

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: Cheri Trinidad
Councilmember: Gary D. Parsons



Councilmember: Michael Hibdon
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 15, 2018 at 6:00 p.m.
The meeting was held at the Cottonwood Shores Civic Center,
located at: 4111 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 Trinidad	✓		
Councilmember Parsons	✓		
Councilmember Hibdon	✓		
Councilmember Thomas	✓		
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.

No Citizen Comments

5. Administrative Reports:

City Administrator / City Secretary Sheila C. Moore opened reports by introducing the new Public Works Director Josh Mennen.

She then gave a report for grants; covering three grants in the process of development

Mayor Orr also commented on the grants in development explaining what advantage and impact they could have on the city.

J P Pedraza gave a report for the police department also covering code enforcement

Josh Mennen gave a report for the Public Works

Bobby Herrin gave reports for the Municipal Court and Building

Sylvia Breen gave a report for the Parks and Recreation Committee.

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

City Administrator / City Secretary Sheila C. Moore addressed the City Council and audience advising them of the business closure Whole Pets as well as a new business coming Bay Country Realty Group to be located in the Saucy's building.

She also advised the City Council of the upcoming election process that would be starting in December.

6. Consent Agenda:

6.1. Minutes from a Regular Meeting of the City Council held on November 1, 2018.

6.1.1. Motion to approve the November 1, 2018 regular minutes

6.1.1.1. Motion: Councilmember Thomas

6.1.1.2. Second: Councilmember Hibdon

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

6.1.2. Vote: Yea: 4 Nay: 0 Abstain: 1

6.1.3. Motion: Passed

7. Unfinished Business:

7.1. Discussed and considered action on amending Ordinance 1100 Drought Contingency Plan. As requested by Staff

Councilmember Wayson opened by covering the guidelines and changes in the Drought Contingency Plan that have been proposed.

7.1.1. Motion to amend Ordinance 1100 Drought Contingency Plan as presented

7.1.1.1. Motion: Mayor Pro-Tem Trinidad

7.1.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Trinidad	✓		
Councilmember Parsons	✓		

Councilmember Hibdon	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

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

7.1.3. Motion: **Passed**

8. New Business

8.1. Discussed and considered action on amending Ordinance 13001 Water and Wastewater as it applies to wastewater rates. *As requested by Staff*

Mayor Orr opened the discussion covering and explaining the rate worksheet figures that were presented to the City Council.

Councilmember Wayson, who assisted in the rate process covered some of the areas such as summer and winter usages. He also suggested a revisit may be required.

It was discussed to go to a tiered rate wastewater plan utilizing a base rate plus usage per gallon. The base rates would be from \$40.00 per 1000-gallon minimum for residential customers inside City limits and up to a base rate of \$70.00 per 1000 gallons for commercial customers outside City limits, depending on locations and water usage, plus tiers of additional costs per gallon used.

Councilmember Hibdon questioned how many complaints have been associated with the current rates. He also commented possibly needing more data to work with.

Mayor Orr commented if the ordinance and rates were approved they would start on the December 15 billing cycle and will be shown on the January Bills.

City Administrator / City Secretary Sheila C. Moore presented some other changes in the ordinance such as late notices being sent to customers before cut offs, line extension fees, size of meters, etc.

8.1.1. Motion to accept changes and amend Ordinance 13001 Water and Wastewater ass it applies to wastewater rates.

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 Parsons	✓		
Councilmember Hibdon	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

8.1.2. Vote: Yea: Nay: Abstain:

8.1.3. Motion: **Passed**

8.2. Discussed and considered action on extending the State of Disaster Proclamation. *As requested by Staff*

Mayor Orr addressed the City Council advising them of the important need to maintain the State of Disaster Proclamation to possibly gain assistance from the Federal Government. He requested the City Council approve the extension for two months.

