Council packets were addressed.  
 Mayor Orr presented what the City of Leander charges for their impact fees. He also stated impact fees can be utilized for several items.  
 Councilmember Wayson stated they could not be used for existing problems.  
 Mayor Orr stated that normally impact fees are adopted and used by major cities. He implied that City of Cottonwood Shores was not quite ready for them at this time.  
 Mayor Orr presented the process the City could follow if impact fees were implemented.  
 Mayor Orr stated that he believed this could be accomplished with the development contract with the developers.  
 Mayor Orr indicated that more information needed to be researched.  
 Councilmember Wayson and the other Councilmembers discussed other ideas of implementing impact fees.

Councilmember Wayson would like present the topic to the Development Committee.  
Mayor Orr agreed to take to the discussion to the Development Committee.

**11. Future agenda items**

- 11.1 RV Ordinance - Workshop
- 11.2 Tap Fees
- 11.3 Economic Development
- 11.4. Texas Correctional Industries Presentation – Mary Ann Plumley

**12. Adjournment: 8:26 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 May 18, 2017.

**Attest:**



Bobby Herrin  
Deputy City Secretary

City of Cottonwood Shores  
Municipal Court Monthly Report  
Additional Activity

Court: 720270600		Number Requests for Counsel
Month: 4 Year: 2017	Number Given	
1. Magistrate Warnings		
a. Class C Misdemeanor	0	
b. Class A and B Misdemeanors	0	0
c. Felonies	0	0
2. Arrest Warrants Issued		Total
a. Class C Misdemeanor		5
b. Class A and B Misdemeanors		0
c. Felonies		0
3. Capiases Pro Fine Issued		0
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		
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 Waived for Indigency		\$0
18. Fines, Court Costs and Other Amounts Collected		
a. Kept by City		\$401
b. Remitted to State		\$204
c. Total		\$604

*April*



## Liaison Report May

Meeting called to order 7:05

Line of duty death report – 32

Secretary report – in packet, not presented

Treasurers report – 4K checking, 1.2k savings, 3.2k reserve acct.

Fire chief report to be given by VFD rep.

No active membership applications

Reviewed and passed 17-18 fy budget (will provide when final printed)

\$200.00 allocated for food at the car show fundraiser

Fire school expenditures approved \$60.00 each with barracks and meals provided by grant.

Boot drive set for June 2<sup>nd</sup>

Game night set for June 9<sup>th</sup>

Executive session struck

Adjourn 7:48

# Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 5/2/2017 5:56:14 PM

## Incident Type Count per Station for Date Range

Start Date: 04/01/2017 | End Date: 04/30/2017

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
311 - Medical assist, assist EMS crew	8
500 - Service Call, other	1
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>9</b>

- Down Tree

Only REVIEWED incidents included.



# Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 5/2/2017 5:56:58 PM

## Incident Response Detail for Date Range

Start Date: 04/01/2017 | End Date: 04/30/2017

DATE	INCIDENT #	APPARATUS	ALARM	DISPATCH	ARRIVE	BACK IN SERVICE
04/02/2017	2017-26	0000	4/2/2017 09:15:01	4/2/2017 09:15:44	4/2/2017 09:28:22	
04/02/2017	2017-26	5150	4/2/2017 09:15:01	4/2/2017 09:15:44	4/2/2017 09:28:22	
04/04/2017	2017-27	5150	4/4/2017 18:57:34	4/4/2017 18:57:34	4/4/2017 19:02:36	
04/04/2017	2017-27	5181	4/4/2017 18:57:34	4/4/2017 18:57:34	4/4/2017 19:02:36	
04/08/2017	2017-28	0000	4/8/2017 08:46:54	4/8/2017 08:46:54	4/8/2017 08:58:49	
04/08/2017	2017-28	5150	4/8/2017 08:46:54	4/8/2017 08:46:54	4/8/2017 08:58:49	
04/08/2017	2017-28	5181	4/8/2017 08:46:54	4/8/2017 08:46:54	4/8/2017 08:58:49	
04/08/2017	2017-29	0000	4/8/2017 09:07:28	4/8/2017 09:07:28	4/8/2017 09:08:41	
04/08/2017	2017-29	5150	4/8/2017 09:07:28	4/8/2017 09:07:28	4/8/2017 09:08:41	
04/08/2017	2017-29	5161	4/8/2017 09:07:28	4/8/2017 09:07:28	4/8/2017 09:08:41	
04/14/2017	2017-30	0000	4/14/2017 17:31:00	4/14/2017 17:31:00	4/14/2017 17:35:00	
04/14/2017	2017-30	5161	4/14/2017 17:31:00	4/14/2017 17:31:00	4/14/2017 17:35:00	
04/16/2017	2017-31	0000	4/16/2017 08:15:51	4/16/2017 08:15:51	4/16/2017 08:18:02	
04/16/2017	2017-31	5161	4/16/2017 08:15:51	4/16/2017 08:15:51	4/16/2017 08:18:02	
04/22/2017	2017-32	0000	4/22/2017 00:40:52	4/22/2017 00:40:52	4/22/2017 00:43:58	
04/27/2017	2017-33	0000	4/27/2017 04:48:53	4/27/2017 04:48:53	4/27/2017 04:51:22	
04/27/2017	2017-34	0000	4/27/2017 06:30:56	4/27/2017 06:30:56	4/27/2017 06:39:22	

Only REVIEWED incidents included



Sheila  
5.15-17

# MONTHLY REPORT - CODE ENFORCEMENT DEPARTMENT

## MID- APRIL. 2017 - MID- MAY, 2017

PREPARED FOR THE CITY ADMINISTRATOR : MS. SHEILA C. MOORE

### SUMMARY OF MONTHLY DOCUMENTS:

TOTAL SERVICE ORDERS RECIEVED TO BE INVESTAGATED:	04
TOTAL SERVICE ORDERS INVESTIGATED AND PENDING FINAL RESOLUTION	01
TOTAL SERVICE ORDERS INVESTIGATED AND (RESOLVED or COURT)	03
TOTAL NUMBER OF " NEW WARNINGS" INVESTIGATED, WRITTEN & MAILED:	07
TOTAL NUMBER OF "WARNINGS" CITIZENS COMPLIED WITH:	01
TOTAL NUMBER OF WARNINGS ( ON HOLD):	02
TOTAL NUMBER OF "CITATIONS" WRITTEN & MAILED:	00
TOTAL NUMBER OF "CITATIONS" CITIZENS COMPLIED WITH:	01
TOTAL NUMBER OF CITATIONS (ON HOLD )	02
TOTAL NUMBER OF "CITATION / NON-COMPLIANT" (going to court from my records)	00

By: Lewis S. Feder, Code Enforcement Offical

# PUBLIC WORKS REPORT

## Work Orders Completed

4/11/17 to 5/11/17

## Water Department

Water leaks: 3

Sewer leak/Stoppages: 0

Connects: 9

Reconnects: 1

Disconnects: 8

Disconnects for non- payment of services: 11

Re-establishment of service: 11

Misc. calls for water dept.: 5 that work orders were made up for

Billing Problems/Water Audits: 3

Sewer Taps: 1

Water Taps: 1

Lift Stations: 5 work orders (5 callouts on one day on one work order)

Check/Replace cleanouts: 1

Meter Head Change outs: 0

Meter reading: 3 days

Utility locate: 7

Open Water dept. work orders: 4

6" inch, 4" line and cap line at on the rocks is completed only need to move and reset on the rocks meter

