

**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: 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, December 6, 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		✓	

*Municipal Court Clerk Bobby Herrin 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. Mayors Report:**

Mayor Orr addressed the financials from last year and 2019 budget.

He mentioned that in the future an ordinance to not feed the deer may be in the works or possibly initiated by the citizens of the city. There has been quite a few deer killed by automobiles so far this year.

**6. Consent Agenda:**

**6.1. Minutes from a Regular Meeting of the City Council held on November 15, 2018.**

**6.2. Minutes from a Special Meeting of the City Council held on November 29, 2018.**

**6.1.1. Motion to approve the consent agenda**

**6.1.1.1. Motion:** Mayor Pro-Tem Trinidad

**6.1.1.2. Second:** Councilmember Parsons

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

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

**6.1.3. Motion: Passed**

**7. Unfinished Business:**

**7.1. Discussed report from evaluation committee on FY 2019/2020 CDBG Application and Implementation Project proposals. *As requested by Staff***

Mayor Orr opened the item for discussion.

Karrie Cummings addressed the City Council and audience advising of the evaluations submitted to the City of Cottonwood Shores. She stated after requesting proposals for the project only one application was submitted to the City. Grant Development Services was the company submitting an application and proposal.

Karrie and Mayor Orr both covered submitted information and documentation within their proposal.

**7.2. Discussed and considered action on awarding the FY 2019/2020 CDBG Application and Implementation Project contract. *As requested by Staff***

After being discussed in agenda item 7.1 it was decided to accept the application and proposal from Grant Development Services / Gandolf Burrus.

**7.2.1. Motion to award the FY 2019/2020 CDBG Application and Implementation Project contract to Grant Development Services.**

**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 Parsons	✓		
Councilmember Hibdon	✓		
Councilmember Thomas	✓		
Councilmember Wayson			

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

**7.2.3. Motion: Passed**

**7.3. Discussed possible grant opportunities. *As presented by Gandolf Burrus***

Mayor Orr opened the item for discussion and turned topic over to Gandolf Burrus for his presentation for upcoming grants that the City of Cottonwood Shores may have an option to obtain. Mr. Burrus stated he has been working with the city for approximately 30 years. He stated there were two grants out there, 1 major one from TexDot known as a Transportation Alternative or TA grant which could be utilized for multiple improvement projects such as sidewalks, drainage, etc. This grant is a 20% percent match grant with no upper limit. To qualify for this a sidewalk or something needs to connect to a TexDot Roadway. There is also a local LETS There is also a fire truck grant which is a 5% match. Some items discussed included a need to loop water lines in the main portion and also the Castle Terrace area of the city. Another was the need to construct or build a new grinder pump lift station in the western portion of the City. A need for this item to be brought back to the City was mentioned.

**7.4. Discussed and considered action on the buyout or replacement of the City Hall Xerox copier/printer. *As requested by Staff***

Mayor Orr pointed out to the City Council the current buyout or lease on the machine currently in place at City hall. He commented that the machine was beginning to have several issues and the contract and maintenance agreement had expired. The cost analysis of keeping the existing machine versus a new contract with a new machine was presented. The new machine would actually cost the City approximately \$9.00 less per month.

**7.4.1. Motion to contract a new Xerox Machine under a lease.**

**7.4.1.1. Motion:** Councilmember Hibdon

**7.4.1.2. Second:** Mayor Pro-Tem Trinidad

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

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

**7.4.3. Motion: Passed**

**7.5. Discussed and considered action on permit fees. *As requested by Staff***

Mayor Orr opened and discussed the current fees and the need to possibly reevaluate the current one and change them if needed. He also covered the cost of several fees that currently the city does not charge for and the possible need to change them. After further discussion Mayor Orr requested that the City Council study the current fees schedule and other items presented and bring their finding back to the next City Council meeting.

**7.5.1. Motion to postpone to next meeting**

**7.5.1.1. Motion:** Mayor Pro-Tem Trinidad

**7.5.1.2. Second:** Councilmember Hibdon

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

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

7.5.3. Motion: **Passed**

**8. Old Business**

8.1. Discussed and considered action on Parks Committee request for Mulch at playscape. *As requested by parks committee.*

Mayor Orr opened the item for discussion and turned proceedings over to Parks and Recreation Committee President Sylvia Breen. President Breen stated she did not have any bids or quotes on the mulch at this time. It was mentioned that between 5,000 and 7,000 pounds of material would be required. The cost of the material was not achieved by the Parks and Recreation Committee.

8.1.1. Motion to postpone

8.1.1.1. Motion: Mayor Pro-Tem Trinidad

8.1.1.2. Second: Councilmember Hibdon

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

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

8.1.3. Motion: **Passed**

**9. Future agenda items:**

- 9.1 CDBG Grant Options
- 9.2 Ordinance 3003 (Development Permits)
- 9.3 Fee Schedule
- 9.4 Community Park Mulch

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

10.1. Convened into executive session, pursuant to Section 551.074 of the Texas Government Code and deliberated the appointment, employment, evaluation, or reassignment of: City of Cottonwood Shores City Administrator/City Secretary at 7:02 p.m.

10.2. Re-convened into open session and took action on Item 9.1. at 7:30 p.m.

10.2.1. Motion to continue discussion with city administrator applicant

10.2.1.1. Motion: Councilmember Hibdon

10.2.1.2. Second: Mayor Pro-Tem Trinidad

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

**ORIGINAL**

Councilmember Thomas	✓		
Councilmember Wayson			

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

10.2.3. Motion: **Passed**

11. Adjournment: 7:36 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 December 6, 2018



Attest:

A handwritten signature in blue ink that reads "Sheila C. Moore". The signature is written in a cursive style.

Sheila C. Moore  
City Administrator / City Secretary