8.2.1. Motion to extend the State of Disaster Proclamation for 60 days.

8.2.1.1. Motion: Councilmember Hibdon

8.2.1.2. Second: Councilmember Thomas

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

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

8.2.3. Motion: **Passed**

- 9. Future agenda items:
 - 9.1. Special Meeting – Nov 29

10. Adjournment: 7:04 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 15, 2018



Attest:

Sheila C. Moore
City Administrator / City Secretary

PUBLIC WORKS REPORT

Work Orders Completed

10/10/18 to 11/6/18

Water Department

Water leaks: 6

Sewer leak/Stoppages: 1

Connects: 5

Reconnects: 2

Disconnects: 5

Disconnects for non- payment of services: 9

Re-establishment of service: 8

Misc. calls for water dept.: 2 that work orders were made up for

Billing Problems/Water Audits: 1

Sewer Taps: 0

Water Taps: 1

Lift Stations: 0 work order made after hour/weekend callout

Check/Replace cleanouts: 0

Meter Head Change outs: 3 no work order made included in meter reading time

Meter reading: 4 days

Utility locate: 4

Open Water dept. work orders: 11

Public Works

Mowing: mowing area's when needed and weedeating where needed

Trim Trees: 1 done by costumer due to age of tree which is in middle of his yard

Potholes: 1 at multiple locations throughout the city no work order made

Signs: 0

Misc. Calls: 5 that work orders were made

PW Misc. road maintenance: 2

Culverts cleaned –repaired-installed or replaced: 0

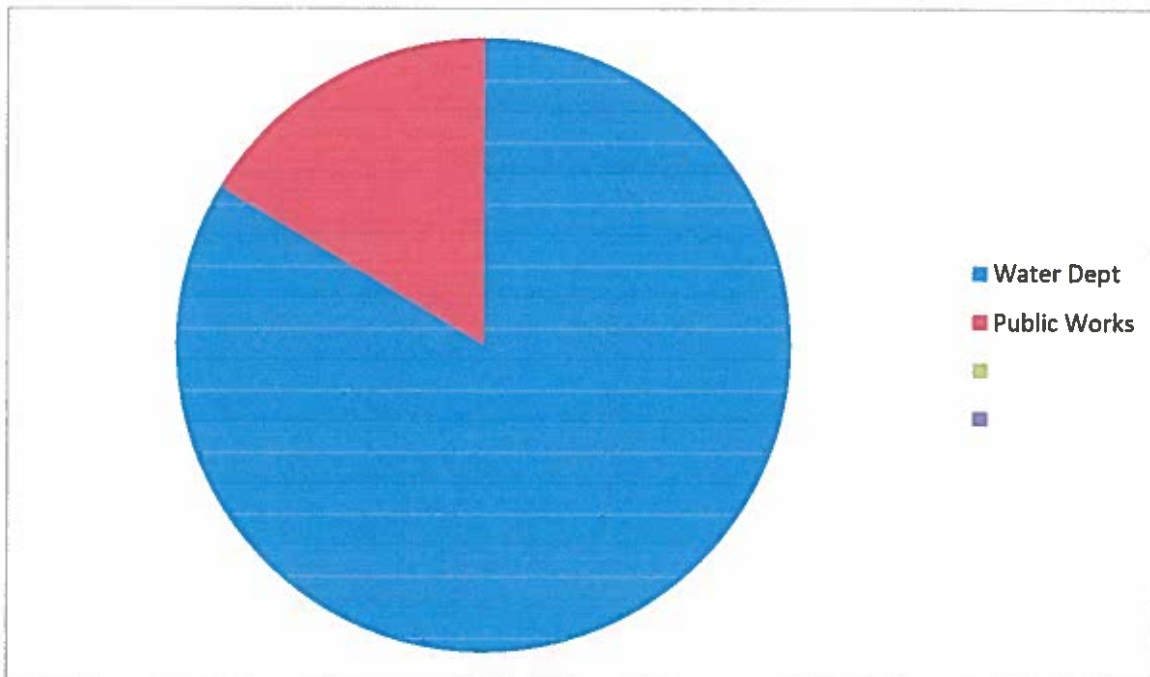
Road Work: we still have to go back and tie in driveways on those roads

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

Just a reminder even though pie chart shows large amount of water dept. completions of work orders public works project involve days to weeks or more to complete

Assisted animal control with several calls this month

Public works open work orders: 12



Grant Report

November 13, 2018

Grant #1

We have approved administrative and grant writing services for the new CDGB DR Grant. Submittal of the grant will take place as soon as we receive the PDA from Texas Department of Health and Safety. The assessment of the Boat Ramp, Aspen, Noah Thompson and the Nature Preserve was done on October 31, 2018. This grant has a zero match and can apply for up to \$350,000.00.

