

# 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, June 15, 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.*

*No Citizen Comments*

5. Swearing in Councilmember Brigitte Thomas

The Honorable Judge Don G. Adams was present and administered the Oath of Office to Brigitte Thomas as a newly elected councilmember.

**6. Administrative Reports:**

City Fire Department Liaison Stephen Sherry presented a report regarding the fire department.

City Administrator / City Secretary Sheila C. Moore presented reports on the following, Grants, Public Works, Water Department, Animal Control and Code Enforcement.

Court Clerk Bobby Herrin gave a report for the Municipal Court and Permitting.

City Administrator / City Secretary Sheila C. Moore and Chief Parmer presented a report for the police department.

John Marr gave a report for the Cottonwood Shores Volunteer Fire Department.

**7. Consent Agenda:**

**7.1. Minutes from a Regular Meeting of the City Council held on June 1, 2017.**

**7.1.1. Motion to accept the minutes from the regular city council meeting held on June 1, 2017.**

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

**7.1.1.2. Second:** Councilmember Satsky

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

**7.1.2. Vote: Yea: 3      Nay: 0      Abstain: 1**

**7.1.3. Motion: Passed**

**8. Presentation on Texas Corrections Industries:**

Mary Ann Plumley presented a presentation on the Texas Corrections Industries and how they could assist or help the City of Cottonwood Shores.

She stated that there were approximately 109 units and 37 factories in Texas. They make items from Banners, Signs, Business Cards, Police Citation Books, Road Signs, Modular Furniture as well as Vehicle repair from body to engines.

She stated the City could save their old tire casings and have them retreaded.

They build metal items from park benches to vehicle parts.

They also refurbish computers and provide them free to certain entities.

**9. New Business**

**9.1. Discussed and considered action on PUE Relinquishment Request for Lots 11 and 12, Driftwood Lane, Driftwood Section. *As requested by Ron and Patti Burkhardt***

Ron Burkhardt opened with a request for relinquishment of the easements between the lots.

**9.1.1. Motion to allow the PUE Relinquishment between Lots 11 and 12, Driftwood Lane, Driftwood Section.**

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

**9.1.1.2. Second:** Councilmember Satsky

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

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

9.1.3. Motion: **Passed**

9.2. Discussed and considered action on adopting Ordinance 4010 (PEC Franchise Agreement 6.15.2017-5.31.2027). *As requested by PEC*

Mayor Pro Tem Sherry requested clarification in regards to the fees.

9.2.1. Motion to adopt Ordinance 4010 (PEC Franchise Agreement 6.15.2017-5.31.2027).

9.2.1.1. Motion: Councilmember Trinidad

9.2.1.2. Second: Councilmember Thomas

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

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

9.2.3. Motion: **Passed**

9.3. Discussed and considered action on amending Ordinance 14000 (Zoning) as it relates to RV Parks and PC Sites. *As requested by Staff*

City Administrator / City Secretary Sheila C. Moore presented some changes that needed to be made in the Zoning Ordinance in reference to the new RV Ordinance that was being developed. The changes were addressed and modified by the council.

Billie and John Parker both questioned some of the issue regarding the ordinance.

9.3.1. Motion to amend Ordinance 14000 (Zoning) as it relates to RV Parks and PC Sites.

9.3.1.1. Motion: Mayor Pro Tem Sherry

9.3.1.2. Second: Councilmember Thomas

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

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

9.3.3. Motion: **Passed**

9.4. Discussed and considered action on authorizing Burnet County Joint Election Agreement and Contract for Election Services for 2018. *As requested by Staff*

**9.4.1. Motion to authorize Burnet County Joint Election Agreement and Contract for Election Services for 2018.**

**9.3.1.1. Motion:** Councilmember Trinidad

**9.4.1.2. Second:** Mayor Pro Tem Sherry

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

**9.4.2. Vote: Yea: 4      Nay: 0      Abstain: 0**

**9.4.3. Motion: **Passed****

**9.5. Discussed and considered action on CWSVFD 2017-2018 Contract. *As requested by City Liaison Stephen Sherry***

Mayor Pro Tem Sherry addressed some of the issues within the new contract.

Cottonwood Shores Volunteer Fire Department representative John Marr stated to the council that the fire department was in agreement with the contract and would accept it as is.