Public Works

**Potholes: 0**

**Signs: 0**

**Misc. Calls: 7**

**Culverts cleaned –repaired-installed or replaced: 1**

**Road Work:** working on cypress lane to prep for paving

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

**Public works open work orders: 23**

## **Animal Control**

**Dogs/Cats: 5**

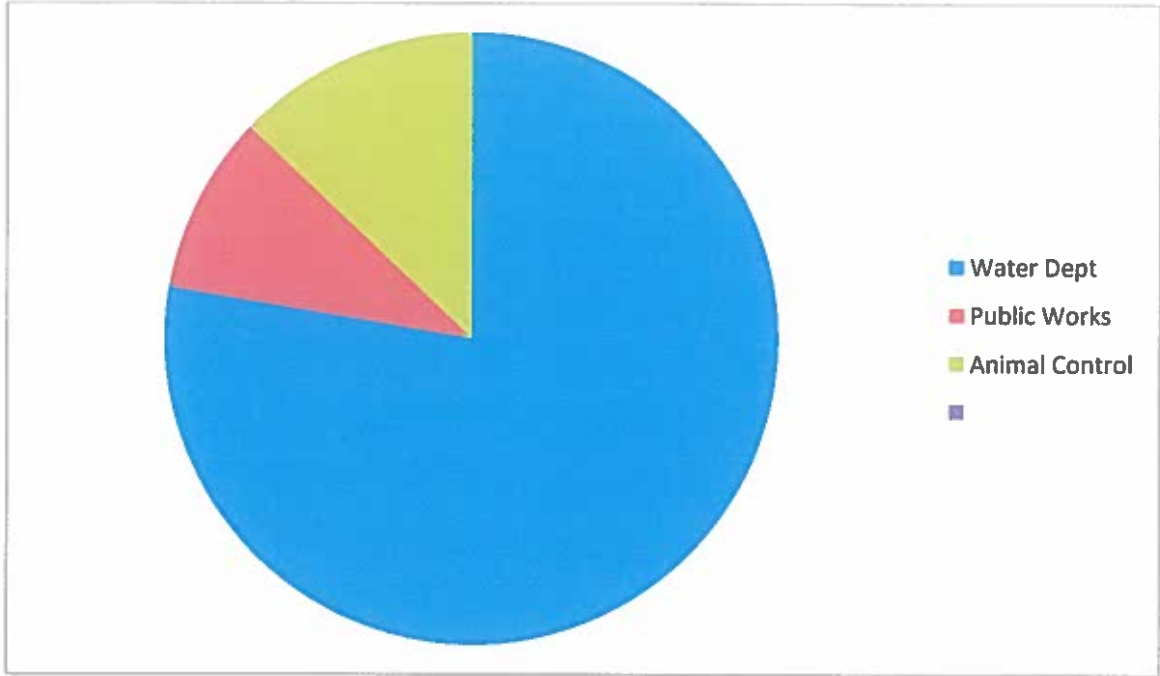
**Dead Animals: 6**

**Misc.: 0 known**

**Animal Control open work orders: 0**

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.

Since we went to the ASYST work order tracking there have been over 900 work orders generated for Public Works Department. There are approximately 35 to 38 open work orders as of right now which even using the higher number means that there is a 95.78% completion ratio.



# COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Gregory A. Palmer  
Chief.Palmer@cottonwoodshores.org

The following is a listing of the calls ran by the CWSPD in the month of May 2017:

**Officer J. Bartholomew:** Grand Jury Appearance (felony DWI case), Harassment (600 Blk Driftwood), Dead Deer in roadway (2147), Motorist assist, Assist other agency, Burglary of a building (LBJ Marina Storage)(17cw00531)

**Officer C. Moller:** Training program from 6<sup>th</sup> of May until 29<sup>th</sup> of May. Officer Moller rode during days/nights with both the Chief and Officer Bartholomew (both are FTO certified)

**Chief Palmer:**

Assistance to other agency (CPS)(no location given), 1 Disturbance (800 blk Fir), Assistance to other agency (GSPD) (attempt to locate stolen golf cart/ATV last seen in 600 blk of Magnolia) 1 animal cruelty case (700 blk Fir)

16 traffic stops

Monthly Racial Profile: 10 white 5 white Hispanic 1 black

Total citations issued: 2 speeding

1 new reserve officer

1 possible reserve officer by end of the month