Grant #2

On November 13, 2018 I sent out the A506 Phase Two Solicitation for Administrative Services Request for Project-Specific Proposals to 5 pre-certified Firms. The response due date is November 28, 2018 for us to receive proposals. Proposals will be reviewed and scored by our team consisting of Sheila, Don and myself, we will recommend our choice to council on December 6, 2018. Our anticipated scope of work will be a water/wastewater grant, to be determined.

Grant #3

Our Current CDBG Grant is in full force, change order has been submitted along with the Form A808 for the work the city is going to be done in house. We are just waiting now to proceed with the new water plant.

COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo
Chief.Liendo@cottonwoodshores.org



Monthly Activity Report

October 2018

The month of October brought the Hill Country heavy rain and flooding. The City of Cottonwood Shores suffered minimal damages compared to other surrounding cities. The police department along with the help of the Cottonwood Shores Volunteer Fire Department and City Utilities Employees assisted in evacuating Lakeview residents in danger. Immediately after the flooding the police department shut down all the streets that intersect with Lakeview Drive with the exception of Pecan Lane and Westwood Drive. My reason behind the street closures was to keep non-residents out of the area. By doing this we kept the sightseers and looters away. The following 2 weeks after the flooding the Cottonwood Shores Police Department kept a close eye on the affected areas we were able to deter several non-residents away. To this day the city boat ramp and City Parks have not been re-opened. The Boat Ramp suffered structural damage and will remain closed until further notice. Noah Thompson Park remains closed due to property washed up. The Police Department has been in contact with salvage companies who have been contracted by property owners to remove said property. The American Red Cross, and various churches in the area stepped in and provided affected residents with help and cleaning supplies.

The Police Department currently has 26 active Ordinance Violation investigations. Code Enforcement Official Lewis Feder and Officer Eddie McCoy are working with residents concerning code violations with a goal to correct these issues as quick as possible.

The Police Department opened up 1 criminal investigation which resulted in an arrest. The police department is currently advertising for a full time police officer which would bring us up to full staff. Last month I announced that the Civic Center was approved for use by the Capital Area Council of Governments (CAPCOG) to hold Peace Officer Courses. On November 14th we have set up our first In-Service E-TAG Training. The training is open to any and all commissioned police officers wishing to attend.

COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo
Chief.Liendo@cottonwoodshores.org



Service Calls	138
Security Checks	176
Traffic Enforcement	
Stops	17
Warnings	11
Citations	1
Racial Profile	
W/M	9
W/F	4
H/M	1
H/F	1
B/M	1
Arrests	1

Johnny Liendo
Chief Of Police

City of Cottonwood Shores
Municipal Court Monthly Report
Additional Activity

11/1/2018 7:10am

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Court: 720270600	Number Given	Number Requests for Counsel	
Month: 10 Year: 2018			
1. Magistrate Warnings			
a. Class C Misdemeanor	0		
b. Class A and B Misdemeanors	0		0
c. Felonies	0		0
		Total	
2. Arrest Warrants Issued			
a. Class C Misdemeanor			2
b. Class A and B Misdemeanors			0
c. Felonies			0
3. Capiases Pro Fine Issued			4
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 Waved for Indigency			\$0
18. Fines, Court Costs and Other Amounts Collected			
a. Kept by City			\$3327
b. Remitted to State			\$1684
c. Total			\$5011

2018 Building Permits

Date	Name	Address	Type	Permit #	Permit & Tap Fees
10/25/2018	Keith Patschke	4108 Lakeview Drive	Fence Only	22102018-4108	0.00
10/25/2018	Rex Holloway & Debbie Holloway	3911 Lakeview Drive	Remodel - Accessory Structure	25102018-3911	200.00
10/30/2018	Abran Santibanez	748 Aspen Lane	Fence Only	30102018-748	25.00
10/31/2018	Christine Craft	612 Pine Lane	Fence Only	31102018-612	25.00

250.00

Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 10/31/2018 10:30:31 PM

Incident Type Count per Station for Date Range

Start Date: 10/01/2018 | End Date: 10/31/2018

INCIDENT TYPE	# INCIDENTS
Station: 1 - COTTONWOOD SHORES VFD	
121 - Fire in mobile home used as fixed residence	1
300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	8
320 - Emergency medical service, other	1
350 - Extrication, rescue, other	1
# Incidents for 1 - Cottonwood Shores VFD:	12

Only REVIEWED incidents included.