City Administrator / City Secretary Sheila C. Moore stated one item (Number 15) needed to be eliminated due to the condition of the truck.

Councilmember Trinidad asked that the fire department keep meeting their goals and more.

Mayor Orr suggested postponing this item and get a cost of refurbishing the water truck.

After further discussion it was decided by the council and fire department representative to remove item 15 from the contract.

It was discussed that when the City was able to get the truck refurbished it would be available to assist the fire department whenever needed.

**9.5.1. Motion to approve the Cottonwood Shores Volunteer Fire Department 2017-2018 Contract less item 15.**

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

**9.5.1.2. Second:** Councilmember Trinidad

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

**9.5.2. Vote: Yea: 4      Nay: 0      Abstain: 0**

**9.5.3. Motion: **Passed****

**9.6. Discussed the Parks and Recreation Committee's budget for 2017-2018. *As requested by Staff and presented by Parks Committee***

Rex Holloway presented a proposed new budget for the Parks and Recreation Committee.

In his request he broke down the monies requested per year. The proposed budget for 2018 would be \$24,000.00.

Mayor Orr advised the Parks and Recreation Committee that the council would take this into consideration when they worked up the new fiscal budget.

Mayor Pro Tem Sherry stated that he would like to see them finish up the skate park in the future.

**9.7. Discussed the Noise Ordinance in regard to CWS resident’s noise complaints. *As requested by Chief of Police Palmer***

Chief Palmer addressed the issue of the noise ordinance versus the complaints regarding noise. His concern was the time it took to set up the new sound equipment. If he follows the City ordinance and attempts to set up the machine, the subjects violating the ordinance would reduce the volume or be gone. The ordinance states they must monitor the noise complaint for a certain amount of time which in most instances will not work.

He suggested the Police be allowed to use a hand held meter.

Mayor Orr stated that he would get with Councilmember Wayson and check out the options.

Citizen – John Parker suggested obtaining information on how other Cities handled this.

**9.8. Discussed and considered action on amending Personnel Policy regarding conflicts of interest. *As requested by Staff***

City Administrator / City Secretary Sheila C. Moore addressed a concern regarding City Employees’ possible conflicts of interest. The areas of concern presented were addressed by the council.

Councilmember Trinidad stated the employees should always follow a code of ethics.

**9.8.1. Motion to amend Personnel Policy regarding conflicts of interest with one change.**

**9.8.1.1. Motion:** Councilmember Trinidad

**9.8.1.2. Second:** Mayor Pro Tem Sherry

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

**9.8.2. Vote: Yea: 4 Nay: 0 Abstain: 0**

**9.8.3. Motion: **Passed****

**9.9. Discussed and considered action on adopting Resolution 700 (Establishing Signatories). *As requested by Staff***

It was discussed that any time a new Councilmember was sworn in the City must approve and send a new signatory form to the financial institution .

**9.9.1. Motion to adopt Resolution 700 (Establishing Signatories).**

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

**9.9.1.2. Second:** Councilmember Trinidad

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

**9.9.2. Vote: Yea: 4 Nay: 0 Abstain: 0**

**9.9.3. Motion: **Passed****

**10. Unfinished Business:**

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

Multiple items were discussed in the ordinance. The annual permit fee was set and a motion was made to accept the new fee which will be included in the Permit Fees Ordinance.

**10.1.1. Motion to accept an annual fee \$1,000.00 plus a \$65.00 per RV space.**

**10.1.1.1. Motion:** Councilmember Trinidad

**10.1.1.2. Second:** Councilmember Thomas

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

**10.1.2. Vote: Yea: 3      Nay: 1      Abstain: 0**

**10.1.3. Motion: Passed**

After additional discussion an additional “consistency” change was made.

**10.1.1.A. Motion to adopt Ordinance 14021 (RV Parks and Permanent Camping Sites) with changes.**

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

**10.1.1.2.A. Second:** Councilmember Thomas

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

**10.1.2.A. Vote: Yea: 4      Nay: 0      Abstain: 0**

**10.1.3.B. Motion: Passed**

**11. Future agenda items**

**11.1 Budget workshop**

**12. Adjournment: 8:00 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 June 15, 2017.



Attest:

*Bobby Herrin*

Bobby Herrin  
Deputy City Secretary