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 857

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Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 10/31/2018 10:30:11 PM



Incident Response Detail for Date Range

Start Date: 10/01/2018 | End Date: 10/31/2018

DATE	INCIDENT #	APPARATUS	ALARM	DISPATCH	ARRIVE	BACK IN SERVICE
10/01/2018	2018-93	5100	10/1/2018 12:45:39	10/1/2018 12:45:39	10/1/2018 12:48:28	10/1/2018 13:30:08
10/01/2018	2018-94	5100	10/1/2018 17:39:06	10/1/2018 17:39:06	10/1/2018 17:43:25	10/1/2018 18:08:41
10/01/2018	2018-94	5181	10/1/2018 17:39:06	10/1/2018 17:39:06	10/1/2018 17:43:25	10/1/2018 18:08:41
10/03/2018	2018-95	5100	10/3/2018 09:02:58	10/3/2018 09:02:58	10/3/2018 09:06:42	10/3/2018 14:26:00
10/03/2018	2018-95	5150	10/3/2018 09:02:58	10/3/2018 09:02:58	10/3/2018 09:06:42	10/3/2018 14:26:00
10/03/2018	2018-96	5100	10/3/2018 21:39:50	10/3/2018 21:39:50	10/3/2018 21:47:05	10/3/2018 22:02:50
10/04/2018	2018-97	5100	10/4/2018 10:16:19	10/4/2018 10:16:19	10/4/2018 10:21:10	10/4/2018 11:07:25
10/04/2018	2018-97	5150	10/4/2018 10:16:19	10/4/2018 10:16:19	10/4/2018 10:21:10	10/4/2018 11:07:25
10/04/2018	2018-98	5100	10/4/2018 21:33:28	10/4/2018 21:33:28	10/4/2018 21:37:52	10/4/2018 21:42:14
10/04/2018	2018-98	5150	10/4/2018 21:33:16	10/4/2018 21:33:16	10/4/2018 21:43:02	10/4/2018 21:44:16
10/04/2018	2018-98	5161	10/4/2018 21:38:16	10/4/2018 21:38:16	10/4/2018 21:43:02	10/4/2018 21:44:15
10/10/2018	2018-99	5100	10/10/2018 00:48:55	10/10/2018 00:48:55	10/10/2018 00:54:21	10/10/2018 00:56:10
10/16/2018	2018-101	5100	10/16/2018 06:06:27	10/16/2018 06:06:27	10/16/2018 06:13:02	
10/16/2018	2018-102	5100	10/16/2018 08:10:51	10/16/2018 08:10:51	10/16/2018 08:14:05	10/16/2018 08:42:45
10/16/2018	2018-102	5150	10/16/2018 08:10:51	10/16/2018 08:10:51	10/16/2018 08:14:05	10/16/2018 08:42:45
10/16/2018	2018-103	5150	10/16/2018 08:40:02	10/16/2018 08:40:02	10/16/2018 08:45:55	10/16/2018 10:55:01
10/16/2018	2018-104	5100	10/16/2018 23:45:38	10/16/2018 23:45:38	10/16/2018 23:57:38	10/17/2018 00:25:44
10/17/2018	2018-105	5100	10/17/2018 08:20:22	10/17/2018 08:20:22	10/17/2018 08:25:36	

Only REVIEWED incidents included

PARKS & RECREATION
COMMITTEE REPORT
NOVEMBER 15, 2018

The pavilion at Community Park has been painted and really looks nice. Joey Nickes from Builders Painting did the work. The new playscape has been delivered and will be installed by volunteers on Saturday. This is a real community project, city employees, council members and community volunteers are all working together to get it accomplished.

We are looking for some new members for our committee, so if you know anyone who would be interested, please have them contact City Hall. We will get back to them.

This year our budget is 15,000.00. This month we spent:

705.00 Builders Painting

350.46 Paint for pavilion

Balance 13,944.54 +\$40.00 donation from 2018